REGULAR COUNCIL MEETING
AGENDA

FEBRUARY 8, 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 NEIL

AGENDA ADDITIONS/DELETIONS

* **CONSENT AGENDA**

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

* **1. ADOPTION OF MINUTES**

A. EMERGENCY COUNCIL MEETING OF DECEMBER 29, 2015
B. REGULAR COUNCIL MEETING OF JANUARY 25, 2016

2. PUBLIC HEARING/FINAL READING OF PROPOSED ORDINANCE #2015-24 - REZONING REQUEST FOR PROPERTY LOCATED ADJACENT TO THE WEST PROPERTY LINE OF 1042 SOUTH BRADFORD STREET

THE FIRST READING OF THE PROPOSED ORDINANCE WAS ACCOMPLISHED DURING THE COUNCIL MEETING OF DECEMBER 14, 2015. COPIES ARE AVAILABLE AT THE ENTRANCE OF THE COUNCIL CHAMBERS.

A. PROPERTY LOCATED ADJACENT TO THE WEST PROPERTY LINE OF 1042 SOUTH BRADFORD STREET, CONSISTING OF A 2,373$^{+/-}$ S.F. PORTION OF A 10,373$^{+/-}$ PARCEL, OWNED BY HALPERN FAMILY PROPERTY INVESTMENT, LP. THIS PROPERTY IS CURRENTLY ZONED R-8 (ONE FAMILY RESIDENCE) AND THE PROPOSED ZONING IS C-1A (LIMITED COMMERCIAL).

(TAX PARCEL: ED-05-077.17-03-14.00-000; SECOND COUNCIL DISTRICT; PLANNING REFERENCE Z-16-01)

* **3. COUNCIL COMMITTEE OF THE WHOLE REPORT - JANUARY 26, 2016**

A. SAFETY ADVISORY AND TRANSPORTATION COMMITTEE

A-1. PROPOSED ORDINANCE #2016-05 - AMENDING CHAPTER 106 - TRAFFIC AND VEHICLES, ARTICLE III - STOPPING, STANDING AND PARKING, DIVISION 2 - METERED PARKING, SECTION 106-164 - VIOLATIONS; PENALTIES (SEE ITEM #9-A) (SPONSORS: HOSFELT AND HUTCHISON)

(COMMITTEE RECOMMENDED ADOPTION OF PROPOSED ORDINANCE #2016-05)

A-2. REQUEST FOR WAIVER - APPENDIX B - ZONING, ARTICLE 5 - SUPPLEMENTARY REGULATIONS, SECTION 17 - EMERGENCY ACCESS REQUIREMENTS - WAIVER OF EMERGENCY REAR ACCESS REQUIREMENT FOR THE GRANDE, BUILDING 4: PLANNED NEIGHBORHOOD DESIGN - SENIOR CITIZEN HOUSING OPTION (APPLICATION C-15-04)

(COMMITTEE RECOMMENDED APPROVAL OF THE WAIVER FOR THE ELIMINATION OF THE EMERGENCY REAR ACCESS REQUIREMENT FOR THE GRANDE, BUILDING 4: PLANNED NEIGHBORHOOD DESIGN - SENIOR CITIZEN HOUSING OPTION, AS RECOMMENDED BY STAFF AND THE PLANNING COMMISSION)

A-3. BICYCLE AND PEDESTRIAN SUBCOMMITTEE REPORT

(COMMITTEE RECOMMENDED ACCEPTANCE OF THE REPORT)

B. LEGISLATIVE, FINANCE, AND ADMINISTRATION COMMITTEE

B-1. PERSIMMON PARK PLACE DRAINAGE PROJECT

(COMMITTEE RECOMMENDED AUTHORIZING STAFF TO EXECUTE THE TWO (2) AGREEMENTS TO FULLY FUND THE PERSIMMON PARK PLACE DRAINAGE PROJECT AND THAT NO CITY OF DOVER MONEY WILL BE USED TO PAY FOR THE DESIGN PHASE OF THIS PROJECT)

B-2. PROPOSED ORDINANCE #2016-06 AMENDING CHAPTER 26 - BUSINESSES, ARTICLE II - LICENSES, SECTION 26-40 - LICENSE ISSUANCE, EXPIRATION AND FORM, AND SECTION 26-42 - PENALTY FOR LATE PAYMENT OF LICENSE FEE (SEE ITEM #9-B) (SPONSORS: HOSFELT AND TOWNSHEND)

(COMMITTEE RECOMMENDED ADOPTION OF PROPOSED ORDINANCE #2016-06)

B-3. COMPREHENSIVE ANNUAL FINANCIAL REPORT (CAFR) FOR THE FISCAL YEAR ENDING JUNE 30, 2015

(COMMITTEE ACTION NOT REQUIRED)

* **4. MONTHLY REPORTS - DECEMBER 2015**

A. CITY ASSESSOR'S REPORT
B. CITY MANAGER'S REPORT
C. CITY PLANNER'S REPORT
D. CONTROLLER/TREASURER'S BUDGET REPORT
E. ECONOMIC DEVELOPMENT OFFICE REPORT
F. FIRE CHIEF'S REPORT (NOVEMBER AND DECEMBER)
G. POLICE CHIEF'S REPORT

* **5. QUARTERLY REVIEW OF CAPITAL INVESTMENT PLAN (CIP)** (OCTOBER, NOVEMBER, AND DECEMBER)

6. TENTATIVE LABOR AGREEMENT - DOVER ORGANIZATION OF EMPLOYEES (DOE)

7. EVALUATION OF BIDS - DEMOLITION OF PROPERTIES - 105, 111, AND 115 SOUTH NEW STREET

(STAFF RECOMMENDS AWARDING THE CONTRACT FOR DEMOLITION OF 105, 111, AND 115 SOUTH NEW STREET TO DEPENDABLE CONSTRUCTION OF DELAWARE)

8. ANNEXATION/REZONING REQUEST/FIRST READING OF PROPOSED ORDINANCE #2016-08

THE FIRST READING IS OFFERED ON THE FOLLOWING PROPOSED ORDINANCE. IT IS RECOMMENDED FOR REFERRAL TO THE UTILITY COMMITTEE ON FEBRUARY 23, 2016; THE PLANNING COMMISSION ON MARCH 21, 2016; AND THAT A PUBLIC HEARING BE SET FOR APRIL 11, 2016 AT 7:30 P.M. COPIES OF ALL PROPOSED ORDINANCES ARE AVAILABLE AT THE ENTRANCE OF THE COUNCIL CHAMBERS OR CAN BE OBTAINED FROM THE CITY CLERK'S OFFICE.

A. 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)

9. FIRST READING - PROPOSED ORDINANCES

THE FIRST READING IS OFFERED ON THE FOLLOWING PROPOSED ORDINANCES. FINAL ACTION BY COUNCIL WILL TAKE PLACE DURING THE SECOND READING OF THE ORDINANCES ON FEBRUARY 22, 2016. COPIES OF ALL PROPOSED ORDINANCES ARE AVAILABLE AT THE ENTRANCE OF THE COUNCIL CHAMBERS OR CAN BE OBTAINED FROM THE CITY CLERK'S OFFICE.

A. PROPOSED ORDINANCE #2016-05 - AMENDING CHAPTER 106 - TRAFFIC AND VEHICLES, ARTICLE III - STOPPING, STANDING AND PARKING, DIVISION 2 - METERED PARKING, SECTION 106-164 - VIOLATIONS; PENALTIES (SAFETY ADVISORY AND TRANSPORTATION COMMITTEE)

B. PROPOSED ORDINANCE #2016-06 AMENDING CHAPTER 26 - BUSINESSES, ARTICLE II - LICENSES, SECTION 26-40 - LICENSE ISSUANCE, EXPIRATION AND FORM, AND SECTION 26-42 - PENALTY FOR LATE PAYMENT OF LICENSE FEE (LEGISLATIVE, FINANCE, AND ADMINISTRATION COMMITTEE)

10. COUNCIL MEMBERS' ANNOUNCEMENTS

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EMERGENCY COUNCIL MEETING

An Emergency Council Meeting was held on December 29, 2015 at 9:03 a.m. with Council President Slavin presiding. Council members present were Mr. Anderson, Mr. Sudler, Mr. Neil, Mr. Lewis, Mr. Cole, Mr. Hosfelt, Mr. Hare, and Mr. Hutchison.

Council staff members present were Mr. Koenig, Deputy Police Chief Mailey, Mrs. Mitchell, Mrs. Townshend, Mr. Koenig, and Mrs. McDowell. Mayor Christiansen (departed at 10:15 a.m.) was also present.

ADOPTION OF AGENDA

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

CANCELLATION OF YOUTH ADVISORY COMMITTEE NEW YEAR'S EVE EVENT

During the Parks, Recreation, and Community Enhancement Committee Meeting of October 12, 2015, members considered recommendations from the Youth Advisory Committee (YAC), including a proposal regarding a New Year's Eve event that included a request for support from the City for security, insurance, public announcement stages, and facilities. The Committee recommended that the City Manager evaluate the YAC's proposal for the event, including numbers, to see if the proposal was doable this year or if it was something that must be planned for next year. The Committee's recommendation was approved by City Council during their Regular meeting of October 26, 2015.

During the Parks, Recreation, and Community Enhancement Committee of November 9, 2015, members again considered the YAC's recommendations regarding the New Year's Eve event. The Committee recommended acceptance of the YAC recommendations provided by Mr. Koenig and Mrs. Mitchell in regard to the expenses and insurance for the event. The Committee's recommendation was approved by Council during their Regular meeting of November 23, 2015. During this meeting Mr. Koenig reviewed his memorandum to City Council dated November 18, 2015 regarding the "Youth Advisory Committee - New Year's Event" ***(Exhibit #1)*** that listed actions that must be addressed from the City's standpoint to finalize the event.

During the Emergency Council Meeting of December 29, 2015, Council President Slavin applauded the efforts of the YAC in planning a New Year's Eve event, stating that this would eventually be a great event; however, it would require more planning. He noted that when this issue came before Council previously it was noted that there was an impossibly short window to get everything done. Mr. Slavin reminded members that, during the Regular City Council meeting of November 23, 2015, Council members, including Mr. Anderson, were clear and voted unanimously to set conditions and hard deadlines for the event. It was stated that the City Manager would make the decision regarding the event because Council was not scheduled to meet between the meeting and the date set for the event.

In response to Mr. Slavin regarding when the City Manager had communicated his decision to Council, Mr. Koenig stated that this was done on December 21, 2015.

Mr. Slavin stated that some leeway had been given after the deadlines and since that time, unfortunately, the decision of Council as communicated by the City Manager had been ignored. He

indicated that this was troubling on a number of levels. Mr. Slavin stated that he was not willing to compromise the safety of children in this matter, which came first and foremost and was not a matter for negotiation. He noted that the deadlines were put in place for public safety, which is done for all groups, and not as bureaucratic roadblocks. Mr. Slavin indicated that life safety issues for large events must be addressed, known, planned for, accepted, and timely, and must be communicated across a broad range of people on the City side who will be working that event. He felt that this could not be done at the last minute with no good, solid understanding of what is expected of the event.

In addition, Mr. Slavin expressed his deep concern that the City Manager's decision, based upon full Council action, was ignored and continued to be ignored and that members had to find themselves present today to possibly take further action. He indicated that the City's representative bodies should always respect the City charter and, in his opinion, it was unfortunate that this had not been the case. Mr. Slavin stated that he had concerns about the safety, risk, and liability issues related to this event that would eventually be up to Council.

Mr. Anderson concurred that safety was vital, stating that safety concerns were addressed from the beginning and that there were no such concerns that would endanger the citizens or children if the event were held right now. He felt that the current meeting was inappropriate because there was no true emergency. Mr. Anderson advised members that the City police had stated that the New Year's Eve event would be no more intrusive than the Comic-Con event held in the City. He explained that it would likely be a small event that would be no more dangerous than a block party and would be held at Legislative Mall and the Loockerman Way Plaza. Mr. Anderson indicated that all steps in regard to power, sanitation, and safety had been addressed and the only real hang-up was to get the insurance that Council had authorized. He stated that the event had been scaled down at Mr. Koenig's insistence and there would not be issues with fireworks or street closures. Mr. Anderson advised members that Mr. Tim Mullaney, Fire Marshal, had stated that he had no problems with any of the outdoor event venues. Mr. Anderson felt that the event was not terribly complicated or different from events that the City frequently does, noting that the City often adjusts events, such as a Halloween event that the Downtown Dover Partnership (DDP) had put together in approximately one (1) week and moved to the next week on short notice. He did not believe that every event takes months of planning.

Mr. Anderson expressed his opinion that the lack of cooperation regarding what Council had authorized was the single biggest hold-up. He indicated that the motion that Council voted upon during their meeting of November 23, 2015 was to accept staff recommendations provided by Mr. Koenig and Mrs. Mitchell in regard to the expenses and insurance for the YAC event, and that Mr. Koenig's memo, which Mr. Anderson felt had artificial deadlines that no one else would ever be held to, was not adopted. Mr. Anderson stated that most of the objections were related to safety but had to do with timelines regarding when money came in, which he indicated was an issue because people who were trying to get money in did not know where to give it and it was made difficult for them to do so. He advised members that since Mr. Koenig had announced that he would not sign consent for fireworks, the City had all of the money necessary for the event by December 10th. By December 21st, all of the money was in City coffers even if fireworks were to be included. Mr. Anderson informed members that this event was completely privately funded and ready to go. He questioned if Council would be so irresponsible as to tell those people who donated

funds, artists who planned to perform, and downtown businesses that were ready to extend their hours to participate in this opportunity to compete with online Christmas shoppers, that the City did not care and did not want them. Mr. Anderson asked members if they wanted to tell downtown businesses and the community's kids that they did not support them and would not accept the slightest bit of necessary inconvenience. He expressed his belief that this type of event was important this year, noting that the City had a very rough year and reminding members of a recent shooting and other events that caused the City to feel torn and in need of something to bring unity and allow people to celebrate and have a sense of community. Mr. Anderson stated that the question was whether to listen to the voices of negativism or look ahead. He felt it was Council's responsibility to not just be caretakers but to allow members of the community every opportunity to build it, make it better, enhance the arts, and become unified, stronger, and better. Mr. Anderson asked if members would stand by their decision or let the inner nabob of negativism overcome the common sense solutions in front of them to let the event go forward as is.

Mr. Sudler expressed a desire to hear some of the safety concerns. He stated his support of the YAC but concurred with Mr. Slavin that safety was the first priority. Mr. Sudler felt that if Council could get past this issue, they could perhaps support the event. He noted that permits for the event came in late and acknowledged the efforts put forth by the youth. Mr. Sudler advised members that he had discussed the event with Mr. Koenig earlier this month and supported what Mr. Koenig had said, noting that deadlines were not met. Mr. Sudler thought that the youth deserved to have a special chance as long as their safety was not jeopardized and if the issue of safety could be addressed today.

Noting that Mr. Anderson had stated that Council should be responsible, Mr. Hare agreed, stating that Council should stick by the decision that they had made. He indicated that Mr. Anderson did not meet the deadlines that Council had decided on, noting that a permit request for the event was received only today. Mr. Hare stated that Mr. Anderson did not live up to what Council had agreed to and what Mr. Anderson had voted for.

Mr. Neil advised members that he was shaken by the fact that things that should have been done within a period of time were not. He suggested postponing the event for a year, and that Kent County Tourism be asked to mentor members of the YAC in putting the event on so that they would have guidance and understanding of what it takes to put on an event of this nature where people are at risk. Mr. Neil stated his willingness to make a motion in this regard. He explained that he serves as the Council liaison to Kent County Tourism and that Ms. Wendy Vestfall would become the new Executive Director of this organization on January 18, 2016. He noted that Kent County Tourism is an expert at putting on events. Mr. Neil felt that there were safety issues related to the New Year's Eve event, and if it did not go well and something happened, the burden would be placed on the taxpayers of the City.

Mr. Lewis stated that the work of the YAC was admirable and questioned what staff's safety issues and concerns were. Responding, Mrs. Ann Marie Townshend, Director of Planning and Community Development, advised members that a special event permit is required for any special event held, including those on areas of private property. This application is reviewed principally by the Fire Marshal's Office and the Department of Planning and Inspections in regard to a number of things, for instance, any tents used must be fire rated, food vendors must have a Public Health permit, the layout is reviewed to ensure emergency access, and 30 days lead time is required. Noting that staff

sometimes does not receive permit applications 30 days ahead, Mrs. Townshend stated that it is very difficult to provide review and feedback if the application is received two (2) or three (3) days ahead of the event. She noted that the Fire Marshal had only 10 minutes prior to the current meeting to review the application for the New Year's Eve event and that she and Mr. Koenig met with Mr. Anderson and Ms. Teresa Morris, adult member of the YAC, in October and communicated that this event permit was required.

Mr. Tim Mullaney, Fire Marshal, advised members he met with Mr. Anderson that morning to review the special event permit application following a Special YAC meeting on December 28, 2015. He reiterated that applications typically come in 30 days prior to an event so that staff can ensure that every portion of the event is covered logistically and that staff gets the information needed to make it a success. Mr. Mullaney indicated that several items were lacking from this application. Noting that the event would be held at Legislative Mall and Loockerman Way Plaza, he noted that there were no signatures for property owner approval. Mr. Mullaney stated that Mr. Anderson had informed him that this form for the Plaza had been completed and was signed by Mr. Bill Neaton, Economic Development Manager. Mr. Mullaney advised members that a signature would also be required for Legislative Mall and stated his belief that this was contingent on approvals at the City level in order to get final approval through the State of Delaware Division of Facilities Management.

Mr. Mullaney indicated that the description of the event had been listed as "Concert Performances," noting that he typically receives more detailed information, including a total breakdown of the event that tells staff what is going to happen at the locations, the vendors involved, if there will food, and if there will be generators. He stated his understanding that the description was revised one (1) or two (2) weeks ago, but he had not received it and needed a better description to know what the needs would be and to ensure that all bases are covered. Mr. Mullaney stated that he asked about street closures that morning and was informed that this had been changed and there would be no street closures, although it was his belief that the Police Department had issued a permit for several street closures.

Mr. Mullaney advised members that the application indicated that no food or alcohol would be served to the public; however, some of the venues for the event were at locations where food is served, and approval would be needed if they would be doing anything different outside or on the sidewalk. He stated the need to reach out to the venues listed on the schedule to find out exactly what they planned on doing inside their venue, since some code restrictions could apply based on what they intend to use the building for during the event.

Mr. Mullaney advised members that for all outside events, staff asks for a sketch of the actual venue, noting that there would be two (2) venues, Loockerman Way Plaza and Legislative Mall. He indicated that the application indicated "Vendors, if any, no tents." After speaking with Mr. Anderson that morning, he learned that there would be no vendors and only informational tables.

Mr. Mullaney informed members that a stage was shown, which would require the closure of Legislative Avenue. Only very generic information had been provided, and he stated the need to know what vendors would be there. Mr. Mullaney indicated that a lot of the information that was provided previously had changed, noting that previously a stage was planned at Loockerman Way

Plaza and now there would be no stage. The venue list included four (4) locations: Legislative Mall, The Grey Fox Grille and Public House, Plaza Park (Loockerman Way Plaza), and Zuha Trend. Mr. Mullaney expressed concern regarding an assembly occupancy at Zuha Trend, which was approved for business occupancy, stating that he would have to find out what was planned there since this could change some of the life safety factors at this location. Mr. Mullaney indicated that although there would be no stage at Loockerman Way Plaza, different types of information would be needed based on what would be happening there. He noted that generators come into play for any type of public address (PA) system and would require electrical inspections.

Mr. Mullaney explained that there were designated areas inside The Grey Fox where performers were allowed; however, he would have to find out what kind of performers would be there and make sure the set-up would be what is permitted. He advised members that when the floor layout and locations inside establishments that serve alcohol are changed, other agencies become involved, such as the State of Delaware Division of Alcohol and Tobacco Enforcement.

Mr. Mullaney stated that the situation at Legislative Mall would be similar to Loockerman Way Plaza and he would need information regarding whether there would be generators and where they would be getting power from. He indicated the need to develop a punch list of items needed in order to sign off on the permit. Mr. Mullaney advised members that safety factors may or may not come into play, depending on the descriptive information about the actual event which he had not yet received.

Responding to Mr. Sudler regarding the major safety concerns that would support canceling the event, Mr. Mullaney stated that his first concern would be the different venues, since he did not know what would be occurring inside the structures. Secondary concerns would relate to outside venues at Legislative Mall and Loockerman Way Plaza related to use of generators, stage set-ups, and vendors. He indicated that the safety factor was that he did not have enough information to say that this would be a safe event.

Mr. Anderson stated that, as discussed on December 28, 2015 and earlier in the morning on December 29, 2015, there would be no generators because water and power would be provided through Legislative Mall and there would be no vendors to bring generators. Responding, Mr. Mullaney explained that he looks at a minimum of 100 special event permits per year and, even though it had been said that there would not be generators, this must be indicated in writing. He indicated that vendors who come into town may not know the City's rules and some do not care what the requirements are. They may know the answers to tell those who are holding events and then do things that they are not supposed to do. Mr. Mullaney explained that staff knows they must make a special phone call to some vendors to tell them the requirements and this is why a vendor list was requested.

Mr. Anderson expressed his feeling that this was a non-issue, noting that vendors had been dropped because people had difficulty having their payments received.

Mr. Mullaney stated that, during the Special YAC meeting held on December 28, 2015, a laser light show was mentioned since the fireworks would not be part of this event, and this must also be

included. In response, Mr. Anderson explained that this had been proposed; however, it would involve Dover Air Force Base and this was not something that could just be put in.

In response to Mr. Hutchison as to whether vendors would need permits to participate, Mr. Mullaney stated that this would depend on the type of vendor, noting that food vendors would need a City of Dover business license, a State license, and Public Health approval. He noted that some vendors may just be handing out flyers. This would not be required for those just handing out flyers.

Responding to Mr. Hutchison regarding when the permit for Legislative Mall was received, Mr. Mullaney stated Ms. Natalie Curran, State of Delaware Facilities Management, emailed him the permit on December 10, 2015 and provided a breakdown of what was required. She indicated through a phone conversation at approximately 8:15 a.m. that morning that the State still had not received the liability insurance or a copy of the signed letter of their clause with the City. Ms. Curran also mentioned that the Fire Marshal's Office would be needed. Mr. Mullaney stated his belief that road closures were covered through the Capital Police and Dover Police Department, even though this may change; therefore, those two (2) items related to the special event permit would hold them from having the event at Legislative Mall if it were not approved at the Council level.

Mr. Hutchison indicated, as former Police Chief and Mayor of the City of Dover, that he understood what the event was about, noting that he had been actively involved in First Night in the past. He stated that the City had worked with the Greater Dover Committee, who served as the lead, for over a year to get ready for this event, which continued for 15 consecutive years. Mr. Hutchison stated that public safety was his number one (1) concern and did not like events that were being put together at the last minute. He credited the YAC for their hard work but noted that the ultimate responsibility falls on the City. Mr. Hutchison expressed his hope that this would be an annual event, rather than a one (1) year event, and stated his disappointment that there was a rush to get it done with two (2) days left. He did not feel this was the way to accept responsibility.

Mayor Christiansen commended Mr. Anderson and the YAC for their efforts and accepted personal responsibility for the current situation. He felt that he should have reached out to the Committee, since he had personal experience in putting together events such as the one that they planned, noting his previous involvement in the Dover Days Festival and First Night. Mayor Christiansen advised members that procedures were in place to protect the citizens of the City. He offered to personally mentor the YAC and anyone who was interested to bring about this event next year, with a year of planning. Mayor Christiansen stated that there were adult considerations that must be handled responsibly.

Members were provided the Final Narrative for the New Year's Eve event that was received from the YAC on December 17, 2015 and the Draft Narrative received on October 20, 2015 ***(Exhibit #2)***. Mr. Hare noted that the narrative reflected a number of things going on until 11:50 p.m., including a Battle of the Bands and a Drum Off. Mr. Koenig explained that this was part of the draft narrative that was submitted in October. He stated that the current narrative was roughly three (3) paragraphs long, with the time of the event shown as 5:00 to 9:00 p.m. at Plaza Park (Loockerman Way Plaza) and other areas on Loockerman Street, and the fireworks display at 10:00 p.m.

Mr. Hare questioned why the permit was not filled out by December 11, 2015 and expressed concern regarding other groups that may submit applications two (2) days before their event, pointing out that they were asking for this to be allowed for an event that was headed up by a Councilman.

Mr. Anderson stated that the special events permit was not included in the packet of information that he received, although he had information regarding the police and Legislative Mall. He indicated that everything in the packet was filled out in November, and the first time he saw this item was when Mr. Mullaney came to the YAC meeting of December 28, 2015. He stated that in early December, Mr. Ed Perez, Downtown Coordinator, was invited to review the event schedule with members to make sure they had everything; however, Mr. Perez stated that he did not receive authorization to attend because it was after hours. Mr. Anderson stated that had it been in the packet like everything else, it would have been filled out and returned a month ago, noting that this was done with the other papers.

Responding, Mr. Mullaney advised members that there is no packet that has all necessary forms and that it is necessary to go to the Dover Police Department regarding a street closure, City Hall for a special event or fireworks permit, to Legislative Hall to use their facilities, and to the Downtown Dover Partnership (DDP) to use the Loockerman Way Plaza. This must be done to cover what each agency needs. Mr. Mullaney stated that he was unsure who provided a packet to Mr. Anderson, but there is not a packet at City Hall with all of this information.

Responding to Mr. Slavin, Mr. Anderson stated that he obtained information from the Economic Development Office, the Police Department, and Legislative Hall.

Mr. Slavin noted that Mr. Anderson had indicated that he was handed all this information in a packet and this application was missing from the packet. Responding, Mr. Anderson stated that he thought he had everything he needed from the police and Downtown Dover Partnership (DDP). The only permit from the Fire Marshal they were aware of was for fireworks, which was stated in the fireworks contract. This was filled out but never turned in because the fireworks were canceled.

Mr. Koenig stated that the application for a parade and public assembly permit was submitted by Mr. Anderson in his handwriting on December 17, 2015. The Police Department called Mrs. Townshend to discuss the permit. Staff had asked the Police Department to hold the permit while staff was trying to work out all of the details of the continuous changes to the event. Mr. Koenig indicated that the one (1) page permit was signed by the Police Department on December 23, 2015 and was not submitted in accordance with his memorandum of November 23, 2015, which indicated that everything should be put in place by December 11, 2015 so that it could be determined how to make this a safe and successful event. Mr. Koenig noted that they were now on the Council floor planning an event that was less than two (2) days away. He expressed staff's standpoint that they had been unable to get their hands around the event because it kept being adjusted and had asked Mr. Anderson repeatedly to commit to something in writing that could be reviewed, but this had not happened. Mr. Koenig advised members that the three (3) paragraph final narrative was not enough to commit the City to this event. He indicated that he repeatedly asked the members of the YAC to be young adults and come to the conclusion that this event should be canceled for this year and rescheduled at some other date; however, this had not happened. Mr. Koenig stated his belief that this event must be canceled because it would be almost

impossible to deliver an event that he could sign his name to in good faith for the City under the circumstances.

Mr. Hare noted that the final narrative indicated that there would be a fireworks display finale to end at 10:00 p.m.

Responding to Mr. Hosfelt regarding the procedure for reserving Legislative Mall, Mr. Mullaney explained that, typically, the first stop is to contact Legislative Hall or the State of Delaware Division of Facilities Management to reserve the space. Once they approve the request for the property, the State emails various State and local agencies to let them know exactly what is needed for final approval. Mr. Mullaney stated that he had received this email from the State on approximately December 10th or 11th, but no information had been submitted to him about the event at that time. Mr. Mullaney advised members that he just received the first information about the event that was officially submitted that day.

Responding to Mr. Hosfelt, Mr. Mullaney indicated that typically requesters are told that they must submit the information 30 days prior to the event. Mrs. Townshend advised members that this was not specified in the Dover Code.

Mr. Neil moved to postpone the Youth Advisory Committee New Year's Eve event until New Year's Eve 2016 and that mentoring be requested from Kent County Tourism. The motion was seconded by Mr. Cole.

Mr. Sudler questioned if Kent County Tourism would be able to commit to mentoring and if Mr. Neil had spoken with Ms. Vestfall. Responding, Mr. Neil stated that she would not be available until January 18, 2016.

Mr. Slavin asked Mr. Neil if working with Kent County Tourism was a suggestion or requirement. Responding, Mr. Neil reminded members that the motion stated that mentoring would be requested from Kent County Tourism, noting that the Mayor had already volunteered his services. He felt it would be to the advantage of the YAC to learn how to put on such an event, would provide them with an education, and would not leave Council asking whether and how things were done.

In response to Mr. Lewis regarding organizations that previously put on the First Night event, Mrs. Townshend explained that this was done by a non-profit organization and there was a staff person who coordinated the event. She stated that there were also stakeholders from the State, downtown merchants, and the City departments that were expected to provide services. Mrs. Townshend stated that it appeared the involvement of people who are expected do this was lacking at this point. She noted that with Dover Days there are planning meetings that include Kent County Tourism, various City departments, and State agencies and that large events have committees that provide that structure.

Responding to Mr. Lewis regarding whether anyone had reached out to the organizations or affiliates that used to assist with First Night, Mr. Anderson stated that these organizations in particular had not been contacted; however, there were efforts to learn from other organizations, such as the Chamber of Commerce, the Merchants Association, etc.

Mr. Lewis questioned if Kent County Tourism had been involved with previous First Nights, stating that he was leery about voting for the motion that involved Kent County Tourism. Responding, Mr. Koenig recalled that the Greater Dover Committee was the main point agency and Ms. Shelly Cecchett was the coordinator who worked with virtually every available agency because she needed a massive amount of volunteers and fundraising. Mr. Koenig stated his belief that Kent County Tourism was probably involved indirectly, if not as the steering committee.

Mr. Sudler stated that he had heard nothing in regard to major safety concerns that should stop the event, although deadlines were not met and it was not as organized as he would like. He felt that the YAC was cutting itself short when they had to take out portions of the event to meet deadlines. Looking at the big picture, Mr. Sudler thought that the event should be postponed and that the youth members should not be discouraged but motivated to work harder and be more prepared, noting that they needed more support. He stated that he would not support the motion on the floor because he did not like the last part of the motion that sounded as if Kent County Tourism involvement was being mandated.

Mr. Hare agreed that a lot of effort was put into the event, but stated that there were still a lot of gaps, including the inclusion of a fireworks display in the narrative. He felt that the YAC needed more direction and help and suggested replacing Kent County Tourism with a special group of perhaps three (3) Council members, one (1) to work on permits, one (1) for entertainment, and one (1) for something else, and stated his willingness to help. He suggested that the initial planning begin by September 1st and that Kent County Tourism be taken out of the motion and replaced with Council guidance.

Mr. Neil explained that approximately 22 agencies are involved in Kent County Tourism, including Dover Downs and each of the State museums. He stated that these organizations are experienced in running events, noting that City Council is not experienced in this area. Mr. Neil thought that the YAC may be able to expand their sponsorships through Kent County Tourism. He felt that merely suggesting that Kent County Tourism serve as mentors would not stop Council or the Mayor from serving as mentors. Mr. Neil suggested that members take a look at what Kent County Tourism is, noting that he had been working with them and served on the committee to pick the new Director and they were doing marvelous work. He felt that being promoted by them would be a coup for the and this event could possibly grow, as Dover Days had grown, to become a major happening within the City of Dover. He felt that Kent County Tourism's experience would be invaluable and might serve these young people in the future.

Mr. Lewis agreed with Mr. Hare's comments about Council providing assistance, noting that two (2) senior members of Council and prior Council members had assisted and served at First Night events. He indicated that he would like to see them perhaps advise the YAC and give them direction, and he expressed surprise that they were not asked about this matter.

Mr. Anderson noted that invitations were given to the December YAC meeting to some people who had been involved before, but they did not make it. He felt it unnecessary to postpone the event, stating the group had the expertise and City staff was involved, noting that the Downtown Coordinator does events all the time. Mr. Anderson stated that more cooperation would help and that he thought Councilman Hare's idea was brilliant. He thanked Council for joining together in

committing to the youth, which was the point of the YAC, and for stepping up to make next year's event a spectacular one. Mr. Anderson reiterated that there was no need to postpone the event. He advised members that if Council approved the event and the insurance was approved, those things and the Legislative Hall arrangements were basically done. Mr. Anderson stated that the punch list was relatively simple since there would be no generators or other complications. He advised members that changes were made because there were requests for changes and the Committee tried to accommodate. Mr. Anderson felt that they were being blamed for responding to requests, being flexible, and working with staff. He stated his hope that everyone could move forward together, hopefully with the New Year's Event, but whether or not this occurred, he thought they could do some good things in connection with summer events working with the Parks and Recreation Department.

Mr. Neil withdrew the motion to postpone the Youth Advisory Committee New Year's Eve event until New Year's Eve 2016 and that mentoring be requested from Kent County Tourism

Mr. Neil moved to postpone the event until New Year's Eve of 2016, seconded by Mr. Cole.

Mr. Anderson requested that members of the public be allowed to give their opinions. Mr. Slavin noted that no public hearing was scheduled for this meeting.

Mr. Anderson moved to suspend the rules to allow members of the public to give comments. The motion was seconded by Mr. Sudler.

As a law enforcement officer, Mr. Lewis stated his opinion that safety was a major factor and was vital. He also expressed concern that this event had been publicized in the media and questioned what ramifications there might be if it were postponed.

Responding, Mr. Slavin stated that the Council's action would send a message that Council, as stewards of safety in the City, felt that this event, for better or worse, simply did not meet the standards, and Council would not compromise on children's safety. He thought it was critical to take action today so the message that the event was postponed could get out before December 31st.

The motion to suspend the rules to allow members of the public to comment was carried by a unanimous roll call vote.

Mr. Slavin advised those present that each speaker would be allowed three (3) minutes to speak.

Mr. Hopeton Stewart, 1168 South Farmview Drive, stated that he saw Council's position and issues with the preparation of the event but wondered if anything on a smaller scale could be done to salvage the work that was done. He noted that the Fire Marshal had mentioned public, outside areas being less problematic and questioned if it would be possible to have something outside.

Mr. Hans Reigle, Wyoming, advised members that he helps to manage properties in Dover and he felt that something could be salvaged from this event. Mr. Reigle stated that the right of people to peaceably assemble is guaranteed by the First Amendment of the Constitution and that it was the job of the government to facilitate rather than to stop this. He acknowledged that maybe some i's were

not dotted and some t's not crossed; however, he felt that the event was not a complete surprise and that there were a lot of reasons that Council could say no to many positive things that go on in the community. Mr. Reigle stated the possibility of an event happening this year if some small issues were addressed and felt it commendable that the youth of Dover wanted to pull together to have an event. He expressed his opinion that the involvement of young people should be facilitated.

Mrs. Jeannie Anderson, 217 Cecil Street, advised members that she lives in a community where there had been a lot of shootings and kids being killed, noting that one of her cousins was thrown into a garbage can. She expressed her excitement that there were youth wanting to stand for what is right and support the kids in the community, noting that more was needed for these children. Mrs. Anderson stated that her children had been attacked in Dover, there had been issue after issue, and she had been going through this with her family for 18 years. She indicated that she knew the kids doing the shootings and those who were being shot. Mrs. Anderson stated that one of their neighbor's kids was shot at Capital Green and was now a quadriplegic. She explained that the YAC just wanted to do something for the kids who needed to be reached. Mrs. Anderson commended them for what they were doing and expressed her love for the young people and her desire to do something for them. She felt it was time to stand up for the community. It was Mrs. Anderson's belief that the event would not hurt anyone but would bring the community together, which was needed. She noted that the police would support the event and be in the area and the event would be funded, and she questioned what the problem was. As a mother, Mrs. Anderson stated that this was breaking her heart, expressing the need to support the youth. She asked that members allow the event to go on.

Mr. Travis Friedman, Magnolia, stated that he had been a resident of the City of Dover for almost his entire life. He agreed with Mrs. Anderson that there had been a lot of violence in Dover, especially in the past few years. Mr. Friedman stated that it was good for the youth to do something good for the City that people can rally behind and feel good about, and this would be good for the City as a whole. He expressed his view that Dover was starting to have an image throughout the country of a town riddled with junkies, and it was commendable for someone to be doing something good. Mr. Friedman stated that he had heard talk about safety concerns throughout the meeting; however, he had not heard a single safety concern raised. He indicated that he did not understand the problem since this was not a huge event and the Comic-Con event, which was much larger, had been held in Dover. Mr. Friedman advised members that almost 1,000 people had indicated on Facebook that they would be attending the New Year's Eve event, and he estimated that only one-third of those would attend, which was not a lot of people for Legislative Mall. In regard to private businesses having shows, he felt this was no different than a person playing piano at the Grey Fox on a Tuesday or Thursday night. Mr. Friedman indicated that the event was getting more complicated than it needed to be and that it was ridiculous that nothing would be happening on New Year's Eve.

Ms. Laurie Paolini, 50 Greenway Square, Apt. M11, stated that those working on the event were her friends and she had known Ms. Rebecca Anderson, YAC Chair, since she was knee high. Ms. Paolini stated that she liked to see that people and kids in the City were getting together and trying to bring the joy out, noting that members had heard about the crime. She stated that her ex moved to Florida, which had the worst criminal rates, and Delaware was number two (2). Ms. Paolini understood that some might say that this was more reason to be concerned about safety;

however, she felt that compromises should be made so that things could still be done and these kids could still have what they were looking for. She advised members that the event was not just for these kids but for the entire City and stated her understanding that they had not received any compensation. Mrs. Paolini noted that all funds had been raised by the kids on their own and questioned why they should be put on the back burner, noting that some of the members would no longer be 18 next year and would be unable to participate. She questioned why they should lose out entirely because some things had not been cleared. Ms. Paolini acknowledged that there may be issues with business permits and the Fire Marshal but suggested that the event be moved outdoors, where she felt it could still be successful. Ms. Paolini stated that the these kids could be part of something great for the City of Dover rather than having to say that they were going to do this last year and would not be able to participate this year because they were going to college. Ms. Paolini did not think this should be taken away from them and that adjustments should be made so that things could work for the safety of everyone involved.

Mr. Anthony Paolini, 50 Greenway Square, quoted one of our founding fathers who stated that, "The moment we sacrifice our freedom for security, we deserve neither." He advised members that the City had a high crime rate, and there are atrocities, murders, drugs, etc; however, the moment we decide to hide in our shells because we are afraid is the moment we do not deserve any of this anymore. Mr. Paolini stated that he had almost given up on the youth when they decided to stand up and say they had enough of suicide, drugs, murder, and crime and do something good and shed some light on their own generation. He indicated that he gave them immense amounts of respect for this decision. Mr. Paolini felt that the adults should be willing to support them and that not all the i's were dotted and t's crossed in the American Revolution either, but that went through with some help. He stated that those involved had to cross some bridges and learn as they went. Mr. Paolini acknowledged that there may be some things that cannot be done this time around and there may be fire hazards and safety concerns. He noted that some of the bigger, more flashy events might need to be put away until they can be planned more extensively, but this did not mean the whole thing had to go. Mr. Paolini noted that vendors, merchants, restaurants, and those from out of town had committed their assistance and stated their willingness to come and help and support this. He stated that this was not something that the youth were put up to. No compensation was received and they did this on their own initiative. He felt that they were being kicked to the curb and that the City was spitting on everything they did and the effort they put forth. Mr. Paolini felt that the event should be allowed to happen the best way that it could. Noting that he had worked with the Capital Police and the Dover Police, he expressed his belief that they would make sure the streets were as safe as they could be and parents and adults should not leave this up to the police but be vigilant in making sure that things were safe. They should report anything they see and hear to make sure that the kids can walk the streets safely during the event. Mr. Paolini asked Council to take into consideration the recommendations of the public who spoke when making the decision.

Ms. Zorana Ilic, member, Youth Advisory Council, stated that Mr. Neil withdrew his amendment and canceled the planning of future leadership that would be provided to the Committee, so the current motion on the floor was the cancellation of the event. She indicated that she would like to see Council make a future plan to set up a council that would help support and guide the YAC to organize future events and for them not to be as disorganized as they had been this year.

Mr. Slavin stated his belief that this was Mr. Neil's intent after his first motion.

Ms. Rebecca Anderson, Chair, YAC, expressed her thanks for the Council members, individuals, and local businesses who had shown support to them. She indicated that canceling the event had really gotten to her since so many people had contributed their time and their money. Ms. Anderson advised members that people were willing to give up paid gigs because they wanted to raise awareness about issues, such as a little girl with a rare disease or bullying, by singing songs about these issues. She noted that people wanted to make a difference, even if they might have to take from their own pockets. Ms. Anderson stated that the YAC members would do whatever they could to address safety concerns and encouraged members to do whatever they felt was right in their hearts. She stated that what she felt was right was to make sure that the event would go on, that everyone would have a chance to be heard, and that businesses and the community would see that the City is there for them.

Members were provided email correspondence and a summary of telephone calls received by the Clerk's Office regarding the YAC New Year's Eve event ***(Exhibit #3)***.

Mr. Slavin noted that the motion before members was to postpone the New Year's Eve event until New Year's Eve of 2016.

Mr. Sudler questioned if anything could be done as a compromise that would satisfy the City and the YAC and address the safety concerns, such as not having certain events or certain venues. He stated that he heard the community but also understood about City regulations. Mr. Sudler noted that the youth was crying out for Council's support and expressed his belief that they understood that the ball had been dropped. He felt that Council should allow them to do something rather than postponing the whole event, even if just to gather and sing, stating his belief in the need to invest in the youth because the youth are the future.

Mr. Hare sympathized with what everyone had said; however, noted the problem of sending a message that event organizers need not worry about guidelines that were agreed to and that they could submit their permits whenever they wanted to do so. They may feel that if they do not meet guidelines and do what they were supposed to they can play on the emotions of those who agreed to the event. Mr. Hare also noted that if something did happen at the event, the City would be accountable and people would come to Council and question why Council approved it when things were not done as Council set forth in November. He noted that the narrative submitted today still had things on it that had been canceled weeks ago. Mr. Hare stated that if only 300 people showed up, as projected by Mr. Friedman, the event could possibly be held in one (1) location, perhaps the Loockerman Way Plaza, stating his belief that having young kids walking from downtown to Legislative Mall between 5:00 p.m. and 10:00 p.m. could be asking for trouble. He felt it would be a more viable option to block off a section of Loockerman Street and have the police concentrated in one (1) area. Mr. Hare indicated that if this event had been a job that was put on by a company, somebody would have been fired. He expressed his willingness to work with the group next year to let them know what needed to be done and that deadlines must be met.

Mr. Slavin expressed his opinion that the event was far beyond any time that there could be compromise. Putting forward a compromise right now would essentially put Council right back where they were when they walked in this morning, with the exception that they would have less hours to plan the event. It would also speak to what Mr. Hare had just said, which was that these

events could continue to be planned until the last minute. He did not believe that it could be done.

Mr. Anderson thought that there was a simple solution that would have occurred if there were no meeting today. He indicated that the Fire Marshal had a simple punch list and he should be allowed to move forward with his recommendations, reiterating that there would be no vendors. Mr. Anderson stated that Mr. Mullaney had said that Legislative Mall was not a big issue, and if members wanted the event concentrated, this would not be a big problem. He reiterated that it was a simple event that would require no changes and the weather was going to be nice, so there would be no issue of people being outside. Mr. Anderson felt that all that was needed was to get insurance for Legislative Mall and have the email from them approved. He did not see an issue with Loockerman Way Plaza either because it was a very simple venue. He indicated that the professionals could give a very simple checklist, there were no generators and no fire hazards and they would be dealing with an outside event. Mr. Anderson felt that Council would not be setting precedent because this had been done many times before. He stated concurrence with Mr. Hare's point that it could be done simply.

Mr. Neil advised those present, in particular members of the YAC, that they had won Council over. Council loved what they planned to do and voted for it unanimously; however, when they did not bring it to Council, it became a concern as to whether they could bring it off two (2) days before the event. He promised members that mentoring would happen regardless. Mr. Neil noted that the people who were responsible for doing what they had to do did not do it, which was a concern for both the City and its taxpayers. Mr. Neil advised the youth that Council loved what they did and would support them in the future, stating the desire for the youth to get the education needed to bring off an event of this nature.

The motion to postpone the event until New Year's Eve of 2016 carried by a roll call vote of seven (7) yes (Mr. Neil, Mr. Lewis, Mr. Cole, Mr. Hosfelt, Mr. Hare, Mr. Hutchison, and Mr. Slavin) and two (2) no (Anderson and Sudler).

Mr. Neil moved to have mentoring for the Youth Advisory Committee for the New Year's event coming up in 2016 by City Council or, if possible, through Kent County Tourism. The motion was seconded by Mr. Hare.

Mr. Anderson thanked Council for the commitment that they were about to make, stating that they should be proud and expressing his support, although he was not sure about the previous vote.

Mr. Lewis stated a desire to amend the motion to not just focus on Kent County Tourism but other organizations.

Mr. Neil stated that he did not agree to the amendment, stating that this change would have to be a separate action that would specify the other groups that would be dealt with.

Mr. Lewis expressed his opinion that the focus was on one (1) group, which he felt was unfair and discriminatory.

Mr. Slavin stated his belief that the rationale was that the City has a longstanding relationship with

Kent County Tourism, including having a member of Council serve as a member of their board.

Mr. Hare indicated that the purpose would be to meet with the youth and get their input regarding what they thought should be the first steps. If the youth came up with two (2) or three (3) organizations, the adults could then discuss this with them, noting that the adults would be there to mentor and help them and not to tell them what to do.

Mr. Lewis agreed with Mr. Hare, stating that the youth should decide and that nothing like Kent County Tourism should be included.

Mr. Cole stated his belief that the motion was open-ended.

The motion to have mentoring for the Youth Advisory Committee for the event coming up in 2016 by City Council or, if possible, through Kent County Tourism, carried unanimously.

Mr. Sudler moved to allow the Youth Advisory Committee to have a small gathering, even if it was for two (2) hours, on the Loockerman Way Plaza, worked out between the City Manager and the Youth Advisory Committee, so that their efforts would not be diminished to zero. The motion was seconded by Mr. Anderson.

Mr. Slavin expressed his feeling that Council had just gone through all the reasons for not holding the event. He indicated that it was not known whether the event would be small or large, and the same liability, risk, and safety issues were still involved.

Mr. Sudler stated that, from what Councilman Hare had said, a small concentrated area would not be as detrimental to the safety concerns and issues that were brought forth. He reiterated that he favored allowing the youth to do something, even if it was for two (2) hours, noting that this time could have been used for someone being shot. Mr. Sudler felt a need to do something for the youth so they would not feel defeated.

Mr. Hosfelt stated that Council had spent a great deal of time on this subject and it was not the fault of Council that they were in this position; it was the fault of the Committee and their leadership. He felt it made no sense for Council to make themselves feel better by giving them two (2) hours at the plaza and it was unfair to City staff, on whose shoulders this matter had been dumped. Mr. Hosfelt did not understand why Council was putting themselves in this position again and rehashing what they just did for the last two (2) hours.

Mr. Sudler rescinded the motion.

Mr. Anderson moved for adjournment, seconded by Mr. Neil and unanimously carried.

Meeting adjourned at 10:50 a.m.

TRACI A. McDOWELL
CITY CLERK

All ordinances, resolutions, motions, and orders adopted by City Council during their Emergency Meeting of December 29, 2015, are hereby approved.

ROBIN R. CHRISTIANSEN
MAYOR

/TM
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Exhibits

Exhibit #1 - Memorandum to City Council from Scott Koenig - November 18, 2015, RE: "Youth Advisory Committee - New Year's Event"

Exhibit #2 - Final Narrative for the New Year's Eve Event Received December 17, 2015 and Draft Narrative received on October 20, 2015

Exhibit #3 - Email Correspondence and Summary of Telephone Calls received by the Clerk's Office regarding the YAC New Year's Eve Event

Memorandum

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

To: **City Council**

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

Date: **November 18, 2015**

Subject: **Youth Advisory Committee – New Year's Eve Event**

The Youth Advisory Committee has been planning a family oriented New Year's Eve Event. The event has been discussed at several meetings in recent weeks. As of the last discussion, the proposed event would end with a fireworks display at 10:00 p.m. on December 31, 2015. The following actions must be addressed to finalize the event from the City's standpoint:

1. The final event narrative must be submitted to the City Manager's Office by 5:00 p.m. on Friday, December 4, 2015.
2. A special event insurance policy must be purchased from the city's insurance provider. The estimated cost is approximately $433.00. The funds to purchase the policy must be delivered to the City of Dover by 5:00 p.m. on December 11, 2015.
3. The Youth Advisory Committee members must secure all permits for the event and road closures by Friday, December 11, 2015.
4. The Youth Advisory Committee members must provide the required documentation to use all private property associated with the planned event by 5:00 p.m. on Friday, December 11, 2015. This includes any lists of additional insured required to use the properties.
5. The funds to reimburse the City of Dover for Police Cadets and Extra Duty must be paid to the City of Dover by 5:00 p.m. on December 11, 2015.
6. Sanitary facilities must be secured by the Youth Advisory Committee members for the venue.
7. Due to the holiday, it is very unlikely that any non-police city staff will volunteer to staff the event so the Youth Advisory Committee must be prepared to remove all trash and debris from the event setting.

This is an administrative recommendation. City Council may add or delete from the above list as they see fit.

sdk/SDK
cc: Mayor Robin Christiansen
Ann Marie Townshend, Director of Planning & Community Development

Koenig, Scott

From: Choose Joy <choosejoy421@gmail.com>
Sent: Thursday, December 17, 2015 11:48 AM
To: Koenig, Scott
Subject: Fwd: 1st nite narrative for your ok :}
Attachments: 1stnitenarative.odt

---------- Forwarded message ----------
From: **Choose Joy** <choosejoy421@gmail.com>
Date: Fri, Dec 4, 2015 at 12:51 PM
Subject: 1st nite narrative for your ok :}
To: Nat Anderson <councilmananderson@gmail.com>

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"Live the life you love, love the life you live"
~Bob Marley

Thank You for Choosing JOY Everyday in Every way
The Choose Joy Foundation
In memory of Joyce Anne Morris

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"Live the life you love, love the life you live"
~Bob Marley

Thank You for Choosing JOY Everyday in Every way
The Choose Joy Foundation
In memory of Joyce Anne Morris

Joy to the People New Years Celebration
Hosted by the Dover Youth Advisory Committee
Program for the evenings events

Legislative Mall Main staging Area
Main stage live music from 5pm -10pm Mixed Genre from local Musicians
Vendor Area for local nonprofits and crafter s
firework display finale to end at 10pm

Plaza Park
live music no stage portable Pa from 5pm-9pm

Lookerman
Grey fox and Zahn will be hosting live music and poetry reading inside
Dover art league , artsy fartzy, dino and darlings . Caribbean cuisine, Avalon ,the party business, have agreed host arts and crafts, face-painting or something along those lines for the community.

All on Lookerman to end by 9pm

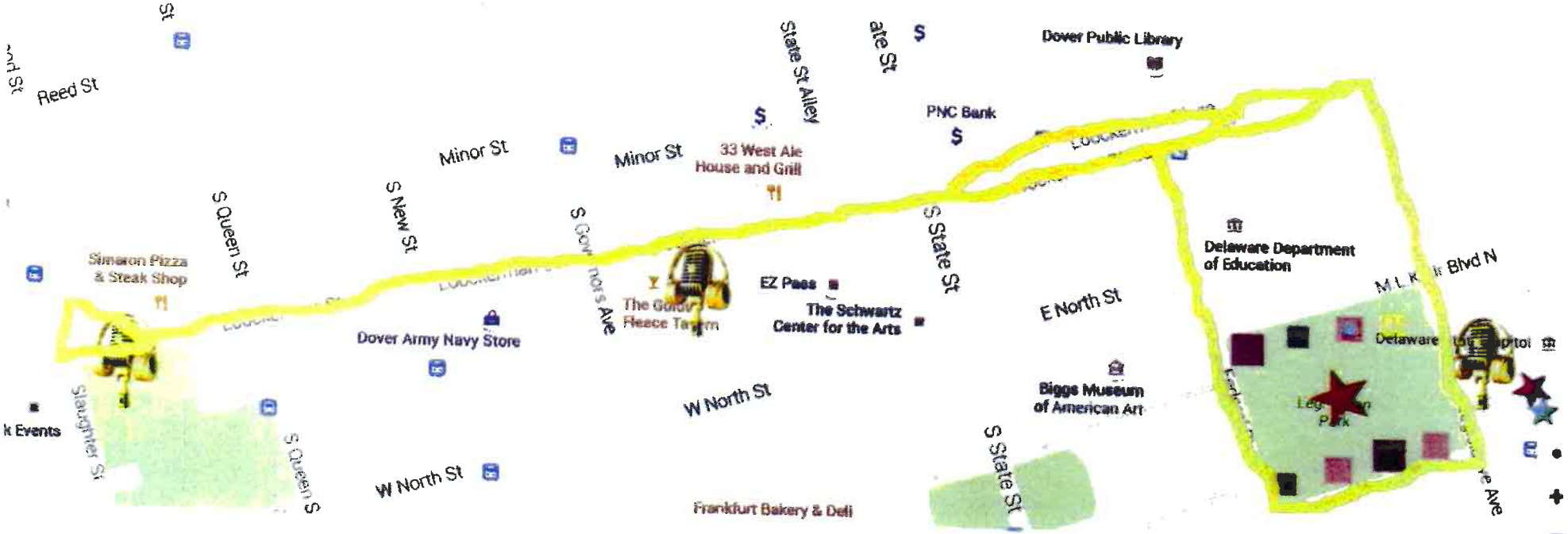
Draft Narrative
Rec'd 10/20/2015

Koenig, Scott

From: Action Add <actionadd@live.com>
Sent: Tuesday, October 20, 2015 2:05 PM
To: Anderson, David; rebeccaanderson339@gmail.com; Koenig, Scott
Subject: tentative program for Youth Advisory
Attachments: mapdover.jpg; program.odt; stage line ups.odt

Follow Up Flag: Follow up
Flag Status: Flagged

Scott Koenig ,
i want to first say thank You for taking time to chat with us and to help this amazing group of teens .
this is the tentative plans for new years . Anything that we need to change please let us know we want this to be an amazing start to the New Year for all.
again thank you


Reed St
Minor St
Minor St
S Queen St
S New St
S Governors Ave
State St Alley
ate St
S State St
Dover Public Library
PNC Bank
33 West Ale House and Grill
Simeon Pizza & Steak Shop
Dover Army Navy Store
The Golden Fleece Tavern
EZ Pass
The Schwartz Center for the Arts
E North St
Delaware Department of Education
M L K Jr Blvd N
Delaware Legislative Hall
Biggs Museum of American Art
W North St
W North St
S State St
Frankfurt Bakery & Deli
Slaughter St
S Queen S
k Events

Joy to the People of Dover De's 1st Nite 2015 /2016
Hosted by the Dover Youth Advisory
Tentative Program and Agenda

Legislative Mall
Main staging area with vendors and entertainment 5pm- midnight
Planned Entertainment
Live local music all genre 5-11:30 pm each performer will be given 30 minutes
11:30- 1150 drum line battle of the best by local high school and college drum lines.
With the crowds pick drumming in our New year.
We plan to have bounce house if we can obtain the insurance coverage needed
Local vendors on the mall such as paparazzi, Avon,...
We do not plan to have food vendors, we have reached out to all the local eaterys and asked that they along with local merchants stay open to provide food.
We would like to include all state and public buildings in some way such as city hall, and the library, the churches, tours , show movies ...

On Lookerman at Pocket Park 5pm-11pm
Live music and entertainment provided by local people
No stage portable PA system

End of Loockerman by the Dunkin building
we plan to place a stage at the end of :Loockerman with live local entertainment. 5pm-11pm

On loockerman:
We have spoke to all of the businesses on Loockerman and have full support for this event . Many are willing to open their doors to allow face painters and performers into their establishments to allow the public a place out of the cold to enjoy a show. For example at the Citizens building we would like to put Del states Spoken word poetry group to perform.

We would like to shut down for foot traffic only in the area around legislative Mall and Loockerman.

We will include local elementary schools to include fun family games scattered about such as corn-hole, sidewalk bowling , drawling with sidewalk chalk ...

With firework finale provided by Zambelli pyrotechnics who have provided fireworks for our City events in the past. Contact person Cynthia Ferguson at a cost of $10000, of which we have a promise of $7000. At this moment and we will fundraise the remaining $3000.

RPJ negotiation porta potties being sponsored
Extra needed insurance possibly sponsored by Peoples Insurance contact person Cindy Sichory.

Security we estimate we will have no more then 1000 in foot traffic
at that number we feel 2-3 off duty police and 3-4 cadets will be sufficient.

5-5:15 youth group speaker
5:15-6 flow city — hiphop
6-615 Magician
615-7 Lower case blues ? — Blues/rock
7-715 Belly dance show
715-8 katchafiyah — reggie
815-9 Atg — hiphop
9-915 speaker/dj
915-10 Hank Miller — country
10-1015 Comedy
1015-11 Dj sivart — Edm
11--1150 Speaker City rep / drum off
1150-midnight ball drop fireworks winning drumline

stage 2

5-5:15 youth group speaker
5:1-6 tyler green — pop
6-615 belly dance show
615-7 rob c rock — hiphop
7-715 speaker/dj
715-8 forever isnt long enough — rock
8-815 speaker/dj
815-9 via rock — progressive
9-915 comedy
915-10 Soulo — spoken word/hiphop
10-1015 speaker/dj
1015-11 jah jah — R&B

Stage 3
5-5:15 youth group speaker
5:1-6 Bryan Scars — Blues
6-615 speaker/dj
615-7 Brene Wilson — folk
7-715 speaker/dj
715-8 donril johnson — hiphop
8-815 comedy
815-9 fiyah ball — reggie
9-915 speaker/dj
915-10 jennel? — pop
10-1015 speaker/dj
1015-11 DJ J — EDM

Kelsall, Melanie

From: Jeannie Anderson <jeannielynna@msn.com>
Sent: Tuesday, December 29, 2015 8:49 AM
To: City Clerks Office
Cc: City Council
Subject: FW: Dover Youth Advisory

Please forward to the Mayor and council

From: jeannielynna@msn.com
To: davidlevianderson@gmail.com
Subject: RE:Dover Youth Advisory
Date: Tue, 29 Dec 2015 08:42:54 -0500

My name is Jeannie Anderson. I have been a citizen of Dover DE a little over 18 years. I have been frustrated by the crimes I have seen in the city personally revolving around our youth. My oldest son was attacked many years ago by a group of teens at Silver Lake. My second oldest was hit with a metal bar and his bike taken from him on his way home from school. The young man that attacked my oldest son is now in jail as he was with a man that committed murder this past summer. A relative was murdered and thrown in the trash can he was only 17 years old and had his whole life ahead of him. Then there is the grandmother that came to us. Her story was heartbreaking. Her grandson was found dead on the railroad tracks. Lets not also forgot young Adam. He also had his whole life ahead of him. He was shot in his neck and is now a quadriplegic. He has just turned 19 years old. He is also a new father.

People keep asking "why dont we just move"? I care about these kids. Sadly I have known some of the children doing the shooting and some of them being shoot. The Dover Youth Advisory is trying very hard to make a difference in our Dover youths lives. We need more children willing to step to the plate and get involved for a positive change. You state this is an "emergency" meeting. Really? How? I am sincere in this request HOW is this a danger? I feel the first paragraph above is the real danger. We NEED to reach these children. They need to know they are cared about. We are adults we need to nurture the youth and do our job. They must hear loudly and clearly we are fighting for them. This event is to bring families together. There are people giving their time for this cause because they want to help our children. They have worked hard to bring this event together. I am asking that we stick together and do the right thing and support the people that want to bring a positive change to Dover.

Devine, Denise

From: McDowell, Traci
Sent: Tuesday, December 29, 2015 7:33 AM
To: City Clerks Office
Cc: Koenig, Scott
Subject: FW: Don't Cancel !

This e-mail has been blind copied to the Mayor and Members of Council

From: Cecil C. Wilson [mailto:w63w130@aol.com]
Sent: Monday, December 28, 2015 10:07 PM
To: McDowell, Traci
Cc: jeff.brown@doverpost.com
Subject: Don't Cancel !

Hello,

Please pass on to Dover City Council:

I have read the news articles, received several irate calls about the Youth New Year Celebration cancellation.

I ask that you review the possible outcomes this will have on our youth, young adults and all aspects of our community.

A cancellation will play into those who want to disrupt this city on any negative issues that is not resolved in a consensus manner.

There is to much negativity going on in our towns, cities, our nation and around the word.

Please give some hope to our youth that there may be a better year (2016) ahead with their involvement with the city of Dover.

If you can provide the resources for Downtown decorations, a program for Christmas and ride Santa Claus around the city on a fire truck,

you can and you should, provide for the next generation of leaders for this city.

Don't Cancel!

Cecil C. Wilson

cc Dover Post- Jeff Brown

Devine, Denise

From: Choose Joy <choosejoy421@gmail.com>
Sent: Tuesday, December 29, 2015 8:19 AM
To: City Clerks Office; Anderson, David
Subject: New years emergency meeting

I was asked to read this at the meeting . I won't be able to attend my grandmother is laid to rest today . So I will be attending her funeral . Please can Austin statement be read unto the record . ..... from Austin Auen
You know, for the past few years I've dedicated my life to public service... From volunteering in elections, to chairing committees and even running for Lake Forest School Board. I have done my fair share and have placed myself in a mindset of why wouldn't youth want to get involved in government? I got my answer the other day. When I find out that after ALOT of work, and money raising the Dover Youth Committee is fighting with the city to have their First Night event. This gets my blood BOILING because I know that there are youth out there who want nothing more than to help their community and some City Manager who isn't even elected by the people, therefore has no mandate decides to shut them down. I used to chair that committee and I still wish I did because I'd have a lot to say. I know the manager (Mr. Koenig) he's a nice guy, and I don't usually step on toes... But as the old saying goes, you have to stand for something or you'll fall for anything. I know David Anderson and Theresa Dawn got that paperwork in, it's not in their character to do it late. I vow that if the City shuts this down that I'll gather the biggest group of youth they've ever seen and rally at a council meeting, you might be able to fool constituents... But the youth know better.

Rant Over.

Austin Auen in dyac conversation again asking for his comments to be made public record ..... Hey guys! I won't be able to attend the meeting today, but I'm red hot that they wish to cancel it so please deliver my comments if you could.

For the past few years in my life I have tried to participate fully in all of the ways democracy allows our youth. I've volunteered for elections, chaired committees, participated in programs and even ran for local office myself. All of this time has put me in a mind frame of not understanding how youth WOULDN'T want to participate in government, now I know. Now I realize that it is the red tape that is stopping us, from a manager who wasn't elected by the people and speaks not for the people... We the youth do. We try to revive family events for the town and its economy and we get pushback. If you cancel this event I personally will gather all youth who try to get involved and hold the largest youth rally in front of City Hall you've ever seen. Consider the damage you're doing and reverse your course of action to cancel this worthwhile event. Thank you.

Austin C. Auen
Former Chair

If I am need I can be reached by cell 302 382 3850
Thank you
Theresa morris dyac advisor

Calls Received Regarding First Night Event - 12/29/2015

It would be a great letdown and a show of historical non-support to not hold the New Year's event. Unless it is a certain group of the old Doverites that is pushing, support has not been shown for small businesses and small events.

These kids have worked very hard to make this happen and First Night was a wonderful event.

Barbie Williams
Past business owner from downtown who was born and raised here.

Hi, my name is Lisa and I live in Dover and I just want to say I think it's great working with the Youth Group wants to do something this year for New Years and I hope that we actually have it this year and next year can't wait. Have a great day.

My name is Amanda Loveless and I want New Years to happen this year, not next year. Let the youth do it. Thank you, have a good day.

Travis Friedman, Dover Youth Advisory Committee's goal of having (message ends here).

REGULAR COUNCIL MEETING

The Regular Council Meeting was held on January 25, 2016 at 7:30 p.m. with Council President Slavin presiding. Council members present were Mr. Anderson, Mr. Sudler, Mr. Neil, Mr. Lewis, Mr. Cole, Mr. Hare, and Mr. Hutchison. Mr. Hosfelt 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 also present (departed at 7:35 p.m.).

OPEN FORUM

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

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

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. Sudler and unanimously carried.

Mr. Hutchison requested that item #6, Quarterly Revenue Report, be removed from the Consent Agenda.

Mr. Sudler moved for approval of the Consent Agenda, as amended, seconded by Mr. Anderson and carried by a unanimous roll call vote (Hosfelt absent).

ADOPTION OF MINUTES - SPECIAL COUNCIL MEETING OF DECEMBER 9, 2015

The Minutes of the Special Council Meeting of December 9, 2015 were unanimously approved by motion of Mr. Sudler, seconded by Mr. Anderson and bore the written approval of Mayor Christiansen.

ADOPTION OF MINUTES - SPECIAL COUNCIL MEETING OF JANUARY 11, 2016

The Minutes of the Special Council Meeting of January 11, 2016 were unanimously approved by motion of Mr. Sudler, seconded by Mr. Anderson and bore the written approval of Mayor Christiansen.

ADOPTION OF MINUTES - REGULAR COUNCIL MEETING OF JANUARY 11, 2016

The Minutes of the Regular Council Meeting of January 11, 2016 were unanimously approved by motion of Mr. Sudler, seconded by Mr. Anderson and bore the written approval of Mayor Christiansen.

PROCLAMATION - BLACK HISTORY MONTH

The City Clerk read the following Proclamation into the record:

WHEREAS, Dr. Carter G. Woodson, the son of former slaves and a Harvard University scholar, noticed that black history was largely ignored or misrepresented in American History. Determined that the rich heritage of black Americans would not be forgotten, he founded the Association for the Study of African American Life and History in 1915 and organized the first celebration of Negro History Week in 1926. Black History Month became Dr. Woodson's legacy and is celebrated each February throughout the United States; and

WHEREAS, the Association for the Study of African American Life and History has selected "Hallowed Grounds: Sites of African American Memories" as the 2016 National Black History Month theme; and

WHEREAS, the small State of Delaware has played a big part in the lives of African Americans seeking freedom, and the greater Dover area is the setting of many stories that demonstrate the courage of the men and women who sought to break the shackles of slavery and fought with fortitude for equal citizenship. Some of these notable sites include the First State Heritage Park, the Harriet Tubman Underground Railroad Byway, the John Dickinson Plantation, and the Camden Friends Meetinghouse.

Now, therefore, I, ROBIN R. CHRISTIANSEN, Mayor of the City of Dover, Delaware do hereby proclaim February 2016 as **BLACK HISTORY MONTH** in the City of Dover and urge all citizens to visit and learn about the local, state, and national sites that reflect the rich history of African Americans.

PUBLIC HEARING - VIOLATION OF THE DANGEROUS BUILDING ORDINANCE - EMERGENCY CASE - PROPERTY LOCATED AT 53 SOUTH NEW STREET, OWNED BY SIEKEN INVESTMENTS LLC

In accordance with Chapter 22, Article XI - Dangerous Buildings, Sec. 22-388 - Emergency cases, of the Dover Code, in cases where it reasonably appears that there is an immediate danger to the life or safety of any person, unless a dangerous building is immediately repaired, vacated and closed, or demolished, the building inspector shall report such facts to the council, which may cause the immediate repair, vacation, or demolition of such dangerous building.

A public hearing was duly advertised for this time and place to consider a violation of the Dangerous Building Ordinance at 53 South New Street, owned by Sieken Investments LLC. Mrs. Ann Marie Townshend, Director of Planning and Community Development, explained that the property is a two (2) story, wood-framed single family home. On the night of January 14, 2016, the dwelling caught fire, causing extreme damage to the structure. She noted that the structure was condemned by the City Fire Marshal's Office as unfit for human occupancy and ordered boarded.

Mrs. Townshend advised that the structure is currently vacant with no utilities and is boarded. The building was found to be unsecured due to a board being removed on Tuesday, January 19, 2016, and City staff subsequently re-secured the building. The building is located in a neighborhood of small lots and is located close to the building next to it. The fire on the subject building caused

damage to the siding of the neighboring structure. Based on the current condition of the subject structure and its proximity to the adjacent structure, it reasonably appears that is there is an immediate danger to the life or safety of any person, unless the dangerous building is immediately repaired, vacated and closed, or demolished.

Mrs. Townshend reviewed a presentation depicting the condition of the structure ***(Exhibit #1)***.

Noting that recent Staff recommendations were for demolition only, Mr. Sudler asked why the recommendation for this property gave the option to repair. Responding, Mrs. Townshend stated that most of the properties brought forward as dangerous have had ongoing Code enforcement issues for months or years. She noted that, in this case, the property was lived in and the owners had just completed a number of corrections from a housing inspection when the house was damaged by fire. Mrs. Townshend, noting that the fire was only 10 days ago and they were still sorting things out with the property owner and the insurance company, stated that she thought that it would be responsible to allow repair as an option, if Council so chose.

Mr. Anderson asked what methods of contact were used to give the owners proper notice. Responding, Mrs. Townshend stated that a letter, dated January 19, 2016, was sent by certified and regular mail and it was posted on the property. She noted that she spoke directly to the property owner the day after the fire at the site and let him know that the City would be pursuing this path. Mrs. Townshend also noted that the Fire Marshal's Office had been in contact with the property owner and the insurance investigator regarding the fire. Mrs. Townshend advised that the owner called earlier in the day and indicated that they were not planning to attend the meeting but that they had shared the letter with their insurance company and were working with their insurance company to move it forward.

Staff recommended: 1) declaring this building and all accessory structures on this property dangerous; 2) ordering the property demolished or repaired by February 10, 2016 by the owner or equity owner at their own risk; 3) ordering the Building Inspector to cause the demolition of the structures if not completed by the owner within 10 days of the date established by City Council; and 4) ordering the City Manager, with the assistance of the City Solicitor, to cause the cost of demolition to be charged against the land on which the building exists as a municipal lien or cause such cost to be added to the tax duplicate as an assessment, or to be levied as a special tax, or to be recovered in a suit at law against the owner.

Council President Slavin declared the public hearing open and, there being no one present wishing to speak, the public hearing was closed.

Mr. Hare moved that the structure located at 53 South New Street be declared a dangerous building and ordered that the property be demolished or repaired by February 10, 2016, in accordance with the process recommended by staff. The motion was seconded by Mr. Neil and carried by a call vote of seven (7) yes (Anderson, Neil, Lewis, Cole, Hare, Hutchison, and Slavin) and one (1) no (Sudler)(Hosfelt absent).

PARKS, RECREATION, AND COMMUNITY ENHANCEMENT COMMITTEE REPORT - JANUARY 11, 2016

The Parks, Recreation, and Community Enhancement Committee met on January 11, 2016 with Chairman Anderson presiding.

Proposed Recreation Center - Dover Park

Mayor Christiansen advised members that, for the last year or so, constituents and some civic associations on the east side of the City had expressed the need for a recreation facility since the facility at Dover Park had been torn down. He stated that, with the renewed emphasis on community policing and outreach by the Dover Police Department and the suggestion of possible funding for the construction of such a facility by Attorney General Matt Denn, he felt the time was right to consider looking at constructing a facility at Dover Park similar to the current facility at Schutte Park. Mayor Christiansen expressed his view that such a facility would offer a venue to begin renewing the Police Athletic League (PAL) program that had been very successful in the Dover community. In addition, he suggested that the Martin Luther King Jr. Educational Community Center, headed by Dr. Gus Walker, could also be located at this facility, which would allow this organization to fulfill its mission of mentoring and tutoring at-risk students and youth. Mayor Christiansen felt that the facility could also be a home for another successful program that had been fostered by former Mayor, Council President, and Councilwoman Beverly Williams.

Mayor Christiansen requested that members recommend to Council that monies currently set aside for a possible splash park at Dover Park be expended for the construction of a new multi-purpose, year-round recreation center at this location, noting that a splash park would be used for only a few months during the year. He advised members that he intended to make an application to Attorney General Denn for at least $1M from bank settlement funds that the Attorney General had available and would like the Committee's blessing.

Mrs. Beverly Williams, former City Councilwoman and current Executive Director of Aid in Dover, Inc., 20 Gleneagles Court, introduced her colleague, Mr. Mark Harmon, 731 West Division Street. She informed members that in late 2013, the Criminal Justice Council (CJC) awarded Aid in Dover, Inc. a one (1) year Title 5 grant, which led Aid in Dover, Inc. to ask their federally funded program to allow them to continue their Hot Shots basketball program, which served 450 kids, the majority of whom were boys, and brought 570 referrals. Mrs. Williams explained that they partnered with local leagues, churches, schools, and volunteers. She stated that Mr. Harmon started each session with a presentation to the kids about a life skill, such as appropriate behaviors and reactions to conflict, competition, failure, or success, which was followed by basketball drills conducted by volunteer coaches that reinforced the presentation. Kids then went into open competition. Mrs. Williams indicated that this was the most successful program ever run by Aid in Dover, Inc. She stated that she attempted to sustain the program, went into partnership with the City of Dover and rented the Schutte Park gym, and funding was found through the MetLife Foundation. Mrs. Williams advised that the MetLife Foundation requires

enormous collaborations with partnerships, so she went to the Mayor and Chief of Police to garnish their application with City of Dover and Police Department involvement. She indicated that she had already talked to Mr. Christian Kervick, Director, CJC, about the institution of a PAL program. Mrs. Williams stated that their program was very successful and brought out kids, parents, and guardians, noting that many of these parents were single moms and some were single dads. She indicated that Aid in Dover, Inc. learned that the old programs they were used to running were not what kids wanted, and the blend of skills and recreation proved to be very successful.

Noting that a lot of kids in the area had gotten involved in violence, Mr. Harmon stated that the Aid in Dover, Inc. program included kids from different gangs, and there was no trouble since they were able to diffuse things very quickly and these kids were able to play together. There was less violence and participation in negative activities among 12-to-18-year-olds than had been seen in the past. Mr. Harmon indicated that the youth responded very well and he felt it would be great to continue to provide a place where they can remain safe in an instructive environment.

Mrs. Williams explained that the CJC requires providers to demonstrate impact and meet performance objectives. She noted that through the course of this program 94% of the children had increased knowledge of teamwork, cooperation, collaboration and confidence, and appropriate responses to anger, frustration, disappointment and success.

Mr. Anderson stated his belief that a PAL facility was needed, noting that he was never happy about the neglect of the building at Dover Park but felt that maybe something better could come out of it. He questioned how much funding had been set aside for a recreation building at Dover Park. Responding, Mrs. Ann Marie Townshend, Director of Planning and Community Development, indicated that the funding set aside was not specific to a building but was for something at Dover Park. The intent was to start with a park master plan to lay out all of the improvements that came from the City's Recreation Needs Assessment. Mrs. Townshend stated that $180,000 was designated for the Dover Park but was unable to recall the amount for the splash pad.

Mr. Anderson stated his recollection that the total funding was approximately $300,000.

Mrs. Townshend advised members that Mrs. Donna Mitchell, Controller/Treasurer, had made her aware in the past that the capital plan exceeds what is available in the Parkland Reserve Fund, so while things may be in the capital plan, it would not necessarily mean that the money was there and available.

Mr. Anderson indicated that, even with the grant, less than $1.5M would be available and questioned what type of footprint was being discussed for the facility. Responding, Mrs. Williams indicated that her only knowledge was the Mayor's

comment about the funding from the Attorney General. The funds she had mentioned from MetLife were operational money and not for construction.

Mr. Anderson noted that once a building was obtained, operation would be one (1) of the big costs.

Mrs. Williams stated that she was looking at MetLife funds because she felt that the last thing the City needed was another expenditure. She stated the need to get this underwritten through corporate or donor funds.

Responding to Mr. Anderson regarding the footprint that was being discussed, Mrs. Williams stated her thought that it would be identical to Schutte Park. She indicated that when Aid in Dover, Inc. ran their program at Schutte Park both gyms were needed due to the heavy response.

Mr. Hutchison asked if staff had been able to assess what the real needs would be if recreation were expanded and if this could be accomplished with the current workforce. Responding, Mrs. Townshend stated that this could definitely not be done with the current force, explaining that when Schutte Park was built, it was staffed with two (2) full-time staff and some part-time staff. She stated that the Parks Department currently had a full-time staff of five (5), noting that there were previously six (6) when the Department was under the direction of Mr. Zach Carter. Mrs. Townshend explained that several staff members perform duties out of the office, for instance, while running an after-school program or managing the sports program. There were challenges when Schutte Park opened in 2008 because there were two (2) staff members based at Schutte Park and three (3) at Dover Park, which led to occasions when there was only (1) person at a facility, creating a safety concern. Staff at Dover Park had kept the door locked at times when one (1) person was there alone. Mrs. Townshend indicated that facilities cannot be staffed with part-time staff or volunteers because there is a safety issue. Although there might be enough people to get the work done, there would not be enough to make sure the facilities are staffed at an appropriate level.

Mr. Hutchison questioned whether staff had a good understanding of what the churches, YMCA, Kent County Levy Court, etc., were providing that would tie into the City's programs. Responding, Mrs. Townshend stated that staff did have a good understanding of the other programs; however, the effect that the Kent County Recreation Center being built would have on indoor space demands was unknown. She noted that this very large facility would open within 12 months and she was unsure how this would play into supply and demand.

Mr. Hosfelt asked if part of the increased manpower approved for the Police Department was to support bringing the PAL initiative back. He inquired if the position in the Police Department would be a full-time position and if this person would be available to help support the building if constructed. Responding, Deputy Police Chief Marvin Mailey stated that the Police Department planned to assign a

part-time Special Unit officer to this for 2016, noting that this position was advertised today. He indicated that the long-term plan was to make it a full-time position.

Mrs. Williams advised members that the Hot Shots program was not for those kids who were going to the Boys and Girls Club, the YMCA, or official, established recreation programs. She stated that Aid in Dover, Inc., with forethought and intent, sought kids who were at extreme risk, which was a large number of the kids that were served. These children were not attending regular programs since those programs had fees attached, which these children could not afford.

Mrs. Horsey stated that anything that could be done to get Dover Park up and running again would be a good thing, noting that the new Kent County Recreation Center being constructed on New Burton Road was on the west side of town. She expressed the need to keep a focus on the east side.

Mrs. Williams stated that the programs that were partnering with Kent County were originally for at-risk kids but evolved into something else. She indicated that there was definitely a need for programs for at-risk kids, stating her view that money would be spent either on recreation programs or in law enforcement or jail sentences.

Mr. Anderson stated that the Committee had been holding up on strategic planning while waiting for information on this matter and indicated the need for a decision.

Mr. Hosfelt expressed his feeling that members all liked what they were hearing, but he did not know if there was anything to endorse or move on to Council. He expressed his support for what had been discussed.

Mr. Anderson felt that basic information regarding the footprint options and costs were needed. He stated that a place to start would be to have staff investigate this and bring back a broad cost estimate.

Mr. Hosfelt stated he would be willing to endorse this, but felt that more must be heard from Mayor Christiansen and Attorney General Denn to know if money would be committed.

Mrs. Townshend asked, if this matter were to be referred to staff, that it be clear which staff it is referred to, noting that to date she and the City Manager had not been involved at all. She was unsure whether the Parks Department staff should develop estimates for something when they were not part of the discussion.

Mr. Hosfelt suggested that the matter be referred back to the Mayor for more information, noting that this would give him the opportunity to speak with staff, and when the Mayor had more of a viable plan it could be brought back for consideration.

Mr. Anderson moved to refer this matter to the Mayor and staff to collaborate to form a more concrete proposal with cost estimates by the Committee's March meeting.

In response to Mr. Caldwell, Mr. Anderson clarified that the staff he was referring to was the Parks and Recreation Department and the City Manager's designee.

Mr. Hosfelt stated that he could not second the motion because he felt there was no way to come up with a concept and estimates by March. He indicated that he would like to hear more from the Mayor. Mr. Hosfelt felt that it would be unfair to refer the matter to staff without anything concrete to support the proposal and with staff not having been contacted or involved in the conversations to this point.

Mr. Anderson noted that this was not a hidden issue but had been part of a conversation for four (4) months and had been delayed on the Committee agenda.

Mr. Hosfelt recalled a conversation about a splash pad, indicating that this was the first he had heard of PAL going into a new building at Dover Park. He expressed his opinion that there was a lot more to this than making a motion to put it back on staff at this time.

The motion to refer this matter to the Mayor and staff to collaborate to form a more concrete proposal with cost estimates by the Committee's March meeting failed for lack of a second.

The Committee referred the proposal back to the Mayor for more information.

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

Availability of Soccer Fields

During the Parks, Recreation, and Community Enhancement Committee meeting of December 14, 2015, members considered the availability of soccer fields and deferred this item until the Committee's next meeting, scheduled in January.

Mrs. Ann Marie Townshend, Director of Planning and Community Development, stated that she had sent emails to Delaware Union and had received a response this morning indicating that they wanted to have a follow-up meeting. She advised members that she did inform Delaware Union that this item was on the Committee's agenda for consideration today for an update.

Responding to Mr. Hosfelt, Mrs. Townshend advised members that registration for the City's soccer program would be sent out at the end of January and Delaware Union had advised that they usually begin registration at the beginning of January; however, they indicated during the December 14, 2015 meeting that they would wait on what the City came up with.

Mr. Hosfelt offered to help in any way possible. Mrs. Townshend noted that the last Committee meeting was held on December 14, 2015 and schools were closed for the holidays the following week. She stated that Mr. Dan Simmons, Dover Recreational Vice President, Delaware Union, had indicated that he would be meeting with Mr. Toriano Giddens, Principal, William Henry Middle School, and she suspected that he was not able to do this before the holidays, which might have caused the delay.

Ms. Judy Shade, Membership Director at the Dover YMCA, advised members that the YMCA had collaborated with the City of Dover on other ventures, but this had been their first undertaking to join their fall soccer program with the City of Dover because they were able to use Schutte Park and the City's field. Ms. Shade indicated that it had been an incredible season that allowed Holy Cross School parents and families, Dover YMCA families, and City of Dover residents to come together. There were 87 children from the Dover YMCA who participated, and she estimated that 85% - 90% were City residents. Ms. Shade stated that some participants had not been on Schutte Park fields previously and were thrilled, impressed, and had a great time, and she hoped this collaboration would continue for the spring. Ms. Shade stated her understanding that many people look at the YMCA as a membership organization; however, she informed members that the YMCA is a not-for-profit organization that offers $300,000 per year in scholarship funds to families in need. She indicated that it was a great partnership and would hate to see it dissolve.

In response to Mr. Hosfelt as to whether a decision was needed today, Mrs. Townshend stated that, absent any motion, staff would move forward, but she was unsure what Delaware Union's plans were. She stated her concern that moving forward without a decision would create more chaos. Mrs. Townshend indicated that this matter could be pushed to next month, keeping in mind that when the Committee makes a recommendation it is not final until the next Council meeting, so this would cause a delay until the end of February for something that typically starts in March. Alternatively, she stated that if it was known that Delaware Union would be there and have an answer, perhaps a special meeting could be added to the January 26, 2016 Council Committee of the Whole agenda.

Mr. Anderson stated that this matter would now come under staff's discretion and that staff had the authority to negotiate and make a decision, and Mrs. Townshend concurred. Mr. Anderson indicated that this item was placed on the agenda because Delaware Union had a concern and wanted the matter discussed and that had been accomplished. He noted that it was rushed because the City was told that a decision must be made by the beginning of January; however, if there was no input from Delaware Union, he suggested that nothing needed to be done, other than to ask staff to do their best.

Mr. Hosfelt stated that he concurred with Mr. Anderson's comments.

Lighting and Security at the Hamlet Park

Mrs. Ann Marie Townshend, Director of Planning and Community Development, advised members that meetings had been held with Mr. Anderson, Mr. Sudler, the Mayor, and residents of the Hamlet, who expressed concern about the shopping center and the increase in criminal activity in their neighborhood, particularly related to Hamlet Park. She stated that she and Lieutenant Christopher Hermance from the Police Department had recently visited the park. Mrs. Townshend indicated that people were using the park for activities that were not desired there and there was discussion about using lighting to discourage poor behavior. She advised members that Hamlet Park fronts on the road but is very deep, and people are doing things that are hidden by the playground, which is toward the front. She noted that lighting the area would make it harder to hide. Mrs. Townshend explained that if lighting were installed, it would be around the playground area, which would be a minor capital project that would have to be included for the next fiscal year.

Citizen Suggestions

Downtown American Flag Project, June Myers

Mr. Anderson stated that Ms. June Myers was very excited about a mission to encourage a more patriotic display downtown and flying more flags on Loockerman Street, particularly during the patriotic holiday season from Memorial Day through Independence Day. Mr. Anderson stated that he was unsure if there were associated regulatory issues.

By consent agenda, Mr. Sudler moved for acceptance of the Parks, Recreation, and Community Enhancement Committee Report, seconded by Mr. Anderson and carried by a unanimous roll call vote (Hosfelt absent).

LEGISLATIVE, FINANCE, AND ADMINISTRATION COMMITTEE REPORT - JANUARY 11, 2016

The Legislative, Finance, and Administration Committee met on January 11, 2016 with Chairman Hare presiding.

Proposed Ordinance #2016-01 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:, Paragraph (d) - Keeping Domestic Animals

Mrs. Ann Marie Townshend, Director of Planning and Community Development, advised members that there had been complaints from constituents about chickens in residential neighborhoods and the associated odors and nuisance that they create for neighboring properties. She was requested by members of Council to draft an ordinance that would restrict the keeping of chickens in residential zones. Mrs. Townshend indicated that the ordinance would allow approximately one (1) year, until March 2017, to come into compliance. She advised members that the proposed ordinance would amend the Zoning Ordinance; therefore, it would be referred to the Planning Commission, which would make a recommendation to City Council following a public hearing.

In response to Mr. Sudler, Mrs. Townshend indicated that the complaints had been received from the southern end of the City; however, she noted that the Zoning Ordinance must be consistent across all areas.

Responding to Mr. Shevock regarding animals that would be included, Mrs. Townshend indicated that the ordinance stated fowl, which would include turkeys, ducks, and other types of birds.

Noting that dogs were currently included in the ordinance, Mr. Shevock questioned if cats were addressed. Responding, Mrs. Townshend stated that the number of cats was not regulated, noting that a draft amendment was brought forward several years ago that would have addressed both chickens and cats, but it did not move forward. Mrs. Townshend informed members that the scope of what she was asked to prepare did not include cats.

Mr. Anderson asked whether birds that are kept inside, such as parakeets and canaries, would be covered. Responding, Mrs. Townshend stated that a definition for fowl had not been drafted and staff was in the process of developing an amendment to the full definitions article; however, she stated that staff could amend this ordinance to include a definition.

Mr. Anderson stated that this ordinance concerned him for a lot of reasons. He indicated that the proposed amendment may not be a problem for homeowners, since it might not be known if they have fowl; however, it would matter to individuals who rent, since they are subject to rental inspections. Mr. Anderson also expressed concerns about those who are interested in organic eggs, particularly with the new movement toward healthier living and survival, and about the Asian community that would be affected by this amendment. He did not think the amendment was a good move, but at the very least he hoped it would be defined well enough to allow people to keep their canaries.

Mayor Christiansen indicated that a gentleman living on Queen Street several years ago had homing pigeons and requested that this be taken into consideration, noting that these birds were kept caged and were a hobby or sporting animal. He understood the concern about having chickens running around yards, but noted that these pigeons were caged and well maintained.

Mrs. Townshend, referring to the Merriam-Webster Dictionary, stated that a simple definition such as “a bird that is raised for food including chickens, turkeys, and ducks” could be added. She indicated that if the ordinance was referred to Council, staff could make sure this was included at the first reading.

Mr. Hare suggested that the ordinance could be changed to state “chickens, turkeys, and ducks.” Responding, Mrs. Townshend stated that her concern was that anything omitted from the definition could cause problems, for example, she asked whether

the definition should include emus. Mr. Hare felt that anything kept in the house, in a cage, as a pet would be exempt, and Mrs. Townshend reiterated that a definition could be provided if the ordinance was referred to Council for a first reading.

Mr. Sudler asked if the complaints were related to farmers or homeowners raising organic produce and if staff had reviewed environmental issues of air sanitation in regard to chicken coops. Responding, Mrs. Townshend indicated that the complaints were generated specifically in regard to chickens being kept on residential lots by neighbors of those keeping chickens, and the complaints were about odors.

Responding to Mr. Sudler as to whether code enforcement staff had gone to these homes to ask whether chickens were being sold or consumed, Mrs. Townshend indicated that staff had been to at least one (1) of the homes where there was a complaint but had not asked about what they were doing with the chickens. She noted that there was a growing movement of people who have chickens that produce eggs, explaining that it would be one (1) thing if the chickens were kept on a one (1) or two (2) acre lot; however, some of these lots are less than a quarter of an acre and penned chickens can be very close to neighbors.

Mr. Sudler suggested, if fowl were allowed, that the language specify the distance between dwellings that would be permissible.

Mr. Hare stated that he used to live one (1) door down from someone with a mobile chicken coop that was moved to different locations on the property, and on warm days there was a smell. He indicated that last August he visited another location with two (2) inspectors, the smell was almost to the point of being nauseating, and the neighbor living behind the property could not sit out in her yard. Mr. Hare felt that a residential neighborhood was not for raising chickens. He felt that if there was a one (1) acre lot, restrictions could be placed, but with a lot that was not even a quarter acre with houses possibly 30 feet apart, the mosquitoes and smell could present problems. Mr. Hare questioned if members would want this next door to them.

Ms. Janet Sibbald, Crossgates, stated that there were chickens in a backyard in her neighborhood and people were complaining and concerned that this would continue to be popular if allowed. She stated that there were health concerns about the smell and stated her understanding that when chickens are present there can be more rats, mice, and other problems. Ms. Sibbald felt that those who want chickens can live in Kent County, where this is allowed because there are larger properties that are not encroaching on neighbors. She expressed the desire to keep the City of Dover clean and neat and have people want to come live here. Ms. Sibbald did not think a chicken coop next door would entice new people into the neighborhood.

Ms. Sandy Kinkus, 365 Fiddlers Green, agreed with Ms. Sibbald. Ms. Kinkus also questioned why the number of cats allowed could not be included in the ordinance. Responding, Mrs. Townshend stated that cats could be included; however, this was

not in the scope of what was requested. She stated that when a request to limit the number of cats was brought forward several years ago, a limit of (5) was suggested. Ms. Kinkus felt that having five (5) indoor cats should be up to the homeowner, but she had recently heard of a situation where there were eight (8) cats that were running in the neighborhood. She believed this was more of an issue than dogs because dogs are usually on leashes and rarely run loose. Ms. Kinkus stated that it would have to be determined if it were house cats or outside cats; however, she felt that cats should be included while this ordinance was being considered.

Ms. Sibbald stated that there had been a problem with cats in her neighborhood, noting that the City had been dealing with a house on Blue Beach Drive since the 1990s. She stated that the City had to go in and clean this house and there were cats. Ms. Sibbald indicated that other areas in the City had problems with a lot of cats, noting that even indoor cats were getting out in the neighborhood. Although there was not currently a concern about too many cats in that particular house on Blue Beach Drive, it had been an ongoing, yearly expense for the City of Dover to attempt to keep the house presentable from the outside. Ms. Sibbald stated that the quantity of cats was a big problem. She was unsure how many cats would be acceptable, but she felt that a little more room was needed in neighborhoods the size of Crossgates, where residents live cheek by jowl.

Mr. Ed Hannigan, 344 Fiddlers Green, informed members that he lives next door to an existing problem where chickens are located. He indicated that he did not have an ax to grind with anybody but wanted to have a considerate neighbor. Mr. Hannigan questioned if members would want to buy his home if he were to sell it. He stated that he and Ms. Kinkus had lived in this neighborhood for more than 40 years and people had invested a lot in homes that they would not be able to get their money back if there were 20 chickens and goats next door.

Mr. Sudler moved that chicken coops in the City of Dover not be permissible due to air sanitation and environmental hazards and issues.

Mr. Cole questioned whether there would be a definition, noting that it would be an issue moving forward. Responding, Mr. Sudler stated that he was thinking about chickens at present, since this was the main concern brought forward, noting that other concerns could be presented. He indicated that he was familiar with the smell of chickens in his community, did not like it, and was speaking on behalf of chicken coops not being permissible in the City. Mr. Sudler agreed to a friendly amendment to include chickens, turkeys, ducks, etc.

Mrs. Townshend suggested that the motion be amended to endorse the draft ordinance and request that staff develop an amendment that defines fowl, as discussed, prior to the first reading.

Mr. Shevock questioned if there were goats on the property and Mrs. Townshend indicated that there were not goats present. She indicated that only domestic animals were permitted in residential zones and the problem was that the current code

specifically allows up to 25 fowl. Mrs. Townshend explained that in most cases a chicken would not be considered a domestic animal, with domestic animal meaning a kind of pet; however, the current Code specifically allows fowl.

Ms. Sibbald questioned the provision that would allow the owner to keep fowl until March 15, 2017, stating this would be more than a year. She requested that the neighborhood not have to live through the summer with this problem, stating that the fowl could be out of there by June.

Mr. Hutchison suggested that residents be required to remove fowl three (3) months from the time the ordinance is passed.

Mr. Sudler stated that he was open to accepting an amendment to the motion. Responding, Mr. Hare stated that the motion was to amend the ordinance to include chickens, turkeys, ducks, and anything else staff feels would qualify and that residents be required to remove fowl within three (3) months from passage of the ordinance.

In response to Mr. Shevock, Mr. Sudler confirmed that the motion was to have staff redraft the ordinance and bring it back to the Committee.

Mr. Shevock seconded the motion.

Responding to Mr. Hare, Mrs. Townshend advised members that the requested amendments could be made prior to first reading.

Mr. Slavin clarified that the provision for compliance within 90 days of passage referred to passage by Council. He noted that after going through first and second reading of the ordinance, it would probably take effect no more than six (6) months from today but possibly before this.

The Committee recommended amending the ordinance to include chickens, turkeys, ducks, and anything else staff feels would qualify and that residents be required to remove fowl within three (3) months from passage of the ordinance.

During the Council meeting, Mr. Hare, Chair of the Legislative, Finance, and Administration Committee, advised members that due to concerns expressed by constituents following the Committee meeting, he would propose referring the amendment back to the Committee at their next meeting for refinement.

Mr. Hare moved to refer proposed Ordinance #2016-01 with Staff Amendment #1 (SA#1) amending Chapter 18 - Animals, Section 18-1 - Definitions, and 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:, paragraph (d) - Keeping domestic animals and Article 12 - Definitions, back to the Legislative, Finance, and Administration Committee. The motion was seconded by Mr. Hutchison and unanimously carried.

Mr. Sudler moved for acceptance of the Legislative, Finance, and Administration Committee Report, seconded by Mr. Hare and unanimously carried.

QUARTERLY REVENUE REPORT

Members were provided the Quarterly Revenue Report as of December 2015.

Mr. Hutchison requested Mrs. Donna Mitchell, Controller/Treasurer, to provide an overview of the Quarterly Revenue Report.

Mrs. Mitchell advised that the transfer taxes are over budget by approximately $900,000. She stated that there were a few large receipts from the sale of commercial properties, such as Cedar Chase Apartments ($243,000), Country Club Apartments ($288,000), and State Street Assisted Living ($321,000). Mrs. Mitchell advised that there were also a few smaller receipts. She noted that without the large receipts, the year-to-date numbers would be right on budget with the transfer taxes; however, they are currently at 120% on budget through December because of those transfer taxes.

Mr. Anderson moved for acceptance of the Quarterly Revenue Report as of December 2015. The motion was seconded by Mr. Hutchison and unanimously carried.

EVALUATION OF BIDS - MASTER ELECTRICIAN

Members were provided the background and analysis for the evaluation of bids for Master Electrician Services. Mr. Scott Koenig, City Manager, advised that these services are occasionally used by both the Electric Department and the Public Works Department and typically relate to conversions of house services from 100 amp to 200 amp, emergency work, or work related to pump stations or wells related to the Public Work Department.

Mr. Koenig stated that two (2) bids were received: one from DeVary Electric and one (1) from White Marsh Environmental. He advised that Staff had analyzed the bids and run them through an estimated calculation. Mr. Koenig stated that, based on their estimated scenarios, Staff believes that DeVary Electric is the low bidder for both service conversion and hourly rates.

Mr. Koenig advised that these expenditures may exceed $25,000 annually; therefore, Staff was seeking Council endorsement of the contract for a three (3) year period, with options to extend for an additional two (2) years. He noted that DeVary is the current provider and advised that, to date, they have spent approximately $1,500 in FY16; $10,000 in FY15; and just under $10,000 in FY14; however, due to proposed overhead and underground electric service work over the next few years, Staff believes that approval of a blanket bid for the Master Electrician services contract is appropriate.

Mr. Hare asked if there was a threshold when Mr. Koenig would advise Council of the amount spent on the electric service. Mr. Koenig stated that the request was for a blanket approval in anticipation of expending more than $25,000 each year for FY16, FY17, and FY18; therefore, he did not anticipate coming back to Council regarding Master Electrician services within the three (3) or five (5) year period. He noted that these expenses are typically charged to projects that are authorized in the budget, or they are for emergency work that is paid for under the operating budget.

Mr. Koenig advised that this bid was brought forward because expenditures over $25,000 require Council approval and he anticipates expending more than $25,000. He stated that they could place a cap of $75,000 or $100,000; however, he noted that the costs associated with these services are already in projected project budgets for emergency services.

Mr. Sudler asked what the differential advantage of the lowest blanket bidder versus the highest blanket bidder in services was. Responding, Mr. Koenig stated that, as depicted in the summary table provided, the price difference for service conversion was approximately $650 and the price difference for the eight (8) hour rate was approximately $200.

Staff recommended awarding a blanket Master Electrician Services Contract to the lowest bidder with no minimums, DeVary Electric for three (3) years with the option to extend for an additional two (2) years (five (5) years total) as per the pricing included in the bid submittal. The optional two (2) year extension will be at the discretion of the Electric Director.

Mr. Anderson suggested that the Legislative, Finance, and Administration Committee be provided periodic updates on how much has been spent on the contracts.

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

EVALUATION OF BIDS - ENVIRONMENTAL SERVICES

Members were provided the background and analysis for the evaluation of bids for environmental services. Mr. Koenig advised that Compliance Environmental is the City's current vendor for these types of services, which are typically consulting services related to time and materials. He noted that these environmental services include things like soil sampling and cleanup activities related to transformer leaks and broken hydraulic lines on trash trucks. Mr. Koenig stated that this service also covers asbestos sampling and bid specifications, as well as oversight of asbestos removal for demolitions.

Mr. Koenig advised that two (2) companies responded to the solicitation for bids and, based on the evaluation, Staff proposes offering a three (3) year contract to Compliance Environmental, the City's current contractor, due to their location and qualifications. He noted that there would also be an additional two (2) year period that could be extended, provided the vendor is performing up to expectations. Mr. Koenig advised that these services have exceeded $25,000 per year over the last three (3) years, as follows: $193,840.50 for FY14; $178,000.30 for FY15; and $87,603.50 for FY16. He noted that the majority of the expenses are related to demolitions and asbestos removal related to the demolition program.

Mr. Sudler asked how many other environmental services had been explored in the City and County in regards to the services being rendered to the City of Dover. Responding, Mr. Koenig stated that they received bids from two (2) companies and, due to the special nature of the work and technical expertise required, they would expect the number of responses to be low. He stated that it was publicly advertised; however, there are a relatively small number of firms that specialize in this work. Responding to Mr. Sudler, Mr. Koenig stated that there may be additional companies that are qualified that did not have an interest, were busy at the time of the bids, or felt that their prices were not going to be competitive.

Mr. Sudler asked if the solicitation process was State-wide. Mr. Koenig advised that because it was posted on the City's website, it was accessible to anyone who was looking for it.

Mr. Anderson noted that information on each bid received was usually listed on the action form and asked how much each of these bids was. Mr. Koenig responded that this was more of a qualification-based procurement and the responses were qualifications binders consisting of approximately 25 or 30 pages, which he did not include in the Council packet.

Mr. Sudler asked what outstanding difference led Staff to choose Compliance Environmental over the other bidder. Noting that the City has been working with Compliance Environmental for 10 to 15 years, Mr. Koenig advised that Staff concluded that Compliance Environmental has more experience in the field and was determined to be more experienced in environmental activities related to electrical and public works. He noted that both companies expressed the ability to meet the two (2) hour response time; however, Compliance Environmental is a local company with an office in Dover and Envirotech is based in Milton, Delaware, but serves clients in Dover. Mr. Koenig advised that Compliance Environmental produced verification of more certifications in areas related to City operations than Envirotech.

Mr. Sudler asked what scale Staff used to define and measure that Compliance Environmental was the most qualified. Mr. Koenig stated that he did not have the scale with him; however, it was based on what was sent as the Request for Proposal and the review of the submissions from each vendor.

Mr. Anderson and Mr. Sudler stated that, in the future, they would like to see the criteria used to select the winning bidder and data to support the recommendations.

Mr. Hare moved for approval of Staff's recommendation to award a blanket Environmental Services contract to Compliance Environmental, Inc. with no minimum amounts. The initial period of the contract will be three (3) years with an option to extend the contract for an additional two (2) years (five (5) years total) as per the pricing included in the submission. The motion was seconded by Mr. Neil and carried by a unanimous roll call vote (Hosfelt absent).

CONFIRMATION OF POLICE PENSION ELECTION - RETIRED CAPTAIN JOHN SIGLER - THREE (3) YEAR TERM TO EXPIRE JANUARY 31, 2019

The term of office of Retired Captain John Sigler on the Police Pension Board expires on January 31, 2016. Pursuant to Chapter 62 - Law Enforcement, Article III - Pension Plan, Division 2 - Retirement Committee, Section 62-102(c)(2), notice of an election was given to all plan members. Only one (1) nomination was received, therefore, no election was held. Chief Bernat nominated Retired Captain John Sigler to serve a three (3) year term, to expire on January 31, 2019.

By consent agenda, Mr. Sudler moved for approval of the nomination of Retired Captain John Sigler to serve on the Police Pension Board, for a three (3) year term to expire on January 31, 2019. The motion was seconded by Mr. Anderson and carried by unanimous roll call vote (Hosfelt absent).

FIRST READING - PROPOSED ORDINANCE #2016-02 AMENDING THE 2008 COMPREHENSIVE PLAN, AS AMENDED

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 Comprehensive Plan, a public hearing is required. Staff recommended referral of the amendment to the Planning Commission on Tuesday, February 16, 2016 at 7:00 p.m., and that a public hearing take place during the Council Meeting of Monday, March 14, 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, stated that every year an opportunity is provided for property owners to request amendments to the Comprehensive Plan. She noted that two (2) applicants requested Comprehensive Plan amendments related to their requests for rezoning. Mrs. Townshend advised that Staff, in preparation for the annexation and rezoning of the Dover International Speedway properties, has also included an amendment to the Comprehensive Plan so that the recreation and commercial zoning amendments that were recently approved by City Council will apply to the entirety of the festival lands.

Prior to amending the Comprehensive Plan, a public hearing is required.

Mr. Sudler moved to refer the request to the Planning Commission for a public hearing on February 16, 2016 and to set a public hearing before City Council on March 14, 2016 at 7:30 p.m. The motion was seconded by Mr. Hare and unanimously carried.

In accordance with Section 1-9 of the Dover Code, Council acknowledged the First Reading of Proposed Ordinance #2016-02, as read by the City Clerk, by title only, as follows:

➢ PROPOSED ORDINANCE #2016-02 AMENDING THE 2008 COMPREHENSIVE PLAN, AS AMENDED, BY REPLACING MAP 12:1: LAND DEVELOPMENT PLAN (PROPOSED REVISIONS TO LAND USE CLASSIFICATIONS OF MULTIPLE PROPERTIES (MI-16-01))

FIRST READING - PROPOSED ORDINANCE #2016-03 - REZONING REQUEST FOR PROPERTY LOCATED WEST OF NEW BURTON ROAD AND THE RAILROAD CORRIDOR AND INCLUDING THE PROPERTY LOCATED AT 1436 NEW BURTON ROAD

A request was received to rezone property located west of New Burton Road and the railroad corridor and including the property located at 1436 New Burton Road, consisting of $37.2^{+/-}$ acres, owned by Lands of Kesselring Company, LLC and others. The properties are currently zoned R-20 (One-Family Residence Zone) and the proposed zoning is IPM (Industrial Park Manufacturing Zone).

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

Mr. Neil moved to refer the request to the Planning Commission for a public hearing on February 16, 2016 and to set a public hearing before City Council on March 14, 2016 at 7:30 p.m. The motion was seconded by Mr. Cole and unanimously carried.

In accordance with Section 1-9 of the Dover Code, Council acknowledged the First Reading of Proposed Ordinance #2016-03 as read by the City Clerk, by title only, as follows:

➢ PROPOSED ORDINANCE #2016-03 AMENDING THE ZONING ORDINANCE AND ZONING MAP OF THE CITY OF DOVER BY CHANGING THE ZONING DESIGNATION OF PROPERTY WEST OF NEW BURTON ROAD AND THE RAILROAD CORRIDOR AND INCLUDING THE PROPERTY LOCATED AT 1436 NEW BURTON ROAD

FIRST READING - PROPOSED ORDINANCE #2016-04 - REZONING REQUEST FOR PROPERTY LOCATED AT 834 SOUTH STATE STREET

A request was received to rezone property located at 834 South State Street, consisting of $17{,}000^{+/-}$ s.f., owned by Michael W. and Winifred M. Braun. The property is currently zoned R-8 (One-Family Residence Zone) and the proposed zoning is C-PO (Commercial and Professional Office Zone).

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

Mr. Neil moved to refer the request to the Planning Commission for a public hearing on February 16, 2016 and to set a public hearing before City Council on March 14, 2016 at 7:30 p.m. The motion was seconded by Mr. Lewis and unanimously carried.

In accordance with Section 1-9 of the Dover Code, Council acknowledged the First Reading of Proposed Ordinance #2016-04 as read by the City Clerk, by title only, as follows:

➢ ORDINANCE #2016-04 AMENDING THE ZONING ORDINANCE AND ZONING MAP OF THE CITY OF DOVER BY CHANGING THE ZONING DESIGNATION OF PROPERTY LOCATED AT 834 SOUTH STATE STREET

COUNCIL MEMBERS' ANNOUNCEMENTS

Mr. Sudler encouraged his constituents and other individuals who oppose the death penalty to join him at Legislative Hall on Thursday afternoon in support of Sean Lynn, House Representative for the 31st District.

Mr. Sudler also sent his warm and heartfelt condolences to the family of his dear friend, Vernon Austin, Jr. He advised that they attended Dover High together and he passed away of a heart attack that weekend while shoveling snow. Mr. Sudler stated that Mr. Austin was a police officer in Washington, D.C. with the Capitol Police, he was a great guy, and he will be missed. He also cautioned everyone to be careful during severe weather storms and advised to take care and let loved ones know that you love and care about each other.

Mr. Neil thanked Scott Koenig, City Manager, and all of his staff who provide wondrous services when they are constantly contacted about problems. He noted that they consistently get the

contractors to go do their jobs and Staff members do their jobs. Mr. Neil wanted them to know how much their work is appreciated.

Mr. Hutchison requested an update on the snow clean-up. Responding, Mr. Koenig stated the City went into snow operations around 7:00 p.m. on Friday, January 22, 2016 with 12-hour shifts. He noted that there was currently a 12-hour shift that was reduced in order to resume trash operations. Mr. Koenig stated that he believed all the developments had been plowed, with slightly better success in some areas than others. He advised that they are still addressing concerns related to freezing. Mr. Koenig stated that Staff members from the Public Works Department, Warehousing, Fleet, Electric Department, Police Department, Code Enforcement, and Fire contributed to the response and he applauded their efforts.

Mr. Koenig advised that the City utilized three (3) different contractors to assist them over the weekend. He thought that they would probably be finished that evening if they had not already. Mr. Koenig stated that they will continue clean-up efforts over the next few days, trucking snow out and getting back to normal trash collection. He advised that there were three (3) large water main breaks over the weekend that slowed down progress and they were called off on a number of emergency calls with the Fire Department and EMS to assist getting vehicles to certain locations.

Mr. Koenig stated that they appreciate people's patience while they cleaned up anywhere from 14 to 17 inches of snow and thanked each and every individual that contributed.

Mr. Anderson thanked the members of the volunteer Dover Fire Department for inviting them to participate in their awards banquet last week. He thanked them for their service each and every day, noting that the Fire, Police, and Emergency Services do a tremendous job around the clock. Mr. Anderson encouraged everyone to check out the Fire Department.

Mr. Anderson announce the Annual Chili Cook-Off at Christian Life Center from 12:00 p.m. to 4:00 p.m. on February 27th which will benefit the Veterans' United Outreach and the MLK Junior Educational Center.

Mr. Sudler echoed Mr. Anderson's sentiments about the City's Fire Department and stated that he looked forward to working with them.

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

Meeting Adjourned at 8:19 P.M.

TRACI A. McDOWELL
CITY CLERK

All ordinances, resolutions, motions, and orders adopted by City Council during their Regular Meeting of January 25, 2016, are hereby approved.

ROBIN R. CHRISTIANSEN
MAYOR

/TM
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Exhibits
Exhibit #1 - Presentation - Violation of Dangerous Building Ordinance - 53 South New Street

Violation of Dangerous Building Ordinance 53 S New St

Planning & Inspections Department

Dover, Delaware

January 25, 2016

EXHIBIT #1
Regular Council Meeting of 01/25/2016

53 S New St
Case History

- Fire occurred on January 15, 2016
- Condemned as unfit for human habitation on January 16, 2016, due to the severe damaged caused by the fire.
- All utilities, including electric, water and gas lines were ordered terminated on January 16, 2016.

Dangerous Building Code – Chapter 22 Article XI, Sec. 22-381

(4) *Fire damage, etc.*

(5) *Unfit for habitation.*

(9) *General welfare.*

Dangerous Building Code – Chapter 22 Article XI, Sec. 22-388

Sec. 22-388. - Emergency cases.

In cases where it reasonably appears that there is an immediate danger to the life or safety of any person, unless a dangerous building is immediately repaired, vacated and closed, or demolished, the building inspector shall report such facts to the council, which may cause the immediate repair, vacation, or demolition of such dangerous building. The costs of such emergency repair, vacation or demolition of such dangerous building shall be collected in the same manner as provided in section 22-385(5).

Dangerous Building Code – Chapter 22 Article XI, Sec. 22-388

- Extent of Damage
- Proximity to Neighboring Building
- Repeatedly Found Unsecured




53
PRIVATE PROPERTY




FIRE LINE DO NOT CROSS


FIRE LINE DO NOT CROSS
FIRE LINE DO NOT CROSS
FIRE LINE DO NOT CROSS



















Recommended Council Action

- Declare this building and all accessory structures on this property dangerous.
- Order the property repaired or demolished by **February 10, 2016** by the owner or equity owner at their own risk.
- Order the Building Inspector to cause the demolition of the structures if not completed by the owner **within 10 days of the date established by City Council**.
- Order the City Manager with the assistance of the City Solicitor to cause the cost of demolition to be charged against the land on which the building exists as a municipal lien or cause such cost to be added to the tax duplicate as an assessment, or to be levied as a special tax, or to be recovered in a suit at law against the owner.

PETITION TO AMEND AND ZONING DISTRICT
Public Hearing before the
Dover City Council
February 8, 2016

Applicants/Owners:	Halpern Family Property Investment, LP
Address:	1042 South Bradford Street (portion)
Location:	West side of South Bradford Street south of Waples Avenue
Tax Parcel ID #:	ED-05-077.17-03-14.00-000 (portion)
Size:	Area of Rezoning: 2,373 +/- SF Remaining Area: 8,000 SF of lot would remain R-8 Total: 10,373 SF
Present Use:	Residential Lot
Proposed Use:	Parking for Commercial Use Residential Lot
Comprehensive Plan Designation:	Residential Medium Density (Rezoning request would qualify as a Minor Variation)
Present Zoning:	R-8 (One Family Residence Zone)
Proposed Zoning:	C-1A (Limited Commercial Zone) for 2,373 SF of parcel R-8 (One Family Residence Zone) for 8,000 SF of parcel
Recommendation of the Planning Commission:	Following a Public Hearing before the Planning Commission on January 19, 2016, where four members of the public expressed concern about the proposed rezoning, the Planning Commission voted 6-2 to recommend approval of the proposed rezoning. An excerpt of the draft minutes is attached.
File Number:	Z-16-01
Ordinance Number:	#2015-24

Existing Property

The property at 1042 South Bradford Street is currently zoned R-8 (One Family Residence Zone). The rezoning request would rezone 2,373 square feet of a 10,373 square-foot parcel from R-8 to C-1A (Limited Commercial Zone). The parcel is developed with a one family residence. The portion of the property with the dwelling would not be subject to the rezoning. The portion that would be subject to the rezoning is undeveloped and adjacent to the commercial property that fronts South Governors Avenue. Following rezoning, the applicant would process a Minor Lot Line Adjustment Application to combine the subject area of the property with the commercial parcel.

Surrounding Land Uses:

The property immediately west of the subject property is zoned C-1A and is an office building. The property immediately south of the subject property is zoned R-8 and is the location of the parking lot for the Grange. The property immediately north of the subject property is zoned R-8 and is developed with a single family home. The properties across South Bradford Street to the east are zoned R-8 and RGO (General Residence and Office). They include one family residences and a medical office building.

Comprehensive Plan:

The *2008 Comprehensive Plan* depicts the subject area as Residential Medium Density land use classification on Map 12-1: Land Development Plan Map. This rezoning request is considered a Minor Variation and can be processed as a rezoning request. See excerpt from *2008 Comprehensive Plan*, Page 183 provided below.

> **Comprehensive Plan Amendments**
> The City may, from time to time, amend the Comprehensive Plan as circumstances unforeseen at this time arise that require such amendments. Any amendments to the Comprehensive Plan must be approved by City Council, by recommendation of the Planning Commission, and submitted to the Office of State Planning Commission for review before they become effective. Comprehensive Plan Amendments can fall into two categories:
>
> 1. **Minor Variations -** Any application for rezoning or annexation that is inconsistent with the City of Dover's Comprehensive Plan, but where the non-conformity is of a minor, relatively insignificant nature shall be considered a minor variation. A rezoning shall be considered a minor variation from the Comprehensive Plan when the following conditions are met:
>   a. The rezoning is of a unique circumstance and cannot set precedent for other lands in the vicinity of the rezoning,
>   b. The relative size of the rezoning or the variation from the land use recommended by the Comprehensive Plan is so minor that it would have no impact on the goals and objectives of the Comprehensive Plan, and
>   c. The proposed zoning is adjacent to or in the immediate vicinity of other similarly zoned lands and would not alter the pattern of development in the area.

Request for C-1A (Limited Commercial Zone)

The uses permitted in the C-1A zoning district are listed in Article 3 §12 of the *Zoning Ordinance.* Permitted uses and include retail stores; personal service establishments; service establishments; restaurants; business, professional, and governmental offices; one family residences; apartments and multi-family dwellings. Drive-throughs accessory to a permitted use are permitted subject to conditional use approval.

Recommendation of the Planning Staff and Planning Commission :

Staff supports the rezoning request from R-8 to C-1A. The rezoning is considered a Minor Variation from the *2008 Comprehensive Plan*, and it is consistent with the overall land development pattern of the area. It would also allow for improving parking for the adjacent commercial property but would not alter the residential context of South Bradford Street. Staff recommendation was made prior to the benefit of hearing the comments of surrounding landowners and residents. Following a Public Hearing before the Planning Commission on January 19, 2016, where four members of the public expressed concern about the proposed rezoning, the Planning Commission voted 6-2 to recommend approval of the proposed rezoning. An excerpt of the draft minutes is attached.

Excerpt from DRAFT Minutes of the Planning Commission Meeting of January 19, 2016:

Z-16-01 Lands of Halpern Family Property Investment LP at 1042 South Bradford Street: Rezoning from R-8 to C-1A and R-8 - Public Hearing and Review for Recommendation to City Council on a rezoning application for the 2,373 S.F. portion of the 10,373 S.F. ± parcel located adjacent to the west property line. The property is zoned R-8 (One Family Residence Zone). The proposed zoning is C-1A (Limited Commercial Zone) for a 2,373 S.F. portion of the parcel with the remainder of the property as R-8 (One Family Residence Zone). The property is located on the west side of South Bradford Street and south of Waples Avenue. The owner of record is Halpern Family Property Investment LP. Address: 1042 South Bradford St. Tax Parcel: ED-05-077.17-03-14.00-000. Council District 2. Ordinance #2015-24. *A Public Hearing and Final Reading are scheduled for action before the City Council on February 8, 2016.*

Representatives: Mr. Randy Duplechain; Davis, Bowen and Friedel

Mrs. Townshend stated that this is an application is to rezone 2,373 S.F. of a 10,373 S.F. residential lot to C-1A (Limited Commercial Zone). There is currently a residential lot zoned R-8 (One Family Residence Zone) that has a total area of 10,373 S.F. If the rezoning is approved as requested there would be 2,373 S.F. of that parcel that would be C-1A (Limited Commercial Zone) and the remaining 8,000 S.F. of the lot would remain R-8 (One Family Residence Zone). In the *Comprehensive Plan* it is shown as Residential Medium Density. In consultation with the State Planning Office, they concurred that this was a shift of a zoning line so it would be considered a Minor Variation to the *Comprehensive Plan*. The application is being brought forward in conjunction with the neighboring property to the west that is zoned C-1A (Limited Commercial Zone).

There is not a whole lot of parking behind the commercial building and parking has been a challenge for the tenants. The rezoning request would shift the zoning line about thirty (30) feet east and then following that the applicant would bring in a Lot Line Adjustment Plan and an Administrative Site Plan to pave and stripe for parking. The property to the north is a residential property with a house on it. The property to the south is zoned R-8 (One Family Residence Zone) but it is the parking lot for The Grange. If the rezoning goes through and the parking lot is extended in this area, the applicant would be required to screen between the two (2) uses.

The properties along South Bradford Street are principally R-8 (One Family Residence Zone). There are some RGO (General Residence and Office Zone) properties. As you get north on Bradford Street towards the hospital, it is more of a mix of R-8 (One Family Residence Zone) and RGO (General Residence and Office Zone). The properties north and south of the subject property are zoned R-8 (One Family Residence Zone) but the property at the south is developed as a parking lot.

Mr. Holden questioned the screening that would be required? They would have to screen the property to the north since it's residential. Is the property to the south an existing parking lot? Responding to Mr. Holden, Mrs. Townshend stated yes, the property to the south is a parking lot so they would have to screen to the north and the east of the property.

Mr. Duplechain stated that Mrs. Townshend has pretty much covered everything related to the

application. The property owner has a tenant downstairs and they are in negotiations with another tenant for the second floor of the building and the second floor tenant is concerned about there not being enough parking for everyone. They are asking for a rezoning of a portion of the adjacent parcel to allow for an additional seven (7) spaces to be constructed there. They understand conditions of approval would be screening and they agree with all of the other conditions.

Mr. Tolbert opened a public hearing.

Mr. Glen Stubbolo – 1081 South Bradford Street Dover DE 19904

Mr. Stubbolo stated that there seems to be a "creep" or a "crawl" in their residential neighborhood. Businesses are continuing to grow and it's transforming the nature. To borrow some words from Mr. McGinnis "Is it an asset to our community? Does it improve our neighborhood?" He has concerns about businesses continuing to be located on their street. At the corner of Wyoming Avenue and Bradford Street is an empty building that has sat empty for several years. At the other direction, there was a rental property that has a drug and alcohol abuse facility in it and there are children who live on this street. They have some concerns about the transformation of their neighborhood, their property values and their quality of life. He doesn't have issues; he doesn't live next to this property. His concern is traffic on the street, he does have children and there are more children coming onto his street. How are they going to get to the parking lot? Are they coming off of Bradford Street or are they coming off of Governors Avenue? Responding to Mr. Stubbolo, Mrs. Townshend stated that it's specifically stated in the report that if the rezoning is successful and a parking lot is constructed, access would not be permitted off of Bradford Street. The *Zoning Ordinance* is very clear that you cannot park on or have to drive through a property to access a property for which the property you are crossing isn't zoned. It would have to be from the rear. There is not actually an alley; the properties abut each other so there is some parallel parking in that area and then it would be off of that area that they would have to access it.

Mr. Stubbolo stated that he wanted to thank the Commissioners and Staff for all of the hard work that they do for the citizens. He asks that the Commissioners just be mindful that this is their residence, that's where they live and have raised many of their children and still have some at home. That "creep" is just starting to concern them.

Ms. Toni Gillis – 1086 South Bradford Street Dover DE 19904

Ms. Gillis stated that she did not receive a notification but she does live on that section of the street. Mrs. Townshend had stated that The Grange parking lot is actually built on a residential lot. Responding to Ms. Gillis, Mrs. Townshend stated that the property is zoned R-8 (One Family Residence Zone).

Ms. Gillis questioned how that happened? Responding to Ms. Gillis, Mrs. Townshend stated that it's a non-conforming use.

Ms. Gillis stated that's a concern to her. The other concern to her is that this building at one time was approved with the amount of parking that it has. She has seen other approvals happen where there have been variances given by the Planning Commission or whoever makes that decision. If it had enough parking when it was built then it has enough parking now. She is very concerned

on her street; they have numerous families and they also have numerous elderly people. The additional traffic is a big concern and Waples Avenue comes into their street. So if you can enter through Governors Avenue and you can enter through Waples Avenue then they are going to drive down Bradford Street to get there. It's a big concern so she hopes when they look at the non-conforming use that they consider the parking lot of The Grange is supposed to be residential also.

Ms. Dawn Pasco – 1054 South Bradford Street Dover DE 19904

Ms. Pasco stated that she also has concerns that this would bring more traffic even if it is coming in from Waples Avenue. They want to keep it a neighborhood. There are elderly, there are children and there are people with animals and right now it's a nice little neighborhood. They don't want to see this change; they don't want to see the zoning change. Living next to The Grange is enough; her house is directly there so she will be directly impacted.

Mr. Charles Hutchins – 1058 South Bradford Street Dover DE 19904

Mr. Hutchins stated that within the last two to four (2-4) years it was brought up that this area would not be rezoned for any commercial property and only a small piece of the residents were losing. That is something that the Commission was not planning on doing. He just hopes they the Commission doesn't rezone the property.

Mr. Tolbert closed the public hearing.

Mr. Tolbert questioned if the applicant could give them some comments regarding traffic? What type of traffic do they anticipate for this property? Responding to Mr. Tolbert, Mr. Duplechain stated that traffic increase would only be from the new tenants that would be moving in the upper floor and again they are only adding seven (7) spaces or proposing to add seven (7) spaces. They are hoping that the Commission considers rezoning a portion of this property. They understand that this area is kind of a mix of residential, commercial and office and that's why they only requested that a portion of the property be rezoned and that the remainder of it stay as a residential home. The tenant is in negotiations with someone who wants to lease the second floor and they feel they have enough parking but they were asking to see if they could get just a little bit more just to be on the safe side so they wouldn't be in a situation where they may be short on parking. They thought this was a reasonable request especially since they were keeping the majority of the property as R-8 (One Family Residence Zone).

Mr. Tolbert questioned how many tenants they planned on having in the building? Responding to Mr. Tolbert, Mr. Duplechain stated that there is one downstairs right now and there would be another tenant upstairs.

Mr. Tolbert questioned if he knew who the new tenants would be and what type of traffic they would create? Responding to Mr. Tolbert, Mr. Duplechain stated that he doesn't know who the downstairs tenant would be and the upstairs tenant is still in lease negotiations but it's a local company in Dover. He is not at liberty to say who it is but they are a prominent local company.

Dr. Jones questioned if the second floor has ever had a tenant? Responding to Dr. Jones, Mr. Duplechain stated that he is not 100% sure but he does know that a portion of it has been renovated and they just got a Building Permit to continue that renovation. It's been there for a

long time so he is assuming that there was a second floor tenant but he is not sure.

Mr. Cregar stated that The Grange parking lot was non-conforming in that it was there long before zoning The Grange had that area so that was existing. The City is not requesting that any of this be rezoned to add additional parking; that building has the parking that has always been there and they would allow that property to be used upstairs and downstairs with that parking, correct? Responding to Mr. Cregar, Mrs. Townshend stated yes.

Mr. Duplechain stated that he believes there is no parking requirement spacewise for this property. Responding to Mr. Duplechain stated that the C-1A (Limited Commercial Zone) does not have a minimum parking requirement. There are uses that may have a parking requirement and the intent is not that the parking requirement be zero, it's that it be flexible so that Staff and the Planning Commission can work with the applicants to provide the parking that is needed for the actual uses.

Mr. Holden questioned if The Grange parking lot had access off of South Bradford Street? Responding to Mr. Holden, Mrs. Townshend stated that she doesn't believe that it has access off of South Bradford Street.

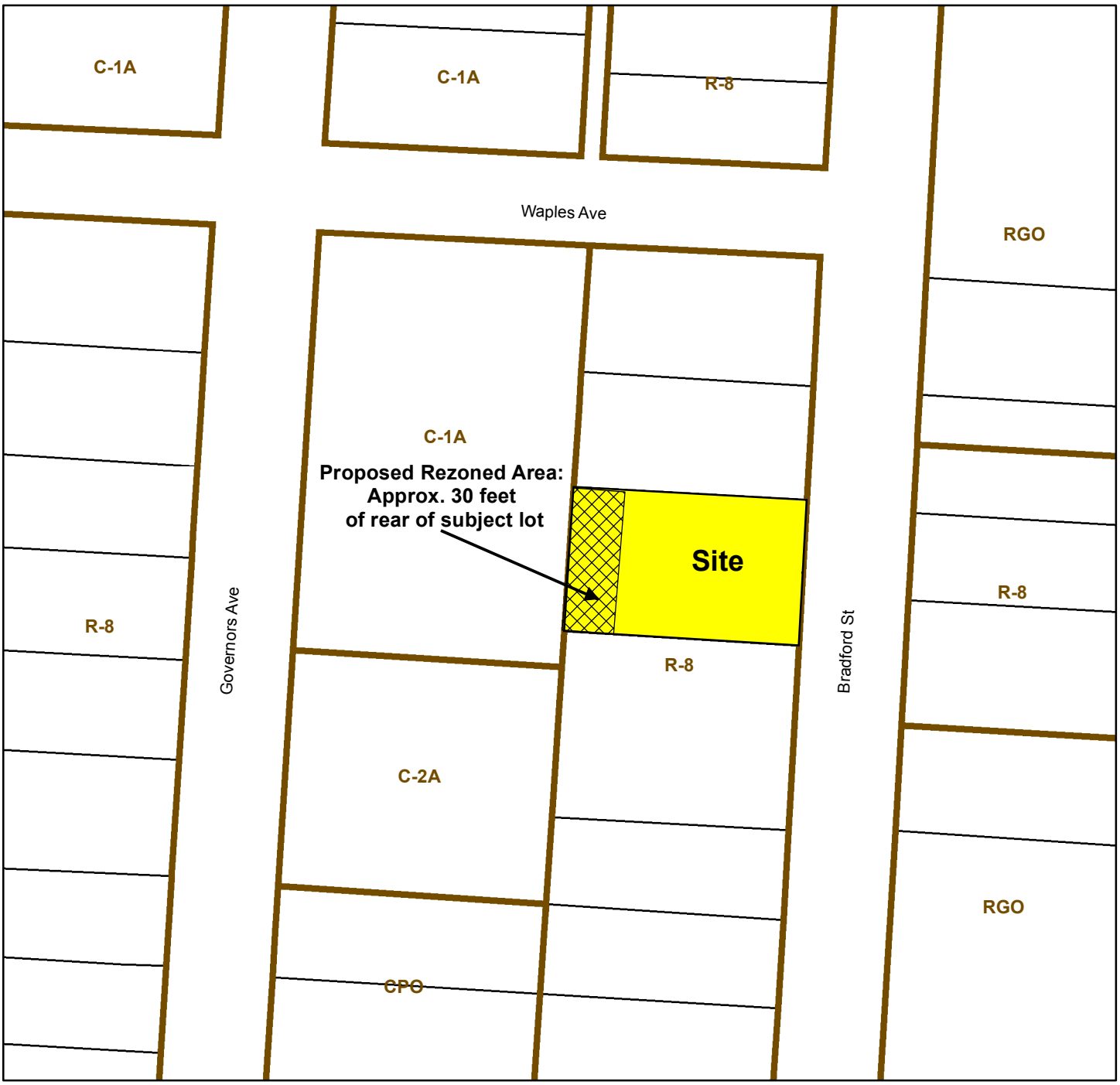
Colonel Welsh moved to recommend approval to City Council for Z-16-01 Lands of Halpern Family Property Investment LP at 1042 South Bradford Street: Rezoning from R-8 to C-1A and R-8, seconded by Mr. Holt and the motion was carried 6-2 by roll call vote with Mr. Ambruso absent. Mr. Holden voting yes, he thinks that supporting business in Downtown Dover is important. Also that the remaining residential lot meets the bulk zoning dimensions and other requirements in the Code. He understands the concerns about the neighborhood and it's a challenge that he thinks they face as the City grows but he thinks it's a good move. Mr. Cregar voting no, he grew up on this street; he has watched over the years how the street has changed and in a lot of ways there has been a change for the better. The mixed use is not always necessarily a bad thing but he does worry about the "creep" and he does worry about the fact that this parking lot was used for this building for years and the fact that they are increasing it by chopping off some pieces shows that they continue to allow "creep". He doesn't see that it's necessary; the building can be used and they are not going to destroy its use. Colonel Welsh voting yes, he is sympathetic to the concerns of the residents but he thinks seven (7) parking spots that have no access through their residential street would have a significant impact on their neighborhood. It's a move inward not outward; it's coming in closer to the building. Mr. Holt voting yes, he feels like the commercial end of this lot is needed for this property. Mr. Baldwin voting yes, it meets Code requirement and it's not an expansion. Dr. Jones voting no, there were some details missing regarding the previous second floor occupants and parking. Also, she believes she heard from the applicant that there really was adequate parking. Ms. Still voting yes, she believes it's an improvement interior to the block as opposed to exterior and she thinks that providing additional parking to the interior of the lot is preferable than having people park on the street if there is a need for more parking. Mr. Tolbert voting yes, it's a Minor Variation from the 2008 Comprehensive Plan and it also allows for improving parking for the adjacent commercial property.

Mrs. Townshend stated that the Planning Commission is making a recommendation to City Council. City Council will hold a public hearing on February 8, 2016 at 7:30PM in Council

Chambers where the residents will also have an opportunity to share their thoughts with City Council.

City of Dover
Department of Planning & Inspections

Application No.: Z-16-01



Title: Lands of Halpern FP
Address: 1042 S. Bradford St
Parcel ID: ED-05-077.17-03-14.00-000 (portion)
Existing Zoning: R-8 (One-Family Residence Zone)
Proposed Zoning: C-1A (Limited Commercial Zone)
Owner: Halpern Family Prop Invest LP
Date: 11/25/2015

Legend
- Zoning
- Dover Parcels
- Subject Property

N W E S

0 50 100 200 Feet

Z-16-01

CITY OF DOVER FIRE OF MARSHAL DOVER

CITY OF DOVER

DEVELOPMENT ADVISORY COMMITTEE

APPLICATION REVIEW COMMENTARY

D.A.C. MEETING DATE: December 30th, 2015

APPLICATION: Lands of Halpern Family Property Investment LP at 1042 South Bradford Street Rezoning from R-8 to C-1A and R-8

FILE #: Z-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:

SPECIFIC REQUIREMENTS TO OBTAIN APPROVAL:

1. This office has no objection to the rezoning of the property.

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: DECEMBER 30, 2015

CITY OF DOVER Electric & Public Works Departments

APPLICATION: **LANDS OF HALPERN FAMILY PROPERTY INVESTMENT LP AT 1042 SOUTH BRADFORD STREET**

FILE #: **Z-16-01**

REVIEWING AGENCY: **City of Dover**

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

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

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

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

CITY AND STATE CODE REQUIREMENTS

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

Our office has no objection to the rezoning of:

ED-05-077.17-03-14.00-000

RECOMMENDATIONS SUGGESTED AS CONDITIONS OF APPROVAL TO MEET CODE OBJECTIVES

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

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

ADVISORY COMMENTS TO THE APPLICANT

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

1. None.

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

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

CITY OF DOVER
DEVELOPMENT ADVISORY COMMITTEE
APPLICATION REVIEW COMMENTARY
January 2016

APPLICATION: Helpern Family Property

FILE #: Z-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 re-zoning plan for the above referenced site.

ADVISORY COMMENTS TO THE APPLICANT:

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

FINAL READING

CITY OF DOVER
PROPOSED ORDINANCE #2015-24

AN ORDINANCE AMENDING THE ZONING ORDINANCE AND ZONING MAP OF THE CITY OF DOVER BY CHANGING THE ZONING DESIGNATION OF A PORTION OF THE PROPERTY LOCATED AT 1042 SOUTH BRADFORD STREET

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

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

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

1. That from and after the passage and approval of this ordinance the Zoning Map and Zoning Ordinance of the City of Dover have been amended by changing the zoning designation from R-8 (One Family Residence Zone) to C-1A (Limited Commercial Zone) on a $2,373^{+/-}$ S.F. portion of the property located at 1042 South Bradford Street. The rezoned portion is adjacent to the west property line. The remaining $8,000^{+/-}$ S.F. portion of the parcel, which is $10,373^{+/-}$ S.F. in its entirety, shall retain the R-8 (One Family Residence Zone) designation. The property is owned by Halpern Family Property Investment, LP.
   (Tax Parcel: ED-05-077.17-03-14.00-000; Planning Reference Z-16-01; Council District 2)

ADOPTED: *

S:\ORDINANCES\2015\DRAFT\ORDINANCE #2015-24 REZONING - 1042 SOUTH BRADFORD STREET\Ordinance #2015-24 - Rezoning Property at 1042 South Bradford Street-FINAL READING.wpd

Actions History
February 8, 2016 - Scheduled for Public Hearing/Final Reading by City Council
January 19, 2016 - Review by Planning Commission
December 14, 2015 - First Reading by City Council

Draft

COUNCIL COMMITTEE OF THE WHOLE

The Council Committee of the Whole Meeting was held on January 26, 2016, at 6:00 p.m., with Council President Slavin presiding. Members of Council present were Mr. Anderson (arrived at 6:21 p.m.), Mr. Sudler, Mr. Cole, Mr. Hare, and Mr. Hutchison. Mr. Neil, Mr. Lewis, and Mr. Hosfelt were absent. Mayor Christiansen was also present. Mr. Slavin advised that the voting members for each committee would include all members of Council, as well as the two (2) civilian members for each particular committee.

SAFETY ADVISORY AND TRANSPORTATION COMMITTEE

The Safety Advisory and Transportation Committee met with Council President Slavin presiding in the absence of Chairman Hosfelt. Members present were Councilmen Hutchison and Sudler, Mr. Keller, and Mr. Shelton.

AGENDA ADDITIONS/DELETIONS

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

Proposed Ordinance #2016-05 - Amending Chapter 106 - Traffic and Vehicles, Article III - Stopping, Standing and Parking, Division 2 - Metered Parking, Section 106-164 - Violations; Penalties

Mrs. Traci McDowell, City Clerk, informed members that the Police Department requested Proposed Ordinance #2016-05 to reduce the maximum number of past due or accumulated violations from five (5) to three (3) in order for a vehicle to be subject to enhanced civil enforcement. She explained that the Department was getting ready to order a new stock of violation permits or ticket books. Since the dollar amount related to enhanced civil enforcement for accumulated unpaid violations was previously reduced from $200 to $100, the Police Department felt that the maximum number of past due or accumulated violations should be reduced correspondingly.

Mr. Hutchison moved to recommend adoption of Proposed Ordinance #2016-05, as recommended by Staff, seconded by Mr. Cole and unanimously carried.

Request for Waiver - Appendix B - Zoning, Article 5 - Supplementary Regulations, Section 17 - Emergency Access Requirements - Waiver of Emergency Rear Access Requirement for The Grande, Building 4: Planned Neighborhood Design - Senior Citizen Housing Option (Application C-15-04)

Mrs. Ann Marie Townshend, Director of Planning and Community Development, reviewed a request for waiver of the emergency rear access requirement for The Grande, Building 4. She informed members that this waiver request was related to the requirement in the Zoning Ordinance for a 24-foot wide emergency rear access. Mrs. Townshend noted that although this is a requirement in the City's zoning ordinance, it is not in the State Fire Prevention Regulations or any of the other fire codes that the City has adopted. She reminded members that The Grande currently had three (3) buildings and they previously applied for and received the emergency rear access waiver for these buildings.

buildings and they previously applied for and received the emergency rear access waiver for these buildings.

Mrs. Townshend stated that the request was reviewed by Staff, the Fire Marshal's Office, and the Development Advisory Committee (DAC). She noted that the request was also sent to the Dover Fire Department and no comments were received. Mrs. Townshend advised members that the site will comply with the State Fire Prevention Regulations, and the building will be sprinklered and have the 24-foot fire lane coverage in the front. She stated that it also will have the perimeter access required under the State Fire Prevention Regulations, noting that some of those provisions were not in place at the time that the corresponding zoning text was developed.

Mrs. Townshend stated that Staff recommended in favor of the requested waiver. The Planning Commission held a public hearing on the conditional use site plan for the apartment building and, after reviewing the DAC comments, also recommended the requested waiver.

Mr. Hutchison asked who sits in on the review process. Responding, Mrs. Townshend explained that the City's DAC includes the Planning Office, Fire Marshal's Office, Public Works, Kent Conservation District, and Delaware Department of Transportation (DelDOT). She stated that the plans are also distributed to police, fire and others, and meeting agendas are also provided to the school district. Mrs. Townshend informed members that she recently had a discussion with the Fire Department about participation in the DAC process. She noted that the Fire Department has someone who reviews plans as they come through and, although Staff may not receive comments from the Department, it does not mean they are not looking at the plans.

Mayor Christiansen strongly urged that all the departments that Mrs. Townshend contacts as part of the review process memorialize their objections or lack of objections in a letter to her so that she has a paper trail.

In response to Mayor Christiansen, Mrs. Townshend reiterated that she did talk to the Fire Department about this request and they indicated that they did not have any written comments to share. Mayor Christiansen stated that he would insist on written notification regarding comments or a lack of comments, noting that the leadership of the Fire Department changes on an ongoing basis.

Mr. Sudler asked how recent Mrs. Townshend's discussion was with the Fire Department and if she had spoken to the new Fire Chief. Responding, Mrs. Townshend stated her belief that she talked to Chief Hall before he left, as well as Mr. Carter Knotts, the Fire Chief's Assistant, who shared what the Fire Department's strategy would be for reviewing plans that go through the DAC.

Mr. Sudler asked for Mrs. Townshend's opinion regarding the Fire Department's overall feeling about the project. Responding, Mrs. Townshend reiterated that the Department indicated that they did not have any comments. Mr. Sudler questioned if Mrs. Townshend thought that their lack of comments meant that they agreed with it. In response, Mrs. Townshend stated that she would not

want to presume anything, noting that she gave the Fire Department every opportunity to object if they had any concern.

Mr. Sudler moved to recommend approval of the waiver for the elimination of the emergency rear access requirement for The Grande, Building 4: Planned Neighborhood Design - Senior Citizen Housing Option, as recommended by Staff and the Planning Commission, seconded by Mr. Cole and unanimously carried.

Bicycle and Pedestrian Subcommittee Report

Mrs. Ann Marie Townshend, Director of Planning and Community Development, informed members that during the last Bicycle and Pedestrian Subcommittee meeting, members discussed the importance of, with some regularity, updating City Council and the Safety Advisory and Transportation Committee on the Subcommittee's activities. She stated that Mr. Jim Hutchison, Subcommittee Chair, was not able to attend the meeting; however, he hoped to be present at future meetings.

Mrs. Townshend noted that a number of Council members had attended some of the Subcommittee meetings and may be aware of some of things that have been going on. She reminded members that approximately one and one-half years ago the City received honorable mention through the League of American Cyclists as a bicycle-friendly community. Mrs. Townshend stated that the Subcommittee was currently in the process of working on a walk-friend community application, and trying to obtain credentials to market the City as a bicycle- and pedestrian-friendly city. She informed members that, under the leadership of the Dover-Kent County Metropolitan Planning Organization (MPO), the Dover Pedestrian Plan and the Dover Bicycle Plan were completed, noting that they were approved by City Council during their Regular Council Meeting of April 13, 2015.

Mrs. Townshend stated that the Subcommittee had held a number of events, including the third Annual Bike to Work Day last May. She informed members that the Subcommittee was actively planning for the 2016 Bike to Work Day, which she believed would be held on May 18th. Mrs. Townshend noted that on the evening of May 18th the Subcommittee would also host the second Annual Ride of Silence, which is a very short, quiet ride intended to remember and raise awareness of those who have lost their lives in cycling accidents.

Mrs. Townshend advised members that the Sub-Committee had been working very closely with Capital School District to introduce bicycle safety information into the curriculum of the physical education program in the District and, so far, it had been very well received. She stated that on the City's Parks and Recreation Department website, staff had added a page for bicycle and pedestrian information. Mrs. Townshend indicated that the Subcommittee was working with the schools to put out a bike rack design contest, noting that this was their second try because they did not get any entries last year.

Mrs. Townshend informed members that the most significant activity that the Sub-Committee is working on, with the City's Parks and Recreation Department, is planning a Dover Duathlon. She noted that there used to be a popular, introductory running/cycling event called Du-Dover which

started at White Oak Park and ended at Dover Park; however, the company discontinued the event. Mrs. Townshend stated that a Dover Duathlon was planned for the morning of April 23, 2016. She noted that members of the Sub-Committee were working to get sponsorships so that, in addition to covering costs, there could be a small contribution to an organization dealing with traumatic brain injury, which the Sub-Committee felt was important due to the tie between bicycle safety and brain injury. Mrs. Townshend informed members that the event was for the entry-level, multi-sport athlete and would include a mile-and-a-half run, followed by an eight (8) mile bike ride, followed by a mile-and-a-half run, and information regarding the event was on the City's website. She stated that the Subcommittee was also going to try to get a number of City staff to participate, and indicated that she hoped to do so.

Councilman Hutchison stated that the Subcommittee was outstanding and consisted of hardworking, focused men and women. He noted that the members were very dedicated to the cause and would make a difference.

Mrs. Townshend noted that the Subcommittee had brought forward ideas and formed a relationship between residents, DelDOT, the MPO, and the City, and through this group DelDOT had now found money for a number of projects and was making a significant investment.

Mr. Sudler asked if the bike/pedestrian friendly initiative would be included in the White Oak/Dover Park comprehensive plan. Responding, Mrs. Townshend explained that the Duathlon was a one (1) day event that would be held at the park. She expressed hope that the event will continue to be an end-goal event that will bring people to Dover, noting that when the City has successful events in the parks, it brings people who may not have otherwise come to the park and provides an opportunity for people to see what the City has to offer. Mrs. Townshend stated that the City always hopes to create park enthusiasts through recreation programming.

Mr. Sudler asked how close the City was to implementing the White Oak comprehensive plan. In response, Mrs. Townshend stated that the City had not solicited proposals yet and a consultant would be needed.

Mr. Shelton asked whether the Subcommittee had started advertising for the Duathlon, noting that he is involved with runners and cyclists and had not heard about the event. Responding Mrs. Townshend explained that the details had just started to come together during the last month. She offered to provide copies of a recently created brochure to Mr. Shelton. Mrs. Townshend informed members that the event was being managed by TriSports and would be advertised on their website, which has a captive audience; however, she agreed that the Subcommittee needed to look at other advertising options as well.

In response to Mr. Shelton's question regarding sponsors, Mrs. Townshend confirmed that the Subcommittee was seeking sponsors. Staff had prepared a letter for the Subcommittee to use, but staff had informed the Subcommittee that City staff would not solicit sponsors. She noted that the material could be provided to any members who may know potential sponsors.

Responding to Mr. Sudler, Mrs. Townshend stated that the event would be held on the morning of Saturday, April 23, 2016.

Mr. Hare moved to recommend acceptance of the Bicycle and Pedestrian Subcommittee Report, seconded by Mr. Hutchison and unanimously carried.

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

Meeting adjourned at 6:18 p.m.

LEGISLATIVE, FINANCE AND ADMINISTRATION COMMITTEE

The Legislative, Finance and Administration Committee met with Chairman Hare presiding. Members present were Councilmen Cole and Sudler, Ms. Maucher, and Mr. Shevock.

AGENDA ADDITIONS/DELETIONS

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

Persimmon Park Place Drainage Project

Mr. Scott Koenig, City Manager, advised members that City staff had been working with representatives from the Permission Park Place community, the Department of Natural Resources (DNREC) and the Kent Conservation District, as well as State legislators regarding drainage issues associated with Persimmon Park Place.

Mr. Koenig informed members that approximately 12 to 15 years go, the City agreed to take the streets, rights-of-way, and utilities under public dedication in Persimmon Park Place. At that time, the City elected not to dedicate the storm water infrastructure in the subdivision because much of it was located behind the houses, in unusual places that were not in standard easements, and it some cases it was failing and continues to fail.

Mr. Koenig explained that staff, as well as State representatives, had been working with several residents on specific drainage issues, predominantly on the east boundary of Persimmon Park Place where it abuts Wild Meadows. He stated that a preliminary drainage study was done approximately a year-and-a-half ago, and the final recommendations were made in March of 2015. Mr. Koenig informed members that the preliminary study indicated the need for a final design for a potential pipe to go in the rear yards of several houses, and the pipe would be in a dedicated public easement. He stated that the new pipe would be constructed and eventually turned over to the City of Dover for maintenance. Mr. Koenig informed members that, since this was not currently a City-funded project, the legislators and the State agreed to cover the cost of the design phase of the project, for a total amount of $27,250. He stated that 90 percent of the funding would come from the 21st Century Fund and the other 10 percent would come from Representatives William Carson and Brian Bushweller as part of their community transportation funds. Mr. Koenig advised that there were

agreements attached to this project, explaining that if Staff receives endorsement from the Committee and Council, they intend to execute the agreements and begin the design phase of the project. He stated that once actual construction estimates are received, the City will have to make a decision as to how the project will be constructed, noting that it is Staff's intention to seek additional community transportation funds and/or 21st Century Funds for the construction.

Mr. Koenig explained that, since this project is not in the current CIP, it was Staff's desire to initiate the design phase, assign a project number, and obtain authorization from City Council to be working on this project.

Mr. Koenig stated that Staff was requesting authorization to execute the two (2) agreements to fully fund the Persimmon Park Place Drainage Project and begin the design phase of the project in order to finalize the design and ultimately move forward with improvements regarding these drainage concerns in Persimmon Park Place. No City of Dover money will be used to pay for the design phase of this project.

Mr. Shevock questioned whether the project would be completed in accordance with City or State specifications and who would do the inspection when it goes to construction. Responding, Mr. Koenig explained that when the project goes to construction, it will most likely be inspected under City of Dover specifications and it will be consistent with both the City's Public Works Construction Manual and DNREC Conservation District Construction Manual. He stated that there would be some joint review and the infrastructure will meet both standards.

Responding to Mr. Hare, Mr. Koenig confirmed that there would be no City money spent on the design for the project.

Mr. Hare asked if this matter would be brought back to the Committee once the design phase is done and the project is started, so that members would know how much money will be spent on the project. In response, Mr. Koenig stated that he was sure that the construction contract would exceed $25,000. He explained that if the project is fully funded by a third party, it would not come back for further consideration; however, if the project is funded by the City, it would have to be part of the budget request. Mr. Koenig stated that, at this time, staff did not intend to include this as a City funded FY 17 project because they would like the funding to come from other sources.

Mr. Hare asked when staff anticipated this project would be complete. Responding, Mr. Koenig expressed his opinion that it would take approximately six (6) months to complete the preliminary and final designs, calculations, etc., and the project would probably be constructed in the spring or summer of 2017, at the earliest. He noted his expectation that this project would require easement acquisition.

Mr. Shevock moved to recommend authorizing Staff to execute the two (2) agreements to fully fund the Persimmon Park Place Drainage Project and that no City of Dover money will be used to pay for the design phase of this project. The motion was seconded by Mr. Cole and unanimously carried.

Proposed Ordinance #2016-06 Amending Chapter 26 - Businesses, Article II - Licenses, Section 26-40 - License Issuance, Expiration and Form, and Section 26-42 - Penalty for Late Payment of License Fee

Mrs. Ann Marie Townshend, Director of Planning and Community Development, reviewed Proposed Ordinance #2016-06. She reminded members that various members of City staff had attended a Lean Boot Camp with the purpose of evaluating the City's processes in order to eliminate unnecessary steps and unnecessary work, which equate to waste. She advised members that, as a result of the Boot Camp, the Planning and Inspections Department examined the process for business licenses.

Mrs. Townshend explained that business licenses are due on July 1st each year, which is also the first day of the new fiscal year; therefore, license renewals must be mailed out in June. When they are mailed out in June, payments are returned, staff processes the payments, and the Finance Department then has to manually move the money from one fiscal year's ledger to the next fiscal year. Mrs. Townshend expressed her opinion that there are many unnecessary steps in this process, noting the amount of time and effort that it takes for the Information Technology Department to run the reports to be able to move the money, and for the Finance Department review all of this and then move it. She stated that manually moving the money from one fiscal year to another also creates the potential for error.

Mrs. Townshend informed members that she discussed this process with the Finance Department and suggested that the City change the business license year to begin August 1st, which would allow staff to mail the license renewals at the very beginning of July to avoid processing anything during the transition of the fiscal year.

Mrs. Townshend stated that Proposed Ordinance #2016-06 would bring the license renewal process in line with the fiscal year end. She explained that the ordinance would also remove language which indicates that the city clerk, the fire marshal, and the executive officer for the board of health sign business licenses, since none of them currently do this.

Responding to Mr. Hare, Mrs. Townshend stated that the license year would be from August to August, so people would get a free month.

Mr. Sudler moved to recommend adoption of Proposed Ordinance #2016-06, as recommended by Staff, seconded by Ms. Maucher.

Mr. Anderson expressed his opinion that this was a great idea and one (1) of the things that we need to be doing as a City. He stated that he looked forward to seeing more proposals.

The motion to recommend adoption of Proposed Ordinance #2016-06, as recommended by Staff, was unanimously carried.

Comprehensive Annual Financial Report (CAFR) for the Fiscal Year Ending June 30, 2015

Mrs. Donna Mitchell, Controller/Treasurer, reminded members that the Comprehensive Annual Financial Report (CAFR) for Fiscal Year Ending June 30, 2015 had been completed. She reviewed a presentation summarizing the audited financial statements and the summary statements, noting that these were based on the audit results. Mrs. Mitchell stated that the presentation expanded on the major items in the statements, such as the pension and other post-employment benefits (OPEB) liabilities. She advised members that the presentation did not include the budget to actual reports, which are done on a cash-type basis. Mrs. Mitchell noted that the financial statements are done on an accrual basis, based on Charter and Code requirements.

Mrs. Mitchell, referring to Page 5 of the presentation, informed members that the Statement of Net Position is basically what used to be called the balance sheet. She explained that the Governmental Activities column includes grant funds, the general government fund, and general governmental capital project fund; and the Business-Type Activities included utilities. Mrs. Mitchell stated that the workers' compensation fund is included in Governmental Activities for balance sheet purposes; however, for income statement purposes, it is included as an enterprise fund. She explained that this goes both ways because the assets and liabilities are actually owned by the City, not by a business entity.

Mrs. Mitchell informed members that the Statement of Net Position included new items, including the net pension asset and the OPEB asset, which show that the City is currently over-funded for pensions and OPEB liabilities. She stated that the pension-related deferred outflows were related to pensions in a different period. Mrs. Mitchell noted that the long-term OPEB and pension liability are listed under non-current liabilities. She reminded members that the most significant change in this CAFR was that the pension liabilities had to be recorded on the face of the financial statements in accordance with the Governmental Accounting Standards Board (GASB) 68 accounting standard that was recently implemented. Mrs. Mitchell explained that pension liabilities used to be included only in the notes but are now listed under the Unrestricted Net Position and indicate an amount of -$27,947,000 that is due to the pension liability for governmental activities. She informed members that another GASB standard would be going into effect which would require the OPEB liability to be recorded this way in the future.

Mr. Slavin questioned what potential effect GASB 68 and showing a higher liability may have on the City's ratings. Responding, Mrs. Mitchell explained that the rating agencies will look at how the City is managing that liability. She stated that it could affect the City's interest rates on any debt service that the City may go to market for. Mrs. Mitchell confirmed that bond rating agencies would be looking at this for all governmental entities.

Mrs. Mitchell reviewed the Statement of Activities, Page 6, noting that it was previously called an income statement. She reminded members that several years ago the GASB reformatted this statement. Mrs. Mitchell stated that this statement previously indicated the City's income at the top, expenses at the bottom, and net income. She explained that it is now listed by function or program, with expenses listed first, followed by the adjustment for indirect expenses, which is what the City allocates to the utilities for overhead. All program revenues are listed next, which show the charges

for services, operating grants and contributions, and capital grants and contributions. Last, the statement shows the net (expense) revenue and changes in net position for governmental activities, business-type activities, and the total. Mrs. Mitchell noted that this statement lists all of the governmental activities at the top and noted that the City does not have any government program or function that is actually self-supporting, they all net to a negative number. Referring to the bottom of the statement, she explained that property taxes, transfer taxes, and transfers from the utilities are considered general governmental revenues help cover those differences. Mrs. Mitchell stated that the net position, or net income, was $1,948,307 for the governmental activities and $7,355,001 for the utilities. She explained that the statement was re-formated to make it more apparent as to whether programs/revenues are covering costs.

Mrs. Mitchell reviewed the Governmental Fund Balance Sheet, Page 7, noting that it lists strictly current assets, current liabilities, and governmental-type activities and does not include pension or OPEB information. Mrs. Mitchell informed members that the unassigned fund balance was approximately $3.9M and the total fund balance was approximately $9.2M. She explained that this $9.2M was on a governmental basis, without all of the GASB adjustments which reflected a negative $27M.

Mrs. Mitchell explained that the list of fund balances on Page 8 shows what makes up the $9.2M on the Governmental Fund Balance Sheet. She informed members that it was a GASB standard for the fund balances to include inventory and prepaids, noting that although these items are included on the balance sheet as assets, the City has to offset that with a reservation on the fund balance showing that they are non-spendable, because GASB feels that they are not readily convertible to cash. Mrs. Mitchell stated that the Fund includes commitments for the Contingency Reserve and the Parkland Reserve, explaining that those are considered committed because they are done by Council and not by an outside party. Referring to the assigned funds, she explained that police investigations referred to a fund that the Police Department has from donations received from citizens, specifically for purposes of the Police Department. Mrs. Mitchell noted that the other governmental funds were grant funds which are all considered reservations because they are not the City's money to spend.

Mrs. Mitchell reviewed the Statement of Revenues, Expenditures and Changes in the Fund Balances of Governmental Funds, Page 9, noting that it reflected a net change in fund balance of $1.5M for the General Fund, and a negative net change balance of $55,997 for the non-major funds. She explained that this was usually just a timing difference because the grant funds came in either later or in the prior year, so expenditures might be higher than revenues based on the timing of the revenue versus the expense.

Mrs. Mitchell, referring to the Statement of Net Position - Proprietary Funds, Page 10, noted that the City does have to record the OPEB and pension liabilities for the enterprise funds, unlike the governmental funds. She stated that, even with the inclusion of the liabilities, the total net position remained positive.

Referring to the Statement of Revenues, Expenses and Changes in Fund Net Position - Proprietary Funds, Page 11, Mrs. Mitchell stated that the changes in net position, or net income, for water and

wastewater services was approximately $4.7M and approximately $2.6M for electric, for a total of approximately $7.4M. She noted that the City's internal service fund is actually the City workers' compensation self-insurance fund.

Mrs. Mitchell advised members that she included information regarding Other Post Employment Benefits (OPEB) on Page 15 to highlight how the City fared in making the annual required contribution. She stated that the total net OPEB obligation decreased approximately $1.6M because the City contributed more with the lump sum appropriations and the percentage of payroll. Mrs. Mitchell explained that the City actually contributed more than the requirement and paid down that liability a little quicker by having the extra money there.

Mrs. Mitchell reviewed the OPEB Trust Schedule of Funding Status and Progress, Page 16, noting that the City was able to reduce the percentages that were used for the OPEB contributions which was helping with the current budget. She explained that actuarial accrued liability (AAL) was approximately $70.4M on July 1, 2013 and on July 1, 2014 it decreased to approximately $51.2M. Mrs. Mitchell informed members that there was a 10-year funding plan for this liability; however, the City is able to discontinue that plan because the City is at a better funding level than expected. She explained that with the 10-year funding plan, the City had to bifurcate the interest rate and use the discount rate on the municipal bonds, which is about 5.4% on the part that is unfunded, and the 7% rate, which is the City's actuarial assumption, on the part that is funded. Since the City is fully funding, the interest rate changed to 7% for the whole fund and because that interest rate went up, it reduced that liability.

Mr. Anderson noted that OPEB was no longer a separate budget line item and asked what it was now combined with. Responding, Mrs. Mitchell stated that OPEB and pension were included in the functions/programs on the Statement of Activities on Page 6. She explained that the money for OPEB and pension has to be allocated to each division of each program and staff now has to go through a process to develop an allocation methodology. Mrs. Mitchell noted that it cannot be a separate item because it is considered a cost of service for each of those programs.

Mr. Anderson felt that the requirement was supposed to make it easier to understand and more open; however, it seemed to be hiding how much liability there is.

In response to Mr. Anderson, Mrs. Mitchell clarified that the liability is included in each program on the Statement of Activities; however, it is also on the Governmental Fund Balance Sheet as liability and any asset the City may have.

Mrs. Mitchell reviewed Pension Plans - Defined Benefit and Pension Expense - Financial Reporting Purposes, Pages 17-18, explaining that the approximately $4.8M in total contributions indicated on Page 17 was reflected in the budget reports; however, the approximately $1.8M for the Police Pension Expense and $2.4M for General Employee Pension Expense indicated on Page 18 were reflected in the GASB Statement of Activities that are audited.

Mrs. Mitchell informed members that Page 89 in the CAFR included information regarding the defined contribution plans; however, that information is not on these schedules because those plans are not included in the City's financial statements. She explained that the information is included in the notes to the financial statements, but not within the statements since those are not the City's assets, they are the assets of employees because they are fully vested on day one when they start contributing. Mrs. Mitchell stated that there were notes regarding the contributions that the City and employees made and the number of employees, and offered to provide that schedule to members who wished to receive a copy.

Mr. Hutchison noted that Mrs. Mitchell had been in accounting for more than 20 years in the City and many changes had occurred. He asked whether Mrs. Mitchell believed that the City has better control and insight on financial matters the way it is designed today. Responding, Mrs. Mitchell felt that she had better control and insight now versus 20 years ago, explaining that she is more involved and enlightened about what is going on. She stated that there have been a lot of accounting changes to incorporate, noting that the GASB changes have not slowed down. When she came to work for the City in 2000, GASB 34 was being implemented and they are now on GASB 78. She stated that although all of the changes do not apply to the City, most of them do.

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

Meeting adjourned at 6:53 p.m.

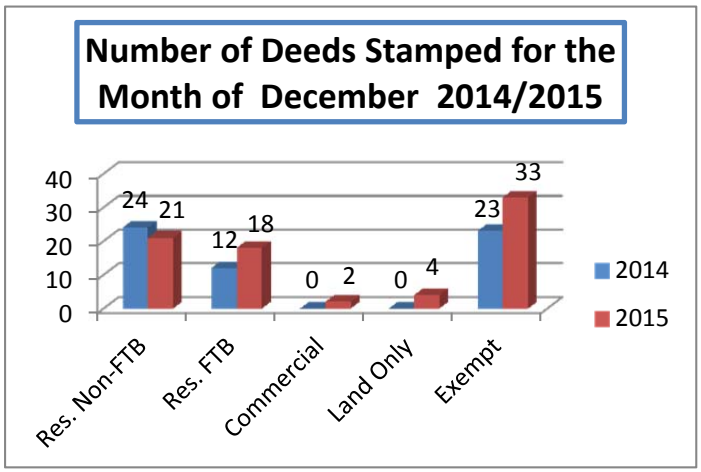
Timothy A. Slavin
Council President

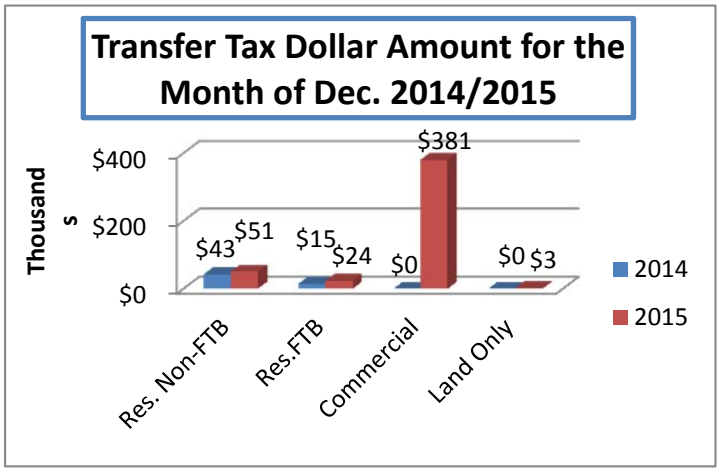
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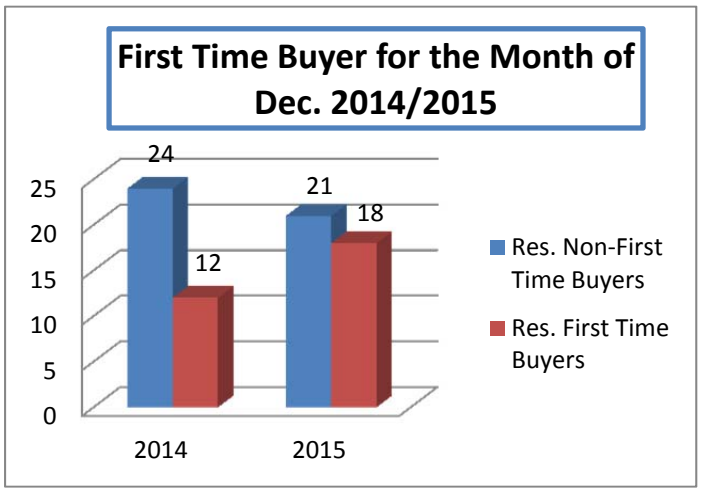
Monthly Report
December 2015

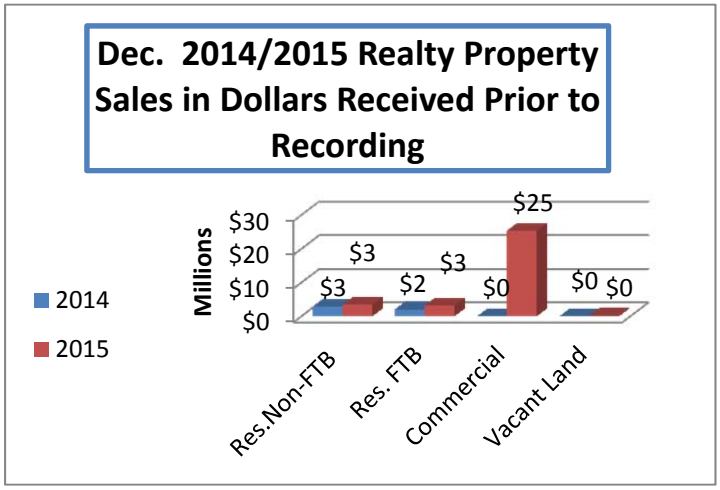


Office of City Assessor









Major Updates

	October - 15	November - 15	December- 15
Assessment Change	**-$2,478,060**	**-$246,300**	**$4,877,400**

Residential Sales Ratio Report

Sales in Study	Total Assessed Value	Total Sale Price	Ratio	PRD
24	**$4,128,400**	**$4,283,995**	**0.96**	**1.07**

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.

Assessor's Office

- Preparing properties for Sheriff Sale

CITY OF DOVER
SALES RATIO REPORT

PARID	NBHD	LUC	ADDRESS	UNITS	STYLE	YRBLT	STORIES	SFLA	GRADE	CDU	TOTAL APPR	SALE DT	PRICE	ASR
ED05-057.17-02-03.00	18	R10	205 MILLCREEK DR	1	5	1994	2	1956	C+	AV	185,300	03-DEC-15	223,000	.83
ED05-067.01-01-48.00	18	R10	14 OPAL PL	1	5	2007	2	2195	B	AV	215,200	02-DEC-15	235,000	.92
ED05-067.12-03-30.00	8	R10	963 SILVER LAKE DR	1	13	1987	2	1200	B	GD	155,900	14-DEC-15	131,000	1.19
ED05-067.12-04-26.00	8	R10	30 REPRESENTATIVE LN		13	2015	2	2513	B-	AV	211,900	21-DEC-15	207,000	1.02
ED05-067.14-02-29.00	2	R10	72 FOREST CREEK DR	1	13	1974	2	1443	C-	AV	93,000	04-DEC-15	95,000	.98
ED05-067.14-03-06.00	2	R10	135 OLD FORGE DR	1	13	1975	2	1273	C-	AV	81,800	11-DEC-15	82,655	.99
ED05-067.15-04-39.00	10	R10	895 WILSON DR	1	16	1968	1	1724	C	VG	163,700	15-DEC-15	169,900	.96
ED05-067.17-01-07.01	3	R10	49 N TURNBERRY DR	1	13	1979	2	2390	B-	AV	164,700	02-DEC-15	209,900	.78
ED05-067.19-01-34.00	17	R10	62 HERITAGE DR	1	13	1977	2	1232	C	AV	100,000	09-DEC-15	65,500	1.53
ED05-068.14-01-72.00	13	R10	336 BRADLEY RD	1	5	1965	2	1524	C+	GD	137,300	18-DEC-15	160,000	.86
ED05-068.14-02-39.00	13	R10	338 NIMITZ RD	1	14	1966	1	1130	C	AV	126,600	18-DEC-15	127,500	.99
ED05-068.18-02-27.00	7	R10	829 MAPLE PKWY	1	14	1951	1	896	C	AV	96,400	04-DEC-15	133,000	.72
ED05-068.19-02-65.00	6	R10	30 ACACIA PL	1	8	1997	2	1640	C	AV	140,400	21-DEC-15	145,000	.97
ED05-075.08-01-04.00	3	R10	10 YARMOUTH WAY	1	5	1997	2	1976	B-	AV	203,600	11-DEC-15	220,000	.93
ED05-076.03-04-45.00	11	R10	320 GILLIBROOK LN		14	2015	1	1767	B+	AV	242,500	01-DEC-15	280,000	.87
ED05-076.03-04-71.00	11	R10	400 BEUVALE LN		1	2015	2	2772	B+	AV	266,000	01-DEC-15	312,618	.85
ED05-076.03-05-81.00	11	R10	50 WELLINGTON AVE		14	2015	1	3219	B+	AV	284,000	10-DEC-15	334,722	.85
ED05-076.06-01-54.00	103	R50	11 ESSEX HALL	1	20	1973	1	939	B	GD	65,000	23-DEC-15	52,500	1.24
ED05-076.06-02-44.00	2	R10	328 COLD SPRING PL	1	13	1984	2	1160	C-	AV	82,500	02-DEC-15	97,000	.85
ED05-076.13-04-28.00	14	R10	509 FAIRNEST CT	1	5	2002	2	1992	C+	AV	190,300	14-DEC-15	138,000	1.38
ED05-076.20-02-56.00	12	R10	1104 WOODSEDGE RD	1	5	1960	2	2336	B	AV	195,700	31-DEC-15	180,000	1.09
ED05-077.16-01-06.00	6	R10	689 ROBERTA AVE	1	5	1967	2	1504	C+	AV	186,600	10-DEC-15	159,900	1.17
ED05-077.17-01-28.00	5	R10	837 N SUNSET DR	1	16	1959	1	1948	C+	AV	172,300	31-DEC-15	185,000	.93
ED05-077.17-05-29.00	4	R10	131 ORCHARD AVE	1	14	1952	1	1316	C	AV	112,600	04-DEC-15	56,300	2
ED05-077.18-02-50.00	4	R10	190 EVERGREEN DR	1	14	1952	1	1488	C	AV	104,900	29-DEC-15	115,000	.91
ED05-085.08-01-38.00	12	R10	616 OAK LN	1	16	1963	1	1726	C+	GD	150,200	22-DEC-15	168,500	.89

CITY MANAGER'S MONTHLY REPORT



DECEMBER 2015

Monthly Highlights

Human Resources

- Continued contract negotiations.

Library

- 559 attended 53 programs for adults.
- 413 attended 30 programs for teens.
- 973 attended 32 programs for children.
- 20 volunteers completed 306.5 hours of service.
- 209 attended 28 programs/classes coordinated through the Job Center.

Public Works

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

CUSTOMER SERVICES

Customer Service information was not available at the time of submission. The information will be updated in next months report.

Please call the City Manager's Office if you have any questions. Thank you.

HUMAN RESOURCES

Category	Dec 14	Jan 15	Feb 15	Mar 15	April 15	May 15	June 15	July 15	August 15	Sept 15	Oct 15	Dec 15	Total
Caucasian*	290	287	286	289	289	291	290	291	290	296	300	298	N/A
Minorities*	62	63	62	63	61	63	63	64	64	67	66	67	N/A
Hired	5	1	0	9	5	9	3	8	2	12	1	3	58
Terminated/Resigned/ Retired/Other	2	3	2	5	7	4	4	4	1	4	1	5	42
Transferred/Promoted	1	0	0	0	0	0	4	0	1	0	0	1	7
Jobs Posted	3	3	2	7	2	2	2	1	7	9	4	3	45
Workers Comp. Injuries	1	1	3	3	3	2	2	0	4	6	7	1	33
Workers Comp. Hours	2	17	29	312	97	231	115	260	42	24	211	10	1350
Insurance Claims	5	4	1	3	0	2	2	0	3	1	3	1	25

Full-time Employees: 337 **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: Planner I, Sex Offender Enforcement Agent, Water Treatment Plant Operator I
Position Resigned/Retired/Terminated: Storekeeper/Buyer I (part-time), Customer Service Clerk II (full-time), Office Assistant II, Inspector II, Police Officer
Position Transferred: Customer Service Clerk II (part-time) to Customer Service Clerk II (full-time)

Recruitment Information (Positions closed in December)

Position	Total	Female	Male	Unknown	Black	White	Hispan-ic	Asian/Pacific Islander	American Indian/Alaskan Native	Unknown	In Dover	Out Dover
Relief Dispatcher	1	-	1	-	1	-	-	-	-	-	-	1
Customer Service Clerk II (In House, full-time)	1	-	1	-	1	-	-	-	-	-	1	-
Office Assistant	38	37	1	-	6	24	2	-	2	4	14	24

Unfilled/Open Positions by Department*

Unfilled/Open Positions By Department	Dec 14	Jan 15	Feb 15	Mar 15	April 15	May 15	June 15	July 15	Aug 15	Sept 15	Oct 15	Nov 15	Dec 15
Electric	2	2	4	3	2	3	2	1	2	2	2	3	3
Public Works	12	12	13	15	13	17	16	18	17	16	16	14	12
Police	1	10	10	4	4	2	3	5	5	1	2	2	2
All Other Departments	3	3	4.5	4.5	5	4	6	11	9.5	7.5	7	8.5	10
Totals	18	28	29.5	26.5	24	26	27	35	33.5	26.5	27	27.5	27

**Not used for Budgeting Purposes*

***The following has been updated to reflected the Fiscal 2015-16 Budget**

Electric: Generation Manager, Substation Technician Crew Leader, Groundworker

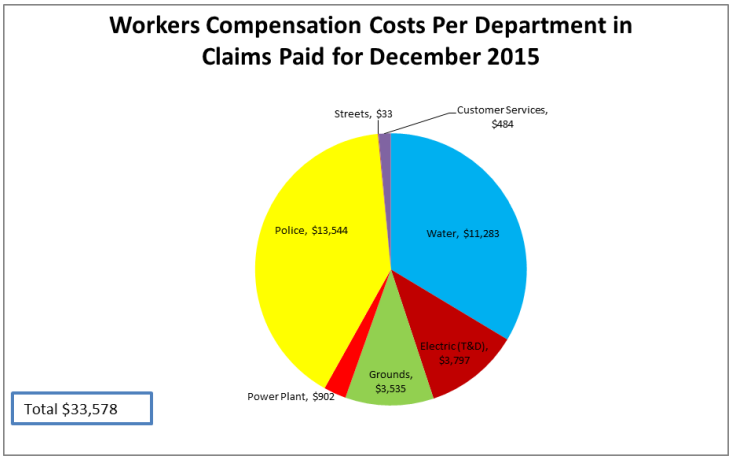
Public Works: Utility Maintenance Mechanic I/Wastewater; Motor Equipment Operator I (Streets); Motor Equipment Operator II (Streets); (2) Motor Equipment Operator I (Sanitation); Gardner II (Grounds); Gardner I (Grounds); (2) Motor Equipment I Water/wastewater; Public Works Operations Manager; Motor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

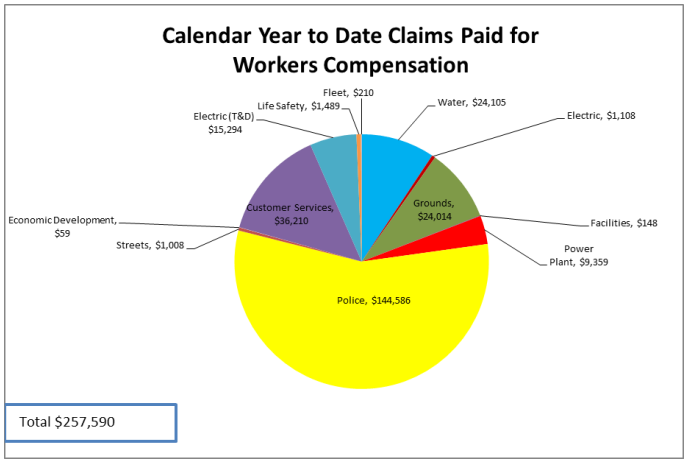
Police: (2) Police Officer

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

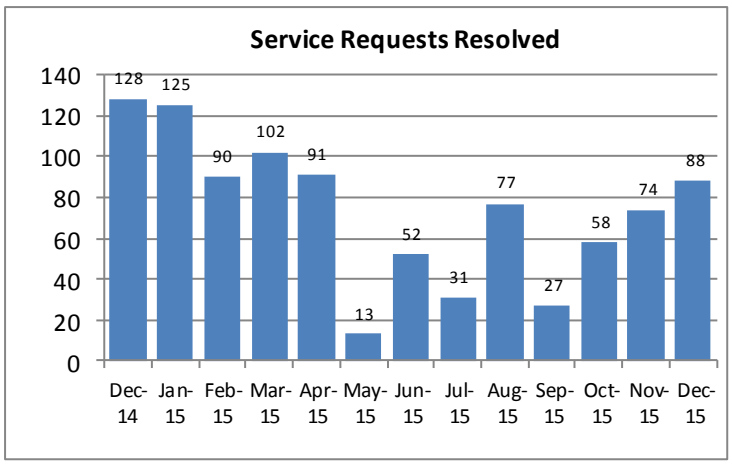
Turnover Statistics						
	2010	2011	2012*	2013 *	2014	2015
Total Turnover %	5.57	6.75	11.00	10.91	6.02	11.77
Termination Turnover %	0.27	1.08	0.29	1.47	.57	.28
Resignation Turnover %	2.12	4.05	5.21	5.01	2.29	7.56
Retirement Turnover %	3.18	1.62	5.50	4.42	3.15	4.20
*** Healthcare cost sharing implemented**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

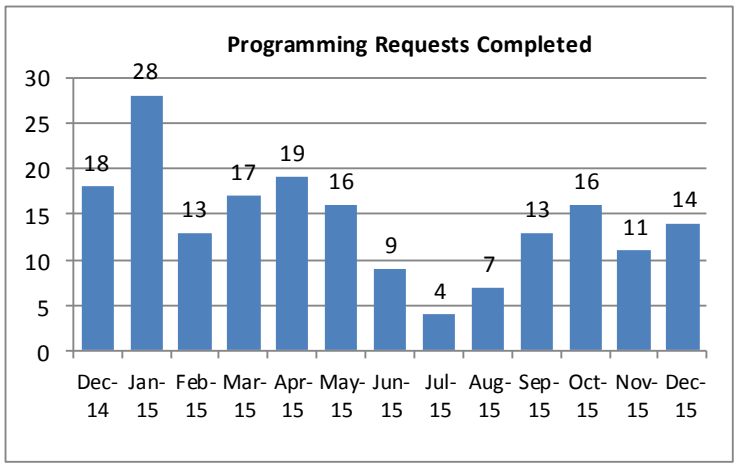
Average Employees						
	2010	2011	2012*	2013*	2014	2015
Total Number of Employees Separating from Service	21	25	38	37	21	42
Average Number of Full-time Employees	362	356	333	325	331	333
Average Number of Part-time Employees	16	15	12	14	18	24
*** Healthcare cost sharing implemented**						

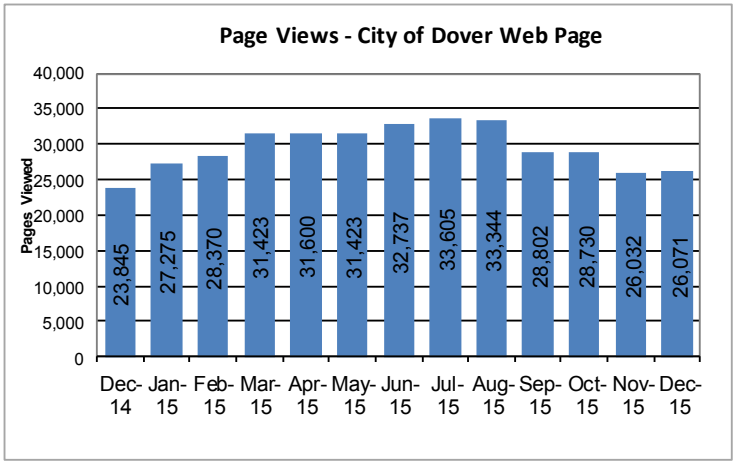




INFORMATION TECHNOLOGY



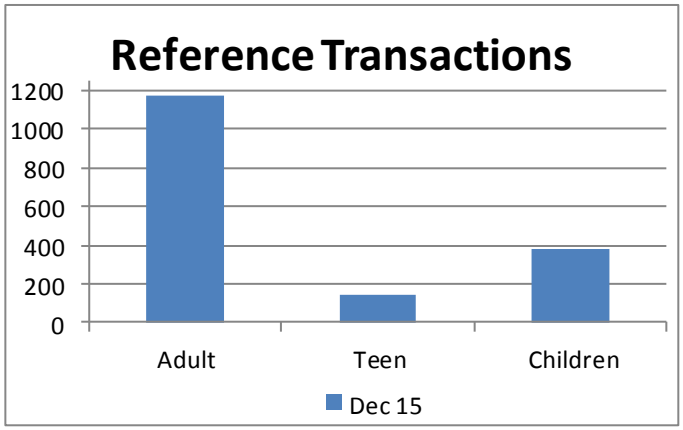




Performance Indicators	Current Month	Last Month	Same Month Last Year
iSeries Availability	100%	100%	100%
Server Availability	100%	100%	100%
AS/400 Connections *(concurrent/authorized users)*	N/A	N/A	N/A
PCs Supported	375	373	370
Scheduled PCs Replaced	-	-	-
Servers Supported	35	35	30
People Trained	8	28	21

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

LIBRARY



Adults – 1,180 Teens – 144 Children – 379

Circulation	Dec 15		FYTD 16		Dec 14		FYTD 15
Dover residents	15,729		115,205		18,206		127,736
Ebooks	2,768		14,754		2,053		11,571
Kent residents*	10,087		69,895		11,841		83,826
Non-county residents	1,707		12,037		1,771		12,664
Registrations							
Dover residents	219		2,470		284		2,220
Kent residents*	17		220		37		271
Non-county residents	3		43		5		40
Other							
Visiting Patrons	26,883		168,907		26,721		165,584
Meeting Room Usage	1,278		8,438		1,725		10,449
Photocopier Usage	1,240		7,332		813		6,233
Computer Printing Usage	2,930		18,501		1,694		16,927
Computer Users	4,013		27,314		4,285		28,556
Wireless Computer Users	1,655		11,519		1,659		10,253
Holds (Total)	5,939		41,438		5,824		39,760

***Breakout of Kent County Residential Statistics**

Circulation	Registrations
Harrington: 148	Harrington: 1
Milford: 129	Milford: 0
Smyrna: 665	Smyrna: 5
Outside City Limits: 9,145	Outside City Limits: 11

Total Registered Users: (Card Holders)

City: 27,938 Kent County: 11,957 Outside Kent County: 1,050

Other Points of Interest:

Inter/Interlibrary: 67 items loaned out
32 items borrowed

Technical services: 1,829 items added
4,904 items deleted

Volunteers: 306.5 hours of service completed

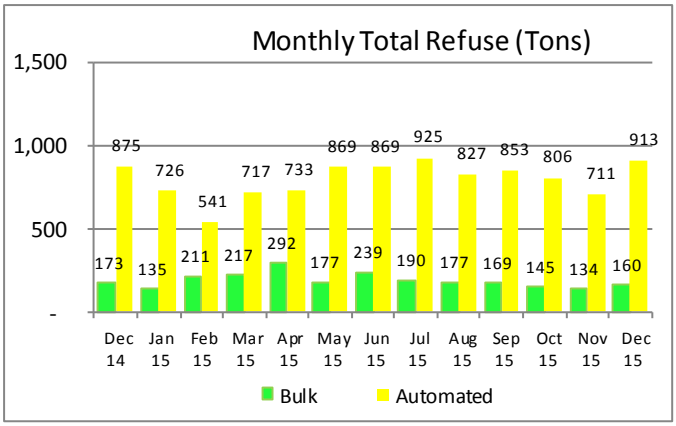
PUBLIC WORKS

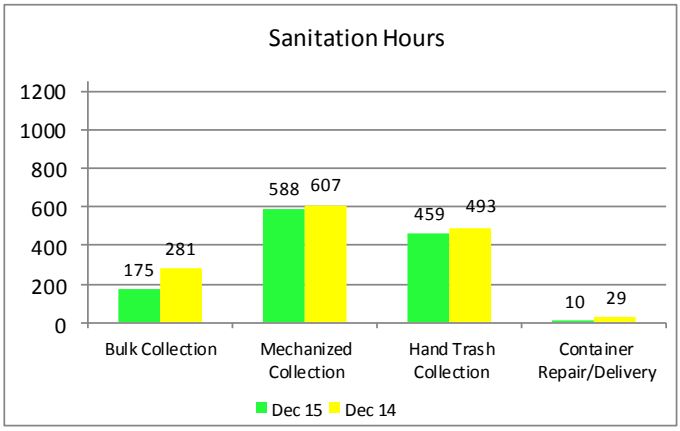
Administration

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

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

Sanitation





	DECEMBER 15	FYTD 16	DECEMBER 14	FYTD 15
Trips to DSWA Sandtown Landfill	179	1,054	204	1,111
Total Tonnage to DSWA	1,072.73	6,011.85	1,119.86	8,980.40
90-Gallon Containers Delivered	31	397	25	217
300-Gallon Containers Delivered	0	0	1	29
Total Man Hours-containers Delivered	10	97	29	205

CURBSIDE RECYCLING STATS	TOTAL # OF HOUSEHOLDS COLLECTED	TOTAL # OF ACCOUNTS	WEIGHT/LBS.	AVE. LBS.
December 2015	21,601	9,228	336,380	15.57

PUBLIC WORKS
continued

Streets	DECEMBER 15	FYTD 16	DECEMBER 14	FYTD 15
Signed Installed	0	31	0	112
Signs Repaired	3	42	1	50
Curbs Painted Yellow (feet)	0	1,281	0	683
New Post Installed	6	48	1	19
Storm Catch Basins Repaired	0	9	0	8
Storm Catch Basin Repairing (Hrs.)	0	38	0	60
Storm Catch Basins Cleaned	0	356	15	75
Storm Catch Basins Cleaning (Hrs.)	0	42	2	39
Hot Mix Patching (Tons)	0	0	0	6.00
Hot Mix Patching (Hrs.)	0	0	0	73
Cold Mix Patching Hrs.)	14	33	15	116
Concrete Work (Hrs)	0	40	20	156
Concrete Patching (Cubic Yards)	0	0	0	0
Ditch Work (Hrs).	0	28	3	3
Street and Alley Maintenance (Hrs)	0	4	0	278
Street Sweeping (Miles)	118	5,919	0	5,327
Street Sweeping (Cubic Yards)	18	474	0	1,288
Leaves Collected (Cubic Yards)	3,088	10,875	2,050	7,401
Leaf Collection (Miles)	2,485	6,366	1,329	3,831

Grounds

Total Work Orders = 2	General = 1	Arborist = 1

Arborist Crew	December 2015	December 2014
Trees Trimmed	25	19
Trees Removed	1	10
Stumps Removed	0	0
Root Pruning	0	0

- A three man crew worked on Christmas lights until December 3rd.

Beautification Crew

- All staff assisted with beautification crew tasks due to staffing shortages.
- Removed summer plants and prepared beds for bulbs.
- Planting tulip bulbs began on December 3rd.
- 25 beds and 17 planters were planted with tulip bulbs.
- Weeded the Greenhouse.

Mowing Crew

- Mowed areas, including parks and around City facilities, to collect leaf litter.

Athletic Field Maintenance

- Continued fall aerating and fertilizing program on various athletic fields.

Litter Removal

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

Miscellaneous

- Continued the relocation of the Grounds Maintenance Operation and Equipment Maintenance
- Shop from PWII to the Schutte Park Facility.
- All staff participated in set up and operations at the December 3rd Capital Holiday Celebration.
- All staff installed the Peace sign on The Green as well as the three floating trees on the lakes.
- Strung lights on three Blue Spruce at Walker Road and State Street.

Geographic Information Systems (GIS)

Mountain Consulting	Fulfilled a request for Utility plans for the area around 2 Kings Hwy. Provided PDF copies by email.
Planning	Created three 8.5"x11" maps of three areas of the City that have requested changes to the Comprehensive plan. Provided PDF copies via email.
Public Works	Update force main in multiple parts of the City
Public Works	Created Feature Class and Collector App to collect road assets
Public Works	Troubleshoot Server Issues
Public Works	Restart all components GIS infrastructure
Public Works	Split up feature datasets and optimized services
Public Works	Created 42"x54" Quadrant maps of the sanitary sewer for use by the wastewater crews. Printed out two copies of each map.

Fleet and Facilities Management

Fleet Maintenance

PM Work Orders Completed:	**14**	Number of Tire Repairs:	**10**	Number of Road Repairs:	**10**
Other Work Orders:	**90**	Repair Hours:	**230**	Road Repair Hours:	**5**
Total Work Orders:	**104**	Fabrication Hours:	**N/A**	Misc. Hours:	**N/A**
PM Hours:	**48**				

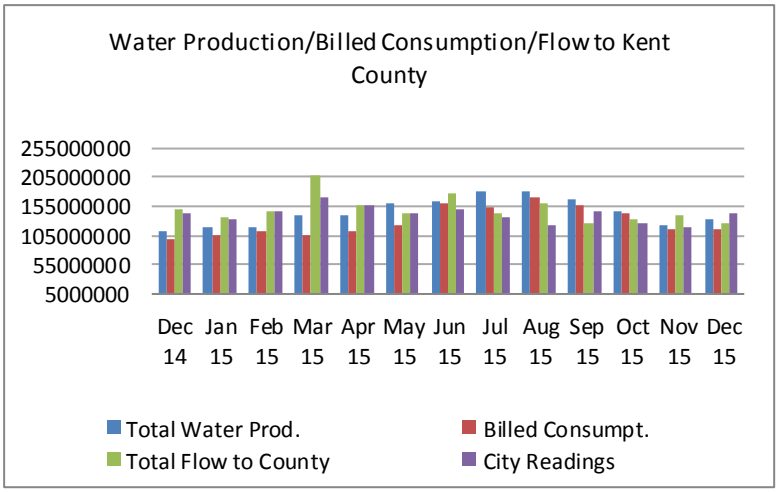
 # Of Scheduled PM's: 15
 # Of Scheduled PM's: Completed: 7

Major Program Updates

MEASURE	December 2015	December 2014	DIFFERENCE
Fleet Maintenance - Scheduled Preventative Maintenance appointments being kept *(Quantity and Percentage)*	7 out of 15 46.67 %	8 out of 18 44.44%	+ **2.23%**
Facilities Maintenance			
Facilities - Routine work orders completed within 5 days *(Quantity and Percentage)*	27 out of 27 100 %	20 out of 20 100%	**0%**
Facilities - Emergency work orders completed within 2 days *(Quantity and Percentage)*	2 out of 2 100%	0 out of 0 100%	**0%**

PUBLIC WORKS continued

Water/Wastewater



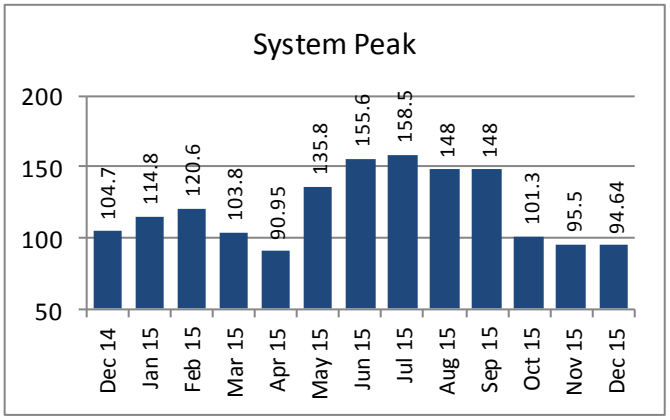
ENGINEERING SUMMARY

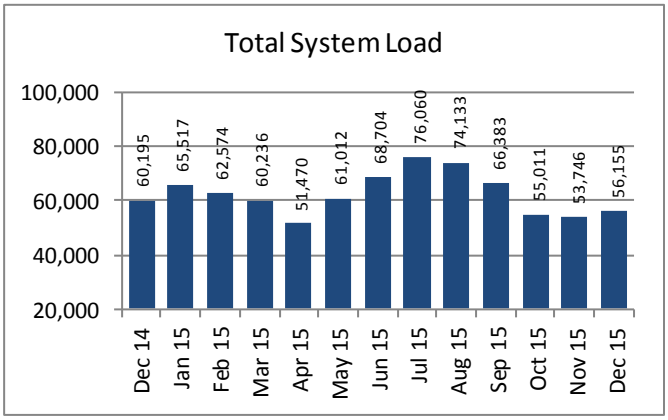
Major Program Updates	DECEMBER 15	DECEMBER 14	DIFF	FY16 YTD	FY15 YTD
State and Federal Violations	0 violations	0 violations	-	-	-
Water Quality Complaints	5	2	+ 3	44	53
Plan Review Completed With-in 30 days of Submission	9 plans 100%	7 plans 100%	+2	37	59

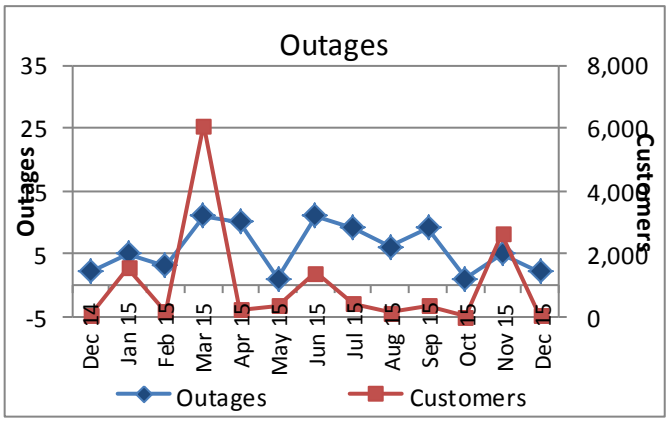
OPERATIONAL SUMMARY

Task	DECEMBER 15	DECEMBER 14	CURRENT FY
Water Production - Daily Average	4,304,419	3,678,935	932,652,000
Average Field Response Time (goal is <30 minutes)	18.65	17.70	17.91
Water Mains Repaired	3	3	5
Water Service Lines Repaired	2	4	11
Wastewater Mains Repaired	0	1	4
Wastewater Service Lines Repaired	0	0	2
Sewer Lines Flushed - linear feet	79,176	140,155	360,110
Sewer Mains Videoed -linear feet	801	907	9,045
Total Fire Hydrants in Service	1,820	1,820	1,820
Total Water Meters in City Distribution System	14,389	14,156	14,389

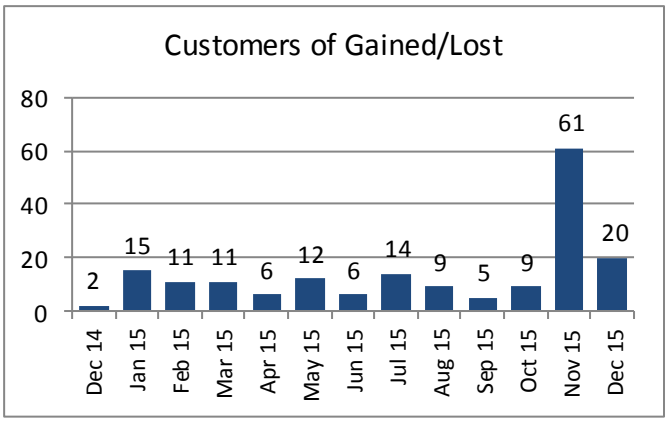
ELECTRIC DEPARTMENT







Outages: 2 Customers: 17



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
26.01	48.45	66.94

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**
1	0	53.5 Minutes	32.75 Minutes

PROGRAM UPDATES	DEC 16	DEC 15	FY16 YTD
Tree Trimming	287	373	1848
Number of Oil Releases	0	1	6
Lost Time Accidents – All Electric Utility Divisions	0	0	0
New Services	20	2	118

December 2015 Electric (EE Capitol Improvement Projects (CIP)		
S:\Shared Data\Electric Department Bi Weekly Meetings\Capital Improvement Projects Status\2015		
Project Number	**Description**	**Update**
EE1312	General Scott Switchgear Replacement	Progress: Commissioning went well. Transformer is energized. Distribution circuits are phased. New batteries arrived, install inw. Projecting online 8 Jan 16. Will be designing Fiber Optic in July.
		Schedule: FY16 construction in progress.
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
		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.
		Schedule: Planning on starting on Saulsbury Road after Garrison Oak.
EE1513	Town Pointe Distribution Feeders	Progress: City crews continuing the installation underground wire.
		Schedule: Project boring has begun.
EE1516	Chestnut Grove Subdivision	Progress: Developer contact Electric Engineering about being conduit installation soon. May start today
		Schedule: Not Scheduled | Contractor responsible for conduit installation in development | Activity to begin in January 2016
EE1524	Lenders Lake Apartments	Progress: Material has been issued to contractor for installation. Equipment set. Project is 95% complete
		Schedule: Line Crew installed of conductors/transformers.
EE1537	Kirby & Holloway Restaurant	Progress: Primary Design complete. Waiting for primary fee payment
		Schedule: No Work Scheduled
EE1538	North Street Sidewalk Improvements	Progress: Currently in design and waiting on customer
		Schedule: No Work Scheduled

ELECTRIC DEPARMENT
continued

EE1544	**Nottingham Meadows - Wellington Ave**	**Progress: Currently design is complete. Contractor has received material for installation. Homes are under construction. 50% Complete. Need to install a few more transformers**
		Schedule: No Work Scheduled | Contractor responsible for conduit installation in development
EE1607	**Horsepond URD Distribution Feeder**	**Progress: Permit received. Environment concerns addressed. Directional Bores Complete.**
		Schedule: Contracted work has begun.
EE1618	**Lakeland Distribution Feeder**	**Progress: Drawings completed. Owner has been contacted.**
		Schedule: Work to begin after EE1607.
EE1635	**McKee Road Warehouse (Edge well)**	**Progress: Service Locate & W.O. are complete and in file awaiting payment from Edge well.**
		Schedule: Work to begin once payment is received.
EE1636	**Clearview Meadows Phase 4**	**Progress: Primary conductors and equipment installed. Pump station has been energized. Need contractor to work on conduit to start lights.**
		Schedule: In progress
EE1637	**DOVER TOWN CTR FLEX SITE - Transformer**	**Progress: Drawing complete and City Crews to install primary after conduit is installed. We received check.**
		Schedule: Awaiting Contractor to install conduit.
EE1638	**Dover Town Center (Old Wal-Mart)**	**Progress: Drawing complete. Transformers have been set. Waiting on contractor to complete secondary work**
		Schedule: Line Crew to work on in October.
EE1639	**Outback Steakhouse**	**Progress: Drawing complete and City Crews to install primary after conduit is installed. We received check.**
		Schedule: Awaiting Contractor to install conduit.
EE1640	**Round Barn Farm**	**Progress: Installing 480 volt service for new grain elevator. Waiting on customer**
		Schedule: Preliminary Stages of design
EE1641	**Reed Street Interior Bldg./Security Improvements**	**Progress:**
		Schedule: No Work Scheduled

ELECTRIC DEPARMENT
continued

EE1642	**Del-Homes Warehouse**	**Progress: New service to warehouse. Dividing space into 6 customers. Putting plan together for next month. Installed wire and transformer**
		Schedule: Preliminary Stages of design
EE1643	**Winner Volkswagen**	**Progress: New service to new show room. Design complete. Waiting on payment**
		Schedule: Preliminary Stages of design
EE1644	**Retreat Pump Station Renovation**	**Progress: Station upgrade from 120/240 Volt to 208Y/120 volt. Design completed and waiting on public works**
		Schedule: Preliminary Stages of design
EE1645	**Dover Family Cosmetics**	**Progress: Preliminary design complete. Primary fee calculated. Waiting on payment from customer**
		Schedule: Final Stages of design next month
EE1646	**Loockerman St. TGI Fridays**	**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**
		Schedule: January 2016
EE1648	**Blue Hen - UG**	**Progress: Gary met with customer and received updated drawings. Waiting on load sheets and right of way redesign.**
		Schedule: FY2016
EE1520	**69Kv Cable Replacement North St. Substation**	**Progress: Work to begin this fiscal year**
		Schedule: Planning on starting after General Scott switchgear is wrapped up

PrimeCare Medical Transport, LLC.

[redacted]

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

PrimeCare Medical Transport, LLC.

DECEMBER

Total 911 ambulance runs	664
Gone on arrival/cancel	79
Transport refusals	22
Stand-by scene	05
Average response time	47 sec.
Average time to the scene	06 min. 31 sec.
Average time on scene	09 min. 52 sec.
Average time to the hospital	06 min. 55 sec.
Average daily responses	21
Average daily transports	18
Total patients transported	543

City Planner's Monthly Report

Planning, Inspections & Recreation

DECEMBER 2015

Planning, Inspections & Recreation Highlights



- **Eddie Diaz** joined the Planning Staff as a new Planner I on December 7, 2015.
- **Updated Fee Schedule**—A series of updates to the Schedule of Fees for various permits, licenses and applications were adopted by City Council on December 14, 2015 with the effective date of January 1, 2016. (Ordinances #2015-21 and #2015-22)
- **Indoor Field Hockey Leagues** - Indoor Field Hockey Leagues began play with 550 participants making up 65 total teams combined in the Middle School, High School, and Women's & Co-Ed Indoor Field Hockey League divisions.
- **Annual Holiday Food Drive -** Non-perishable food donations were accepted through November and December at several locations within the City. Additionally, food donations were accepted at the Capital Holiday Festival. Once sorted, the food was distributed among our local food banks and church pantries.



- **Capital Holiday Festival -** Staff worked collaboratively to offer logistical support of this year's event.
- **Day of Giving, Code Purple -** The John W. Pitts Recreation Center hosted the Code Purple Annual Day of Giving event on December 5th. With local community partners on hand providing donations of food, clothing, jackets, toys, and personal needs for those who are homeless or going through a less fortunate time. The number of vendor/tables for offering donations was phenomenal and those served was noted as a significant number of local homeless individuals and families.

Planning, Inspections & Recreation Revenue

Revenue Stream	FY '16 Budget		FY '16 Actual	
Business License	$1,425,000	$	1,457,287	102%
Trailer License	$21,000	$	19,976	95%
Building Permits	$600,000	$	316,542	53%
Cert. of Occupancy	$6,500	$	3,980	61%
Public Occupancy	$9,700	$	900	9%
Lodging House	$14,100	$	148	1%
Plumbing/Heating/Air	$75,000	$	44,495	59%
Rental Inspection Fee	$350,000	$	9,699	3%
Miscellaneous	$15,000	$	7,451	50%
Fire Protection Fees	$62,000	$	42,677	69%
Code Enf. Fines	$25,000	$	28,450	
Vacant Building Reg.	$100,000	$	87,052	87%
Total P&I Revenue	**$2,703,300**	$	2,018,657	75%
Recreation	$149,800	$	80,806	54%

Looking Forward……

PERSONNEL AND TRAINING

⇒ On December 2, 2015 Ann Marie Townshend and Dawn Melson-Williams attended the APA Webinar "Planning, Economic Development and the New Normal". It was held at the Kent County Administration Building and co-sponsored by the APA Delaware Chapter. Also in December, the APA Delaware Chapter held its Annual Meeting on December 8th led by Chapter President Ann Marie Townshend.

⇒ On December 29, 2015 was David McGinnis last day with the City of Dover. David took on a Code Enforcement Officer position in Baltimore, Maryland.

⇒ On December 31, 2015 was Angela Mangan last day with the City of Dover. Angie was going to enjoy retirement.

PLANNING OFFICE

The Planning Office is part of the review process for certain types of construction activity permits (Building Permits, Sign Permits, etc.) and Certificate of Occupancy permits. For December 2015, Planning Staff was involved with review of 62 Permits and 21 Certificates of Occupancy permits. (2015 calendar year total of 979 Permits and CO's compared to 962 for 2014). Planning Staff also reviews new applications for Business Licenses and Rental Dwelling Permits.

COMPREHENSIVE PLAN IMPLEMENTATION

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

- A series of Text Amendments to the *Zoning Ordinance* related to the Recreational and Commercial (RC) zone and temporary activities known as Ordinance #2015-17 was adopted by City Council on December 14, 2015. Approval of the Ordinance included adoption of amendments (SA#1-4 and 6). (MI-15-04)
- A first set of Amendments to the *Zoning Ordinance* to the definitions of "one family dwelling" and "manufactured home" known as Ordinance #2015-20 continued the formal review process in December. Following a public hearing on December 16, 2015 the Planning Commission recommended approval of the Ordinance. A public hearing and final action is scheduled for January 11, 2016 with City Council. (MI-15-13)
- The annual filing deadline for Comprehensive Plan Amendments was December 15, 2015. Several requests to amend Map 12:1 – Land Development Plan Map were received. The formal review process for these amendment requests will begin in January 2016.
- The Planning Office is also involved in the following studies and projects: Restoring Central Dover Community Plan implementation, Transportation Improvement Districts, and the Division Street/Forest Street Design Week Charrette.

Construction Activity

- Construction activities are underway at several multi-family residential projects. These include the Leander Lakes Apartments project south of Forrest Avenue/Route 8 (S-12-18), the redevelopment of Walker Woods as the Village of McKee Branch (S-13-18), and the re-start of construction at the Tall Pines project at 1655 and 1665 Kenton Road (S-14-18).
- Clearview Meadows Planned Neighborhood Design is also resuming residential construction activity with home building by Ryan Homes/NVR Inc. as a new builder for a series of single family detached homes on Marta Drive.

	DEC 15	TOTAL FOR 2015 (as of July 2015)
New Home Permits Issued	5	27
Value of Commercial Projects	$392,246.00	$16,660,787.00
Downtown Incentives (Fees Waived)	$4,032.00	$28,678.20

BOARD AND COMMISSION ACTIVITY

Planning Commission

The Planning Commission met on December 16, 2015. The next Planning Commission meeting is scheduled for January 19, 2016. The following applications were considered:

- **C-15-04 The Grande, Building 4: Planned Neighborhood Design-Senior Citizen Housing Option** – Commission moved to grant conditional approval of the Site Plan for The Grande, Building 4 as a Planned Neighborhood Design – Senior Citizen Housing Option. The plan proposes construction of a four story 62,240 SF apartment building of 48 units (Building 4) and other associated site improvements located at the existing apartment complex. The Commission also recommended approval of the waiver request for elimination of the rear emergency access requirement of a primary fire lane; this will be considered by City Council.
- **MI-15-13 Text Amendment: Definitions of One-Family Dwelling and Manufactured Home** —Commission recommended approval with amendments of the proposed Ordinance #2015-20. This Ordinance consisted of proposed Text Amendment to amend the *Zoning Ordinance* definition of "one-family dwelling" and to add a definition for "manufactured home." City Council will consider this text amendment in January 2016.
- **S-15-15 Fordham & Dominion Brewery Building Addition (Phase 2) at 1284 McD Drive -** Commission moved to grant conditional approval of the Site Development Plan for the Fordham & Dominion Brewery Building Addition: Phase 2 project for a 13,370 SF building addition and associated site improvements.
- **Z-15-04 Lands of Whatcoat Community Development Inc. at 904-992 Whatcoat Drive: Rezoning from RG-1 with COZ-1 to RG-2 with COZ-1** - Commission moved to recommend approval of the rezoning application for the parcels addressed as 904-922 Whatcoat Drive in Dover. The proposed zoning of RG-2 (General Residence Zone) and subject to the COZ-1 (Corridor Overlay Zone) will be considered by City Council in January 2016.

Board of Adjustment

The Board of Adjustment met on December 16, 2015. The next regular scheduled meeting of the Board of Adjustment is scheduled for January 20, 2016. The following application was considered:

- **V-15-15 350 McKee Road Grace Presbyterian Church**—The Board moved to approve variance V-15-15 for maximum number of parking spaces permitted based on the testimony given and by the applicant meeting the requirements for Exceptional Practical Difficulty.

Historic District Commission

The Historic District Commission met on December 17, 2015 hearing a presentation on the Bradford Street Streetscape Enhancements project. The next Historic District Commission meeting is scheduled for January 21, 2016.

COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

CDBG FY15 Projects

Homeownership Assistance Program
CDBG funds will be used to provide homeownership assistance to first-time homebuyers who purchase affordable housing in the Downtown Development District (DDD) Target Area. One (1) family is mortgage ready and is currently under contract to purchase 34 South New Street.

Dover Interfaith Mission for Housing
CDBG funds will be used for operations cost for the shelter. This project is underway.

Connections Community Support Program
CDBG funds will be used to provide rapid re-housing/rental assistance services for homeless households within the City. Rental assistance was provided for one (1) low income person.

Milford Housing Homeowner Rehabilitation Program
CDBG funds will be used to rehabilitate existing owner occupied housing in the City that is in violation of the City's Housing Code and complete emergency home repairs to eliminate housing conditions that threaten the health and safety of low income homeowners. Emergency home repairs were completed for five (5) low income households.

Habitat for Humanity
CDBG funds will be used to rehabilitate an existing home to provide affordable housing to a family in the Downtown Development District Target Area. Habitat is currently under contract to purchase 111 S. Queen Street on November 2, 2015. The homeowner purchased the property on December 18, 2015.

Peoples Place Whatcoat Homeless Shelter
CDBG funds will be utilized for minor renovations to a facility that shelters the homeless. This Project is completed.

Mayors Challenge to End Veterans Homelessness
The Mayor's Task Force for Ending Veterans Homelessness has met its goal by housing 50 Veterans by December 28, 2015. There will be a 300 day celebration held on January 20, 2016 at Grotto's Pizza in Dover to celebrate this accomplishment.

Code Enforcement Activity—DECEMBER

Case Type	# cases current month	# cases YTD	% staff initiated current month	% staff initiated YTD
No valid Rental Permit	4	142	100%	96%
No valid Building Permit	5	58	100%	72%
Tall grass and weeds	1	575	100%	75%
Unregistered vehicle	1	30	75%	70%
Abandoned vehicle	18	102	67%	72%
Annual Housing Inspection	14	303	100%	88%
Property Maintenance – Exterior	36	582	78%	78%
Electric Termination	14	226	100%	88%
Dover Code of Ordinances	13	512	69%	80%
Zoning	10	106	70%	66%
Total Cases	**116**	**2636**		
Total # of Inspections For Month	**231**			



105 S New Street –Dangerous Building

Dangerous Buildings, Vacant Buildings & Demolitions

- *312 W. Loockerman Street*—The commercial building was demolished.
- *669 W. North Street*—The residential home was demolished.
- *363 Rita-Wilma Way*—The two abandoned mobile homes on this lot have been condemned as unfit for human occupancy and boarded. Both mobile homes have been demolished by the property owner.
- *325 N. New Street*—Property has been declared dangerous and will be brought forward to City Council on December 9th to request the City have it demolished. Council declared the property dangerous and approved demolition by January 9, 2016.
- *1124 Forrest Avenue*—Property was brought forward to City Council on December 9th as a dangerous building. Council declared the property dangerous and ordered it demolished by January 9, 2016.
- *1128 Forrest Avenue*—Property was brought forward to City Council on December 9th as a dangerous building. Council declared the property dangerous and ordered it demolished by January 9, 2016
- *35 N. Queen Street*—Property is condemned and a lien search is complete, home has been placed on the market for sale.
- *2 S. Queen Street*—Property was brought forward to City Council on December 9th as a dangerous building. Council declared that the owner would have 15 days to submit a contractors plan for renovations to City Staff and to place the issue back on the City Council agenda for January 11, 216, for further review.
- *113 Davis Circle*—Property is condemned and a lien search has been requested.
- *Vacant Buildings*—During the month of December twenty (20) additional buildings were registered as vacant, and $12,750.00 in vacant building registration fees were collected.



115 S New Street –Dangerous Building

Fire Marshal's Office, Building Inspections & Licensing Summary

LIFE SAFETY	Current	July 15-June16	Dec 2014	Dec14-June15
Inspections	**DEC 15**	**FYTD 16**	**DEC 14**	**FYTD 15**
Annual Fire/Life Safety Inspections	28	168	10	213
Fire/Code/DCO Complaints	22	204	48	321
Inspection Deficiencies from AFI	51	601	32	446
C/O & Acceptance Tests	28	99	13	51
Administrative Walk Thru	14	68	15	39
Plan Review	11	77	-	-
Accidental	$4,500	$196,400	$10,000	$59,500.00
Incendiary	$20,200	$45,400	$ 500.00	$110.00
Undetermined	$250.00	$181,850	$5000.00	$0.00
PERMITTING AND LICENSING				
Permits Issued	**DEC 15**	**FYTD 16**	**DEC 14**	**FYTD 15**
Administrative Permit	4	19	1	14
Building Addition/Renovation Permits	35	205	34	239
Building Permits	19	46	18	102
Demolition Permits	2	34	3	23
Fence Permits	6	39	3	54
Fire Prevention Permits	7	80	9	44
Mechanical Permits	83	235	28	158
Plumbing Permits	48	220	17	146
Sign Permits	18	128	27	107
Swimming Pool Permits	0	2	0	6
Business Licenses	27	1150	35	863
Merchant Licenses	3	263	4	199
Contractor Licenses	33	785	26	526
Lodging House Licenses	0	6	0	1
Mobile Homes	2	266	15	281
Public Occupancy	1	73	6	52
Rental Dwelling	24	151	41	203
BUILDING INSPECTIONS				
Inspections	**DEC 15**	**FYTD 16**	**DEC 14**	**FYTD 15**
Building	326	2069	298	2125
Plumbing/Mechanical	458	2181	242	1534
Certificate of Occupancy	21	87	19	82

Fire Marshal's Office—At a Glance

The Fire Marshal's Office had a busy month investigating a total of 9 incidents.

One of the investigations led to the arrest of an individual that started a fire in a residence as a result of a domestic dispute.

The Fire Marshal's Office takes pride in being able to bring individuals to justice for fire related offenses!

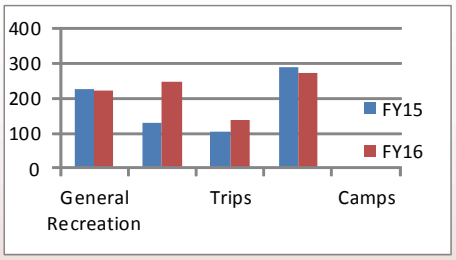


Recreation Division

City of Dover Parks & Recreation

Enrollment Summary

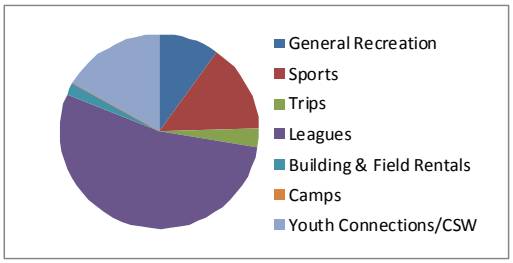
DECEMBER FY 16 verses DECEMBER FY 15

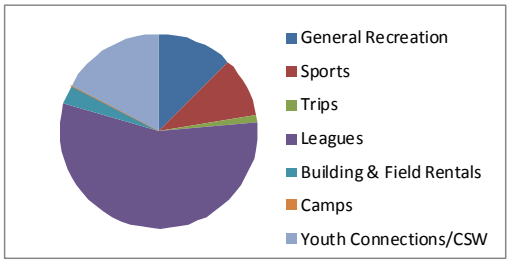




Category	FY15	FY16
General Recreation	207	165
Sports	131	101
Trips	106	139
Leagues	651	752
Camps	N/A	N/A

Revenue Breakdown: December 2015 verses December 2014





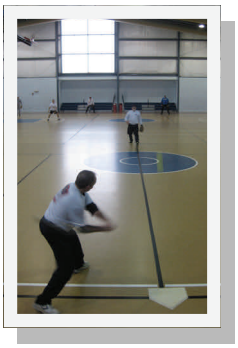
General Recreation	**$811.00**
Sports	**$1,225.00**
Trips	**$246.00**
Leagues	**$4,445.00**
Building & Field Rentals	**$175.00**
Camps	**$0.00**
Youth Connections/CSW	**$1,387.00**

General Recreation	**$1,432.50**
Sports	**$1,175.00**
Trips	**$120.00**
Leagues	**$6515.00**
Building & Field Rentals	**$375.00**
Camps	**$0.00**
Youth Connections/CSW	**$1,995.00**



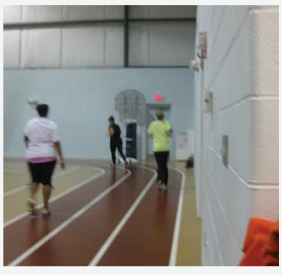


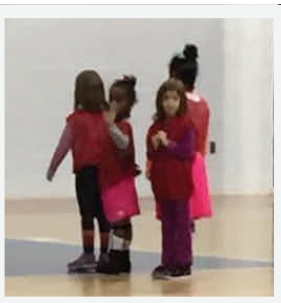












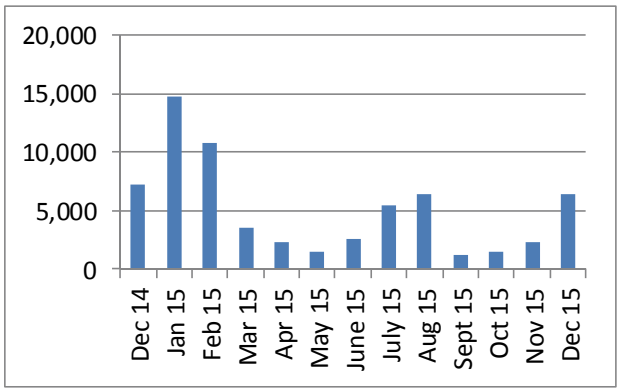




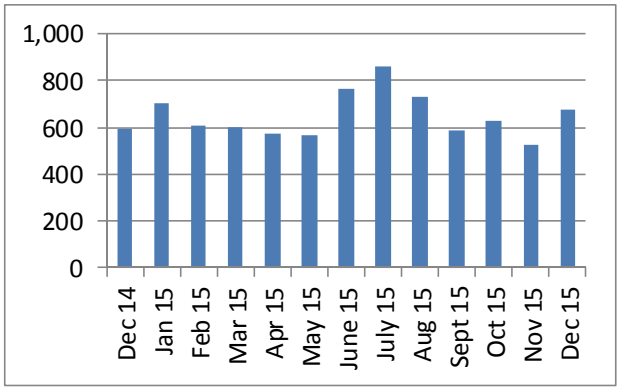


John W. Pitts Recreation Center – DECEMBER 2015

Total Program Attendance



Facility Usage By The Hour



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

Facility Usage By The Hour	DEC 15		FYTD 16		DEC 14		FYTD 15
Open Gym	478		2321.75		378.5		2,395
Fitness Classes	30		207		29.75		237.5
Leagues	106		425		92		283
Camps	0		860		0		731.5
Sports Classes	13.5		52		16		112.5
Meetings & Rentals	37		133		71		224
Enrichment Classes	13		21		4		8
Total Facility Usage Hours	677.5		4,019.25		591.25		3,991.5

Daily Program Attendance**	DEC 15		FYTD 16		DEC 14		FYTD 15
Total	6,343		22,971		7,181		20,533
Open Gym	440		2,073		452		2,333
Fitness Classes	186		1,135		250		1,603
Leagues	5,053		16,495		4,290		8,935
Camps	0		1,086		0		1,141
Sports Classes	131		350		219		1,142
Meetings & Rentals	456		1,527		1,959		5,354
Enrichment Classes	77		105		6		25

Since our opening in late April 2008, we have had 409,298 guests at the John W. Pitts Recreation Center.

December Open Gym Registrations and Packages Sold

Packages Sold:	NOV	MTD	YTD	FYTD
Daily:	27	$81	69	$207
Individual Quarterly:	1	15	3	$60
Individual Annual:	0	$0	0	$0
Family Quarterly:	0	$0	0	$0
Family Annual:	0	$0	0	$0
Revenue:	**28**	**$96**	**72**	**$267**

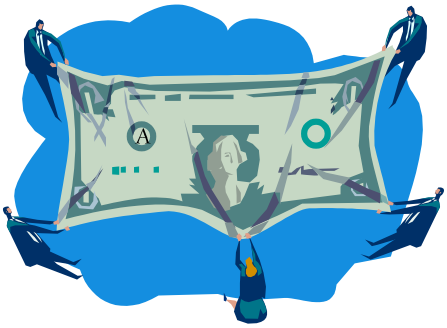


CITY OF DOVER
FINANCE AND PROCUREMENT & INVENTORY DEPARTMENTS
DECEMBER 2015 - MONTHLY BUDGET REPORTS















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
DECEMBER 2015

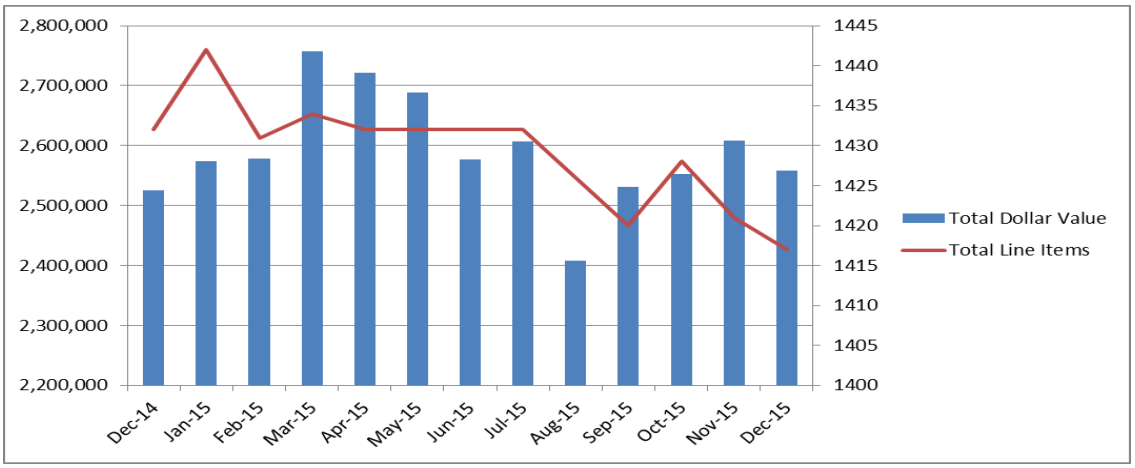
FINANCE DEPARTMENT ACTIVITY LEVELS

	FY15 YTD			FY16 YTD		
BANK TRENDS						
Number of Deposits Made (Hand, ACH & Wire, Lockbox)	3,542			3,598		
Total Amount of All Deposits	$ 71,370,668			$ 72,964,761		
PAYROLL						
	Hours	%	Amount	Hours	%	Amount
Gross wages per registers	**436,967**	**100.0%**	**$ 10,446,196**	**454,243**	**100.0%**	**$ 10,811,475**
Wages and Hours Worked						
Regular	353,067	80.8%	$ 7,803,400	365,704	80.5%	$ 8,023,437
All over time	17,164	3.9%	$ 708,934	18,473	4.1%	$ 789,991
Other Paid or Unpaid Wages and Hours						
Vacation	25,668	5.9%	$ 691,400	25,079	5.5%	$ 691,283
Sick	10,429	2.4%	$ 266,089	7,943	1.7%	$ 196,404
Terminal Leave - Retiree Vacation/Sick Payout	14,833	3.4%	$ 479,347	15,462	3.4%	$ 504,632
Comp Time	4,277	1.0%	$ 121,663	3,797	0.8%	$ 110,317
Personal	664	0.2%	$ 20,058	546	0.1%	$ 17,102
Leave Without Pay	1,779	0.4%	$ -	2,870	0.6%	$ -
Other (description below)	9,097	2.1%	$ 355,305	14,371	3.2%	$ 483,240

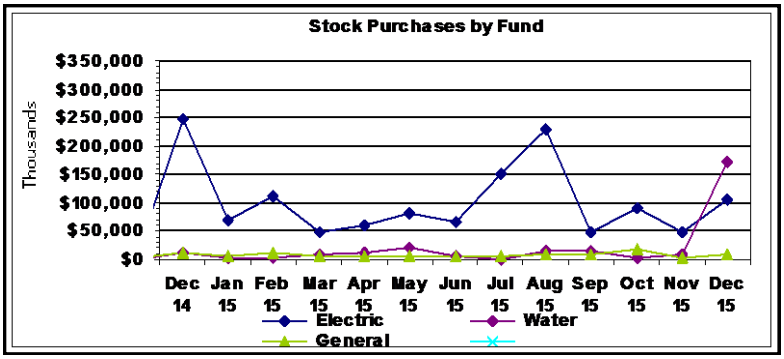
Other includes: pay adjustments, military differential pay, training, committee meetings, worker compensation tracking/adjustments, etc.

Other Activity						
Number of Pay Periods	13			13		
Number of Payroll Checks & Direct Deposits Issued	4,804			5,044		
Number of Pension Checks Issued	1,522			1,520		
Total Pension Benefits Paid - Defined Benefit Plan	$ 2,598,740			$ 2,609,829		
ACCOUNTS PAYABLE						
Number of Check Vouchers	2,966			3,004		
Number of EFT Vouchers	1,191			1,239		
Vouchers Dollar Amount Disbursed	$ 38,887,488			$ 38,050,285		

PROCUREMENT & INVENTORY ACTIVITY LEVELS



Value: $2,558,365.49 Line Items: 1,417



Fuel Use		
Unleaded:	10,294.2	gallons
Diesel:	9,895.5	gallons
Total Cost:	$ 25,926.95	

City of Dover
Finance Department
Monthly Report – December 2015
General Fund Summary

	Budget	Revised Budget	YTD	Balance	50% Budget
Beginning Balance	$ 3,977,500	$ 3,977,500	$ -	$ 3,977,500	0.0%
Revenues					
Court of Chancery Fees	1,065,100	1,065,100	470,900	594,200	44.2%
Police Extra Duty, Fines & Revenue	1,235,300	1,257,300	559,509	697,791	44.5%
Franchise Fees	672,300	672,300	168,572	503,728	25.1%
Grants	623,500	623,500	8,933	614,567	1.4%
Intrafund Services	5,231,200	5,231,200	2,355,819	2,875,381	45.0%
Library & Recreation Revenues	671,000	671,000	281,720	389,280	42.0%
Licenses & Permits	2,861,300	2,861,300	2,102,428	758,872	73.5%
Property Taxes (Includes BID Revenue) (1)	12,894,200	12,894,200	12,787,802	106,398	99.2%
Miscellaneous Revenues	57,700	57,700	50,002	7,698	86.7%
Sanitation Revenues	2,580,000	2,580,000	1,270,482	1,309,518	49.2%
Garrison Farm Rent Revenue	93,700	93,700	62,744	30,956	67.0%
Transfers-In from Special Funds & Utilities					
Municipal Street Aid Fund	564,200	564,200	336,637	227,563	59.7%
Civil Traffic Penalties	450,000	450,000	218,756	231,244	48.6%
Transfer Taxes	1,340,000	1,340,000	1,605,821	(265,821)	119.8%
Verizon & Other Reserves	63,200	63,200	50,000	13,200	79.1%
Police Grants/Extra Duty	74,400	74,400	47,016	27,384	63.2%
Water/Wastewater Fund	850,000	850,000	424,999	425,001	50.0%
Electric Fund	10,000,000	10,000,000	5,833,333	4,166,667	58.3%
Total Revenues	41,327,100	41,349,100	28,635,473	12,713,627	69.3%
Total Beginning Balance & Revenues	**$ 45,304,600**	**$ 45,326,600**	**$ 28,635,473**	**$ 16,691,127**	63.2%
Expenditures					
City Clerk & Council	$ 501,500	$ 505,300	$ 232,507	$ 272,793	46.0%
Mayor, City Manager & Human Resources	1,210,300	1,223,600	618,622	604,978	50.6%
Police & Police Extra Duty	15,761,400	15,997,400	7,538,018	8,459,382	47.1%
Public Services	4,669,500	4,694,000	2,141,461	2,552,539	45.6%
Engineering	181,400	181,400	46,795	134,605	25.8%
Procurement & Inventory, Facilities Mgmt., Fleet Maint.	2,036,200	2,053,200	962,866	1,090,334	46.9%
Planning, Inspections, Life Safety, Code Enf., & Economic Dev.	2,338,300	2,350,500	1,119,503	1,230,997	47.6%
Finance, Info Tech & Customer Services	2,807,800	2,830,300	1,353,065	1,477,235	47.8%
Library & Recreation	2,239,500	2,251,700	1,054,424	1,197,276	46.8%
Fire Department	745,400	745,400	355,879	389,521	47.7%
Assessor	234,800	238,200	120,925	117,275	50.8%
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	197,200	-	197,200	0.0%
Bank & CC Fees	10,600	10,600	8,914	1,686	84.1%
Insurance	690,000	690,000	168,675	521,325	24.4%
OPEB - Retiree's Health Care Contribution	1,895,600	1,895,600	900,959	994,641	47.5%
Police Pension Trust Contribution - State Grant	500,000	500,000	203,400	296,600	40.7%
Appropriation to Police Pension Fund	570,000	570,000	285,000	285,000	50.0%
Street Lights	797,700	797,700	403,222	394,478	50.5%
Debt Service	660,800	660,800	450,473	210,327	68.2%
Transfers Out					
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	41,223,300	19,664,370	21,558,930	47.7%
Budget Balance - Working Capital	4,103,300	4,103,300	-	4,103,300	0.0%
Total Budget Balance & Expenditures	**$ 45,304,600**	**$ 45,326,600**	**$ 19,664,370**	**$ 25,662,230**	43.4%
Reserve Balances					
Contingency	$ 720,300	$ 720,300	$ 727,292		

(1) Property Taxes are the taxes billed and not cash received. The outstanding receivable balance as of 12/31/15 is $363,179 as compared to $363,531 in December 2014.

City of Dover
Finance Department
Monthly Report – December 2015
Water/Wastewater Fund Summary

	Budget	Revised Budget	YTD	Balance	50% Budget
Beginning Balance - Water	$ 861,600	$ 861,600	$ -	$ 861,600	0.0%
Beginning Balance - Wastewater	293,400	293,400	-	293,400	0.0%
	1,155,000	1,155,000	-	1,155,000	0.0%
Revenues					
Water Fees	6,200,000	6,200,000	2,838,365	3,361,635	45.8%
Wastewater Fees	3,728,000	3,728,000	1,972,018	1,755,982	52.9%
Wastewater Treatment Services	3,026,500	3,026,500	1,553,992	1,472,508	51.3%
Groundwater Inflow Adjustment	1,864,300	1,864,300	994,299	870,001	53.3%
Water Tank Space Leases	341,900	341,900	155,467	186,433	45.5%
Miscellaneous Service Fee	67,000	67,000	31,086	35,914	46.4%
Impact Fees - Water	250,000	250,000	139,151	110,849	55.7%
Impact Fees - Wastewater	250,000	250,000	122,016	127,984	48.8%
Total Revenues	15,727,700	15,727,700	7,806,394	7,921,306	49.6%
Total Beginning Balance & Revenues	**$ 16,882,700**	**$ 16,882,700**	**$ 7,806,394**	**$ 9,076,306**	46.2%
Expenses					
Water/Wastewater Operating Divisions					
Engineering & Inspection	$ 517,500	$ 521,500	$ 233,656	$ 287,844	44.8%
Water Department	673,300	678,100	310,377	367,723	45.8%
Water Treatment Plant	1,910,000	1,918,100	762,065	1,156,035	39.7%
Wastewater Department	968,600	968,600	386,129	582,471	39.9%
Kent County Treatment Charge	4,130,000	4,130,000	1,965,884	2,164,116	47.6%
Intrafund Service Fees	1,492,700	1,492,700	662,395	830,305	44.4%
Retiree's Health Care	178,600	178,600	60,200	118,400	33.7%
Debt Service	1,132,100	1,132,100	566,455	565,645	50.0%
Other Employment Expenses	20,000	3,100	-	3,100	0.0%
Bank & CC Fees	46,200	46,200	12,057	34,143	26.1%
Transfers Out					
General Fund	850,000	850,000	424,999	425,001	50.0%
Contingency Reserve	32,000	32,000	-	32,000	0.0%
Water I & E Fund	1,800,000	1,800,000	900,000	900,000	50.0%
Wastewater I & E Fund	1,500,000	1,500,000	750,000	750,000	50.0%
Total Expenses	15,251,000	15,251,000	7,034,217	8,216,783	46.1%
Budget Balances					
Budget Balance - Working Capital - Water	1,048,600	1,048,600	-	1,048,600	0.0%
Budget Balance - Working Capital - WW	583,100	583,100	-	583,100	0.0%
Total Budget Balances	1,631,700	1,631,700	-	1,631,700	0.0%
Total Budget Balances & Expenses	**$ 16,882,700**	**$ 16,882,700**	**$ 7,034,217**	**$ 9,848,483**	41.7%
Reserve Balances					
Contingency-Water	$ 137,700	$ 137,700	$ 106,205		
Contingency-Wastewater	$ 191,100	$ 191,100	$ 192,046		
Impact Fee Reserve - Water	$ 202,000	$ 202,000	$ 431,653		
Impact Fee Reserve - Sewer	$ 1,309,500	$ 1,309,500	$ 1,759,486		
Bond Coverage Ratio (Covenant 1.20)	4.30	4.30	5.34		

City of Dover
Finance Department
Monthly Report – December 2015
Electric Revenue Fund Summary

	Budget	Revised Budget	YTD	Balance	50% Budget
Beginning Balance	$ 6,177,600	$ 6,177,600	$ -	$ 6,177,600	0.0%
Revenues					
Direct Sales to Customers	78,279,200	78,279,200	41,333,033	36,946,167	52.8%
Utility Tax	1,281,100	1,281,100	694,489	586,611	54.2%
Weyandt Hall Rents	202,600	202,600	73,282	129,318	36.2%
Miscellaneous Revenues	725,200	725,200	559,937	165,263	77.2%
Interest Earnings	47,900	47,900	10,700	37,200	22.3%
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	43,421,441	40,114,559	52.0%
Total Beginning Balance & Revenues	**$ 89,713,600**	**$ 89,713,600**	**$ 43,421,441**	**$ 46,292,159**	48.4%
Expenses					
Power Supply & Generation					
Hedged Energy	$ 23,402,600	$ 23,402,600	$ 12,556,371	$ 10,846,229	53.7%
Power Supply Management	996,000	996,000	498,000	498,000	50.0%
Capacity Charges	10,225,100	10,225,100	5,301,299	4,923,801	51.8%
Dover Sun Park Energy	2,313,900	2,313,900	993,835	1,320,065	43.0%
Renewal Energy Credits (Incl. Solar)	1,036,800	1,036,800	182,321	854,479	17.6%
RGGI	175,000	175,000	-	175,000	0.0%
PJM Charges - Energy	7,966,100	7,966,100	1,561,336	6,404,764	19.6%
PJM Charges - Transmission & Fees	7,932,500	7,932,500	3,028,182	4,904,318	38.2%
Total Power Supply	54,048,000	54,048,000	24,121,344	29,926,656	44.6%
Plant Operations	6,434,600	6,382,900	2,870,606	3,512,294	45.0%
Generation Fuels	1,167,300	1,167,300	570,047	597,253	48.8%
Capacity Credits	(10,472,100)	(10,472,100)	(4,791,676)	(5,680,424)	45.8%
PJM Spot Market Energy	(1,708,300)	(1,708,300)	(682,427)	(1,025,873)	39.9%
PJM Credits	(360,000)	(360,000)	(351,902)	(8,098)	97.8%
Total Generation	(4,938,500)	(4,990,200)	(2,385,352)	(2,604,848)	47.8%
Total Power Supply & Generation	49,109,500	49,057,800	21,735,992	27,321,808	44.3%
Electric Operating Divisions:					
Transmission/Distribution	4,068,600	4,086,600	1,769,076	2,317,524	43.3%
Electrical Engineering	1,335,800	1,339,200	555,205	783,995	41.5%
Administration	839,300	890,500	314,385	576,115	35.3%
Meter Reading	360,500	362,500	191,158	171,342	52.7%
Systems Operations	679,800	688,600	319,656	368,944	46.4%
Intrafund Services	3,738,500	3,738,500	1,693,424	2,045,076	45.3%
Utility Tax	1,281,100	1,281,100	694,489	586,611	54.2%
OPEB Trust Contribution - Unfunded Liability	1,030,000	1,030,000	-	1,030,000	0.0%
Retirees Health Care	537,800	537,800	268,902	268,898	50.0%
Interest on Deposits	20,500	20,500	9,216	11,284	45.0%
Green Energy Payment to DEMEC	128,000	128,000	67,289	60,711	52.6%
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	242,300	135,325	106,975	55.9%
Debt Service	3,402,000	3,402,000	2,768,106	633,894	81.4%
Transfers Out:					
General Fund	10,000,000	10,000,000	5,833,333	4,166,667	58.3%
Electric Improvement & Extension Fund	3,500,000	3,500,000	1,750,000	1,750,000	50.0%
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	80,568,700	38,305,556	42,263,144	47.5%
Budget Balance - Working Capital	9,144,900	9,144,900	-	9,144,900	0.0%
Total Budget Balance & Expenses	**$ 89,713,600**	**$ 89,713,600**	**$ 38,305,556**	**$ 51,408,044**	42.7%
Reserve Balances					
Contingency Reserve	$ 844,600	$ 844,600	$ 830,624		
Insurance Reserve	$ 758,700	$ 758,700	$ 747,797		
Rate Stabilization Reserve	$ 4,602,600	$ 4,602,600	$ 6,821,562		
Bond Coverage Ratio (Covenant 1.25)	2.62	2.62	5.35		
Megawatt Hours Sold & Purchased					
Sales to Customers MWh (excluding Street Light MWh)	712,390	712,390	322,780		45.3%
Sales per MWh	$ 109.88	$ 109.88	$ 128.05		116.5%
Purchased/Generated MWh	741,522	741,522	385,291		52.0%
All In MWh Supply & Generation	$ 66.23	$ 66.23	$ 56.41		85.2%

City of Dover
Finance Department
Monthly Report – December 2015
General Capital Project Fund Summary

	Budget	Revised Budget	YTD	Balance	50% Budget
Beginning Balance - Projects	$ 154,800	$ 2,732,300	$ -	$ 2,732,300	0.0%
Revenues					
State Grant - Other	-	-	41,454	(41,454)	0.0%
Interest Earnings	5,000	5,000	1,437	3,563	28.7%
Income from Sale of Assets	20,300	51,900	33,944	17,956	65.4%
Transfer from General Fund for Projects	2,625,400	2,625,400	1,312,700	1,312,700	50.0%
Total Revenues	2,650,700	2,682,300	1,389,535	1,292,765	51.8%
Total Beginning Balance & Revenue	**$ 2,805,500**	**$ 5,414,600**	**$ 1,389,535**	**$ 4,025,065**	25.7%
Expenditures					
Fire	$ 145,600	$ 445,800	$ 445,594	$ 206	100.0%
Grounds Maintenance	201,100	192,700	-	192,700	0.0%
Life Safety	55,700	55,700	55,479	221	99.6%
Police	262,100	280,700	211,097	69,603	75.2%
Streets	1,428,500	3,652,800	1,061,310	2,591,490	29.1%
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%
Bank Fees	-	-	427	(427)	0.0%
Total Expenditures	2,650,700	5,259,800	1,773,907	3,485,893	33.7%
Budget Balance - Projects	154,800	154,800	-	154,800	0.0%
Total Budget Balance & Expenditures	**$ 2,805,500**	**$ 5,414,600**	**$ 1,773,907**	**$ 3,640,693**	32.8%
Reserve Balances					
Capital Asset Replacement Reserve	$ 916,500	$ 916,500	$ 923,946		
Parkland/Recreation	$ 296,700	$ 296,700	$ 323,895		

City of Dover
Finance Department
Monthly Report – December 2015
Water/Wastewater Improvement & Extension Fund Summary

	Budget	Revised Budget	YTD	Balance	50% Budget
Beginning Balance - Water	$ 833,500	$ 4,747,500	$ -	$ 4,747,500	0.0%
Beginning Balance - Wastewater	$ 1,027,600	$ 4,504,600	$ -	$ 4,504,600	0.0%
Revenues					
Grants Revenue	-	20,200	-	-	0.0%
Miscellaneous Revenues	-	-	61,432	(61,432)	0.0%
Interest Earnings	25,000	25,000	32,124	(7,124)	128.5%
Transfer from Operating Fund for Water	1,800,000	1,800,000	900,000	900,000	50.0%
Transfer from Operating Fund for Wastewater	1,500,000	1,500,000	750,000	750,000	50.0%
Transfer from Impact Fee Reserve - Wastewater	165,000	165,000	-	165,000	0.0%
Total Revenues	3,490,000	3,510,200	1,743,556	1,746,444	49.7%
Total Beginning Balance & Revenues	**$ 5,351,100**	**$ 12,762,300**	**$ 1,743,556**	**$ 10,998,544**	13.7%
Expenses					
Water	$ 2,028,600	$ 5,442,600	$ 1,497,091	$ 3,945,509	27.5%
Wastewater	1,822,100	5,299,100	1,094,501	4,204,599	20.7%
Bank Fees	-	-	2,559	(2,559)	0.0%
Total Expenses	3,850,700	11,026,100	2,667,648	8,358,452	24.2%
Budget Balance - Working Capital - Water	617,400	773,400	-	773,400	0.0%
Budget Balance - Working Capital - Wastewater	883,000	962,800	-	962,800	0.0%
Total Budget Balances	1,500,400	1,736,200	-	1,736,200	0.0%
Total Budget Balances & Expenses	**$ 5,351,100**	**$ 12,762,300**	**$ 2,667,648**	**$ 10,094,652**	20.9%
Reserve Balances					
Capital Asset Replacement - Water	$ 518,500	$ 518,500	$ 515,614		
Capital Asset Replacement - Wastewater	$ 515,200	$ 515,200	$ 514,435		

City of Dover
Finance Department
Monthly Report – December 2015
Electric Improvement & Extension Fund Summary

	Budget	Revised Budget	YTD	Balance	50% Budget
Beginning Balance	$ 3,623,600	$ 6,684,100	$ -	$ 6,684,100	0.0%
Revenues					
Interest Earnings	26,700	26,700	22,685	4,015	85.0%
Transfer from 2010 Bond Reserve	-	-	2,108,003	(2,108,003)	0.0%
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	190,415	1,709,585	10.0%
Total Revenues	5,426,700	5,426,700	4,075,482	1,351,218	75.1%
Total Beginning Balance & Revenues	**$ 9,050,300**	**$ 12,110,800**	**$ 4,075,482**	**$ 8,035,318**	33.7%
Expenses					
Electric Generation	$ 1,655,000	$ 2,299,800	$ 531,400	$ 1,768,400	23.1%
Transmission/Distribution	2,887,600	3,602,900	520,120	3,082,780	14.4%
Electrical Engineering	1,724,300	3,401,700	545,196	2,856,504	16.0%
Meter Reading	-	23,000	-	23,000	0.0%
Bank & CC Fees	-	-	7,466	(7,466)	0.0%
Total Expenses	6,266,900	9,327,400	1,604,182	7,723,218	17.2%
Budget Balance - Working Capital (Unaudited)	2,783,400	2,783,400	-	2,783,400	0.0%
Total Budget Balance & Expenses	**$ 9,050,300**	**$ 12,110,800**	**$ 1,604,182**	**$ 10,506,618**	13.2%
Reserve Balances					
Depreciation Reserve	$ 10,066,400	$ 10,066,400	$ 10,054,068		
Future Capacity Reserve	$ 10,218,000	$ 10,218,000	$ 10,205,543		

City of Dover
Finance Department
Monthly Report – December 2015
Community Transportation Improvement Fund

	Budget	Revised Budget	YTD	Balance	50% Budget
Beginning Balance	$ 144,000	$ 512,900	$ -	$ 512,900	0.0%
Revenues					
Grants Revenue	500,000	500,000	237,573	262,427	47.5%
Interest Earned	500	500	53	447	10.6%
Total Revenues	500,500	500,500	237,626	262,874	47.5%
Total Beginning Balance & Revenues	**$ 644,500**	**$ 1,013,400**	**$ 237,626**	**$ 775,774**	23.4%
Expenses					
Program Expenses - Del Dot	$ 644,000	$ 1,012,900	$ 194,648	$ 818,252	19.2%
Total Expenses	644,000	1,012,900	194,648	818,252	19.2%
Budget Balance - Working Capital	500	500	-	500	0.0%
Total Budget Balances & Expenses	**$ 644,500**	**$ 1,013,400**	**$ 194,648**	**$ 818,752**	19.2%

City of Dover
Finance Department
Monthly Report – December 2015
Police Grant Funds

	Budget	Revised Budget	YTD	Balance	50% Budget
Beginning Balance	$ 125,000	$ 125,000	$ -	$ 125,000	0.0%
Revenues					
State & Federal Grants Received	527,300	527,300	188,740	338,560	35.8%
Interest Earnings	-		360	(360)	0.0%
Total Revenues	527,300	527,300	189,100	338,200	35.9%
Total Beginning Balance & Revenues	**$ 652,300**	**$ 652,300**	**$ 189,100**	**$ 463,200**	29.0%
Expenses					
Cadet Program	$ 80,300	$ 80,300	$ 37,172	$ 43,128	46.3%
Equipment & Program Supplies	410,600	379,600	54,482	325,118	14.4%
Technology Equipment	20,000	20,000	2,825	17,175	14.1%
Telephone/Fax	15,000	15,000	7,988	7,012	53.3%
Training/Conference/Food/Travel	17,000	45,000	25,485	19,515	56.6%
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	31,407	42,993	42.2%
Total Expenses	618,300	618,300	160,473	457,827	26.0%
Budget Balance - Working Capital (Unaudited)	34,000	34,000	-	34,000	0.0%
Total Budget Balances & Expenses	**$ 652,300**	**$ 652,300**	**$ 160,473**	**$ 491,827**	24.6%

City of Dover
Finance Department
Monthly Report – December 2015
Library Grant Fund

	Budget	Revised Budget	YTD	Balance	50% Budget
Beginning Balance	$ 17,300	$ 17,300	$ -	$ 17,300	0.0%
Revenues					
Grants Received	278,900	305,500	146,918	158,582	48.1%
Federal Grants	2,500	2,500	2,500	-	100.0%
Total Revenues	281,400	308,000	149,418	158,582	48.5%
Total Beginning Balance & Revenues	**$ 298,700**	**$ 325,300**	**$ 149,418**	**$ 175,882**	45.9%
Expenses					
Program Expenses/Supplies-State Grants	$ 26,600	$ 27,500	$ 11,976	$ 15,524	43.5%
Program Expenses/Supplies-Federal Grants	-	2,500	-	2,500	0.0%
Office Supplies	24,000	30,800	12,695	18,105	41.2%
Printing/Duplicating	13,200	12,500	6,002	6,498	48.0%
Postage	100	100	-	100	0.0%
Books	129,200	133,300	5,968	127,332	4.5%
Furniture	3,100	7,000	4,967	2,033	71.0%
Audio Visual Supplies	75,100	77,200	21,007	56,193	27.2%
Training/Conference/Food/Travel	2,000	8,800	564	8,236	6.4%
Contractual Services	900	-	-	-	0.0%
Office Equipment/Repairs & Maintenance	6,000	6,300	4,587	1,713	72.8%
Other Equipment - Lease	1,200	2,000	765	1,235	38.3%
Total Expenses	281,400	308,000	68,531	239,469	22.3%
Budget Balance - Working Capital	17,300	17,300	-	17,300	0.0%
Total Budget Balances & Expenses	**$ 298,700**	**$ 325,300**	**$ 68,531**	**$ 256,769**	21.1%

City of Dover
Finance Department
Monthly Report – December 2015
After School Program/Substance Abuse Prevention Fund

	Budget	Revised Budget	YTD	Balance	50% Budget
Beginning Balance	$ 41,000	$ 41,000	$ -	$ 41,000	0.0%
Revenues					
Grants Received	55,700	55,700	14,015	41,685	25.2%
Recreation Revenue	33,000	33,000	18,441	14,559	55.9%
Total Revenues	88,700	88,700	32,456	56,244	36.6%
Total Beginning Balance & Revenues	**$ 129,700**	**$ 129,700**	**$ 32,456**	**$ 97,244**	25.0%
Expenses					
Temporary Help/Benefits	$ 60,200	$ 60,200	$ 32,488	$ 27,712	54.0%
Program Expenses/Supplies	55,700	55,700	16,679	39,021	29.9%
Total Expenses	115,900	115,900	49,167	66,733	42.4%
Budget Balance - Working Capital	13,800	13,800	-	13,800	0.0%
Total Budget Balances & Expenses	**$ 129,700**	**$ 129,700**	**$ 49,167**	**$ 80,533**	37.9%

City of Dover
Finance Department
Monthly Report – December 2015
CDBG Fund

	Budget	Revised Budget	YTD	Balance	50% Budget
Beginning Balance	$ 2,100	$ 2,100	$ -	$ 2,100	0.0%
Revenues					
Grants Received	265,400	272,800	39,236	233,564	14.4%
Interest Earnings	-	-	82	(82)	0.0%
Total Revenues	265,400	272,800	39,318	233,482	14.4%
Total Beginning Balance & Revenues	**$ 267,500**	**$ 274,900**	**$ 39,318**	**$ 235,582**	14.3%
Expenses					
Closing Cost/Down Payment Program	$ 60,000	$ 60,900	$ 20,000	$ 40,900	32.8%
Connection Community Supply Program	7,400	7,400	1,700	5,700	23.0%
Dover Interfaith Ministry	27,000	27,000	9,917	17,083	36.7%
MHDC Emergency Home Repair	88,200	88,200	12,989	75,211	14.7%
Habitat For Humanity	40,000	40,000	-	40,000	0.0%
NCALL Research Inc.	-	6,500	-	6,500	0.0%
Peoples Place	6,800	6,800	-	6,800	0.0%
Salaries	36,000	36,000	15,335	20,665	42.6%
Total Expenses	265,400	272,800	59,941	212,859	22.0%
Budget Balance - Working Capital	2,100	2,100	-	2,100	0.0%
Total Budget Balances & Expenses	**$ 267,500**	**$ 274,900**	**$ 59,941**	**$ 214,959**	21.8%

Monthly Report

December 2015

Economic Development Office

2015_12 Economic Development

- Attended Restoring Central Dover Committee Meeting
- Attended DDP Parking Committee Meeting
- Assisted Onix Group with Downtown Development District Application
- Prepared and submitted two applications for Downtown Development District funding
- Attended DDP Board Meeting
- Attended Greater Kent Committee Meeting
- Attended Fordham Brewery's DAC Meeting
- Attended Kent County is Open for Business
- Met with Mayor to discuss expansion of Family Court and proposed locations
- Provided ownership information to a developer for Route 13 properties
- Met with DDP attorney to discuss land issues
- Discussed Edgewell employee needs with Buff Bruno
- Made Economic Development presentation to Advantech employees at Duncan Center
- Met with DEDO Secretary Bernice Whaley to discuss Garrison Oak Technology Park marketing and economic development electric rate for KraftHeinz
- Attended Central Delaware Chamber of Commerce Board Meeting
- Reviewed HUD-1 for 112 S New Street
- Assisted the Schwartz Center with their parking needs
- Attended Dover LEAD Group meeting
- Attended Plant Managers meeting
- Meeting Mimi Rayl, Housing Development Corporation, regarding the Acme site
- Attended DDP Promotions Committee meeting
- Provided Price Waterhouse with incentive information for Playtex Plant1
- Attended DEED meeting
- Reviewed Chesapeake Supply Site Brownfield bills
- Continued dialogue with Greenhouse developer from Maryland
- Conference call with Zone Manager of GSA regarding US Geological Survey office new location
- Discussed potential SunRoc lease with Alan Perry
- Provided potential Acme developer with appraisal of Acme site
- Met with Dr. Chandler regarding Plaza House
- Chaired Restoring Central Dover Economic Development Work Group meeting
- Attended Delaware Health Facilities Authority's Annual Meeting
- Provided local realtor with lease information at Acme building
- Reviewed façade grant request with owner of 2 West Loockerman Street

- Met with Congressman Carney's staff to discuss Promise Zone funding
- Met with owner of Vision Centre to discuss sign issue and discussed with planning staff
- Meeting with Dave Sweeney to discuss DELDOT request
- Reviewed addendum to sales contract with Advantech
- Discussed Edgewell employee needs with DEDO Secretary and set-up future meeting to discuss their needs

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 5.0% - US Rate 5.0 % - DE Rate 5.6% - City of Dover Rate December 2015 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; **18 Contacts YTD** ≥11 contacts with out-of-town companies interested in locating in Dover **12 Contacts YTD**

2015_12 Downtown Dover Partnership

- Provided technical assistance to three (3) prospective small business individuals on overall business development within the City of Dover and the Downtown Dover Business District

- Provided technical assistance to two (2) prospective small business individuals on locating available space within the City of Dover and Downtown Business District to lease
- Updated Downtown Development District Vacant Property Database
- Provided seventeen hours (17) technical assistance to twenty-one (21) merchants within the downtown business corridor
- Implemented the facilitation and completion of the following Special Events occurring during this reporting period which included:
    - Home for the Holidays Event ’15
    - Winter Wonderland Project ’15
    - Capital Holiday Celebration ’15
    - Home for the Holidays Parade ’15
    - First Friday in December ’15
    - Christmas Tree West Side Project.
    - Mayor’s Christmas Widow Decorating Contest ’15
- Met with Chanda Jackson, Restoring Central Dover, to finalized Tree Lighting Ceremony
- Met with the Dr. Reginald Chandler, Delaware Technical & Community College , to discuss placement of Santa House and installation of electrical services
- Provided ongoing staff/volunteer support for the construction of the Santa House Project
- Attended Kent County is Open For Business Forum
- Telephone conference with Lisa Fitzgerald, USDA, to discuss status report on RBEG Project
- Met with Margery Cyr, Dover Library Director, to discuss Phase II of Small Business Development Workshops
- Coordinated media (newspaper announcement) and social media press release for Holiday Toy and Clothing Drive facilitated by downtown business owner Benita Gassi
- Submitted series of work orders for assistance with the construction of the Santa House Project
- Attended the Promotions/Marketing Committee meeting
- Submitted Volunteer work order request to Herb Konowitz, Dover Interfaith Mission for Housing, for assistance with the construction and painting of the Santa House
- Met with Sydney Artz, Schwartz Center, to discuss requested changes to the Downtown Daytime Parking Map
- Met with Michael Rivera, DelDOT, to discuss series of street closures for scheduled downtown special events
- Attended the Delaware Hispanic Sub-Committee Meeting to discuss the development of a Resource Program for Latino Professionals
- Attended the DDP Marketing and Promotion Committee Meeting

- Disseminated and provided weekly updates on events occurring throughout the City to merchants within the BID District
- Coordinated Ribbon Cutting Ceremony for the Santa House Project
- Provided contact information to Chiffon Chandler on the 142 W. Loockerman Street Vacant Property
- Provided contact information to Sammy Asur on the 108 W. Loockerman Street Vacant Property
- Telephone conference with Clay Hammond, Delmarva Black Chamber, to discuss the Downtown Economic Development projects Status Updates
- Met with Jacqueline Reyes, Independent Resources, to discuss Small Business Development Competition 2016 Project
- Telephone conference with Dave Skocik, PR Delaware, to discuss the Downtown Revitalization Project Updates
- Disseminated Bradford Street Public Workshop Notice to downtown merchants
- Telephone conference with Mike Fox, Splash DesignWorks, to discuss the RBEG Project and series of social media workshops

MONTHLY REPORT



NOVEMBER 2015

Incident Run Log

Dover Fire Department

Date Range: From 11/01/2015 to 11/30/2015
Company: All Companies
Sorted by: Not selected

Date	FDID	Incident#	Alarm	###	Address	Suite	Type	Lgth
11/01/2015	30046	2015-001137	01:24	561	N DUPONT HWY		Malicious, mischievous false call, other	0.3
11/02/2015	30046	2015-001138	12:31	150	MARTIN LUTHER KING JR. BLVD		Person in distress, other	0.6
11/02/2015	30046	2015-001139	18:38	209	EISENHOWER DR		Smoke detector activation, no fire - unintentional	0.2
11/02/2015	30046	2015-001140	19:26	44	COURTSIDE DR	B	Smoke detector activation, no fire - unintentional	0.2
11/02/2015	30046	2015-001141	22:22	1200	N DUPONT HWY		System malfunction, other	0.0
11/03/2015	30046	2015-001142	04:40	1225	WALKER RD		Motor vehicle accident with injuries	0.7
11/03/2015	30046	2015-001143	09:57	305	CHELSEA WAY		False alarm or false call, other	0.3
11/03/2015	30046	2015-001144	10:00	1300	Farmview		Arcing, shorted electrical equipment	0.1
11/03/2015	30046	2015-001145	10:08	1300	S FARMVIEW DR	A	Medical assist, assist EMS crew	0.2
11/03/2015	30046	2015-001146	12:36	440	PHOENIX DR		Fire in mobile home used as fixed residence	0.9
11/04/2015	30046	2015-001147	15:32	1525	MCKEE RD		Sprinkler activation due to malfunction	0.5
11/04/2015	30046	2015-001148	17:20	1200	N DUPONT HWY		Smoke detector activation due to malfunction	0.9
11/04/2015	30046	2015-001149	21:49	1570	N DUPONT HWY		Smoke detector activation due to malfunction	0.6
11/05/2015	30046	2015-001150	11:55	183	SHELDRAKE CIRCLE		System malfunction, other	0.9
11/05/2015	30046	2015-001151	23:04	26	STONEY DR		Carbon monoxide incident	0.2
11/06/2015	30046	2015-001152	10:30	1030	FORREST AVE		Outside rubbish fire, other	0.2
11/06/2015	30046	2015-001153	14:03	149	S NEW ST		Alarm system sounded due to malfunction	0.2
11/06/2015	30046	2015-001154	14:13	233	W LOOCKERMAN ST		Alarm system sounded due to malfunction	0.2
11/06/2015	30046	2015-001155	19:22	1200	N DUPONT HWY		Smoke detector activation, no fire - unintentional	0.1
11/07/2015	30046	2015-001156	15:21	213	N BRADFORD ST		Dispatched & canceled en route	0.0
11/07/2015	30046	2015-001157	19:11	120	N STATE ST		Smoke detector activation due to malfunction	0.1
11/07/2015	30046	2015-001158	21:54	1200	N DUPONT HWY		Smoke detector activation, no fire - unintentional	0.1
11/07/2015	30046	2015-001159	22:20	201	Doveview Drive		Good intent call, other	0.4
11/07/2015	30046	2015-001160	23:26	1200	N DUPONT HWY		Smoke detector activation, no fire - unintentional	0.1
11/08/2015	30046	2015-001161	00:07	120	N STATE ST		System malfunction, other	0.0
11/09/2015	30046	2015-001162	08:24	120	S GOVERNORS AVE	A	Cooking fire, confined to container	0.3
11/09/2015	30046	2015-001163	10:04	1045	N DUPONT HWY		Good intent call, other	0.6
11/09/2015	30046	2015-001164	13:59	83	N HALSEY RD		Outside rubbish fire, other	0.5
11/09/2015	30046	2015-001165	20:34	1200	N DUPONT HWY		Dispatched & canceled en route	0.0
11/09/2015	30046	2015-001166	22:51	10	FAIRWAY LAKES DR	C	Alarm system activation, no fire - unintentional	0.4
11/10/2015	30046	2015-001167	00:11	120	N STATE ST		Dispatched & canceled en route	0.0
11/10/2015	30046	2015-001168	01:35	3000	LEMAY LA	C	Cooking fire, confined to container	0.5
11/10/2015	30046	2015-001169	03:38	51	WEBBS LN	BB	Cooking fire, confined to container	0.5
11/10/2015	30046	2015-001170	10:21	162	OLD FORGE DR		Smoke detector activation, no fire - unintentional	0.3
11/10/2015	30046	2015-001171	15:02	18	YARMOUTH WAY		HazMat release investigation w/no HazMat	0.4
11/10/2015	30046	2015-001172	17:12	101	BABB DR		Cooking fire, confined to container	1.0
11/11/2015	30046	2015-001173	09:27	1165	N DUPONT HWY	1	Motor vehicle accident with injuries	0.4
11/11/2015	30046	2015-001174	20:16	63	KENTWOOD DR		Electrical wiring/equipment problem, other	0.5
11/11/2015	30046	2015-001175	22:20	348	UNITED WAY		Smoke detector activation due to malfunction	0.5
11/12/2015	30046	2015-001176	13:41	1450	FORREST AVE		Chemical spill or leak	2.2
11/12/2015	30046	2015-001177	15:06	1200	N DUPONT HWY		Smoke detector activation, no fire - unintentional	0.5
11/13/2015	30046	2015-001178	03:57	1654	N DUPONT HWY		Removal of victim(s) from stalled elevator	0.4
11/13/2015	30046	2015-001179	09:03	17	CAHOON BRANCH RD		Power line down	0.7
11/13/2015	30046	2015-001180	09:48	70	GREENWAY SQUARE		Trash or rubbish fire, contained	0.4
11/13/2015	30046	2015-001181	10:20	1200	N DUPONT HWY		Smoke detector activation due to malfunction	0.2
11/13/2015	30046	2015-001182	14:31	992	WHATCOAT DR		Cooking fire, confined to container	0.5
11/13/2015	30046	2015-001183	19:08		E WATER ST		Outside rubbish fire, other	0.3
11/13/2015	30046	2015-001184	21:18	1200	N DUPONT HWY		Smoke detector activation, no fire - unintentional	0.1
11/14/2015	30046	2015-001185	01:54	150	LAKEVIEW DR		False alarm or false call, other	0.5
11/14/2015	30046	2015-001186	17:49	1200	N DUPONT HWY		Smoke detector activation, no fire - unintentional	0.1
11/14/2015	30046	2015-001187	18:44	290	S DUPONT HWY		Attempt to burn	2.6
11/14/2015	30046	2015-001188	19:23	5055	HAZLETTVILLE ROAD		Smoke detector activation, no fire - unintentional	0.3
11/14/2015	30046	2015-001189	21:18	44	GLENN STREET		Hazardous condition, other	0.6
11/14/2015	30046	2015-001190	23:48	313	NORTHDOWN DR		Smoke detector activation due to malfunction	0.5
11/15/2015	30046	2015-001191	11:03	39	PAR HAVEN DR	E	Service Call, other	0.3
11/15/2015	30046	2015-001192	17:21	120	N STATE ST		Removal of victim(s) from stalled elevator	0.4
11/15/2015	30046	2015-001193	17:34	424	OLYMPIA DR		Brush or brush-and-grass mixture fire	0.7
11/15/2015	30046	2015-001194	17:34	112	S QUEEN ST		Smoke or odor removal	0.6
11/16/2015	30046	2015-001195	19:23		BICENTENNIAL BLVD		Good intent call, other	0.2

Date	FDID	Incident#	Alarm	###	Address	Suite	Type	Lgth
11/17/2015	30046	2015-001196	10:30	305	ALDER RD		System malfunction, other	0.3
11/17/2015	30046	2015-001197	19:44	18	GREENHILL AVE		Cooking fire, confined to container	0.3
11/17/2015	30046	2015-001198	20:27	15	HOUSTON ST		Chimney or flue fire, confined to chimney or flue	0.4
11/17/2015	30046	2015-001199	22:35	120	N STATE ST		Dispatched & canceled en route	0.0
11/18/2015	30046	2015-001200	08:48		US 113 & SR 10 & SR1		Good intent call, other	0.5
11/18/2015	30046	2015-001201	12:23	1365	N DUPONT HWY	3054	Smoke detector activation due to malfunction	0.6
11/18/2015	30046	2015-001202	12:24	509	CHANCE ROAD		Cover assignment, standby, moveup	3.3
11/18/2015	30046	2015-001203	15:43	100	LAKEVIEW DR		Alarm system activation, no fire - unintentional	0.2
11/18/2015	30046	2015-001204	22:58	156	LEXINGTON PL		Smoke detector activation, no fire - unintentional	0.4
11/19/2015	30046	2015-001205	00:59	202	BAY TREE RD	A	Service Call, other	0.4
11/19/2015	30046	2015-001206	20:56	233	W LOOCKERMAN ST		Smoke detector activation due to malfunction	0.5
11/20/2015	30046	2015-001207	12:01	111	S NEW ST		Gas leak (natural gas or LPG)	0.6
11/20/2015	30046	2015-001208	16:47		ORCHARD AVE		Good intent call, other	0.4
11/21/2015	30046	2015-001209	03:37	125	HAMAN DR		Smoke scare, odor of smoke	0.6
11/21/2015	30046	2015-001210	10:45	120	N STATE ST		Smoke detector activation, no fire - unintentional	0.1
11/21/2015	30046	2015-001211	18:49	1525	MCKEE RD		False alarm or false call, other	0.4
11/21/2015	30046	2015-001212	23:03	319	BILLY MITCHELL LN		Good intent call, other	0.7
11/23/2015	30046	2015-001213	01:08	1200	N DUPONT HWY		Removal of victim(s) from stalled elevator	0.4
11/23/2015	30046	2015-001214	05:29	7221	PEARSONS CORNER ROAD		Cover assignment, standby, moveup	2.2
11/23/2015	30046	2015-001215	11:10	740	S NEW ST		Service Call, other	0.2
11/24/2015	30046	2015-001216	13:55	1525	MCKEE RD		False alarm or false call, other	0.3
11/24/2015	30046	2015-001217	14:01	120	N STATE ST		Smoke detector activation due to malfunction	0.2
11/24/2015	30046	2015-001218	19:13	150	SAULSBURY RD		Alarm system activation, no fire - unintentional	0.4
11/24/2015	30046	2015-001219	23:28	348	N DUPONT HWY		Building fire	2.1
11/26/2015	30046	2015-001220	09:28	90	VILLAGE DR		Cooking fire, confined to container	0.3
11/26/2015	30046	2015-001221	11:49	644	S QUEEN ST	106	Smoke detector activation due to malfunction	0.3
11/26/2015	30046	2015-001222	15:51	140	HAMAN DR		Building fire	1.6
11/27/2015	30046	2015-001223	01:44	1200	N DUPONT HWY		System malfunction, other	0.0
11/27/2015	30046	2015-001224	18:27	1420	MCKEE RD	FRON	Smoke detector activation, no fire - unintentional	0.4
11/28/2015	30046	2015-001225	17:41		ROSE VALLEY SCHOOL RD		Extrication of victim(s) from vehicle	0.6
11/28/2015	30046	2015-001226	18:17	437	BARRISTER PLACE		Service Call, other	0.6
11/28/2015	30046	2015-001227	18:29	112	SHADOW CT		Electrical wiring/equipment problem, other	0.3

Total Number of Incidents: 91
Total Length of Incidents: 45.4 Hours

Robbins Hose Company # 1, Inc.
Profit & Loss Detail
November 2015

	Type	Date	Num	Name
Ordinary Income/Expense				
Expense				
Apparatus Repairs & Maintenance				
	Check	11/08/2015	1440	Atlantic Emergency Solutions
	Check	11/08/2015	1444	Kunkel Auto Supply
	Check	11/13/2015	1446	Atlantic Emergency Solutions
	Check	11/13/2015	1446	Atlantic Emergency Solutions
	Check	11/13/2015	1446	Atlantic Emergency Solutions
	Check	11/13/2015	1446	Atlantic Emergency Solutions
	Check	11/13/2015	1448	Dover Automotive
	Check	11/13/2015	1449	Fail Safe Testing
	Check	11/20/2015	1450	Atlantic Emergency Solutions
Total Apparatus Repairs & Maintenance				
Electricity				
	Check	11/08/2015	1442	City of Dover Utility
	Check	11/13/2015	1447	City of Dover Utility
Total Electricity				
Heating Expenses- Gas				
	Check	11/08/2015	1441	Chesapeake Utilities
	Check	11/08/2015	1441	Chesapeake Utilities
Total Heating Expenses- Gas				
Office Supplies				
	Check	11/20/2015	1453	Staples
Total Office Supplies				
Program Expenses				
	Check	11/20/2015	1451	ESI Equipment, Inc.
	Check	11/28/2015	1456	Fail Safe Testing
Total Program Expenses				
Small Tools				
	Check	11/08/2015	1445	T & T Small Engines
	Check	11/08/2015	1445	T & T Small Engines
	Check	11/27/2015	1454	Rommel's ACE
	Check	11/27/2015	1454	Rommel's ACE
	Check	11/27/2015	1454	Rommel's ACE
Total Small Tools				
Telephone				
	Check	11/28/2015	1455	Verizon Wireless
Total Telephone				
Training & Travel Expenses				

Robbins Hose Company # 1, Inc.
Profit & Loss Detail
November 2015

	Type	Date	Num	Name
	Check	11/08/2015	1443	Delaware State Fire School
Total Training & Travel Expenses				
Uniforms				
	Check	11/20/2015	1452	Municipal Emergency Services
Total Uniforms				
Water/Sewer				
	Check	11/08/2015	1442	City of Dover Utility
	Check	11/08/2015	1442	City of Dover Utility
	Check	11/13/2015	1447	City of Dover Utility
Total Water/Sewer				
Total Expense				
Net Ordinary Income				
Net Income				

Robbins Hose Company # 1, Inc.
Profit & Loss Detail
November 2015

	Memo	Clr	Split
Ordinary Income/Expense			
Expense			
Apparatus Repairs & Maintenance			
	Ladder 1 LDH valve rebuilt		City Fund Account
	Invoice # 056479616- Hyper wash		City Fund Account
	10882DEL- Eng 3 fuel guage		City Fund Account
	10877DEL- Eng 6 DOT- numerous problems		City Fund Account
	1302DEL- Eng 4 lens		City Fund Account
	1307DEL- Eng 4 lens clip		City Fund Account
	Invoice # 752871		City Fund Account
	Annual HoseTesting		City Fund Account
	Invoice # 10914DEL- Utility 2 Auto Eject system		City Fund Account
Total Apparatus Repairs & Maintenance			
Electricity			
	Acct # 44343-32052		City Fund Account
	Acct # 44255-31966		City Fund Account
Total Electricity			
Heating Expenses- Gas			
	Acct # 01-72348-3180-1- Station 1		City Fund Account
	Acct # 01-300566-14195-1- Station 2		City Fund Account
Total Heating Expenses- Gas			
Office Supplies			
	6035 5178 2028 2647		City Fund Account
Total Office Supplies			
Program Expenses			
	Annual Holmatro Tool Maintenance		City Fund Account
	Fire Hose Testing- balance due		City Fund Account
Total Program Expenses			
Small Tools			
	Invoice # 79872- Cutters Edge- R-1		City Fund Account
	Invoice # 79873- Chain Saw- R-1		City Fund Account
	Ref- 44690		City Fund Account
	Ref- 44717		City Fund Account
	Ref- 911780		City Fund Account
Total Small Tools			
Telephone			
	IPAD charges from 10/21 to 11/20		City Fund Account
Total Telephone			
Training & Travel Expenses			

Robbins Hose Company # 1, Inc.
Profit & Loss Detail
November 2015

	Memo	Clr	Split
	Hazmat-Cooper/Basic F/F-Ladwig/Vehicle Rescue-Cooper,[		City Fund Account
Total Training & Travel Expenses			
Uniforms			
	Invoice # 00685766_SNV- Size 14 boots		City Fund Account
Total Uniforms			
Water/Sewer			
	Acct # 44345-32054		City Fund Account
	Acct # 44341-32050		City Fund Account
	Acct # 44253-31964		City Fund Account
Total Water/Sewer			
Total Expense			
Net Ordinary Income			
Net Income			

Robbins Hose Company # 1, Inc.
Profit & Loss Detail
November 2015

	Amount	Balance
Ordinary Income/Expense		
Expense		
Apparatus Repairs & Maintenance		
	2,780.11	2,780.11
	131.53	2,911.64
	402.97	3,314.61
	10,252.74	13,567.35
	67.69	13,635.04
	16.56	13,651.60
	30.40	13,682.00
	4,756.25	18,438.25
	2,841.38	21,279.63
Total Apparatus Repairs & Maintenance	21,279.63	21,279.63
Electricity		
	2,784.68	2,784.68
	476.28	3,260.96
Total Electricity	3,260.96	3,260.96
Heating Expenses- Gas		
	747.63	747.63
	62.93	810.56
Total Heating Expenses- Gas	810.56	810.56
Office Supplies		
	85.97	85.97
Total Office Supplies	85.97	85.97
Program Expenses		
	2,082.00	2,082.00
	93.75	2,175.75
Total Program Expenses	2,175.75	2,175.75
Small Tools		
	22.10	22.10
	86.00	108.10
	41.45	149.55
	36.94	186.49
	1.18	187.67
Total Small Tools	187.67	187.67
Telephone		
	300.20	300.20
Total Telephone	300.20	300.20
Training & Travel Expenses		

Robbins Hose Company # 1, Inc.
Profit & Loss Detail
November 2015

	Amount	Balance
	570.00	570.00
Total Training & Travel Expenses	570.00	570.00
Uniforms		
	336.71	336.71
Total Uniforms	336.71	336.71
Water/Sewer		
	59.50	59.50
	14.49	73.99
	23.98	97.97
Total Water/Sewer	97.97	97.97
Total Expense	29,105.42	29,105.42
Net Ordinary Income	-29,105.42	-29,105.42
Net Income	**-29,105.42**	**-29,105.42**

FY 15-16 City Funded Account Balance Sheet

ACCOUNT	BUDGET	SPENT	BALANCE
Apparatus Repairs & Maintenance	$ 85,300.00	$ 72,496.99	$ 12,803.01
Building Maintenace Supplies	$ 1,500.00	$ 95.80	$ 1,404.20
Command Vehicle	$ 50,000.00	$ 46,973.93	$ 3,026.07
Contractual Services	$ 10,500.00		$ 10,500.00
Electricity	$ 45,000.00	$ 19,745.85	$ 25,254.15
Gasoline	$ 20,000.00	$ 3,923.96	$ 16,076.04
Heating Expenses- Gas	$ 16,000.00	$ 2,192.98	$ 13,807.02
Medical Supplies	$ 1,000.00		$ 1,000.00
Office Supplies	$ 2,000.00	$ 195.78	$ 1,804.22
Other Equipment Repairs	$ 2,000.00	$ 76.89	$ 1,923.11
Program Expenses	$ 37,000.00	$ 15,314.57	$ 21,685.43
Radio Repairs	$ 2,000.00	$ 792.40	$ 1,207.60
Safety & Security	$ 1,500.00		$ 1,500.00
Small Tools	$ 4,500.00	$ 253.67	$ 4,246.33
Telephone	$ 10,000.00	$ 3,293.65	$ 6,706.35
Training & Travel	$ 10,000.00	$ 1,095.00	$ 8,905.00
Uniforms & Firefighting Gear	$ 30,000.00	$ 1,051.02	$ 28,948.98
Water/ Sewer	$ 3,000.00	$ 567.30	$ 2,432.70

Balance as of 11/30/15

MONTHLY REPORT



DECEMBER 2015

Incident Run Log

Dover Fire Department

Date Range: From 12/01/2015 to 12/31/2015
Company: All Companies
Sorted by: Not selected

Date	FDID	Incident#	Alarm	###	Address	Suite	Type	Lgth
12/01/2015	30046	2015-001228	20:03	204	N CAROLINE PL		Smoke detector activation, no fire - unintentional	0.4
12/02/2015	30046	2015-001229	06:04	413	COURT ST	A	Unintentional transmission of alarm, other	0.4
12/02/2015	30046	2015-001230	12:05	10	FAIRWAY LAKES DR	B	Building fire	0.4
12/02/2015	30046	2015-001231	14:23	125	RODRIC TERR		Cooking fire, confined to container	0.4
12/03/2015	30046	2015-001232	06:51	1200	N DUPONT HWY		Dispatched & canceled en route	0.0
12/03/2015	30046	2015-001233	09:10	35	LOOCKERMAN PLAZA		Good intent call, other	0.2
12/03/2015	30046	2015-001234	10:23	10	FAIRWAY LAKES DR	G	Trash or rubbish fire, contained	0.3
12/03/2015	30046	2015-001235	18:35	400	N DUPONT HWY	G	Malicious, mischievous false call, other	0.6
12/04/2015	30046	2015-001236	21:58	1107	DWIGHT CT		Public service assistance, other	0.4
12/04/2015	30046	2015-001237	23:58	1100	S LITTLE CREEK RD		Alarm system sounded due to malfunction	0.5
12/05/2015	30046	2015-001238	07:05	28	CARNOUSTIE RD		Good intent call, other	0.5
12/05/2015	30046	2015-001239	12:21	3	ROCKFORD CROSSING		Excessive heat, scorch burns with no ignition	1.3
12/05/2015	30046	2015-001240	13:37	814	PERSIMMON TREE LN		Electrical wiring/equipment problem, other	0.4
12/05/2015	30046	2015-001241	22:27	255	WEBBS LN	B	Smoke or odor removal	0.9
12/06/2015	30046	2015-001242	08:02	1298	E DIVISION ST		Public service assistance, other	0.5
12/06/2015	30046	2015-001243	17:04	276	FIDDLERS GREEN		Electrical wiring/equipment problem, other	0.3
12/06/2015	30046	2015-001244	20:36	1200	N DUPONT HWY		System malfunction, other	0.1
12/07/2015	30046	2015-001245	01:59	27	HERITAGE DR		Public service assistance, other	0.5
12/07/2015	30046	2015-001246	13:28	1574	N DUPONT HWY		Gas leak (natural gas or LPG)	0.4
12/07/2015	30046	2015-001247	13:32	225	S STATE ST		Smoke detector activation, no fire - unintentional	0.1
12/07/2015	30046	2015-001248	15:46	540	S DUPONT HWY		Outside rubbish fire, other	0.2
12/07/2015	30046	2015-001249	17:48	400	COURT ST		Removal of victim(s) from stalled elevator	0.3
12/07/2015	30046	2015-001250	21:24	1300	S FARMVIEW DR	A	Smoke detector activation due to malfunction	0.4
12/08/2015	30046	2015-001251	04:40	132	S NEW ST		Good intent call, other	0.2
12/08/2015	30046	2015-001252	15:58	25	THE GREEN		Alarm system sounded due to malfunction	0.2
12/08/2015	30046	2015-001253	18:08	101	BABB DR		Cooking fire, confined to container	0.4
12/08/2015	30046	2015-001254	22:09	141	QUAIL HOLLOW DR		Smoke detector activation due to malfunction	0.8
12/09/2015	30046	2015-001255	03:03	17	PATRIOT DR		Good intent call, other	-12.3
12/09/2015	30046	2015-001256	07:51	1300	S FARMVIEW DR	I	Smoke detector activation, no fire - unintentional	0.3
12/09/2015	30046	2015-001257	19:18	625	NIMITZ RD		False alarm or false call, other	0.3
12/09/2015	30046	2015-001258	23:10	213	N BRADFORD ST		Dispatched & canceled en route	0.1
12/10/2015	30046	2015-001259	00:08	120	N STATE ST		Dispatched & canceled en route	0.2
12/10/2015	30046	2015-001260	02:55	1200	N DUPONT HWY		Dispatched & canceled en route	0.2
12/10/2015	30046	2015-001261	14:51	1225	WALKER RD			0.2
12/10/2015	30046	2015-001262	17:17	147	WILLIS RD		Public service assistance, other	0.4
12/10/2015	30046	2015-001263	19:24	48	SPRUANCE RD			0.3
12/10/2015	30046	2015-001264	20:32	347	COLD SPRING PL		Gasoline or other flammable liquid spill	0.4
12/11/2015	30046	2015-001265	06:42	680	BAY RD		Gasoline or other flammable liquid spill	0.9
12/11/2015	30046	2015-001266	11:19	1679	S STATE ST		Ring or jewelry removal	0.9
12/11/2015	30046	2015-001267	17:04	123	WILLIS RD		Gas leak (natural gas or LPG)	0.8
12/11/2015	30046	2015-001268	20:12	101	N CAROLINE PL	101	CO detector activation due to malfunction	0.3
12/12/2015	30046	2015-001269	08:18	562	CRAWFORD AVE		Smoke detector activation, no fire - unintentional	0.4
12/12/2015	30046	2015-001270	13:41	1300	S FARMVIEW DR	D	Malicious, mischievous false call, other	1.5
12/12/2015	30046	2015-001271	15:01	648	INDEPENDENCE BLVD		Good intent call, other	0.2
12/12/2015	30046	2015-001272	15:29	562	CRAWFORD AVE		Smoke detector activation due to malfunction	0.1
12/12/2015	30046	2015-001273	17:09	1365	N DUPONT HWY	5000	Smoke detector activation due to malfunction	0.5
12/13/2015	30046	2015-001274	16:18	110	SPRINGFIELD WAY		Good intent call, other	0.4
12/13/2015	30046	2015-001275	20:31	155	WILLIS RD		Good intent call, other	0.5
12/14/2015	30046	2015-001276	06:49	1200	N DUPONT HWY		Unintentional transmission of alarm, other	0.0
12/14/2015	30046	2015-001277	16:02		S DUPONT HWY & RIVER RD EXT		Outside rubbish fire, other	0.6
12/14/2015	30046	2015-001278	17:42	970	WHATCOAT DR		Cooking fire, confined to container	0.4
12/14/2015	30046	2015-001279	19:08		S STATE ST & S DUPONT HWY		Motor vehicle accident with injuries	0.2
12/15/2015	30046	2015-001280	06:27	1018	MONROE TERRACE		Smoke detector activation, no fire - unintentional	0.3
12/15/2015	30046	2015-001283	13:55	471	SANTA FE DR		System malfunction, other	0.4
12/15/2015	30046	2015-001284	14:47		W DIVISION ST & S STATE ST		Motor vehicle accident with injuries	0.4
12/15/2015	30046	2015-001285	16:11		STATE ROUTE 1		Good intent call, other	0.5
12/15/2015	30046	2015-001286	20:37		UPLAND AVE		Hazardous condition, other	0.3
12/16/2015	30046	2015-001287	08:50	36	COURTSIDE DR	A	Good intent call, other	0.2
12/17/2015	30046	2015-001288	01:51	255	WEBBS LN	E	Smoke scare, odor of smoke	0.4

Date	FDID	Incident#	Alarm	###	Address	Suite	Type	Lgth
12/17/2015	30046	2015-001289	11:34	724	S WEST ST		Smoke detector activation, no fire - unintentional	0.2
12/17/2015	30046	2015-001290	12:59		SR1 & EXIT 95		Gasoline or other flammable liquid spill	0.8
12/17/2015	30046	2015-001291	13:00	105	MONT BLANC BLVD		Alarm system activation, no fire - unintentional	0.5
12/17/2015	30046	2015-001292	16:55		S STATE ST		Extrication of victim(s) from vehicle	0.6
12/17/2015	30046	2015-001293	18:31	848	WOODCREST DR BLDG C		CO detector activation due to malfunction	0.1
12/17/2015	30046	2015-001294	22:17	27	HERITAGE DR		Smoke detector activation, no fire - unintentional	0.3
12/18/2015	30046	2015-001295	08:20	724	S WEST ST		Alarm system activation, no fire - unintentional	0.1
12/18/2015	30046	2015-001296	09:23	1211	N DUPONT HWY	D	Alarm system activation, no fire - unintentional	0.4
12/18/2015	30046	2015-001297	12:09	330	FREAR DR		Electrical wiring/equipment problem, other	0.5
12/19/2015	30046	2015-001298	15:41	400	COUNTRY DR		Malicious, mischievous false call, other	0.3
12/19/2015	30046	2015-001299	17:16	1196	DETES DR		Public service assistance, other	0.3
12/19/2015	30046	2015-001300	21:59	217	MILLCHOP LN			1.4
12/20/2015	30046	2015-001301	06:12	85	CHATHAM CT		Good intent call, other	0.5
12/20/2015	30046	2015-001302	13:21	1300	S FARMVIEW DR	C		0.2
12/20/2015	30046	2015-001303	22:14	344	UNITED WAY		Gas leak (natural gas or LPG)	0.5
12/21/2015	30046	2015-001304	13:28	121	S STATE ST		Unintentional transmission of alarm, other	0.1
12/21/2015	30046	2015-001305	14:04	526	FULTON ST			0.4
12/21/2015	30046	2015-001306	17:46	1	DOVER HIGH DRIVE		Removal of victim(s) from stalled elevator	0.6
12/21/2015	30046	2015-001307	19:00	19	SENATOR AVE		Building fire	1.1
12/22/2015	30046	2015-001308	07:59	724	S WEST ST		Smoke detector activation due to malfunction	0.5
12/22/2015	30046	2015-001309	08:05	105	LADY BUG DR		Unintentional transmission of alarm, other	0.7
12/22/2015	30046	2015-001310	11:17	1121	FORREST AVE		Gasoline or other flammable liquid spill	0.5
12/22/2015	30046	2015-001311	15:08	101	BABB DR		Unintentional transmission of alarm, other	0.2
12/22/2015	30046	2015-001312	18:31	1225	N DUPONT HWY		System malfunction, other	0.5
12/23/2015	30046	2015-001313	16:19	1141	N DUPONT HWY	101	Motor vehicle accident with injuries	0.5
12/23/2015	30046	2015-001314	21:31	110	S NEW ST		Smoke detector activation due to malfunction	0.3
12/23/2015	30046	2015-001315	23:26	120	N STATE ST		Dispatched & canceled en route	0.1
12/24/2015	30046	2015-001316	05:59	1061	S LITTLE CREEK RD		Fire in mobile home used as fixed residence	2.3
12/24/2015	30046	2015-001317	10:47	535	FAIRVIEW AVE		Excessive heat, scorch burns with no ignition	0.2
12/24/2015	30046	2015-001318	10:57	51	WEBBS LN	N	Electrical wiring/equipment problem, other	0.6
12/24/2015	30046	2015-001319	14:23	1225	N DUPONT HWY		System malfunction, other	0.3
12/25/2015	30046	2015-001320	01:58	1225	N DUPONT HWY		System malfunction, other	0.4
12/25/2015	30046	2015-001321	16:10	55	CHATHAM CT		Detector activation, no fire - unintentional	0.3
12/25/2015	30046	2015-001322	16:54	1136	BAY RD		Electrical wiring/equipment problem, other	0.3
12/25/2015	30046	2015-001323	17:12	39	MAPLE DALE RD		Good intent call, other	0.5
12/26/2015	30046	2015-001324	04:59	1111	S DUPONT HWY		System malfunction, other	0.4
12/26/2015	30046	2015-001325	10:36	1111	S DUPONT HWY		System malfunction, other	0.5
12/26/2015	30046	2015-001326	17:04		SAULSBURY RD			0.0
12/27/2015	30046	2015-001327	11:58	423	SUSSEX AVE		Good intent call, other	0.4
12/27/2015	30046	2015-001328	18:11	30	CARVER RD		Building fire	2.2
12/27/2015	30046	2015-001329	18:45	104	S NEW ST		Smoke detector activation due to malfunction	0.3
12/28/2015	30046	2015-001330	01:12		SCARBOROUGH RD			1.6
12/28/2015	30046	2015-001331	19:10	635	KENTLAND AVE		Cooking fire, confined to container	0.3
12/28/2015	30046	2015-001332	20:08	401	S GOVERNORS AVE		Breakdown of light ballast	0.2
12/29/2015	30046	2015-001333	00:31	1122	GARFIELD DR			1.7
12/29/2015	30046	2015-001334	05:46	100	SCULL TERR		Smoke detector activation, no fire - unintentional	0.6
12/29/2015	30046	2015-001335	20:45	778	BAY RD		Special type of incident, other	0.3
12/30/2015	30046	2015-001336	10:00	834	S GOVERNORS AVE		No incident found on arrival at dispatch address	0.1
12/30/2015	30046	2015-001337	14:22	110	HAMAN DR		System malfunction, other	0.3
12/30/2015	30046	2015-001338	15:42	62	FREEDOM DR		Smoke detector activation, no fire - unintentional	0.3
12/31/2015	30046	2015-001339	00:53	1420	COLLEGE ROAD		Oil or other combustible liquid spill	0.3
12/31/2015	30046	2015-001340	09:09	1234	S GOVERNORS AVE		System malfunction, other	0.2
12/31/2015	30046	2015-001341	09:22	1525	MCKEE RD.		Sprinkler activation, no fire - unintentional	0.8
12/31/2015	30046	2015-001342	09:25	1757	KENTON RD		Good intent call, other	0.2
12/31/2015	30046	2015-001343	13:17	2	WAYNE DR		Smoke detector activation, no fire - unintentional	0.3
12/31/2015	30046	2015-001344	15:25		S NEW ST		Motor vehicle accident with no injuries.	0.2
12/31/2015	30046	2015-001345	18:24	167	IRMA STREET		Water problem, other	0.1

Total Number of Incidents: 116

Total Length of Incidents: 39.7 Hours

Robbins Hose Company # 1, Inc.
Profit & Loss Detail
December 2015

	Type	Date	Num
Ordinary Income/Expense			
Expense			
Apparatus Repairs & Maintenance			
	Check	12/11/2015	1461
	Check	12/11/2015	1464
	Check	12/11/2015	1464
	Check	12/11/2015	1464
	Check	12/11/2015	1464
	Check	12/11/2015	1465
	Check	12/11/2015	1469
	Check	12/12/2015	1471
	Check	12/12/2015	1472
	Check	12/12/2015	1473
Total Apparatus Repairs & Maintenance			
Building Maintenance Supplies			
	Check	12/22/2015	1474
Total Building Maintenance Supplies			
Electricity			
	Check	12/04/2015	1458
	Check	12/11/2015	1463
Total Electricity			
Gasoline			
	Check	12/04/2015	1459
	Check	12/04/2015	1459
	Check	12/22/2015	1474
	Check	12/22/2015	1474
Total Gasoline			
Heating Expenses- Gas			
	Check	12/04/2015	1457
	Check	12/11/2015	1462
Total Heating Expenses- Gas			
Medical Supplies & Physicals			
	Check	12/11/2015	1467
Total Medical Supplies & Physicals			
Office Supplies			
	Check	12/04/2015	1459
	Check	12/22/2015	1474
	Check	12/24/2015	1478
Total Office Supplies			

Robbins Hose Company # 1, Inc.
Profit & Loss Detail
December 2015

	Type	Date	Num
Program Expenses			
	Check	12/11/2015	1468
Total Program Expenses			
Telephone			
	Check	12/04/2015	1459
	Check	12/04/2015	1459
	Check	12/22/2015	1474
	Check	12/22/2015	1474
Total Telephone			
Training & Travel Expenses			
	Check	12/04/2015	1460
	Check	12/04/2015	1460
	Check	12/12/2015	1470
	Check	12/22/2015	1477
	Check	12/22/2015	1477
Total Training & Travel Expenses			
Uniforms			
	Check	12/11/2015	1466
	Check	12/22/2015	1475
	Check	12/22/2015	1476
	Check	12/22/2015	1476
	Check	12/22/2015	1476
Total Uniforms			
Water/Sewer			
	Check	12/04/2015	1458
	Check	12/04/2015	1458
	Check	12/11/2015	1463
Total Water/Sewer			
Total Expense			
Net Ordinary Income			
Net Income			

Robbins Hose Company # 1, Inc.
Profit & Loss Detail
December 2015

	Name
Ordinary Income/Expense	
Expense	
Apparatus Repairs & Maintenance	
	Atlantic Emergency Solutions
	Dover Automotive
	Dover Automotive
	Dover Automotive
	Dover Automotive
	Delaware Tire
	Henry Tire Services
	Atlantic Emergency Solutions
	ESECO
	Kunkel Auto Supply
Total Apparatus Repairs & Maintenance	
Building Maintenance Supplies	
	City of Dover
Total Building Maintenance Supplies	
Electricity	
	City of Dover Utility
	City of Dover Utility
Total Electricity	
Gasoline	
	City of Dover
	City of Dover
	City of Dover
	City of Dover
Total Gasoline	
Heating Expenses- Gas	
	Chesapeake Utilities
	Chesapeake Utilities
Total Heating Expenses- Gas	
Medical Supplies & Physicals	
	Southeastern Emergency Equipment
Total Medical Supplies & Physicals	
Office Supplies	
	City of Dover
	City of Dover
	Staples
Total Office Supplies	

Robbins Hose Company # 1, Inc.
Profit & Loss Detail
December 2015

	Name
Program Expenses	
	Witmer Public Safety
Total Program Expenses	
Telephone	
	City of Dover
	City of Dover
	City of Dover
	City of Dover
Total Telephone	
Training & Travel Expenses	
	Delaware State Fire School
	Delaware State Fire School
	International Academies of Emergecy Dispa
	Delaware State Fire School
	Delaware State Fire School
Total Training & Travel Expenses	
Uniforms	
	Rush Uniform
	D.E. Williams
	Dover Army-Navy Store
	Dover Army-Navy Store
	Dover Army-Navy Store
Total Uniforms	
Water/Sewer	
	City of Dover Utility
	City of Dover Utility
	City of Dover Utility
Total Water/Sewer	
Total Expense	
Net Ordinary Income	
Net Income	

Robbins Hose Company # 1, Inc.
Profit & Loss Detail
December 2015

	Memo	Clr	Split
Ordinary Income/Expense			
Expense			
Apparatus Repairs & Maintenance			
	Inv- 10947DEL- Eng 3 dash lights		City Fund Account
	Invoice # 759000		City Fund Account
	Invoice # 759025		City Fund Account
	Invoice # 761671		City Fund Account
	Invoice # 761751		City Fund Account
	Invoice # 240947- Car 15 tires		City Fund Account
	Tires for Ladder 1		City Fund Account
	600 series LED Red flashers- 3		City Fund Account
	Elbox pipe for Engine 7		City Fund Account
	Invoice # 056481982		City Fund Account
Total Apparatus Repairs & Maintenance			
Building Maintenance Supplies			
	12 bags of absorbent		City Fund Account
Total Building Maintenance Supplies			
Electricity			
	Acct # 44343-32052		City Fund Account
	Acct # 44255-31966		City Fund Account
Total Electricity			
Gasoline			
	Unleaded fuel		City Fund Account
	Bio-Diesel		City Fund Account
	Unleaded fuel		City Fund Account
	Bio-Diesel		City Fund Account
Total Gasoline			
Heating Expenses- Gas			
	Station 2 from 10/27 to 11/24		City Fund Account
	Station 1 from 11/03 to 12/03		City Fund Account
Total Heating Expenses- Gas			
Medical Supplies & Physicals			
	Invoice # 612137		City Fund Account
Total Medical Supplies & Physicals			
Office Supplies			
	Postage- Oct.		City Fund Account
	Postage		City Fund Account
	Misc supplies		City Fund Account
Total Office Supplies			

Robbins Hose Company # 1, Inc.
Profit & Loss Detail
December 2015

		Memo	Clr	Split
Program Expenses				
		Invoice # 1659652- O2 sensor		City Fund Account
Total Program Expenses				
Telephone				
		Verizon Oct. phone charges		City Fund Account
		Cavalier Oct. phone charges		City Fund Account
		Verizon November charges		City Fund Account
		Cavalier November charges		City Fund Account
Total Telephone				
Training & Travel Expenses				
		Invoice # 16-1656		City Fund Account
		Invoice # 16-1655		City Fund Account
		Greg Parsell- Fire CDE Quiz		City Fund Account
		Johnnie Moore- Crew Leader		City Fund Account
		Dave Knight & Jason Osika- Emer Med Response Refresh		City Fund Account
Total Training & Travel Expenses				
Uniforms				
		Officer hats		City Fund Account
		Officers helmet shields		City Fund Account
		Invoice # 23533- Jacobs BDU shorts		City Fund Account
		Invoice # 23568- Officers Uniforms		City Fund Account
		Invoice # 23576- Officer patch removal		City Fund Account
Total Uniforms				
Water/Sewer				
		Acct # 44345-32054		City Fund Account
		Acct # 44341-32050		City Fund Account
		Acct # 44253-31964		City Fund Account
Total Water/Sewer				
Total Expense				
Net Ordinary Income				
Net Income				

Robbins Hose Company # 1, Inc.
Profit & Loss Detail
December 2015

	Amount	Balance
Ordinary Income/Expense		
Expense		
Apparatus Repairs & Maintenance		
	309.10	309.10
	8.14	317.24
	69.93	387.17
	44.00	431.17
	7.60	438.77
	310.60	749.37
	6,430.00	7,179.37
	949.94	8,129.31
	199.53	8,328.84
	7.37	8,336.21
Total Apparatus Repairs & Maintenance	8,336.21	8,336.21
Building Maintenance Supplies		
	89.52	89.52
Total Building Maintenance Supplies	89.52	89.52
Electricity		
	2,561.30	2,561.30
	438.01	2,999.31
Total Electricity	2,999.31	2,999.31
Gasoline		
	315.97	315.97
	975.45	1,291.42
	283.49	1,574.91
	491.26	2,066.17
Total Gasoline	2,066.17	2,066.17
Heating Expenses- Gas		
	122.17	122.17
	659.56	781.73
Total Heating Expenses- Gas	781.73	781.73
Medical Supplies & Physicals		
	200.91	200.91
Total Medical Supplies & Physicals	200.91	200.91
Office Supplies		
	24.57	24.57
	44.30	68.87
	255.55	324.42
Total Office Supplies	324.42	324.42

Robbins Hose Company # 1, Inc.
Profit & Loss Detail
December 2015

	Amount	Balance
Program Expenses		
	208.80	208.80
Total Program Expenses	208.80	208.80
Telephone		
	279.66	279.66
	23.09	302.75
	279.03	581.78
	23.19	604.97
Total Telephone	604.97	604.97
Training & Travel Expenses		
	200.00	200.00
	75.00	275.00
	5.00	280.00
	100.00	380.00
	70.00	450.00
Total Training & Travel Expenses	450.00	450.00
Uniforms		
	323.70	323.70
	1,042.00	1,365.70
	80.85	1,446.55
	659.40	2,105.95
	3.00	2,108.95
Total Uniforms	2,108.95	2,108.95
Water/Sewer		
	50.50	50.50
	5.00	55.50
	23.98	79.48
Total Water/Sewer	79.48	79.48
Total Expense	18,250.47	18,250.47
Net Ordinary Income	-18,250.47	-18,250.47
Net Income	**-18,250.47**	**-18,250.47**

FY 15-16 City Funded Account Balance Sheet

ACCOUNT	BUDGET	SPENT	BALANCE
Apparatus Repairs & Maintenance	$ 85,300.00	$ 80,833.20	$ 4,466.80
Building Maintenace Supplies	$ 1,500.00	$ 185.32	$ 1,314.68
Command Vehicle	$ 50,000.00	$ 46,973.93	$ 3,026.07
Contractual Services	$ 10,500.00		$ 10,500.00
Electricity	$ 45,000.00	$ 22,745.16	$ 22,254.84
Gasoline	$ 20,000.00	$ 5,990.13	$ 14,009.87
Heating Expenses- Gas	$ 16,000.00	$ 2,974.71	$ 13,025.29
Medical Supplies	$ 1,000.00	$ 200.91	$ 799.09
Office Supplies	$ 2,000.00	$ 520.20	$ 1,479.80
Other Equipment Repairs	$ 2,000.00	$ 76.89	$ 1,923.11
Program Expenses	$ 37,000.00	$ 15,523.37	$ 21,476.63
Radio Repairs	$ 2,000.00	$ 792.40	$ 1,207.60
Safety & Security	$ 1,500.00		$ 1,500.00
Small Tools	$ 4,500.00	$ 253.67	$ 4,246.33
Telephone	$ 10,000.00	$ 3,898.62	$ 6,101.38
Training & Travel	$ 10,000.00	$ 1,545.00	$ 8,455.00
Uniforms & Firefighting Gear	$ 30,000.00	$ 3,159.97	$ 26,840.03
Water/ Sewer	$ 3,000.00	$ 646.78	$ 2,353.22

Balance as of 12/31/15

Dover Police Department

Monthly Report

To

Mayor and City Council

"To Protect and Serve"

December 2015

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

February 8, 2016

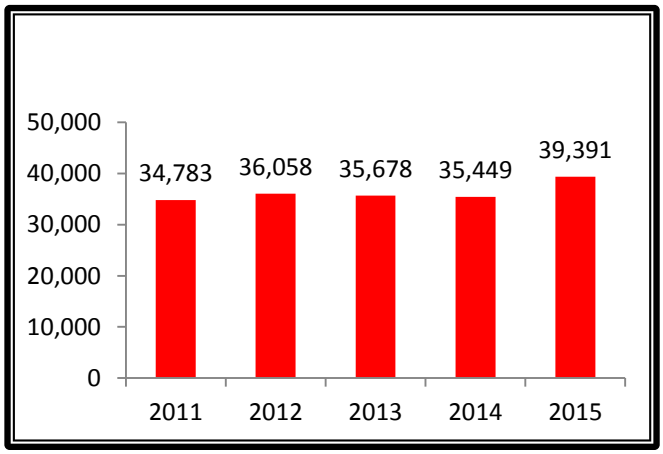
Honorable Robin Christiansen, Mayor
Members of Dover City Council
City Hall
Dover, DE 19901

Mayor Christiansen and Council Members:

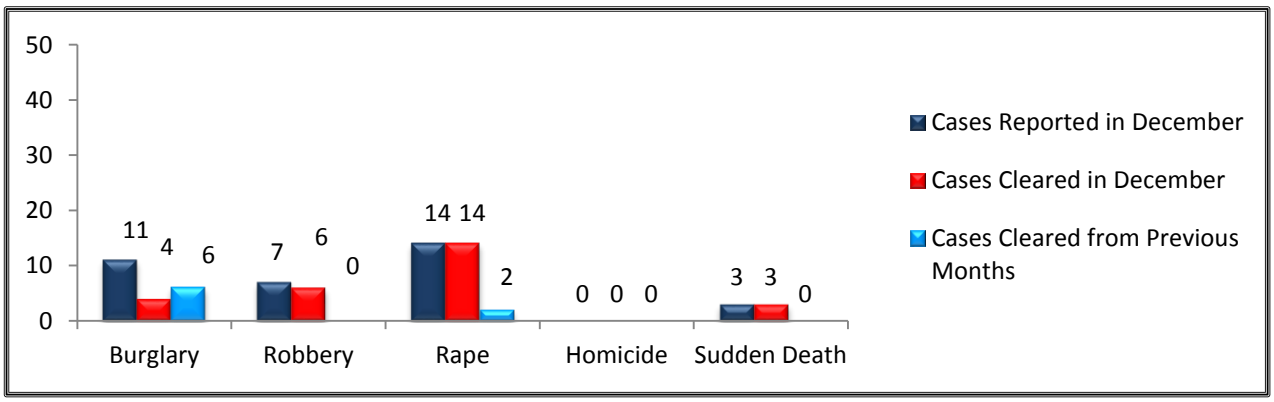
The following is the monthly report for Dover Police Department activities for the month of December 2015:

COMPLAINTS

Total complaints received through December 31st, numbered 39,391, this is an increase of 3,942 complaints over the same time period last year.



CRIMINAL INVESTIGATIONS



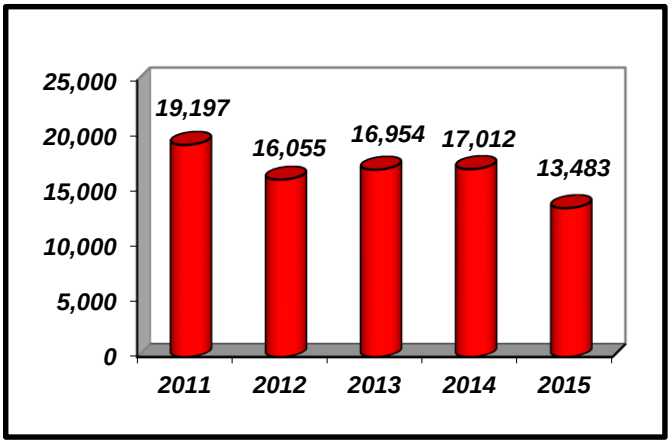
COMMUNITY POLICING - SAFE STREETS, QUALITY OF LIFE (QOL) & CADETS

SAFE STREETS ENFORCEMENT & QOL	Contacts
ABANDONED VEHICLES	0
ALCOHOL VIOLATIONS/DUI'S	0
ASSIST OTHER	13
WARRANTS ON FILE	0
BIKE ON SIDEWALK	0
CITY PARK VIOLATIONS	0
CRIMINAL ARRESTS	52
DRUG RELATED ARRESTS	11
LOUD MUSIC	0
MISCELLANEOUS VIOLATIONS	0
PARKING VIOLATIONS	0
PEDDLER	0
MEETINGS	89
GUNS	3
CURFEW CHECKS	61
CRIME PREVENTION CHECK	0
TRAFFIC ARRESTS	18
WARNINGS	1
FUGITIVE	8
PROSTITUTION	1
TOTAL CONTACTS	**257**

CADETS	Contacts
PARKING	41
DCO'S	63
OPEN CONTAINER	11
LOUD NOISE	0
LEWDNESS	0
OTHER	11
BUSINESSES CONTACTED	137
LIBRARY CHECKS	18
COMPLAINTS ASSIGNED	183
SPECIAL EVENT	5
TOTAL CONTACTS	**469**

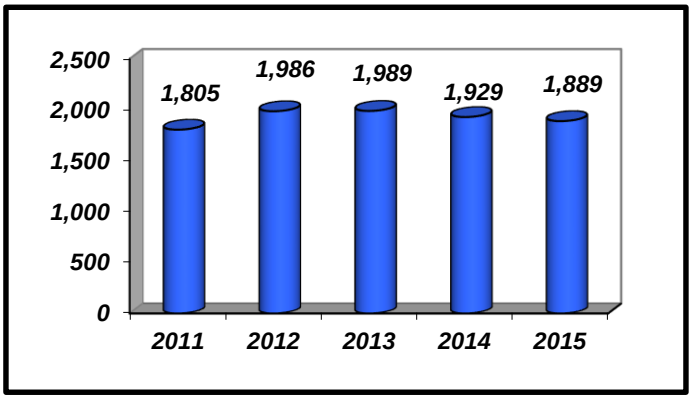
TRAFFIC ARRESTS

The department issued 13,483 traffic citations through this reporting period. This is a decrease of 3,529 citations over the number issued during the same period last year.



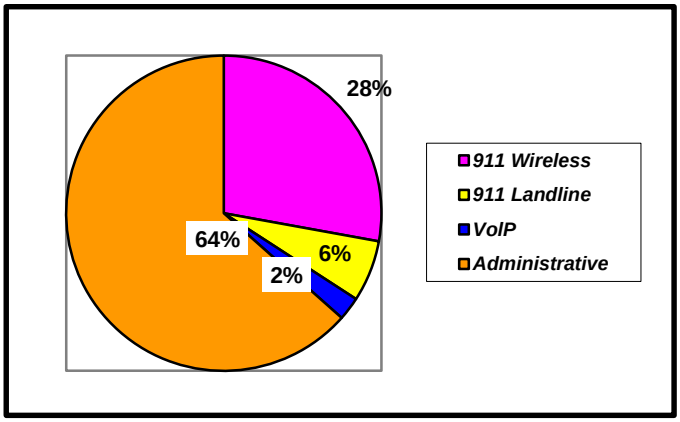
TRAFFIC CRASHES

Through December 31st, Dover Police investigated 1,889 traffic crashes. This is a decrease of 40 crashes investigated during the same period last year.



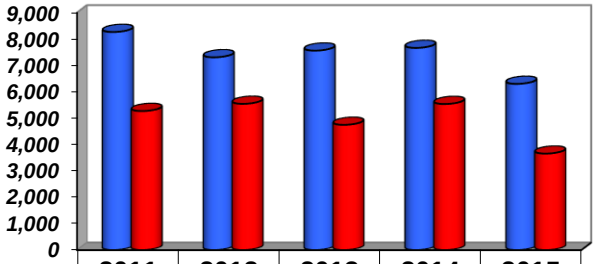
911 CENTER

During the month of November, the Dover Police Department handled a total of 9,534, calls averaging 308 calls per day. Dispatchers handled 2,512 calls on the 911 wireless lines, 568 calls on the 911 landlines, and 216 calls on the Voice Over Internet Protocol lines, the remaining 6,238 were administrative calls.



CITY ORDINANCE SUMMONS

*Through December 31st, we issued 6,309 city ordinance summons, a decrease of 1,358 summonses over the same period last year. *Note: Of those summonses issued in December, 10 DCO's were issued for handicapped parking violations, 2 for fire lane parking violations, 80 for false alarms (0, for 1-2, 55, for 3-5 alarms, 17, for 6-9 alarms, 4, for 10-15 alarms, and 4, for 16 or more alarms) and 0 for noise violations (0, for vehicle violations and 0, for residence violations).*

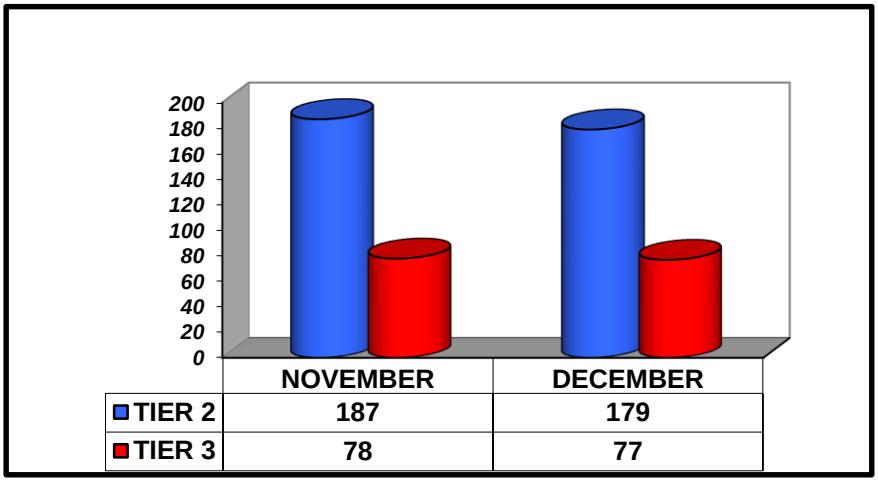


	2011	2012	2013	2014	2015
ISSUED	8,268	7,312	7,564	7,667	6,309
PAID	5,283	5,555	4,762	5,549	3,669

SEX OFFENDER STATISTICS/DECEMBER

	VERIFICATIONS	NOTIFICATIONS	MONTHLY REVERIFICATIONS	NON COMPLIANT WARRANTS
TIER 1	0	0	0	0
TIER 2	11	1023	10	4
TIER 3	11	1263	13	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 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

City of Dover
Capital Investment Plan
Project Tracking Report
Quarterly Report as of Dec 31, 2015

Points to Remember -

* Original Project Budget = Original Total Project Budget initially included in approved annual budget.
* Latest Project Budget = Revised Total Project Budget included in most recent approved annual budget or one of the following: bond resolution, revolving fund loan agreement, Council approved budget amendment, or City Manager approved amendment as per the Budget Amendment Procedure.
* Current Fiscal Year - Revised Fiscal Year Budget = Current Year approved project budgets plus carry forward balances of unspent budgets in the prior fiscal year. Project Carry Forward balances will be submitted to City Council for amendment in January 2010. Can also be amended with City Manager approval per the Budget Amendment Procedure.
* Water Quality, Inflow/Infiltration, Distribution Upgrades and New Development projects are budgeted as a blanket project and once individual projects are identified and estimated they are created using an allocation of the overall budgeted amount.
* Status and Comments provided by City Manager.

Current Year Budget Funding Sources	General	Community Transportation	Water & Wastewater	Electric	Total CIP
Budget Balance	$ 2,577,500	$ 512,900	$ 7,515,900	$ 3,900,700	$ 14,507,000
General Billings for Reimbursement of Expense	-	-	20,200	1,900,000	1,920,200
Debt Financing	-	-	-	-	-
Income from Sale of Assets	51,900	-	-	-	51,900
State Community Transportation Funds	-	500,000	-	-	500,000
Transfer from WW Impact Fee Reserve	-	-	165,000	-	165,000
Transfer from General Fund	2,625,400	-	-	-	2,625,400
Transfer from Operating Funds	-	-	3,300,000	3,500,000	6,800,000
Transfer from Parkland Reserve	-	-	-	-	-
Interest Income	5,000	-	25,000	26,700	56,700
Total Funding Sources (Unaudited)	$ 5,259,800	$ 1,012,900	$ 11,026,100	$ 9,327,400	$ 26,626,200

City of Dover
General Fund - Major CIP Projects
Quarterly Report as of Dec 31, 2015

				TOTAL PROJECT - PAST, CURRENT & FUTURE BUDGETS					CURRENT FISCAL YEAR						
	Project Code	Type	Description	Original Project Budget	Latest Project Budget	Project To Date Expenses	Project Budget Balance	% Budget Spent	Original Fiscal Year Budget	Revised Fiscal Year Budget	Fiscal YTD Expenses	Budget Balance	% Budget Spent	Status	Comments
1			**FY 2013**												
2	ST1304	M B/L	Garrison Farm Improvements	$ 2,000,000	$ 4,641,000	$ 3,696,029	$ 944,971	79.6%	$ 1,496,500	$ 1,537,500	$ 592,448	$ 945,052	38.5%	In Process	Project approximately 98% complete
3			**Totals - FY 2013**	$ 2,000,000	$ 4,641,000	$ 3,696,029	$ 944,971	79.6%	$ 1,496,500	$ 1,537,500	$ 592,448	$ 945,052	38.5%		
4															
5			**FY 2015**												
6	FR1501		SCBA Equipment/Radios	$ 588,800	$ 588,800	$ 588,632	$ 168	100.0%	$ 300,200	$ 300,200	$ 299,981	$ 219	99.9%	Complete	
7	PR1501		Park & Playground Impr Equipment	66,000	66,000	-	66,000	0.0%	66,000	66,000	-	66,000	0.0%		
8	ST1502		Streets, Alleys and Concrete Prog.	900,000	505,100	430,645	74,455	85.3%	441,500	322,200	247,657	74,543	76.9%	Complete	Final invoices recently coded
9	ST1503		Misc Emergency Street/Storm Repairs	-	71,800	71,881	(81)	100.1%	35,000	31,800	31,791	9	100.0%	Complete	
10	ST1504		Old PW2 Site Improvements	535,000	561,500	187,347	374,153	33.4%	330,000	455,400	81,152	374,248	17.8%	In Process	Design work ongoing 75% level
11	ST1506		Stormwater Ditch Maintenance	15,000	15,000	13,284	1,716	88.6%	15,000	15,000	13,284	1,716	88.6%	Complete	
12	ST1508	G	Stormwater Utility Planning	90,000	90,000	55,250	34,750	61.4%	82,400	82,400	47,600	34,800	57.8%	In Process	Project continuing, approximately 95% complete with study.
13			**Totals - FY 2015**	$ 2,194,800	$ 1,898,200	$ 1,347,038	$ 551,162	71.0%	$ 1,270,100	$ 1,273,000	$ 721,465	$ 551,535	56.7%		
14															
15			**FY 2016**												
16	---		Vehicles & Equipment	$ 1,095,200	$ 1,113,800	$ 261,581	$ 852,220	23.5%	$ 1,095,200	$ 1,113,800	$ 261,581	$ 852,220	23.5%	In Process	
17	FR1500		Annual Contribution to Robbins Hose	145,600	145,600	145,614	(14)	100.0%	145,600	145,600	145,614	(14)	100.0%	Complete	
18	GO1501		GOTP Farmhouse Demo/Project	35,000	35,000	27,605	7,395	0.0%	35,000	35,000	27,605	7,395	78.9%	In Process	
19	PD1601		Camera Monitoring Station	19,900	19,900	4,995	14,905	25.1%	19,900	19,900	4,995	14,905	25.1%	In Process	
20	ST1601		FY16 Street and Alley Program	1,000,000	925,000	-	925,000	0.0%	1,000,000	925,000	-	925,000	0.0%	In Process	Work underway, awaiting invoices
21	ST1603		Valve Replacement - Silver Lake Dam	60,000	60,000	-	60,000	0.0%	60,000	60,000	-	60,000	0.0%	In Process	Bids received, evaluating
22	ST1604		Salt Storage Barn (originally proj ST1303)	50,000	75,000	2,435	72,565	3.2%	75,000	75,000	2,435	72,565	3.2%	In Process	Received zero bids on last request, staff to rebid
23	ST1605		Misc Emergency Street/Storm Repairs	-	75,000	17,339	57,661	23.1%	-	75,000	17,339	57,661	23.1%	In Process	Project ongoing, work provided as emergencies arise.
24			**Totals - FY 2016**	$ 2,405,700	$ 2,449,300	$ 459,567	$ 1,989,733	18.8%	$ 2,430,700	$ 2,449,300	$ 459,567	$ 1,989,733	18.8%		
25															
26			**Grand Totals**	$ 6,600,500	$ 8,988,500	$ 5,502,634	$ 3,485,866	61.2%	$ 5,197,300	$ 5,259,800	$ 1,773,480	$ 3,486,320	33.7%		

Legend

M = Multi-year project - a project with a specific schedule to occur over multiple years.
R = Recurring project - a project that begins and ends each fiscal year and is re-budgeted to start over each fiscal year.
G = Grant funded project
B/L = To be financed through bonds or commercial loan.

City of Dover
Community Transportation - Major CIP Projects
Quarterly Report as of Dec 31, 2015

				TOTAL PROJECT - PAST, CURRENT & FUTURE BUDGETS					CURRENT FISCAL YEAR						
	Project Code	Type	Description	Original Project Budget	Latest Project Budget	Project To Date Expenses	Project Budget Balance	% Budget Spent	Original Fiscal Year Budget	Revised Fiscal Year Budget	Fiscal YTD Expenses	Budget Balance	% Budget Spent	Status	Comments
1			**FY 2014**												
2	CT1405		Lakeview Drainage Study	$ 24,400	$ 24,400	$ 19,657	$ 4,743	80.6%	$ 6,300	$ 6,300	$ 1,470	$ 4,830	23.3%	In Process	Design work approximately 98% complete
3			**Totals - FY 2014**	$ 24,400	$ 24,400	$ 19,657	$ 4,743	80.6%	$ 6,300	$ 6,300	$ 1,470	$ 4,830	23.3%		
4															
5			**FY 2015**												
6	CT1562		Village of Cannon Mill Repavement	$ 315,000	$ 386,900	$ 215,630	$ 171,270	55.7%	$ 361,000	$ 361,000	$ 189,633	$ 171,367	52.5%	Complete	Work complete, awaiting final invoices
7	CT1599		Signage Agreement	2,700	2,700	2,520	180	93.3%	1,600	1,600	1,350	250	84.4%	Complete	
8			**Totals - FY 2015**	$ 317,700	$ 389,600	$ 218,150	$ 171,450	56.0%	$ 362,600	$ 362,600	$ 190,983	$ 171,617	52.7%		
9															
10			**FY 2016**												
11	CT1616		The Meadows	$ 22,200	$ 22,200	$ -	$ 22,200	0.0%	$ 22,200	$ 22,200	$ -	$ 22,200	0.0%	In Process	Concrete work has started, awaiting invoices
12	CT1627		FY16 Paving Projects	247,400	247,400	-	247,400	0.0%	247,400	247,400	-	247,400	0.0%	In Process	Contractor has started work, awaiting invoices
13	CT1632		FY16 Signs Projects	14,600	14,600	-	14,600	0.0%	14,600	14,600	-	14,600	0.0%	In Process	Materials ordered, awaiting delivery
14	CTxxxx		Unapplied CT Projects (placeholder)	644,000	359,800	-	359,800	0.0%	144,000	359,800	-	359,800	0.0%		
15			**Totals - FY 2016**	$ 928,200	$ 644,000	$ -	$ 644,000	0.0%	$ 428,200	$ 644,000	$ -	$ 644,000	0.0%		
16															
17			**Grand Totals**	$ 1,270,300	$ 1,058,000	$ 237,807	$ 820,193	22.5%	$ 797,100	$ 1,012,900	$ 192,453	$ 820,447	19.0%		

Legend
M = Multi-year project - a project with a specific schedule to occur over multiple years.
R = Recurring project - a project that begins and ends each fiscal year and is re-budgeted to start over each fiscal year.
C = Project funded by combination of CT Funds and General Fund

City of Dover
Water/Wastewater Improvement & Extension Fund - Major CIP Projects
Quarterly Report as of Dec 31, 2015

				TOTAL PROJECT - PAST, CURRENT & FUTURE BUDGETS					CURRENT FISCAL YEAR						
	Project Code	Type	Description	Original Project Budget	Latest Project Budget	Project To Date Expenses	Project Budget Balance	% Budget Spent	Original Fiscal Year Budget	Revised Fiscal Year Budget	Fiscal YTD Expenses	Budget Balance	% Budget Spent	Status	Comments
1			**FY 2008 - FY 2013**												
2	WD0804	M	1.0 MG Elevated Water Storage	$ 4,196,600	$ 2,556,000	$ 87,827	$ 2,468,173	3.4%	$ 2,468,200	$ 2,468,200	$ -	$ 2,468,200	0.0%	In Process	Staff working on a memorandum of understanding with owner of property
3	WD1302	M	Garrison Farm Water Storage Tank	2,695,000	4,677,000	4,628,870	48,130	99.0%	1,297,300	1,297,300	1,249,131	48,169	96.3%	In Process	Project underway, approximately 98% complete. Anticipated completion by early February.
4	WW1304	M	Garrison Farm WW Improvements	2,000,000	3,738,400	3,311,645	426,755	88.6%	628,500	628,500	201,669	426,831	32.1%	In Process	Project underway, approximately 99% complete.
5			**Totals - FY 2008 - FY 2013**	$ 8,891,600	$ 10,971,400	$ 8,028,342	$ 2,943,058	73.2%	$ 4,394,000	$ 4,394,000	$ 1,450,800	$ 2,943,200	33.0%		
6															
7			**FY 2014**												
8	WW1206		Brandywine Pump Station	$ 402,000	$ 375,600	$ 274,381	$ 101,219	73.1%	$ 101,200	$ 101,200	$ -	$ 101,200	0.0%	In Process	Project underway, general contractor and manufacturer have stalled project.
9	WW1303		Westover PS	768,800	1,350,400	77,167	1,273,233	5.7%	1,292,400	1,292,400	19,165	1,273,235	1.5%	In Process	Contractor has mobilized, beginning site reconstruction.
10			**Totals - FY 2014**	$ 1,170,800	$ 1,726,000	$ 351,548	$ 1,374,452	20.4%	$ 1,393,600	$ 1,393,600	$ 19,165	$ 1,374,435	1.4%		
11															
12			**FY 2015**												
13	WQ1503		West Dover Connector Project	$ 336,000	$ 338,800	$ 337,787	$ 1,013	99.7%	$ 73,600	$ 76,400	$ 75,319	$ 1,081	98.6%	Complete	
14	WW1504		Lakeview Dr Pump Stn Replacement	450,000	408,400	266,837	141,563	65.3%	359,600	359,600	218,020	141,580	60.6%	In Process	Project approximately 98% complete.
15	WW1507		Retreat Pump Station Replacement	412,500	396,700	36,331	360,369	9.2%	360,500	360,500	157	360,343	0.0%	In Process	Project awarded. Notice to Proceed early February.
16	WW1509		West Dover Connector Road Utility Relo	922,000	922,300	922,221	79	100.0%	387,300	387,300	387,180	120	100.0%	Complete	
17			**Totals - FY 2015**	$ 2,120,500	$ 2,066,200	$ 1,563,176	$ 503,024	75.7%	$ 1,181,000	$ 1,183,800	$ 680,676	$ 503,124	57.5%		
18															
19			**FY 2016**												
20	---	R	Vehicles & Equipment	$ 409,500	$ 411,500	$ 305,651	$ 105,849	74.3%	$ 103,700	$ 411,500	$ 305,651	$ 105,849	74.3%	In Process	
21	WD1600		Meter Replacement Project	300,000	300,000	15,833	284,167	5.3%	300,000	300,000	15,833	284,167	5.3%	In Process	Meters have been ordered. Approximately 40 meters replaced
22	WD1601	R	Wellhead Redevelopment	82,500	82,500	51,625	30,875	62.6%	82,500	82,500	51,625	30,875	62.6%	In Process	Staff to meet with contractor on specific work soon.
23	WD1605		Future Well Installation	80,000	80,000	-	80,000	0.0%	80,000	80,000	-	80,000	0.0%	In Process	Staff has identified possible location of future well, await schedule to test.
24	WD1606		New Fence-Bayard Ave Water Tower	89,000	84,200	1,763	82,437	2.1%	89,000	84,200	1,763	82,437	2.1%	Complete	Final invoice paid in January
25	WD1607	R	SCADA Equipment Tech Upgrade	83,000	83,000	-	83,000	0.0%	83,000	83,000	-	83,000	0.0%	In Process	Materials scheduled to be ordered soon.
26	WD1608		Shallow Well #7 Abandonment	15,000	15,000	8,815	6,185	58.8%	15,000	15,000	8,815	6,185	58.8%	Complete	Awaiting reimbursement by land owner.
27	WD1609	R	WTP Process Improvements	284,400	284,400	73,497	210,903	25.8%	284,400	284,400	73,497	210,903	25.8%	In Process	Design work continuing.
28	WQ1601	R	Water Quality Improvements	1,000,000	895,000	-	895,000	0.0%	1,000,000	895,000	-	895,000	0.0%	In Process	New Street to be bid out in February.
29	WQ1602	R/T	Misc Emerg Water Quality Repairs	-	75,000	42,691	32,309	56.9%	-	75,000	42,691	32,309	56.9%	In Process	Project ongoing, work provided as emergencies arise.
30	WQ1603	T	Reimb KC for Water Main Increase	-	30,000	-	30,000	0.0%	-	30,000	-	30,000	0.0%	In Process	Staff awaiting invoice from Kent County to reimburse.
31	WW1503		Hazzletteville Road Interceptor	755,000	462,100	-	462,100	0.0%	462,100	462,100	-	462,100	0.0%	In Process	Bids received, staff evaluating options.
32	WW1601		Inflow/Infiltration Removal	875,000	623,000	-	623,000	0.0%	875,000	623,000	-	623,000	0.0%	In Process	Additional projects under final review from DelDot
33	WW1602		Miscellaneous Pump Station Repairs	300,000	300,000	-	300,000	0.0%	300,000	300,000	-	300,000	0.0%		Bids to be sent out in February.
34	WW1603		Rolling Acres PS Replacement	52,000	52,000	8,754	43,246	16.8%	52,000	52,000	8,754	43,246	16.8%	In Process	Design work underway, approx 75% complete.
35	WW1605		DE Ave Sanitary Sewer Extension	25,000	25,000	-	25,000	0.0%	25,000	25,000	-	25,000	0.0%	In Process	Design work 98% complete, to be bid out in Feb.
36	WW1607	T	US 13 East PS #7 Repairs	-	97,000	-	97,000	0.0%	-	97,000	-	97,000	0.0%	In Process	Awaiting materials to be delivered
37	WW1608	T	St Jones River Sewer Repair	-	50,000	-	50,000	0.0%	-	50,000	-	50,000	0.0%	In Process	Work complete, awaiting final video from contractor.
38	WW1609	T	McKee Tax Ditch Sewer Repair	-	30,000	-	30,000	0.0%	-	30,000	-	30,000	0.0%	In Process	Work complete, awaiting final video from contractor.
39	II1603	T	Misc Emergency I&I Repairs	-	75,000	5,820	69,180	7.8%	-	75,000	5,820	69,180	7.8%	In Process	Project ongoing, work provided as emergencies arise.
40			**Totals - FY 2016**	$ 4,350,400	$ 4,054,700	$ 514,448	$ 3,540,252	12.7%	$ 3,751,700	$ 4,054,700	$ 514,448	$ 3,540,252	12.7%		
41															
42															
43			**Grand Totals**	$ 16,533,300	$ 18,818,300	$ 10,457,515	$ 8,360,785	55.6%	$ 10,720,300	$ 11,026,100	$ 2,665,089	$ 8,361,011	24.2%		

Legend
M = Multi-year project - a project with a specific schedule to occur over multiple years.
R = Recurring project - a project that begins and ends each fiscal year and is budgeted to start over each fiscal year. No carry forward.
SL = State Loan Project - construction phase is financed
I = Impact Fee (partially) financed project
T = Transfer from blanket WQ or I&I original budget

City of Dover
Electric Improvement & Extension Fund - Major CIP Projects
Quarterly Report as of Dec 31, 2015

				TOTAL PROJECT - PAST, CURRENT & FUTURE BUDGETS					CURRENT FISCAL YEAR						
	Project Code	Type	Description	Original Project Budget	Latest Project Budget	Project To Date Expenses	Project Budget Balance	% Budget Spent	Current Fiscal Year Budget	Revised Fiscal Year Budget	Fiscal YTD Expenses	Budget Balance	% Budget Spent	Status	Comments
1			**FY 2012 - FY 2013**												
2	EG1212	M	Unit 3 Turbine Inspection/Repair	$ 1,760,000	$ 1,713,600	$ 1,699,848	$ 13,752	99.2%	$ 53,500	$ 53,500	$ 39,700	$ 13,800	74.2%	Complete	Work is completed. TSI and vibration testing completed.
3	EE1312	M	General Scott Switchgear	1,155,000	1,155,000	221,200	933,800	19.2%	1,107,200	1,107,200	173,405	933,795	15.7%	In Process	New Switchgear online, working minor issues with vendor, 99% complete
4			**Totals - FY 2012 - FY 2013**	$ 2,915,000	$ 2,868,600	$ 1,921,048	$ 947,552	67.0%	$ 1,160,700	$ 1,160,700	$ 213,105	$ 947,595	18.4%		
5															
6			**FY 2014**												
7	EE1443		GOTP Transmission Line Relocation	$ 550,000	$ 550,000	$ 304,853	$ 245,147	55.4%	$ 408,500	$ 408,500	$ 163,326	$ 245,174	40.0%	In Process	Final bill discrepancy, close out when verified
8	EG1416	M	VanSant Capacity Increase	1,500,000	1,000,000	693,009	306,991	69.3%	492,200	492,200	185,169	307,031	37.6%	In Process	Mechanical and electrical work completed. Testing has been completed. Need to install protective closure around pump skid. Need to replace water skid acid pumps.
9			**Totals - FY 2014**	$ 2,050,000	$ 1,550,000	$ 997,862	$ 552,138	64.4%	$ 900,700	$ 900,700	$ 348,495	$ 552,205	38.7%		
10															
11			**FY 2015**												
12	EG1504		McKee Unit 3 Boiler System	$ 890,000	$ 180,000	$ 107,990	$ 72,010	60.0%	$ 80,800	$ 122,800	$ 50,703	$ 72,097	41.3%	In Process	Boiler tube repairs, metallurgical analysis on failed tubes. Safety valve testing to be completed by end of January 2016.
13	EG1506		McKee & VanSant Safety Improvement	52,000	52,000	33,776	18,224	65.0%	18,300	18,300	-	18,300	0.0%	In Process	
14	EE1500		69 kV Rebuild	393,500	330,500	18,182	312,319	5.5%	318,500	318,500	6,153	312,348	1.9%	In Process	
15	EE1509		West Dover Connector	250,000	250,000	103,938	146,062	41.6%	155,800	155,800	9,729	146,071	6.2%	In Process	Awaiting pole stakes and State verification of placement
16	EE1513	M	Town Point Distribution Feeders	600,000	590,800	374,623	216,177	63.4%	350,000	350,000	133,786	216,214	38.2%	In Process	Phase 1 about 50% complete
17	EE1516		Chestnut Grove	299,000	255,000	118,999	136,001	46.7%	136,000	136,000	-	136,000	0.0%	In Process	Contractor to install conduit to proceed, PS completed
18	EE1522		Garrison Oak Park	184,000	184,000	166,523	17,477	90.5%	17,500	17,500	-	17,500	0.0%	Complete	
19	EE1525		Leander Lakes Apt Phase 1	73,000	73,000	45,658	27,342	62.5%	69,400	69,400	42,049	27,351	60.6%	In Process	Awaiting final approval on closing in electrical loop
20	EE1526		Playtex Addition	354,100	354,100	278,704	75,396	78.7%	150,000	150,000	74,568	75,432	49.7%	In Process	Complete but awaiting final concrete bill
21	EE1544		Nottingham Meadows	28,600	28,600	10,245	18,355	35.8%	26,600	26,600	8,234	18,366	31.0%	Complete	
23	EE1547		NBR Properties	16,600	14,200	14,012	188	98.7%		11,500	11,325	175	98.5%	Complete	
24			**Totals - FY 2015**	$ 3,154,400	$ 2,325,800	$ 1,280,761	$ 1,045,039	55.1%	$ 1,322,900	$ 1,376,400	$ 336,547	$ 1,039,853	24.5%		
25															
26			**FY 2016**												
27	---	R	Metering Infrastructure	$ 150,000	$ 150,000	$ -	$ 150,000	0.0%	$ 150,000	$ 150,000	$ -	$ 150,000	0.0%	In Process	
28	---	R	Vehicles & Equipment	464,300	464,300	155,858	308,442	33.6%	464,300	464,300	155,858	308,442	33.6%	In Process	
29	EG1601		McKee Building Equipment Replacement	42,000	42,000	3,863	38,137	9.2%	42,000	42,000	3,863	38,137	9.2%	In Process	Building heating modifications.
30	EG1607		Unit 3 Auxilary Equipment	135,000	135,000	79,313	55,687	58.8%	135,000	135,000	79,313	55,687	58.8%	In Process	Unit 3 ID fan motor inspection/repairs. TR-22 chart recorder replacement.
31	EG1608		McKee & VanSant CEMS Upgrade	89,000	89,000	-	89,000	0.0%	89,000	89,000	-	89,000	0.0%	In Process	Computers purchased and sent to VIM Technologies for imaging.
32	EG1609		VanSant Unit 11 Component Replacem	21,000	21,000	-	21,000	0.0%	21,000	21,000	-	21,000	0.0%	In Process	Hydraulic system sequencing valve repairs, gas line supply line regulators
33	EG1610	R	McKee/VanSant Safety & Compliance	157,000	157,000	-	157,000	0.0%	157,000	157,000	-	157,000	0.0%	In Process	Front lobby access improvements, replace obsolete 2-way radios
34	EG1611		McKee/VanSant Preserve Structure	215,000	215,000	4,707	210,293	2.2%	215,000	215,000	4,707	210,293	2.2%	In Process	Expenditures have been in support of T&D transformer repairs.
35	EG1612		Van Sant Exhaust Plenum Replacement	469,000	469,000	161,392	307,608	34.4%	469,000	469,000	161,392	307,608	34.4%	In Process	Work to be completed in spring 2016 outage. Note the project was changed from Unit #3 Circ Water Pipe Inspection to Van Sant Exhaust Plenum Replacement. Inspection was completed in 2012. Scope of work to be determined.
36	EG1613		McKee Unit 3 Stack Repairs	485,000	485,000	-	485,000	0.0%	485,000	485,000	-	485,000	0.0%		Inspection was completed in 2012. Scope of work to be determined.
37	EE1603		Transmission Line Maintenance Program	75,000	75,000	-	75,000	0.0%	75,000	75,000	-	75,000	0.0%	In Process	
38	EE1604	R	Lighting Proj & Rehab	67,000	67,000	20,560	46,440	30.7%	67,000	67,000	20,560	46,440	30.7%	In Process	
39	EE1605		69 kV Cable Replacement North Street (originally proj EE1520)	565,700	135,000	-	135,000	0.0%	135,000	135,000	-	135,000	0.0%	In Process	Design in work
40	EE1606		Distribution Capacitors and Controls	50,000	50,000	-	50,000	0.0%	50,000	50,000	-	50,000	0.0%	In Process	
41	EE1607		Horsepond URD - Distribution Feeders	67,000	67,000	5,162	61,838	7.7%	67,000	67,000	5,162	61,838	7.7%	In Process	
42	EE1610		Frazier 900 Circuits	10,000	10,000	-	10,000	0.0%	10,000	10,000	-	10,000	0.0%	In Process	
43	EE1612		Dover AFB Substation Rebuild	30,000	30,000	-	30,000	0.0%	30,000	30,000	-	30,000	0.0%	In Process	
44	EE1616	R	New Developments	2,500,000	1,852,200	-	1,852,200	0.0%	2,500,000	1,852,200	-	1,852,200	0.0%	In Process	
45	EE1617		Oak Grove Trailer Park - Dist Upgrade	78,500	78,500	-	78,500	0.0%	78,500	78,500	-	78,500	0.0%	In Process	
46	EE1618		Lakeland - Distribution Upgrades	63,000	63,000	-	63,000	0.0%	63,000	63,000	-	63,000	0.0%	In Process	

City of Dover
Electric Improvement & Extension Fund - Major CIP Projects
Quarterly Report as of Dec 31, 2015

				TOTAL PROJECT - PAST, CURRENT & FUTURE BUDGETS					CURRENT FISCAL YEAR						
47	EE1619		Route 8/Mifflin Road - Dist Upgrade	51,500	51,500	-	51,500	0.0%	51,500	51,500	-	51,500	0.0%	In Process	Awaiting easement paperwork from residents
48	EE1620		Route 8 Taps - Distribution Upgrade	38,500	38,500	-	38,500	0.0%	38,500	38,500	-	38,500	0.0%	In Process	Awaiting easement paperwork from residents
49	EE1621		Townsend Brothers - Dist Upgrade	14,500	14,500	-	14,500	0.0%	14,500	14,500	-	14,500	0.0%	In Process	Boring complete, awaiting wiring/terminations
50	EE1622		Persimmon Tree Apts - Dist Upgrade	62,000	62,000	-	62,000	0.0%	62,000	62,000	-	62,000	0.0%	In Process	Awaiting underground crew to start
51	EE1623	T	DNREC R&R Metering	-	41,000	-	41,000	0.0%	-	41,000	-	41,000	0.0%	In Process	
52	EE1625	T	Public Works Wetland Project	-	78,000	-	78,000	0.0%	-	78,000	-	78,000	0.0%	In Process	
53	EE1626	T	Washington Street Lights	-	40,000	-	40,000	0.0%	-	40,000	-	40,000	0.0%	In Process	
54	EE1627		Dover East Estates - Dist Upgrade	130,000	130,000	-	130,000	0.0%	130,000	130,000	-	130,000	0.0%	In Process	
55	EE1629	T	Tall Pine Condos	-	43,000	-	43,000	0.0%	-	43,000	-	43,000	0.0%	In Process	Awaiting developer go ahead
56	EE1630		Reed Street Roof Repair/Replacement	201,800	151,800	-	151,800	0.0%	201,800	151,800	-	151,800	0.0%	In Process	In discussion with architects and environmental personnel
57	EE1631		North Street OH to UG - Dist Upgrade	100,000	100,000	-	100,000	0.0%	100,000	100,000	-	100,000	0.0%	In Process	
58	EE1632	T	Blue Hen Corp - Phase I	-	25,600	23,150	2,450	90.4%	-	25,600	23,150	2,450	90.4%	In Process	
59	EE1633	T	State Street Commons Fiber Optic Proj	-	64,000	40,233	23,767	62.9%	-	64,000	40,233	23,767	62.9%	Complete	
60	EE1635	T	McKee Road - Edgewell	-	7,000	-	7,000	0.0%	-	7,000	-	7,000	0.0%	In Process	
61	EE1636	T	Clearview - Phase 4	-	160,000	117,020	42,980	73.1%	-	160,000	117,020	42,980	73.1%	In Process	
62	EE1637	T	Dover Town Center Flex Site	-	13,900	-	13,900	0.0%	-	13,900	-	13,900	0.0%	In Process	
63	EE1638	T	Dover Town Center	-	35,200	22,953	12,247	65.2%	-	35,200	22,953	12,247	65.2%	In Process	Install 90% complete
64	EE1639	T	Outback Steakhouse	-	30,600	-	30,600	0.0%	-	30,600	-	30,600	0.0%	In Process	Awaiting contractor so we can terminate connections
65	EE1641		Reed St - Building/Safety Improvements	-	50,000	42,803	7,197	85.6%	-	50,000	42,803	7,197	85.6%	In Process	
66	EE1642	T	Del Homes Warehouse	-	18,000	15,000	3,000	83.3%	-	18,000	15,000	3,000	83.3%	In Process	Awaiting contractor so we can terminate connections
67	EE1643	T	Winner Volkswagen	-	13,300	-	13,300	0.0%	-	13,300	-	13,300	0.0%	In Process	Awaiting go-ahead from contractor
68	EE1644	T	Retreat Pump Station	-	7,300	-	7,300	0.0%	-	7,300	-	7,300	0.0%	In Process	Awaiting Public Works go-ahead
69	EE1645	T	Dover Family Cosmetic	-	10,300	-	10,300	0.0%	-	10,300	-	10,300	0.0%	In Process	
70	EE1646	T	Loockerman Retail	-	26,500	-	26,500	0.0%	-	26,500	-	26,500	0.0%	In Process	
71	EE1647	T	Ollies Transformer Replacement	-	22,600	-	22,600	0.0%	-	22,600	-	22,600	0.0%	In Process	Received permits
72			**Totals - FY 2016**	$ 6,331,800	$ 5,889,600	$ 692,015	$ 5,197,585	11.7%	$ 5,901,100	$ 5,889,600	$ 692,015	$ 5,197,585	11.7%		
73															
74			**Grand Totals**	$ 14,451,200	$ 12,634,000	$ 4,891,686	$ 7,742,314	38.7%	$ 9,285,400	$ 9,327,400	$ 1,590,163	$ 7,737,237	17.0%		

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

COMMITTEE ACTION FORM

PROCEEDING: City Council **AGENDA ITEM NO.:**
DEPARTMENT OF ORIGIN: Planning & Inspections Department **DATE SUBMITTED**: 2/1/2016
PREPARED BY: Ann Marie Townshend, AICP, Director, Planning & Community Development
SUBJECT: Evaluation of Bid #16-0030PI: 105, 111 and 115 South New Street Demolition
REFERENCE: N/A
RELATED PROJECT: N/A
APPROVALS: City Manager, Controller
EXHIBITS: N/A
EXPENDITURE REQUIRED: $46,400 ($32,200 City of Dover & $14,200 DDP) **AMOUNT BUDGETED**: $56,500 (Includes Environmental Cost and Demolition and is included in Agenda Item # 1B FY16 Budget Ordinance to adjust the Inspections Budget) **FUNDING SOURCE (Dept./Page in CIP & Budget)**: 110-1600-534.30-33 (Demolition Expenses); Demolition expenses for the demolition of 111 South New Street will be paid by the Downtown Dover Partnership.
TIMETABLE: Contract to be issued upon final approval.
RECOMMENDED ACTION: Staff recommends awarding the contract for demolition of 105, 111, and 115 South New Street to Dependable Construction of Delaware.

BACKGROUND AND ANALYSIS

The City of Dover recently acquired 105 and 115 South New Street from the House of Pride. The Downtown Dover Partnership purchased 111 South New Street, which is situated between the two properties purchased by the City of Dover. These properties have been the location of various nuisance activities and have drawn a disproportionate amount of police response. The Department of Planning and Inspections has bid the demolition work for the properties together, requesting that the responsive bidders break out the costs by properties. By bidding the properties together as a package, we were able to obtain more favorable bids due to the adjacency of the three properties to each other.

Bids were solicited and advertised according to City Policy by the City's Contract and Procurement Manager under Bid #16-0030PI. Seven companies submitted bids. All of the bids were complete and the potential vendors were deemed to be capable and competent; therefore, pricing was the determining factor in bid award. Staff is recommending that the contract be awarded to the lowest bidder, Dependable Construction of Delaware.

The following table is a summary of the bids submitted.

Bidder	City Portion	Total Bid
Dependable Construction	**$32,200**	**$46,400**
Gateway Construction Inc.	$44,500	$98,500 Minus 3% $95,545
Sunnyfield Contractors	$26,400	$49,100
Lindstrom Excavating	$44,000	$88,000
Delphi Engineering	$33,020	$73,730
DNC Global Construction	$28,998	$51,488 Minus 3% $49,943.36
Design Contracting	$27,600	$58,600 Minus 3% $56,842

PETITION TO ANNEX AND REZONE PROPERTY
First Reading Before the Dover City Council
February 8, 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

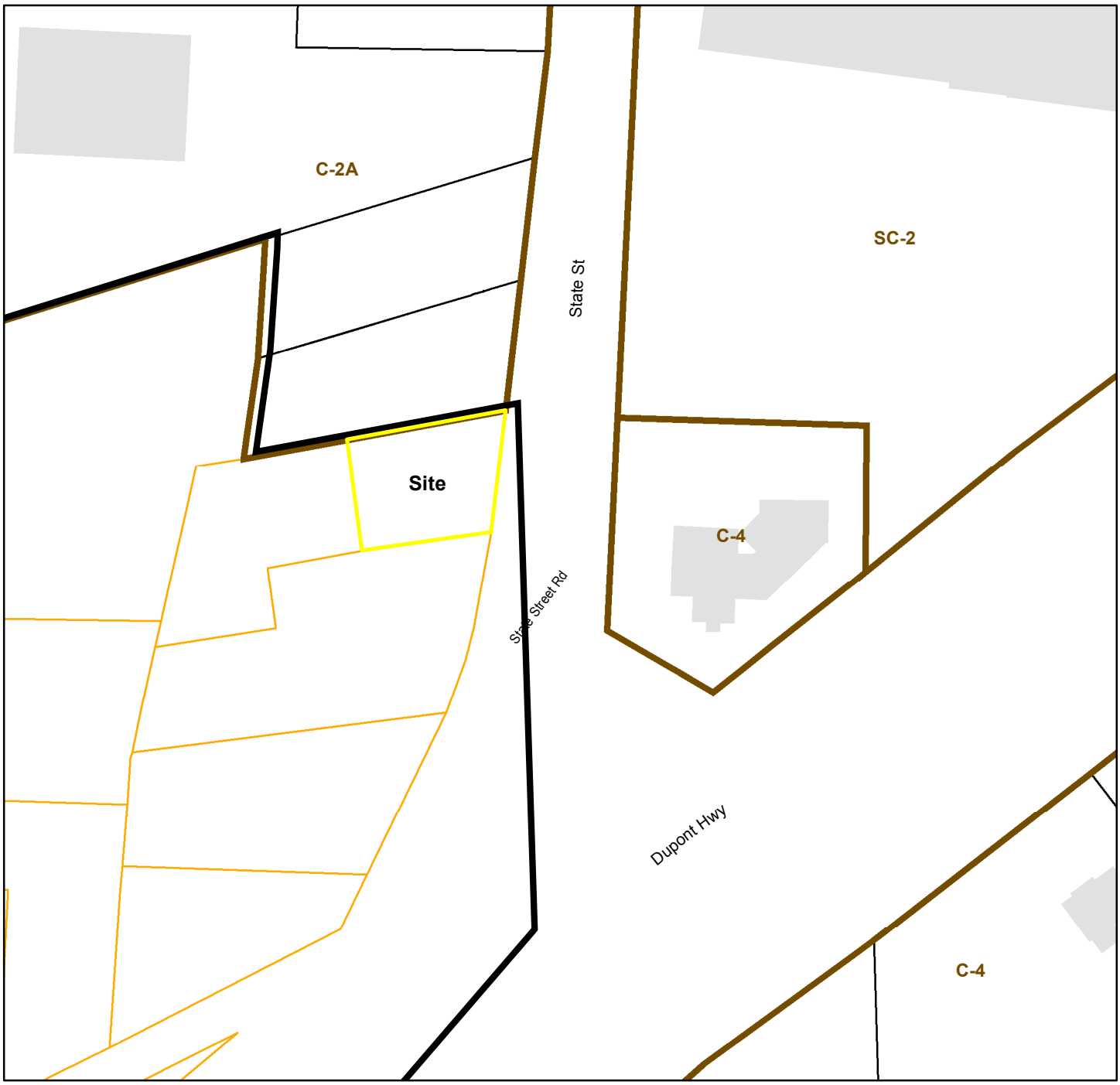
Comprehensive Plan Land Use Designation: Commercial

Present Zoning:	BG (General Business)
Proposed Zoning:	C-2A (Limited Central Commercial)
File Number:	AX-16-01

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

FIRST 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-First Reading.wpd

Actions History

February 8, 2016 - Scheduled for First Reading - City Council

Draft

FIRST READING

CITY OF DOVER PROPOSED ORDINANCE #2016-05

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

That Chapter 106 - Traffic and Vehicles, Article III - Stopping, Standing and Parking, Division 2 - Metered Parking, Section 106-164 - Violations; Penalties of the Dover Code be amended by deleting the text indicated in red strikeout and inserting the bold, blue text, as follows:

Sec. 106-164. - Violations; penalties.

(a) Generally. Any person convicted of violating the provisions of this article or of aiding, abetting or assisting in the violation of said provisions shall be sentenced to pay a fine as provided for in Appendix F-Fees and Fines.

(b) Enhanced civil enforcement authority. If ~~five~~ **three** or more violations of this article have been issued to a vehicle and those violations are more than 30 days past due, or if accumulated unpaid violations of this article exceed more than $100.00, the vehicle shall be subject to enhanced civil enforcement, as follows:

(1) Such vehicle found parked on any street in the city shall be immobilized by any police officer or parking enforcement employee of this city in such manner as to prevent its operation. Any vehicle so immobilized or impounded shall not be released to its lawful owner until all unpaid violations and applicable administrative fees issued to such owner have been discharged by payment in full, together with payment for the costs of immobilizing, releasing, and storing such vehicle. The owner shall sign a receipt for such vehicle. Payment for any such towing shall be in accordance with the towing costs outlined in the current agreement between the police department and the towing operator. If the vehicle is a tractor-trailer combination, the trailer may be released to an authorized agent if the tractor-trailer is immobilized pursuant to this section.

(2) In any case involving immobilization of a vehicle pursuant to this section, the police officer or parking enforcement employee shall place on such vehicle, in a conspicuous manner, notice sufficient to warn any individual that such vehicle has been immobilized and that any attempt to move such vehicle might result in damage to such vehicle.

(3) Any vehicle remaining immobilized and not released for 24 hours may be towed and impounded at the direction of a police officer or parking enforcement employee.

(4) Any person who unlawfully removes a device for immobilization of a vehicle shall be fined as provided for in Appendix F-Fees and Fines.

(5) Any person who tows or otherwise moves an immobilized vehicle without authorization by the chief of police or his designee shall be fined as provided for in Appendix F-Fees and Fines.

DRAFT

(c) Cost. No cost will be assessed if payment of the penalty as hereinbefore imposed is voluntarily paid without the necessity of a hearing before the proper official.

(Code 1968, § 31-77; Ord. of 8-25-1971, § 1; Code 1981, § 13-49; Ord. No. 2009-09, 6-22-2009; Ord. No. 2011-22, 9-26-2011; Ord. No. 2015-09, 6-8-2015)

ADOPTED: *

S:\ORDINANCES\2016\DRAFT\ORDINANCE #2016-05 CH 106, ART III, DIV 2, SEC 106-164 VIOLATIONS-PENALTIES\Ordinance #2016-05 Ch 106, Art III, Div 2, Sec 106-164 Violations-Penalties.wpd

SYNOPSIS

The amendment reduces the maximum number of past due or accumulated violations from five to three in order for a vehicle to be subject to enhanced civil enforcement.

(SPONSORS: HOSFELT AND HUTCHISON)

Actions History

02/08/2016 - Scheduled for First Reading

01/26/2016 - Introduced - Council Committee of the Whole/Safety Advisory and Transportation Committee

Draft

FIRST READING

CITY OF DOVER PROPOSED ORDINANCE #2016-06

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

That Chapter 26 - Businesses, Article II - Licenses, Section 26-40 - License Issuance, Expiration and Form of the Dover Code be amended by deleting the text indicated in red strikeout and inserting the bold, blue text, as follows:

Sec. 26-40. - License issuance, expiration and form.

Upon proper application and payment of the prescribed fee, a license shall be issued to each such applicant, and shall be signed by the license officer~~, the city clerk, the fire marshal and the executive officer of the board of health~~. Each such license shall be valid and effective from ~~July~~ **August** 1 of each year or the date of issuance to ~~June 30~~ **July 31** of the following year. A record of all licenses issued and licensee fees paid shall be maintained at the city hall. Each such license shall be upon a form provided by the ~~clerk of the council~~ **department of planning and inspections**, which shall set forth the following information:

(1) The name and business address of the licensee;
(2) The trade, business or occupation for which the license is granted;
(3) The date of issuance of the license;
(4) The amount of the license fee paid to the city.

(Code 1968, § 18-20; Ord. of 3-12-1973, § 1(3)(b); Code 1981, § 11-9)

BE IT FURTHER ORDAINED:

That Chapter 26 - Businesses, Article II - Licenses, Section 26-42 - Penalty for Late Payment of License Fee of the Dover Code be amended by deleting the text indicated in red strikeout and inserting the bold, blue text, as follows:

Sec. 26-42. - Penalty for late payment of license fee.

In the event that the license fee set forth herein is not paid on or before ~~July~~ **August** 31 of each year, then the licensee shall incur a penalty fee as provided for in Appendix F-Fees and Fines until the same is paid.

(Ord. of 3-12-1973, § 1(9); Code 1981, § 11-11; Ord. of 2-23-1998; Ord. No. 2009-09, 6-22-2009)

ADOPTED: *

S:\ORDINANCES\2016\DRAFT\ORDINANCE #2016-06 CH 26-BUSINESS, ART II-LICENSES, SEC 26-40 LICENSE ISSUANCE\Ordinance #2016-06 CH 26, ART II, SEC 26-40 LICENSE ISSUANCE AND 26-42 PENALTY-FIRST READING.wpd

SYNOPSIS

The amendments would bring the license renewal process in line with the fiscal year end.

(SPONSORS: HOSFELT AND TOWNSHEND)

Actions History

02/08/2016 - Scheduled for First Reading - City Council meeting
01/26/2016 - Introduced at Council Committee of the Whole/Legislative, Finance, and Administration Committee meeting

Draft