REGULAR COUNCIL MEETING
A G E N D A

NOVEMBER 12, 2013 - 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 DIXON

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. Regular Council Meeting of October 28, 2013**
- **B. Special Council Meeting of October 30, 2013**

2. Proclamations
- **A. Geographic Information Systems (GIS) Day and Geographic Awareness Week**
- **B. Pancreatic Cancer Awareness Month**

* **3. Utility Committee Report - October 28, 2013**
- **A. Annexation Requests**
  - **a-1. 508 Acorn Lane, Owned by Raul M. Juarez**
    (Committee Recommended Annexation of the Property Located at 508 Acorn Lane, Owned by Raul M. Juarez)
  - **a-2. Westerly Side of Acorn Lane, Owned by City of Dover**
    (Committee Recommended Annexation of the Property Located on the Westerly Side of Acorn Lane, Owned by the City of Dover)

* **3. Utility Committee Report - October 28, 2013 - Continued**

B. Request for Abandonment of Street (Improved) - Harmony Lane/Adoption of Resolution No. 2013-25 Setting a Public Hearing for November 25, 2013 at 7:30 p.m.

(Committee Recommended: 1) Abandonment of Harmony Lane with Conveyance of Sixty Feet (60') of Said Right-of-Way to Milford Housing Development Corporation. Abandonment Shall Be Conditioned upon the Completion of the Site Development Plan and Parcel Consolidation Plan. Cross Access and Public Utility Easements Will Be Required for the Existing Wastewater Pump Station and Associated Force Main Infrastructure Located Therein. Ownership Shall Not Be Relinquished until Such Time as the Parcel Consolidation Plan Is Recorded; 2) Abandonment of All Stormwater, Street, Wastewater, and Water Infrastructure to Milford Housing Development Corporation in Conjunction with the Abandonment of Harmony Lane. The City Shall Retain Ownership of the Existing Pump Station and Associated Force Main Only; and 3) Adoption of Resolution No. 2013-25 Setting a Public Hearing Before City Council Regarding the Proposed Abandonment for November 25, 2013 at 7:30 p.m., as Recommended by Staff.)

C. Public Notification - Power Outages

(Committee Recommended Acceptance of Staff's Recommendation to Authorize Staff to Call in Additional Resources During Outages to Assist with Phone Calls and New Phone Messages to Address the Concerns Identified by the Committee and to Evaluate an Automated Phone/Push Notification System to Be Considered in Future Budgets)

D. Rate Classification/Tariff Amendment for Churches

(Committee Tabled This Item Until November 12, 2013)

E. Quarterly Review of Utility Related Capital Investment Plan (CIP) (Electric and Water/Wastewater) *(July, August, and September)*

(Committee Recommended Acceptance of the Report)

4. Legislative, Finance, and Administration Committee Report - October 28, 2013

A. Request to General Assembly to Amend Title 29 - State Government - General Regulations for State Agencies - Chapter 100 - Freedom of Information Act

(Committee Recommended Supporting Mayor Carey's Efforts and Issuing Correspondence Endorsing the Proposed Request to the General Assembly to Amend Title 29 – State Government – General Regulations for State Agencies – Chapter 100 – Freedom of Information Act, Stipulating That the Proposed Amendment Be Sent to the Deputy City Solicitor for Review Prior to Consideration by Council)

B. Establishment of an Ad Hoc Committee to Study the Future of City Hall, Weyandt Hall, and the Former Dover Public Library

(Committee Recommended the Establishment of an Ad Hoc Committee to Study the Future of City Hall, Weyandt Hall, and the Former Dover Public Library)

5. Safety Advisory and Transportation Committee Report - October 30, 2013

A. Discussion - Transportation Improvement District

(Committee Recommended That the City Manager and City Planner Be Authorized to Begin Negotiations with the Delaware Department of Transportation (DelDOT) to Create a Transportation Improvement District (TID). Any Agreement Related to the TID Would Be Brought Before City Council in Draft Form Prior to Execution.)

* **B. Update - Dover High School Construction**

(Committee Action Not Required)

* **C. Briefing on Delaware Department of Transportation (DelDOT) Projects**

(Committee Recommended Acceptance of the Report)

6. **Utility Committee Report - November 12, 2013**
   (Except for the following time sensitive issue, the Utility Committee Report from November 12, 2013 will be presented to Council during their Regular Meeting of November 25, 2013 for Council's review and consideration)
   - **A. Engineering Design of Water Main Realignment - Denneys Road**
   - **B. Kent Avenue Inflow and Infiltration Repair**

* 7. **Monthly Reports - September 2013**
   - **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. Police Chief's Report**

8. **Evaluation of Bids**
   - **A. McKee Run Unit 3 Turbine Repairs - EG1212**
     (Based Upon the Evaluation Prepared by NAES, the City Manager and Controller/Treasurer Recommend Awarding the Contract to the Low Bidder (Including Price Adjustments), HPI Mechanical Services, for $769,227.17. The Portion of the Project Budget for This Work Was $783,000.)
   - **B. Trailer Mounted Standby Emergency Generator**
     (Staff Recommends Awarding the Contract to FM Generator, Inc. in Response to Bid #14-0008DPW in the Amount of $61,503)

9. **Appointments Recommended by Council President Bonar - Ad Hoc Financial and Operational Advisory Committee - One (1) Year Term to Expire November 10, 2014**

10. **Council and Committee Meetings - Holiday Schedule**

11. **Council Members' Announcements**

/tm
S:\AGENDAS-MINUTES-PACKETS\Council-Agendas\2013\11-12-2013.wpd

REGULAR COUNCIL MEETING

The Regular Council Meeting was held on October 28, 2013 at 7:30 p.m. with Council President Bonar presiding. Council members present were Mr. Dixon, Mr. Lynn, Mr. Perza, Mr. Slavin, Mrs. Williams, Mr. Hare, and Mr. Hutchison. Mr. Anderson was absent.

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

OPEN FORUM

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

Mr. Scott Cook, representing the Bushido USA Olympic Development Judo Team, which offers training at the Elizabeth W. Murphey School, stated that the organization was looking for athletes that are willing to work hard to train in judo. He noted that the instructor, Tommie Little, had taught judo from Paris Island, S. C., where he worked as a Marine Corps drill sergeant and judo instructor, to Africa, where he established an Olympic judo team. Mr. Cook advised members that free training sessions are held twice a week, on Wednesday evenings from 6:30 - 8:30 p.m. and Saturday mornings from 9:30 - 11:30 a.m. He also stated that this is a non-profit organization and that approximately $3,000 was needed to obtain additional mats for their students. Mr. Cook invited Council members to attend a Wednesday evening training session to see the program first-hand.

Councilman Lynn advised members that Tommie Little is an attorney who practices in family court and Scott Cook is a court officer at family court. He noted that they are doing fantastic work and are helping a lot of children.

Mr. Maurice Miles, Washington, DC, stated that he was involved with the Hip Hop Caucus, the Congressional Black Caucus, the Let's Move campaign, and Teach America. Last year, he created A Billion Children (ABC), which is an outreach movement that brings together students, teachers, schools and neighborhoods, in a culturally competent way to educate and empower youth to revitalize and bring change to their communities. Mr. Miles stated that he would be in the area for a while volunteering his services.

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

AGENDA ADDITIONS/DELETIONS

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

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

ADOPTION OF MINUTES - COUNCIL WORKSHOP OF SEPTEMBER 18, 2013

The Minutes of the Council Workshop of September 18, 2013 were unanimously approved by motion of Mr. Hare, seconded by Mrs. Williams and bore the written approval of Mayor Carey.

ADOPTION OF MINUTES - REGULAR COUNCIL MEETING OF OCTOBER 14, 2013

The Minutes of the Regular Council Meeting of October 14, 2013 were unanimously approved by motion of Mr. Hare, seconded by Mrs. Williams and bore the written approval of Mayor Carey.

PUBLIC HEARING - VIOLATION OF DANGEROUS BUILDING ORDINANCE - PROPERTY LOCATED AT 24 NORTH NEW STREET, OWNED BY MARY BESSIE M. BROKENBROUGH

In accordance with Chapter 22, Article XI – Dangerous Buildings, Sec. 22-385 - Hearing before Council, Sec. 22-288 – Emergency Cases, and Chapter 22, Article XI - Dangerous Buildings, 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.

Mrs. Ann Marie Townshend, Director of Planning and Community Development, stated that the property consisted of a two (2) story, wood-framed, single-family home. She advised members that the house was condemned on October 8, 2013 due to insanitary conditions within the home and the degree of structural damage caused by numerous water leaks. The house was stacked from floor to ceiling with belongings, creating concerns about the weight on the structure and the fire hazard. City crews boarded the structure and had re-boarded on several instances due to people removing the boards and accessing the house. On Friday, October 18th, City inspectors found the house unsecured and boarded the house to secure it. On Saturday, October 19th, a City contractor boarded the house and secured the windows after the Police Department apprehended suspects burglarizing the house on the evening of October 18th. Currently, there were no utilities and there were numerous code violations on the property. Due to the chronic nature of people accessing the house and the challenges with keeping the property secure, as well as the fire hazard and structural concerns with the structure, staff was bringing this forward as an emergency case, requiring immediate action. Mrs. Townshend provided a chronological history and a presentation on the conditions of the house located at 24 North New Street ***(Exhibit #1)***.

Staff recommended that City Council: 1) declare this building and all accessory structures on this property dangerous; 2) order the property demolished immediately by the owner or equity owner at their own risk; 3) order the building inspector to cause the demolition of the structure if not completed by the owner by October 30, 2013; 4) 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.

Responding to Mr. Slavin, City Solicitor Rodriguez advised members that the City could legally provide shorter notice due to the condition of the property and the urgency of the situation.

Mrs. Townshend advised members that staff had been in contact with Mrs. Brokenbrough's heirs; however, they had provided no feedback regarding their intentions. She also noted that the mortgage company contacted staff with concerns about the situation. Mrs. Townshend advised members that there was a mortgage, but no liens, on the property.

Police Chief Hosfelt noted that the Police Department had responded to the residence eight (8) times within a 15-day period this month, twice for burglaries from the residence and several times for trespassing complaints. He noted that it had become a place of drug dealing, drug use, and prostitution, as well as a safety and health hazard for the officers and others.

Responding to Mrs. Williams, Mrs. Townshend stated that there were structural concerns with the building, especially if items were removed from the premises.

Council President Bonar declared the public hearing open.

Mr. Timothy A. Brokenbrough, 24 North New Street, advised members that his mother, the owner of the property, passed away on September 3, 2013. He stated that City employees came to the house with no notice and no search warrant and the family had no time to remove their personal items.

Ms. Kim Williams, friend of the Brokenbrough family, stated that they were in favor of the demolition because the property was a hazard. She advised that it was an estate property that belonged to the mortgage company because Mrs. Brokenbrough did not leave the house to anyone. Ms. Williams acknowledged that the house was infested with mice and roaches and that it contained mold. She stated that there were a lot of pictures, mementos, and family heirlooms that they would like to have time to retrieve. Ms. Williams advised members that they had begun removing items; however, they needed more time. Responding to Mr. Lynn, Ms. Williams stated that they would like to have two (2) or three (3) weeks to remove the personal items.

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

Responding to Mr. Lynn, Mrs. Townshend stated that the family had been granted access to retrieve their belongings. She stated that her concerns were related to keeping the property secure at night and the impact to the structural integrity as items are shifted around in the house.

Responding to Mrs. Williams, City Solicitor Rodriguez stated that he did not feel that the City would be liable if the homeowners chose to go inside the building, knowing its condition, and something happened.

Mr. Perza asked Chief Hosfelt if there were any safety risks or concerns on behalf of the Police Department regarding the necessity to monitor and safeguard the property for the next two (2) weeks to ten (10) days. Chief Hosfelt stated that they could not give the house undivided attention and, as calls come in, they will be responded to in order of priority. His main concern was with having to enter the building in an emergency situation. Chief Hosfelt stated that the officers would be placed in greater than usual danger because of the condition of the house.

Responding to Mr. Lynn, Mrs. Townshend stated that the bid specifications for the demolition were ready to be sent out and quotes should be received by the end of the week. She felt that it would take approximately one (1) week to select a contractor for the demolition. Mrs. Townshend stated that it was hoped that an asbestos survey could be conducted later in the week as a first step. She requested, if Council were inclined to allow the family more time, that staff be permitted to proceed with the asbestos survey while the family was removing their items.

Mrs. Williams asked if the clutter was supporting the walls or the structure of the house. Mrs. Townshend responded that she was not sure that the clutter was holding the house up; however, if the support system to the house was damaged and structurally unsound due to the deterioration associated with the leaks, problems could arise if weight is shifted and there would be a fear of collapse. Mrs. Townshend emphasized that staff was unsure if this was the case because it had not been evaluated by a structural engineer.

Responding to Mrs. Williams, City Solicitor Rodriguez recommended, due to the condition of the house and the legal status of the estate, requiring anyone entering the premises to sign a statement that they would be entering the property on their own volition and without any liability to the City and that they had the right to claim the property within the residence. At the request of Mr. Lynn, City Solicitor Rodriguez indicated that he would have the necessary document prepared by morning.

Mr. Hare moved for approval of staff's recommendation that City Council: 1) declare this building and all accessory structures on this property dangerous; 2) order the property demolished immediately by the owner or equity owner at their own risk; 3) order the building inspector to cause the demolition of the structure if not completed by the owner by October 30, 2013; 4) 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, with the stipulation that demolition will not occur for a minimum of two (2) weeks, and that any family members who enter the structure must sign a document to be drafted by the City Solicitor indicating that those entering the structure do so on their own volition without any liability to the City and have the right to claim the property on the premises. The motion was seconded by Mr. Dixon.

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

PUBLIC HEARING - VIOLATION OF THE DANGEROUS BUILDING ORDINANCE - PROPERTY LOCATED AT 142 BRANDYWINE DRIVE, OWNED BY THE UNITED STATES OF AMERICA/VET20

A public hearing was duly advertised for this time and place to consider a violation of the Dangerous Building Ordinance for property located at 142 Brandywine Drive, Owned by the United States of America/VET20. Mrs. Ann Marie Townshend, Director of Planning and Community Development, stated that the property consisted of a two (2) story, wood-framed, single-family home with a full basement. She advised members that house had been vacant since April of 2010 when the electric service was terminated. Since then, the basement had been flooded by water due to the sump pump

not being able to operate. This had caused the basement level to become filled with mold and mildew and was causing water damage to the floors and walls of the home. In addition, the pool in the rear yard was covered but had stagnant water on the tarp. There are numerous code violations that exist on the property. Mrs. Townshend provided a chronological history and a presentation on the conditions of the house located at 142 Brandywine Drive ***(Exhibit #2)***.

Staff recommended that City Council: 1) declare this building and all accessory structures on this property dangerous; 2) order the property repaired or demolished by November 28, 2013 by the owner or equity owner at their own risk; 3) order the Building Inspector to cause the repair or demolition of the structures if not completed by the owner within 10 days of the date established by City Council; and 4) order the City Manager, with the assistance of the City Solicitor, to cause the cost of repairs or 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.

Responding to Council President Bonar, Mrs. Townshend stated that a lien would be placed on the property and the Veteran's Administration (VA) would not be able to sell the property until the lien was satisfied.

Council President Bonar declared the public hearing open.

Mr. Ed Hammond, Broker of Remax Horizons Real Estate, 1198 South Governors Avenue, Dover, stated that he was the future listing agent for this property. He stated that he had a master listing agreement with Vendors Resource Management, the asset management company that had a contract with the VA to handle all the properties that they own throughout the United States, including those in Delaware. Mr. Hammond stated that he primarily handled the properties in Kent County.

Mr. Hammond stated that it was their intention to make the repairs and he was in favor of having the property condemned in order to accelerate the process. He noted an electrical inspection had been scheduled to try to restore electric to the main part of the house so that sump pumps could be used to remove the water. Once that was accomplished, the basement would be stripped down to an unfinished basement to remove the mold. Mr. Hammond advised members that they had bids for the completion of the demolition work in the basement and noted that the work would not be disruptive to the neighbors. He also noted that the house was structurally sound and still had value.

Responding to Mr. Lynn, Mr. Hammond stated that he could not estimate when the contractors could begin. He felt that condemnation would help to expedite the process with the VA.

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

Mr. Perza moved that the structure located at 142 Brandywine Drive be declared a dangerous building and subject to demolition, as recommended by staff. The motion was seconded by Mrs. Williams and carried by a unanimous roll call vote (Anderson absent).

PARKS, RECREATION, AND COMMUNITY ENHANCEMENT COMMITTEE REPORT - OCTOBER 14, 2013

The Parks, Recreation, and Community Enhancement Committee met on October 14, 2013 with Chairman Dixon presiding.

Future Use of the Dover Park Recreation Center

During the Committee Meeting of July 8, 2013, members recommended approval of staff's recommendation to demolish the recreation center at Dover Park. Since that meeting, several members of the community relayed opposition to the demolition, as recommended by the Committee. As a result, when the Committee's recommendation was presented to City Council during their meeting of July 22, 2013, members of City Council referred the matter back to the Committee to allow staff time to research methodologies for funding repair or replacement or finding a public/private partnership to keep the recreation center in operation.

Mrs. Ann Marie Townshend, Director of Planning and Community Development, reminded members that since the opening of the John W. Pitts Center in April 2008, the demand for use of the recreation center at Dover Park declined and that, while the City continued to rent the Dover Park recreation center for parties, the Pitts Center became the primary focus of the City's recreation programming. She explained that the recreation center no longer serves the purposes of the City's recreation programming and noted that the programs that were scheduled for the Dover Park recreation center were frequently cancelled due to low attendance.

Mrs. Townshend advised members that the building was constructed in 1974 and that it needed investment to maintain functionality. She stated that the City had discontinued rental of the building and that the FY2013 budget included $30,000 in the Capital Improvement Plan (CIP) to replace the roof of the building, explaining that the roof had routinely been patched to repair leaks.

Mrs. Townshend indicated that, during FY2013, there was discussion about potentially renting the building out to a non-profit organization. Before investing funds to replace the roof and pursuing the potential of leasing the building to a non-profit organization, staff felt it was important to do a full assessment of the building to determine what other investments would be necessary to make the building functional, as all of the building's systems were dated and in need of some update. As a result, she stated that Compliance Environmental, Inc., was retained to do a Building Condition Survey. Members were provided a copy of the "Report of Findings from a Building Condition Survey" dated May 6, 2013, which included a summary of the recommended repairs, as well as cost estimates totaling $110,475. Although the Building Condition Survey did not include a structural engineering report, should City Council wish to keep the building and renovate it, staff would recommend that a structural engineering report be obtained prior to any renovations. However, based on the information contained in the Building Condition Survey, staff recommended demolition of the structure and noted that the costs associated with demolition, estimated at $20,000 for asbestos removal and $30,000 for demolition (bids would require City Council approval), were not currently budgeted.

Mrs. Townshend reviewed a Presentation - Future Use of Dover Park Recreation center. Having received concerns from the community regarding the recommendation for demolition, she stated that staff's alternative recommendation was for the City to hire a consultant to do a Parks and Recreation

System Plan for the City, which would include the Dover Park. She explained that the Plan would address indoor and outdoor recreation needs and guide investment in the City's parks to help meet system-wide needs. In addition, the Plan would make recommendations on building partnerships to meet the City's recreation needs. As an interim plan, Mrs. Townshend recommended performing maintenance and minimal repairs to the building; making the building available for rentals and for programming; utilizing partners to provide programming; and, allowing the building to be open only for scheduled events or programming.

Responding to Mr. Hutchison, Mrs. Townshend stated that the repairs indicated in Table 1 of the Executive Summary of Building Condition Survey do not include any ADA requirements and that significant renovations would be necessary to provide restrooms that are handicapped accessible. Although such requirements may not be required by Code, she felt that if the City opted to maintain the facility, it would need to be made accessible to any and everyone. She advised members that one of the main concerns relayed by the public was the accessibility of the City's parks. It was her opinion that to include ADA Standards in the repairs recommended, the costs would be between $175,000 and $200,000.

Ms. Dolores Blackman, 7 Starboard Court, questioned the security of the City's buildings, feeling that if people felt safe, they would use the facilities more often. Responding, Mr. Scott Koenig, City Manager, indicated that the Police Department monitors all City parks; however, they are not provided a schedule for the use of the parks. Ms. Blackman felt it was imperative for the City to provide security and questioned the possibility of an entry gate being installed to limit individuals from accessing the area during certain hours. Responding, Mr. Koenig stated that there is a gate beyond the building which limits access to the park (open space), noting that such gates are installed at all open space parks; however, he felt that a gate could also be installed closer to the roadway, prohibiting access to the building during certain times.

Mr. Reuben Salters, 109 Bertrand Drive, noted that it costs the City to provide recreation on the west side of Dover and that there are also taxpayers residing on the east side of the City. It was his feeling that the City should not let monetary issues prohibit providing recreation to all resident of the City. Mr. Salters suggested that members consider the human value in this regard, particularly for the youth, and indicated confidence in the State providing funding assistance for recreational programming. He advised members that a petition opposing the demolition of the Dover Park recreation center was submitted (as on file in the Office of the City Clerk).

Mr. James Fogell, 360 Nimitz Road, advised members that Manchester Square was not in existence when the Dover Park recreation center was constructed and that it was originally planned to serve senior citizens. He relayed opposition to the demolition of the building and explained the importance of the City maintaining such assets. Mr. Fogell also noted that the buildings' availability for rent had never been advertised. He advised members that he visits the City's parks regularly and urged members not to demolish the Dover Park recreation center.

Responding to Mr. Perza, Mrs. Townshend stated that, at some point in time the City made Schutte Park the number one priority for recreation investment and, in doing so, attention was not paid to other recreation assets. She advised members that the City has been very proactive with the City-wide playground replacement program, upgrading equipment throughout the City. She noted

that the City has numerous parks located throughout the City and, with the exception of replacing playground equipment, no consideration has been given to the needs of the residents in those areas. She felt that a City-wide review of all parks should be conducted to determine the needs of the community and to make the wisest investment.

Mr. Perza questioned whether it would be better to invest in the building or other aspects of Dover Park. Responding, Mrs. Townshend stated that staff had discussed developing a plan for Dover Park that would include the management of vegetation to improve sight lines. She noted that there are a lot of concealed spaces in the park and managing vegetation could address some of the safety concerns. If staff was requested to make Dover Park a priority and bring forward a plan to make upgrades, Mrs. Townshend stated that would include a combination of interior and exterior improvements. She reminded members that, in recent years, the City had invested in the exterior infrastructure, such as the tennis courts, which are utilized for tennis programs, but had not invested in the building.

Mr. Perza noted that many of the parks throughout Dover do not have buildings and questioned whether a study had been conducted to determine whether a demand for a building at Dover Park would exist today, if it were considered as a new park.

Ms. Blackman explained the importance of aesthetics, noting that it has a lot to do with an individual's decision whether to participate or not. She suggested that the use of horseshoes, shuffleboard, and chess be considered in improving the park, explaining that individuals would not want to be there if the facility and grounds were not maintained.

Mr. Salters stated that he served on City Council during when the development of Schutte Park was taking place. He felt that the east side of Dover was neglected since everyone was focused on Schutte Park. Mr. Salters suggested that the City give the east side of Dover a priority in considering recreation for the next few years. He felt confident that the City could afford to make any necessary improvements and repairs to the building at Dover Park and requested that City Council give this consideration in the preparation of the City's budget.

Mr. Roddie Byers, 606 Walker Road, advised members that it was his recollection that when the development of Schutte Park was being considered, the original plan was to provide transportation for children residing on the east side of Dover to Schutte Park. In addition, he stated that there were plans to upgrade the sidewalk system to assist in getting children to Schutte Park.

Mr. Fogell advised members that there are other maintenance issues involving the City parks, such as the ballfields having ruts that need filled.

Mr. Hutchison stated that he has observed residents using the park for outdoor recreation and noted that the building does not meet the recreation needs for the community. He questioned if the City should invest $110,000 into a building that doesn't begin to meet the recreation needs of today or whether that money should be invested into the park (that comes with the real value). Mr. Hutchison noted that there is only one (1) local facility for senior citizens, the Modern Maturity Center, which serves 20,000 members from all areas of the City. He relayed support for improving and upgrading the Park; however, he questioned if it should include the building.

Mr. Carl Barnes, 43 Homberg Circle, suggested that members not only consider the monetary value but the intangibles as well. Although the park would continue to function without the structure, he questioned what message demolition of the building would send. It was his feeling that the ADA issues should have been addressed several years ago. Concurring with Mr. Fogell, Mr. Barnes stated that he was not aware that the building was available for use and felt that there may not have been enough advertising. Mr. Barnes also indicated that whether there is a building on the property or not, security will still be required at the Park. He suggested the installation of outside restrooms, especially if the building is demolished. It was his opinion that the City would need to provide something in return for the community if the building is demolished and providing outside restrooms may be such an option.

Concurring, Mr. Fogell advised members that the only public restrooms available in the area are portable toilets located near the tennis courts. He suggested that the City consider additional restrooms throughout the park.

Mr. Byers suggested that the City conduct a community survey to assist in determining what action should be taken related to the Dover Park recreation center.

Mr. Edward Christian, 9 Pennwood Drive, Dover, felt that the City should stop doing things piecemeal and develop short-term and long-term plans instead. He reminded members that an extensive study was conducted when Schutte Park was constructed and suggested that members use such studies to help determine what action should be taken. He recommended a cost and benefit review approach, explaining that if the benefits exceed the costs, the improvements and/or repairs should be completed; however, if the costs exceed the benefits, additional consideration should be given to determine if such improvements and/or repairs should be done. He noted that, for years, there had been concerns with the lack of recreation for youth and that this concern remains in the community today.

Mrs. Townshend advised members that, in 1996, when she served as the Recreation Planner for the State of Delaware, a State-Wide Comprehensive Outdoor Recreation Plan was conducted. When the survey data was gathered from 1995, Dover was over-sampled so that there was better validity because the City of Dover was in the process of conducting recreation planning at that time. In 2002, when she left that position, the State was in the process of conducting the 2002 State-Wide Comprehensive Outdoor Recreation Plan and that, at that time, there was no over-sampling, resulting in the review of the needs at the County level.

Mr. Wayne Voshell, City of Dover Recreation Coordinator, advised members that, for several years, the citizens had indicated a desire for more outside activities, such as bike trails, walking trails, etc. He stated that, with the exception of basketball, the citizens had not indicated their desire for indoor recreation activities. Mr. Voshell indicated that one of the main issues with the Dover Park recreation center was the design of the building, noting difficulty hearing in the main room. Although most leagues and activities are outdoors, he stated that girl scout and boy scout club meetings were held in the building; however, he asked members to imagine trying to hear with several boys and girls talking in the room at the same time.

Mr. Voshell agreed with the concerns regarding safety, explaining that he had been at the building late in the evening and did not feel safe. Responding, Mr. Salters stated that individuals feel safer at Schutte Park because of the excessive lighting. He relayed the simplicity of installing additional lighting at the Dover Park recreation center and suggested that the ceiling could be dropped at a minimal cost (less than $20,000), which would make the room very usable.

Noting the lengthy discussion, Mr. Dixon suggested the possibility of creating a committee to review this matter. He suggested a recess to allow members to tour the building and park. Mr. Dixon stated that, following the tour, members should know which direction the City should take regarding this matter.

Mr. Ellis Louden, 3 Michael Court, felt that more clear walking points were necessary. In addition, he questioned if the committee to be created would include community members and whether those members would be present when the City makes their determination. He questioned if there was a real Recreation Plan for the City.

The Committee recommended assigning the Dover Park Study to the Planning Department for the purpose of: 1) developing a Request for Proposals (RFP) to address the most appropriate investment of city-wide park resources in Dover Park, Schutte Park, and the parks located in the southwest and southeast corners of the City; 2) to determine whether the investment of sufficient resources is necessary to address all outdoor use, indoor use, restroom facilities, security facilities; 3) as a part of the RFP, to make a recommendation on what the best and most effective expenditure of resources is before a decision is made to expend additional resources on any of the park facilities within the City; 4) as a part of this review, there should be a resource inventory to determine whether or not the City has any of the prior studies and to determine if they are practical for future use; and, 5) to gather additional input not only from the communities on the east side of Route 13, but also from communities that have parks in the southern, western, and northern parts of the City. This is to be accomplished before the City commits to expending any resources to demolish any park buildings or for the purposes of creating or constructing additional park services in the City.

The Committee recommended that the City re-open the Dover Park recreation center for use, noting that anyone wishing to rent the facility can do so by contacting the City of Dover to coordinate the event as needed; the building itself will not be closed for future use until the recommended Dover Park Study is reviewed.

Responding to Ms. Blackman, Mr. Dixon announced that the availability of the building will be publicized.

Ms. Roxie Smiley-Carter, 320 Broadstair Place, questioned if members of the community will be included in the decision process by serving on the committee. She relayed concerns regarding the reopening of the building, explaining that there was a mold odor and that any mold and mildew issues should be resolved to assure no one gets sick. She also felt that the building needed to be cleaned and sanitized.

Concurring, Mrs. Horsey, stated her surprise with the motion to re-open the building, explaining her feeling that the building was not suitable to re-open at this time. She felt that it would take a lot of work to clean the building to make it suitable for activities. It was her hope that, with the motion, it was implied that the building would be made suitable before anyone would be permitted to use it.

Mrs. Townshend stated that there is a major moisture issue, which is causing the mold and mildew. She explained that unless the roof is replaced, the moisture cannot be controlled. In addition, there are issues with drainage. When the Study was completed by the Environmental Consultant, she stated that there were no findings that indicated that the building was unsafe. However, Mrs. Townshend indicated that there are certain rooms within the building that will not be opened due to mold issues caused by excessive moisture. She assured members that there would be a thorough cleaning of the building; however, she reminded them that this issue was before them because of the issues with the building, which need to be addressed if the building is going to be maintained for years.

Responding to Ms. Smiley-Carter, Mrs. Townshend stated that there are roof leaks located in the back section of the building and there are issues involving rainwater flowing towards the building rather than away from the building, which causes more moisture. Unless the City invests a substantial amount of money, there will continue to be a moisture problem.

Mr. Perza explained that, at this time, there was no authorization to correct the problems with the building; therefore, there would be limitations on its use and anyone wishing to use the building would do so with the understanding that it will be used as it is today.

Referring to the City-wide survey conducted several years ago, Mr. Byers stated that the John W. Pitts Center at Schutte Park was not built large enough to accommodate the needs of the community. To assist in meeting those needs, he suggested that the City allocate funding for the east side of Dover, since it is known that recreation is needed in that area.

Mr. Perza explained that the reality of the City's budget is that there are limited resources. At this time, the Planning Department staff will utilize what resources are available to benefit everyone in the City. He stated that Schutte Park seemed to be the focal point for the City's planning during the past 15 years and that no other areas in Dover, including the east side of Route 13, have received any park amenities during these past years either. Mr. Perza stated that a recommendation not to demolish the building, but to conduct a study, did not necessarily mean that all future recreation investment would be made in Dover Park. He explained that such investment may be divided among parks located in other parts of Dover. As a representative of the Second District, Mr. Perza stated that the communities in the south side of Dover have recreation needs and expressed his belief that communities in other parts of the City also feel that their recreation needs are not being met; therefore, he reiterated that the recommended study would be City-wide.

Responding, Mr. Byers felt that, with the exception of Schutte Park, the City's more populated recreation facility is located on the east side of Dover, explaining that the parks located in other parts of the City are very small. As such, he stated that Dover Park should be the anchor park for the east side of Dover.

Ms. Rebecca Gordon, 167 Westhill Drive, Camden, DE, stated her feeling that the City had planned for the demolition of the Dover Park recreation center when Schutte Park was being constructed.

Mr. Koenig explained that the City has a Capital Investment Program (CIP) that is available to the public with the Budget on the City's website. He stated that this portion of the budget outlines the capital investments that the City has planned for the park system, by park, for the next five (5) years. It was his recollection that this investment equates to several million dollars. Mr. Koenig assured members that the CIP did not mention the demolition of the building and that staff presented the idea of demolition when it was determined that there were excessive costs involved with repairing the building, including the replacement of the roof at a cost of $30,000. In previous years, he stated that the City employed staff that could have done the work in-house, which would have saved on these expenses. Prior to putting any investment into the building, staff wanted to know the condition of the building and, as a result, Compliance Environmental, Inc., was retained to do a Building Condition Survey. Upon receipt of their report (Findings from a Building Condition Survey), staff was made aware that there was a need to spend $110,000 just to bring the building up to what would be considered the existing standard. Mr. Koenig assured members that it was never staff's intention to demolish the building. He explained that the question is whether the City should invest $200,000 in the existing building or take the $200,000 and invest it elsewhere. He reminded members that the City is facing a $7.5M budget short-fall over the next five (5) years. He stated that the reality is that recreation improvements, along with vehicles, street cleaning, parking improvements, etc., often get deferred in order to provide funding for the City's current operations.

Mr. Koenig advised members that there was no public interest in the Dover Park recreation center until the demolition of the building was presented for consideration. He requested that residents make the City aware if there is an issue that is important to the community. Mr. Koenig noted that the City has never taken action against an issue that is important to the community, explaining that if it is important to the community, the City will find the means to support them; however, this support may require an increase in property taxes.

Mr. Dixon relayed appreciation for all the participation regarding this matter.

During the City Council meeting, Mrs. Ann Marie Townshend, Director of Planning and Community Development, noted that there was a strong musty smell and evidence of moisture in the building when the Committee met at the recreation center. She advised members that she had since spoken with Mr. Val De Rocili of Compliance Environmental who suggested that, before re-opening the building, the HVAC system be cleaned and repaired. Mrs. Townshend indicated that the cleaning and repairs would cost approximately $10,000 to $15,000 and, due to the cost, she felt that the building should not be utilized.

Responding to Mr. Slavin, Mrs. Townshend stated that no steps were taken to "mothball" the building before vacating it. She stated that the HVAC in the large room had been on; however, the individual units in the smaller rooms had been turned off. Mr. Scott Koenig, City Manager, stated that the HVAC system was turned off; however, it was still connected to power. Mr. Slavin asked if steps had been taken at the former library building to ensure that a similar mold situation was not being created. Mr. Koenig responded that he thought the systems were being run at their minimum.

Mr. Hare reminded members that the building was closed because registration and activity had decreased since Schutte Park was built, not because of its condition.

Mr. Dixon stated that, although the building was available to rent for private functions, it had never been properly advertised. He felt strongly that Schutte Park was too expensive for many families and that appropriate programming for the residents of the east side of Dover should be determined.

Mrs. Williams stated that there were a number of after school programs being offered at Manchester Square through the Dover Housing Authority. She expressed concern with the vacant building being used for drug drops and illegal activity. Mrs. Williams stated that, if money were not spent to repair the building, it should be taken down.

Mr. Lynn expressed concern, not with the building, but with all of the hiding places created by the layout of the park. He questioned if there were findings of health risks in the Building Condition Report prepared by Mr. De Rocili. Responding, Mrs. Townshend stated that, although there were signs of mold, there were no indications of a health risk. She stated that as long as the systems were off, the condition would worsen and that the building should not be used unless the system were repaired, cleaned, and used.

Mr. Slavin suggested that Compliance Environmental could perform an air quality test to determine what they were dealing with.

Mr. Dixon reminded members that the Committee had recommended looking at all of the City parks for potential improvements.

Responding to Mr. Lynn, Mrs. Townshend stated that a Recreation Planning Study could not be done in-house. She indicated that there was a manpower issue and suggested that data collection and public outreach should be done by experienced people so that the outcome would be meaningful. Mrs. Townshend stated the 2003 and 2008 Comprehensive Plans recommended developing a city-wide parks and open space plan and, even after the Recreation Director's position was filled, the study was not done.

Responding to Mrs. Williams, Mrs. Townshend stated that they were discussing the HVAC repairs because the Committee has recommended reopening the building for use while all of the parks are evaluated.

Mr. Hare suggested determining the cost to replace the building, which he thought would be more cost-effective than repairing the existing building.

Mr. Slavin suggested looking at partners to pay for renovations in lieu of rent. Mrs. Townshend expressed concern with losing control of the building, which was located in the public park. Mr. Slavin suggested that, as the landlord, they would maintain control of the rest of the park.

Mr. Lynn recommended reviewing the past programming and trying to determine what might interest the children on the east side of Dover so that they do not ride their bikes across the highway to get to Schutte Park. He suggested that it would be much cheaper to replace the building now than it will

be in the future. Mr. Hare stated that no one had complained about the programs until they started discussing demolition of the building. He agreed that acting now would be more cost effective than acting later.

Mrs. Williams moved to either decide to partner with someone to use the building in lieu of repairs or to decide to repair the building when there were funds available. The motion failed for the lack of a second.

Mr. Hutchison noted that the recreation center at Dover Park was more of an office building than a recreation building and he believed it should be demolished.

Mr. Perza stated that it was necessary to determine what would best for Dover Park, whether it be investing in the building or in the park itself. It was his feeling that there was a need to commit to safeguarding the future of Dover Park in some way. Mr. Hare suggested that a splash park, a gym, or a skateboard park could be considered for Dover Park instead of a recreation building.

Mr. Lynn moved to postpone demolition of the Dover Park recreation center and to resubmit to the Parks, Recreation, and Community Enhancement Committee the question of programming a new building and its possible configuration, whether it be a splash park, gym, or other proposal, for a recommendation to Council, employing special meetings and experts in the community, within 60 days. The motion was seconded by Mr. Dixon and carried by a roll call vote of six (6) yes (Dixon, Lynn, Slavin, Hare, Hutchison, and Bonar), two (2) no (Perza and Williams), and one (1) absent (Anderson).

Benchmarks Established for the Economic Development Office
Due to time constraints, this item was deferred until the next Committee Meeting.

Update - CDBG Program
Due to time constraints, this item was deferred until the next Committee Meeting.

Mr. Slavin moved for acceptance of the Parks, Recreation, and Community Enhancement Committee Report, seconded by Mr. Hutchison and carried by a unanimous roll call vote (Anderson absent).

LEGISLATIVE, FINANCE, AND ADMINISTRATION COMMITTEE REPORT - OCTOBER 14, 2013
The Legislative, Finance, and Administration Committee met on October 14, 2013 with Chairman Lynn presiding.

Creation of Ad Hoc Financial and Operational Advisory Committee
Due to concerns for the City's financial future, Mr. Hutchison advised members that he, along with Mrs. Williams, have requested consideration of the creation of an Ad Hoc Financial and Operational Advisory Committee to review the City in total and make recommendations for achieving efficiencies and preparing for long-range objectives. He reminded members that it is projected that there will be a $7.5M shortfall for the City over the next five (5) years.

Mr. Hutchison suggested that the Committee, to be appointed by the Council President and confirmed by City Council, be comprised of himself, Councilman Lynn, Councilwoman Williams, and three (3) civilian members. The qualifications for the three (3) civilian members are recommended to be as follows: Two (2) members with an extensive financial background, preferably dealing with large budgets; must hold at least a bachelor's degree in financial management or related field; and must have at least seven (7) years experience. One (1) member with an extensive background in operations management or business development; must hold at least a bachelor's degree in business administration, operations management, or related field; and must have at least seven (7) years experience.

Mr. Hutchison indicated an expectation that this committee would work with the City Manager and Treasurer/Controller to develop a plan and provide their recommendations to the Legislative, Finance, and Administration Committee on January 13, 2014, with Council consideration taking place on January 27, 2014.

Chairman Lynn expressed his opinion that, rather than create another committee to perform the same responsibilities as the Legislative, Finance, and Administration Committee, a series of Special Meetings be held by the Legislative, Finance, and Administration Committee to address these financial and operational concerns. Considering that certain issues may be outside of the scope or expertise of the current membership of the Committee, he suggested that two (2) additional Committee members be appointed for the purpose of serving during these Special Meetings either in a capacity as special members, advisory members, or friends, etc.

Mr. Slavin advised members that during his previous term on Council, he had requested that the City Manager (Mr. DePrima) consider the Delaware Economic and Financial Advisory Council (DEFAC) revenue forecast model, used by the State of Delaware, to review the manner in which the City forecasts revenues. He stated that the revenue report which members currently receive was a result of this request. He felt that a dispassionate "set of eyes" is necessary to review the issues. He preferred that an advisory council comprised fully of citizens be created to review the revenue side and make recommendations to City Council. The expenses could be reviewed by the Legislative, Finance, and Administration Committee and City Council. He noted that there is a lot of untapped brain power available to the City between the Universities, business men and women in the community, and others. If the City were to establish such a committee, Mr. Slavin questioned whether the decisions would be binding on Council, noting that DEFAC decisions were binding on the General Assembly. He relayed his support for pursuing the idea and reiterated his suggestion that such a committee serve as a fully citizen advisory committee.

Mr. Shevock questioned the creation of another a committee, and suggested that it be created as an ad hoc committee with a sunset provision of three (3) or five (5) years.

Council President Bonar urged members to support establishing the committee, consisting of up to seven (7) members, with recommendations to be presented to the Legislative, Finance, and Administration Committee for their review and recommendation to City Council.

It was the consensus of members that this matter not be included on the consent agenda when presented to City Council, to allow members an opportunity for discussion.

The Committee recommended forwarding this matter to City Council for discussion of a reconfigured composition of the proposed committee, with the understanding that the members endorsed the idea in principle.

Mr. Hutchison moved to create an Ad Hoc Committee consisting of five (5) members that will serve for a period of one (1) year that will advise the Legislative, Finance, and Administration Committee, who will in turn advise the City Council as a whole, on operations, financial issues, and organizational structure within the City of Dover. Members need not be residents of the City of Dover, but must have demonstrated financial, business, and organizational abilities that will enhance the operation of the Committee. The members shall be appointed by the Council President, upon confirmation by City Council, and shall serve without compensation. The motion was seconded by Mr. Slavin and carried by a roll call vote of six (6) yes (Dixon, Slavin, Williams, Hare, Hutchison, and Bonar), two (2) no (Lynn and Perza), and one (1) absent (Anderson).

By unanimous consent, the Legislative, Finance, and Administration Committee Report was accepted.

QUARTERLY REVENUE REPORT

By motion of Mr. Hare, seconded by Mrs. Williams, the Quarterly Revenue Report was accepted by consent agenda.

SEMI-ANNUAL INSPECTION BY CITY MANAGER - ROBBINS HOSE COMPANY

In accordance with Chapter 46 - Fire Prevention and Protection, Article II - Fire Department, Division 1 - Generally, Section 46-43 - Semiannual Inspections, of the City Code, the City Manager, Mr. Scott D. Koenig, met with the Fire Chief to discuss fire company issues. He reported that the ramp at Station #1 was showing wear due to salt and age and would be closely monitored; the Chief and Assistant Chief verbally conveyed that Engine #3, a 2003 Pierce, was showing considerable wear and they intend to request replacement in the coming budget cycle; the Chief and Assistant Chief also expressed concerns about Engine #7, a 1997 Pierce; the parking lot to the rear of the building had an orange barrel covering the grease interceptor and City staff was replacing some of its framing; the Chief indicated that the Air Pack cylinders on the SCBAs would need to be replaced soon, at an estimated cost of $150,000; and they were in the process of recruiting for the Fire Chief's Assistant.

By consent agenda, Mr. Hare moved for acceptance of the report of the Semiannual Robbins Hose Company Inspection, as submitted by the City Manager, seconded by Mrs. Williams and carried by a unanimous roll call vote (Anderson absent).

EVALUATION OF BIDS - BUCKET TRUCK REPLACEMENT (ELECTRIC)

Mr. Scott Koenig, City Manager, advised members that the purpose of the bucket truck purchase would be to replace an aging 2001 Freightliner bucket truck that was in need of many repairs. He explained that bucket trucks are normally replaced in 10 – 15 years depending on the condition of the vehicle.

Mr. Koenig stated that the Electric Department budgeted for the basic model at $225,000. The plan was to use the trade-in value of the 2001 bucket truck to equip the new truck with recommended safety lights, decals, winches, inverter, etc. He noted that the City has a procedure for selling used vehicles that recommends the sale of the used vehicle and discourages trade-ins. Assets have to be recorded at cost for depreciation purposes and any trade-in value would be recorded as a gain/loss on the sale of the vehicle. Mr. Koenig indicated that the City had also experienced a better return by selling used vehicles on internet auction sites. This procedure also prevents budget variances in the estimated trade-in value.

Mr. Koenig noted that the Controller/Treasurer would monitor the budget for savings or unplanned revenue to cover the shortfall. If this could not be accomplished, the difference of $16,828 would be covered through the beginning budget balance through a budget ordinance.

Responding to Mrs. Williams, Mr. Koenig explained that the shortfall was due to the department budgeting for a trade-in, which was not permitted under the Purchasing Policy. The truck, which was valued at $38,000 to $58,000, would be sold on GovDeals.com and the funds would be accounted for as revenue. Mrs. Mitchell stated that the proceeds from the sale of the truck would be applied to that fund and would cover the difference.

The department evaluated two bucket truck manufactures and both companies (Altec and Terex) were part of the National Joint Powers Alliance (NJPA) vendor contract and recognized by the State of Delaware and the City of Dover's purchasing policy. The Terex bucket truck was found to be more practical and useful for overhead line work. The last few trucks were purchased through Altec and the department felt that opening an opportunity for a second vendor would be in the best interest of the City.

Staff recommended purchasing the 2014 bucket truck from Dueco (vendor of Terex) for the total cost of $241,828.

Mr. Hare moved for approval of staff's recommendation, seconded by Mr. Dixon and carried by a unanimous roll call vote (Anderson absent).

APPOINTMENT OF JUDGES - ROBBINS HOSE COMPANY ELECTION - NOVEMBER 18, 2013

The Robbins Hose Company election is scheduled for November 18, 2013. The following persons have been recommended to serve as judges for the election:

1. Jim Hurley 2. Bill Hurley 3. Jim Howlett (alternate)

By consent agenda, Mr. Hare moved for approval of the appointment of judges for the Robbins Hose Company election as recommended, seconded by Mrs. Williams and carried by a unanimous roll call vote (Anderson absent).

COUNCIL MEMBERS' ANNOUNCEMENTS

Mr. Bonar wished Mayor Carey a happy belated birthday.

Mr. Lynn announced that he and his wife, Alexis, had a baby boy, Henry, on Wednesday, October 23, 2013 at 4:24 p.m. Henry weighed 7 lbs. 13 oz.

Mayor Carey reminded members that Halloween trick-or-treat would be held on Wednesday, October 31st between the hours of 6:00 and 8:00 p.m.

Mr. Hutchison moved to adjourn into the Special Council meeting, seconded by Mr. Hare and unanimously carried.

Meeting adjourned at 9:16 p.m.

TRACI A. McDOWELL
CITY CLERK

All orders, ordinances, and resolutions adopted by City Council during their Regular Meeting of October 28, 2013, are hereby approved.

CARLETON E. CAREY, SR.
MAYOR

/TM
S:\AGENDAS-MINUTES-PACKETS\Council-Minutes\2013\10-28-2013.wpd

Exhibits
Exhibit #1 - Presentation - Violation of Dangerous Building Ordinance - 24 North New Street
Exhibit #2 - Presentation - Violation of Dangerous Building Ordinance - 142 Brandywine Drive

Violation of Dangerous Building Ordinance 24 N New Street

Planning & Inspections Department

Dover, Delaware

October 28, 2013

EXHIBIT #1
Regular Council Meeting of 10/28/13

24 N New Street
Case History

- 27 code enforcement cases since 1998
  - Exterior code violations, trash, rubbish & overgrowth
  - Deteriorated wall siding, broken windows
  - Numerous tall grass complaints
- Condemned by City Staff on October 8, 2013.
- Staff gained entry into the home with a search warrant.
- Home is full of household items, junk, garbage, trash & rubbish.
- Numerous areas within the home have water damage which has caused deterioration of walls, ceilings and floors including subfloors & walls.

24 N New Street
Case History

- Egress was not possible from some rooms due to the amount of clutter.
- Mold & mildew throughout the home.
- Home has repeatedly been found unsecured with people getting in.
- Police arrested two subjects on October 18th for burglary in progress.
- **Outstanding Charges**

  -code citations / grass cutting

  -taxes / utilities

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

(5) *Unfit for habitation.*

(9) *General welfare.*

(10) *Code violations.*

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.


24
24
PRIVATE PROPERTY
NO TRESPASSING
10/08/2013 09:16


PRIVATE PROPERTY
24
10/08/2013 09:15


24
24
10/08/2013 09:16


10/08/2013 09:17


10/09/2013 09:30


10/09/2013 09:31


10/09/2013 09:30


10/09/2013 09:29


10/09/2013 09:28


10/09/2013 09:17


10/09/2013 09:17


10/09/2013 09:15


10/09/2013 09:28


10/09/2013 09:27


10/09/2013 09:13


RE-BUILT
MASS
10/09/2013 09:18


10/09/2013 09:18


14006
10/09/2013 09:26


PRO FORCE
10/09/2013 09:22


10/09/2013 09:27

10/09/2013 09:17


BRUCE LEE
10/09/2013 09:21


WE
OUR CUSTOMERS
10/09/2013 09:21


10/09/2013 09:28


10/09/2013 09:19


10/09/2013 09:19

Sunbeam
10/28/2013 11:15


10/28/2013 11:15

Recommended Council Action

- Declare this property dangerous.
- Order the property demolished **immediately** by the owner or equity owner at their own risk.
- Order the Building Inspector to cause the demolition of the property if not completed by the owner **by October 30, 2013**.
- 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 property 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.

Violation of Dangerous Building Ordinance 142 Brandywine Drive

Planning & Inspections Department

Dover, Delaware

October 28, 2013

EXHIBIT #2
Regular Council Meeting of 10/28/13

142 Brandywine Drive
Case History

- 9 code enforcement cases since 2010
  - Exterior code violations
  - Tall grass / Vacant property / Stagnant water
- The utilities were terminated on May 20, 2013
- First registered as a vacant property on April 26, 2010
- Condemned by City Staff on July 25, 2013 due to no active utilities, lack of pool/yard maintenance, and for the mold & mildew throughout the home.
- Source of neighbor complaints
- Outstanding Charges
  - Vacant building fee / Code citations
  - Taxes & Utilities / Total due over $1,800.00

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

(5) *Unfit for habitation.*

(9) *General welfare.*

(10) *Code violations.*

(12) *Unoccupied buildings.*


08/15/2013 15:13


08/15/2013 15:15


08/15/2013 15:15


08/15/2013 15:17


08/15/2013 15:26


08/15/2013 15:16


08/15/2013 15:22


09/10/2013 14:07


08/15/2013 15:22


08/15/2013 15:23


08/15/2013 15:23

09/10/2013 14:09


08/15/2013 15:28

Recommended Council Action

- Declare this property dangerous.
- Order the property repaired or demolished by **November 28, 2013** by the owner or equity owner at their own risk.
- Order the Building Inspector to cause the repair or demolition of the property 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 repairs or demolition to be charged against the land on which the property 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.

SPECIAL COUNCIL MEETING

A Special Council Meeting was held on October 30, 2013 at 6:30 p.m. with Council President Bonar presiding. Members present were Mr. Dixon, Mr. Lynn, Mr. Perza (arrived at 6:32 p.m.), Mr. Slavin, Mrs. Williams, and Mr. Hutchison. Mr. Anderson, Mr. Lynn, and Mr. Hare were absent.

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

AGENDA ADDITIONS/DELETIONS

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

PUBLIC/PRIVATE PARTNERSHIPS RELATED TO CITY-OWNED BUILDINGS

Council President Bonar explained that one of the responsibilities of City Council is to ensure that the City gets the "biggest bang for our buck" from City properties. The City currently owns two (2) pieces of property: 1) the former Dover Public Library building located on State Street, and 2) Weyandt Hall on Reed Street, which are in need of significant renovations and are bringing no tax revenues to the City of Dover. He stated that there had been some discussions with individuals among Council who would like to have the City explore the possibility of a Public/Private Partnership (P3) in order to put these properties back on the tax rolls, and to have a discussion regarding the issues related to City Hall. He reminded members that the City Hall building was more than 30 years old and required several improvements, which include making it handicapped accessible, installing sprinklers, and addressing the lack of security. All of these things combined have the possibility of costing the City many, many thousands, if not millions, of dollars. Given the City's current financial situation, he stated that the City was not capable of undertaking those items in a reasonable fashion. Therefore, he and other members of Council were of the opinion that discussion regarding the establishment of a P3 seemed be a viable alternative. He emphasized that Council would not want to make a final decision regarding the establishment of a P3 until all of the advantages and disadvantages of each alternative had been prudently explored to determine which option would be in the best interests of the City. It was his opinion that the long-range plan would be to renovate the former Dover Public Library building to make it usable; renovate and modernize Weyandt Hall including a new roof and HVAC and electrical systems; and eventually build a new City Hall, which would provide one (1) building for all of the employees currently working in City Hall and Weyandt Hall.

Mr. Bonar suggested establishing an ad hoc committee comprised of five (5) members, including three (3) members of Council and two (2) civilian, resident members, to be appointed by the Council President and confirmed by Council. The Committee would examine this topic and make a recommendation to Council.

Mr. Bonar stated that the Governor had expressed that he would like to see a walkable campus in the downtown area that would include the Delaware Department of Natural Resources (DNREC). DNREC had expressed interest in a consolidated campus in order to keep their operations downtown, and noted that a P3 could certainly facilitate such a plan. Mr. Bonar explained that there had also been discussions about parking, which would be another topic for discussion. He stated the possibility of getting investors to put parking in, which would alleviate some of the parking problems in that area of the City, enhance what is currently available, and make it much more convenient for everyone to work and recreate downtown. He explained that all of these things would be seed for improving the downtown area of Dover, which he believed all members of Council favored. He reiterated that establishing a P3 would put buildings which currently pay no taxes back onto the tax

rolls and hoped members would give this matter due consideration. Mr. Bonar stated that Mrs. Donna Mitchell, Controller/Treasurer, had done some preliminary work pertaining to P3s but reminded members that he wished to establish an ad hoc committee to examine the possibilities.

Mrs. Mitchell reviewed a presentation entitled "City of Chicago - Inspector General's Report, GFOA Best Practices," ***(Exhibit #1)*** outlining the "pitfalls" to avoid when establishing a P3, as well as the best practices established by the Government Finance Officers Association (GFOA). She noted that members previously received the full "Report of Inspector General's Findings and Recommendations: An Analysis of the Lease of the City's Parking Meters," dated June 2, 2009, and reviewed a summary of the findings. She stated that the report found that many leases have a revenue sharing provision which helps the operating budget.

Referring to the GFOA Best Practices, Mrs. Mitchell stated that, since P3s are getting more attention, the GFOA put out an accounting pronouncement on how to account for service concession arrangements, which involve privatization agreements. For example, she explained that, if the City did a sale/lease back, the City may be subject to accounting for the liability for the value of the lease payments as well as the asset.

Mrs. Mitchell referred members to Page 14 of the "PFM University: Public-Private Partnerships" presentation previously provided and reviewed the recommended steps outlined for the P3 Process, PFM Project Management Approach.

Mrs. Williams indicated that Mrs. Mitchell is very watchful and already does all of the things that would be required of the finance officer for the process of creating a P3.

Mr. Hutchison expressed his excitement in exploring the option of creating a P3. However, he stated that an alternative option would be for the City Manager and Controller/Treasurer to establish a clear, defined program with policies and procedures for the management of City assets.

Mr. Perza stated that the information provided by Mrs. Mitchell was a good place to start, noting that the mistakes made by Chicago demonstrated what to avoid when considering a P3 and how to formulate a process within the acceptable boundaries.

Mr. Bonar reminded members that the establishment of an ad hoc committee to study the future of City Hall, Weyandt Hall, and the former Dover Public Library was scheduled for consideration during the Council Meeting of Tuesday, November 12, 2013.

In response to Mr. Slavin, Mr. Bonar confirmed that the language regarding the charge, duration and other details pertaining to the ad hoc committee would be provided during Council's consideration of the item.

Responding to Mr. Perza, Mr. Bonar clarified that Council would be considering the creation of two (2) separate committees, an ad hoc Committee to study the future of City Hall, Weyandt Hall, and the former Dover Public Library, as well as an ad hoc Financial and Operational Advisory Committee.

By unanimous consent, the Special Council Meeting adjourned at 6:48 p.m.

TRACI A. McDOWELL
CITY CLERK

All orders, ordinances, and resolutions adopted by City Council during their Special Meeting of October 30, 2013 are hereby approved.

CARLETON E. CAREY, SR.
MAYOR

/TM
S:\AGENDAS-MINUTES-PACKETS\Council-Minutes\2013\10-30-2013 SPECIAL.wpd

Exhibit
Exhibit #1 - "City of Chicago - Inspector General's Report, GFOA Best Practices" Presentation, Provided by Mrs. Donna Mitchell, Controller/Treasurer

CITY OF DOVER
COUNCIL WORKSHOP
OCTOBER 30, 2013

CITY OF CHICAGO - INSPECTOR GENERAL'S REPORT
GFOA BEST PRACTICES

EXHIBIT #1
Special Council Meeting of 10/30/2013

PUBLIC PRIVATE PARTNERSHIPS (P3)

- Comprehensive reports on the subject noted two serious areas of concern:
  - The failure of government to thoroughly review the costs and benefits of a P3 before deciding to lease public assets. GAO study recommends governments engage in an advanced, transparent, deliberative process to determine whether leasing a public asset is truly in the public interest.
  - The temptation of entering into P3's in order to receive large, upfront payments that solve short-term financial problems, without properly considering the long-term implications of the deal.

CHICAGO PARKING METERS

- Summary of findings –
  - A dubious financial deal
    - Lease payments were considerably under valued when compared to the long-term value of 75 years of parking-meter revenue.
  - Failure of the Chief Financial Officer to calculate the value of the parking-meter system to the City to determine if this deal was in the best interest of the City.
  - Failure to consider lease alternative that still solved the budget problem.
    - Shorter lease with revenue sharing provisions
    - i.e. 20 year lease with 50% revenue sharing
  - Lack of any meaningful and deliberative process in the City Council.
    - Presented to Finance Committee one day after publicly announcing the lease.
    - No meaningful review of the merits outside the CFO's & Mayor's Office
    - Twenty-four hours later, following a one-day hearing, City Council voted on the matter.
    - The budget approved one month earlier included $150 million in revenue from the potential lease deal.

GFOA BEST PRACTICES

- The Finance Officer should play a central, functional role in considering the feasibility of a long term Privatization.
  - Many if not most privatization initiatives are driven by a government's financial needs and constraints.
  - The finance officer is well positioned to function as the lead member of the government team exploring privatization.
  - The finance officer acts as a steward to protect the long-term public interest associated with the asset.
  - Privatization agreements may also involve intra-governmental financial decisions that include major, complex financial matters. (Use of proceeds, public debt defeasance, accounting-financial reporting, etc.)
  - Finance Officer is the interpreter and communicator of the financial results to elected officials and the general public.

GFOA BEST PRACTICES

- Finance Officer should lead the development of a process to evaluate and implement a potential privatization
  - Finance Officer helps establish a competent, experienced team to assist in the entire privatization undertaking.
  - Team charged with –
    - Clear documented objectives with measurable standards
    - Thorough feasibility analysis
    - If justified, broadly competitive and transparent solicitation of private entities to serve as privatization counterparty(s)
    - Assessing financial strength and viability of all bidders
    - Include appropriate enforcement measures to promote service quality and compliance with all standards and requirements.
    - Incorporate suitable accounting, auditing, and financial reporting requirements and standards in the privatization agreement.

GFOA BEST PRACTICES

- Finance Officer should provide options and policy recommendations for the prudent, sustainable application and use of all financial benefits expected as a result of the privatization agreement.
  - This policy should be in effect prior to the receipt of any funds by the government.
  - A plan for the funds BEFORE the funds are received.
  - Establish a dialogue on how to apply that cash, including the creation of an "endowment" or permanent reserve. This helps to facilitate the decision-making process and how financial benefits will be applied.
  - Potential danger that government will raise service levels or lower taxes to apply the money to. (e.g. reduce or eliminate one-time unfunded liabilities instead of taking for short-term benefit).
  - Keep the City Manager and other elected officials apprised to help decision-makers fully understand the type and nature of the give and take occurring. Helps to ensure priorities are laid out in advance and prevents ill-informed decisions.

PROCLAMATION

WHEREAS, *fascination with the earth's geography inspired the early explorers of our country to learn and record information about the surface of the land and its people, environments, resources, political boundaries, and characteristics and today remains a fundamental part of our national heritage; and*

WHEREAS*, geographic information has many useful applications for our municipal government and is a valuable resource used in the analysis of infrastructure, emergency services, economic development, and long-range planning; and*

WHEREAS*; Geographic Information Systems (GIS) technology provides an efficient means of managing geographic information and providing data that allows for effective decision-making and improved delivery of services to the residents of the City of Dover and our surrounding area; and*

WHEREAS*, the City of Dover's GIS Department plays a vital role in the continued growth of the City and has been nationally recognized for its outstanding efforts in the advancement of GIS and its foresight in creating programs that can be used to better manage services in the City.*

NOW, THEREFORE, I, CARLETON E. CAREY, SR., MAYOR OF THE CITY OF DOVER, DELAWARE, do hereby proclaim November 20, 2013 as GIS Day, and November 17 – 23, 2013 as Geography Awareness Week.

GEOGRAPHY AWARENESS WEEK

in the City of Dover and urge all residents to adopt the national Geography Awareness Week theme, "Discovering the World Through GIS," by exploring our community's connection to our neighbors around the globe using geographic skills such as mapping, photography, and storytelling, and to learn about the value of GIS technology in the management and exchange of geographic information.

Carleton E. Carey Sr.

Carleton E. Carey, Sr.
Mayor

PROCLAMATION

***WHEREAS**, in 2013 an estimated 45,000 people will be diagnosed with pancreatic cancer in the United States and approximately 38,000 people will die from the disease, with at least 120 pancreatic cancer related deaths occurring in Delaware; and*

***WHEREAS**, the incidence and death rate for pancreatic cancer are increasing and is anticipated to move from the fourth to the second leading cause of cancer death in the United States by 2020; and*

***WHEREAS,** the Pancreatic Cancer Action Network is the first and only national patient advocacy organization that serves the pancreatic cancer community in the City of Dover and nationwide by focusing its efforts on public policy, research funding, patient services, and public awareness and education related to developing effective treatments and a cure for pancreatic cancer; and*

***WHEREAS,** the Pancreatic Cancer Action Network and its affiliates in the City of Dover support those patients currently battling pancreatic, as well as to those who have lost their lives to the disease, and are committed to nothing less than a cure; and*

***WHEREAS**, the good health and well-being of the residents of the City of Dover are enhanced as a direct result of increased awareness about pancreatic cancer and research into early detection, causes, and effective treatments.*

NOW, THEREFORE, I, CARLETON E. CAREY, SR., MAYOR OF THE CITY OF DOVER, DELAWARE, do hereby proclaim November 2013 as

Pancreatic Cancer Awareness Month

in the City of Dover and encourage all citizens to help increase public awareness and support for the individuals and families who are affected by cancer.

Carleton E. Carey Sr.

Carleton E. Carey, Sr.
Mayor

UTILITY COMMITTEE

The Utility Committee Meeting was held on October 28, 2013 at 5:30 p.m. with Chairwoman Williams presiding. Members present were Mr. Perza, Mr. Slavin, Mr. Blakeman, and Mr. Snaman. Members of Council present were Mr. Dixon, Mr. Hutchison, and Council President Bonar. Mayor Carey was also present.

AGENDA ADDITIONS/DELETIONS

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

Annexation Request - 508 Acorn Lane, Owned by Raul M. Juarez

Mr. Scott Koenig, City Manager, reviewed a Petition to Annex and Zone Property located at 508 Acorn Lane, consisting of 1.315+/- acres, owned by Raul M. Juarez. Mr. Koenig advised members that the property owner had requested annexation, mainly for utility purposes. He explained that this property was designated as a Category 1 - High Priority Annexation Area in accordance with the City's Comprehensive Plan because it represents an in-fill area. Staff recommended annexation of the property in order to further "square up" the City boundaries and provide the sewer utility to this property in the future. He explained that a sewer line was installed on Acorn Lane and that if the property owner connects to the sewer, he would be subject to the assessment associated with that project and would also pay a connection fee as a per foot assessment.

Staff recommended that the City proceed with annexation of the subject property.

Responding to Mrs. Williams, Mr. Koenig stated that Fox Hall Drive was also a Category 1 - High Priority Annexation Area and that the Acorn Lane situation would be similar, if there are failing utility systems and City utilities are needed. He confirmed that the annexation would not only capture an enclave but would eventually build customers.

In response to Mr. Bonar, Mr. Koenig stated that the City's Comprehensive Plan includes an annexation map that shows all Category 1, Category 2, and Category 3 areas that may be considered for annexation. He noted that Category 1 areas, such as Fox Hall Drive, Acorn Lane, and some areas of Governors Avenue, are in-fill areas; Category 2 areas are located at the borders of the City where growth is anticipated; and that the Category 3 designation includes areas that are further out that may potentially be annexed at an undetermined time in the future.

Mr. Blakeman moved to recommend annexation of the property located at 508 Acorn Lane, owned by Raul M. Juarez, seconded by Mr. Snaman and unanimously carried.

Annexation Request - Westerly Side of Acorn Lane, Owned by City of Dover

Mr. Scott Koenig, City Manager, reviewed a Petition to Annex and Zone Property located on the westerly side of Acorn Lane, consisting of .075+/- acres (3,264 SF), owned by the City of Dover. Mr. Koenig advised members that the property was part of an enclave outside the City limits. He noted that the property was currently vacant and was proposed to be zoned R-8, should it be annexed into the City. He explained that anything built on this land and connected to the sewer would be subject to a per foot charge.

Staff recommended that the City proceed with annexation of the subject property.

In response to Mr. Perza, Mr. Koenig confirmed that the City owns other properties outside of the City, such as the Cartanza Substation and various wellheads. He stated that he was unsure of the history of the property being discussed but advised members that it was immediately adjacent to City limits.

Mrs. Williams questioned if enclaves within the City could be bundled and brought in all at one time. Responding, Mr. Koenig stated that he would prefer to bundle them at one time but felt that this would be a "hostile" approach; therefore, the City had adopted a "wait and see" strategy. He advised members that when residents in these areas need utilities, they must request annexation. He estimated that there were at least 50 in-fill properties within the City.

Mr. Snaman moved to recommend annexation of the property located on the westerly side of Acorn Lane, owned by the City of Dover, seconded by Mr. Blakeman and unanimously carried.

Request for Abandonment of Street (Improved) - Harmony Lane

Mr. Scott Koenig, City Manager, advised members that correspondence had been received from Mr. Russell Huxtable, Vice President, Milford Housing Development Corporation (MHDC) proposing to consolidate parcels within the Walker Woods subdivision and renovate this development. The letter included a request for the abandonment of Harmony Lane for a number of reasons, many beneficial to the developer but some beneficial to the City. He explained that Harmony Lane was an improved public street. He referred members to the table previously provided for information regarding the existing infrastructure and the easements associated with the property.

Staff recommended: 1) abandonment of the subject right-of-way with conveyance of sixty feet (60') of said right-of-way to Milford Housing Development Corporation. Abandonment shall be conditioned upon the completion of the Site Development Plan and parcel consolidation plan. Cross access and public utility easements will be required for the existing wastewater pump station and associated force main infrastructure located therein. Ownership shall not be relinquished until such time as the parcel consolidation plan is recorded; 2) abandonment of all stormwater, street, wastewater, and water infrastructure to Milford Housing Development Corporation in conjunction with the abandonment of Harmony Lane. The City shall retain ownership of the existing pump station and associated force main only; and 3) adoption of a resolution by Council setting a public hearing regarding the proposed abandonment for November 25, 2013.

Responding to Mr. Blakeman's inquiries regarding trash pick-up and snow removal, Mr. Koenig explained that trash pick-up currently takes place in the middle of the development. He noted that there were approximately ten 330-gallon trash containers and staff had been struggling for 20 years with collection in this area. Under the proposed re-development, trash pick-up would be converted to private collection using larger dumpsters and more defined areas for collection. Snow collection beyond the right-of-way of Walker Road would also be private.

In response to Mrs. Williams, Mr. Koenig stated that, in his opinion, there would not be confusion or conflict caused by the operation of the Milford Housing Authority in the City of Dover, where the Dover Housing Authority also operates.

Mr. Blakeman moved to recommend: 1) abandonment of Harmony Lane with conveyance of sixty feet (60') of said right-of-way to Milford Housing Development Corporation. Abandonment shall be conditioned upon the completion of the Site Development Plan and parcel consolidation plan. Cross access and public utility easements will be required for the existing wastewater pump station and associated force main infrastructure located therein. Ownership shall not be relinquished until such time as the parcel consolidation plan is recorded; 2) abandonment of all stormwater, street, wastewater, and water infrastructure to Milford Housing Development Corporation in conjunction with the abandonment of Harmony Lane. The City shall retain ownership of the existing pump station and associated force main only; and 3) adoption of a resolution by Council setting a public hearing regarding the proposed abandonment for November 25, 2013, as recommended by staff. The motion was seconded by Mr. Snaman and unanimously carried. ***[****City Clerk's Office Note: In accordance with the City's Procedure for Alley Abandonments, Resolution No. 2013-25 setting a Public Hearing (Attachment #1) will be presented to Council for consideration.****]***

Public Notification - Power Outages

During the Utility Meeting held on September 9, 2013, members considered the existing Electric Outage Public Notification Procedure and the Internal Standing Orders for the City's Electric Department. Members recommended that this matter be referred back to staff for their consideration in implementing the comments and suggestions made by members of the Committee. During the City Council meeting held on September 23, 2013, Council approved the Committee's recommendation.

During the Utility Committee meeting of October 28, 2013, Mr. Scott Koenig, City Manager, explained that staff had investigated several options to try to remedy members' concerns. He indicated that staff did not recommend implementing outage management software at this time due to the costs associated with this option but noted that it might be a viable option in the future. He felt that the City's system was extremely reliable and reported that the City's annual outage statistics for FY 2009 through FY 2013 exceeded the Delaware standard of 295 minutes per customer, set by the Public Service Commission. He indicated that most of the outages were the result of car accidents or animal intrusions rather than wires "burning up."

Mr. Koenig explained that staff did not recommend using Facebook to notify customers of outages as this would involve additional staff resources and the number of customers using this medium was unknown. Current postings on Facebook are done by Kay Dietz-Sass, Public Affairs/Emergency Management Coordinator, whose normal work hours are 8:00 a.m. - 5:00 p.m., Monday through Friday; therefore, after-hours posting would incur costs through compensatory time or overtime for her services, and at this point having Systems Operators post to Facebook had not been discussed because they are a major part of system restoration. Mr. Koenig explained that staff would make an effort to bring in additional staff to answer phone calls and update the phone message system when it is believed that this is needed and that specific thresholds needed to be developed as to how this would occur. Staff would also be evaluating the costs associated with an automated phone/push notification system in future budgets if Council indicated an interest. He noted that reverse 911

calling had been researched previously and recalled that the installation cost was approximately $30,000; however, he cautioned members that the electric system was extensive (approximately 50 square miles) and extends outside of the City limits. Mr. Koenig was unsure if the City should be investing funds in this type of project, reminding members that he and staff were very proud of the reliability of the City's system. He wanted to be sure that information posted was accurate if such a system were installed because inaccurate information may be worse than no information. He indicated that staff would be looking at these types of notification systems in future budgets, but would not plan to include it in the FY15 budget unless asked to do so by Council.

Staff recommended authorization to call in additional resources during outages to assist with phone calls and new phone messages to address the concerns identified by the Committee and to evaluate an automated phone/push notification system to be considered in future budgets.

Mr. Slavin stated that notification via social media could be as easy as directing an email that is already going to be sent out to a Twitter or Facebook account and that this could be sent from a cell phone inside the plant and posted automatically. He suggested that very low-cost solutions that are currently available be considered. He indicated that he would not recommend reverse 911. It was his belief that Capital School District was using those types of calls in abundance and that people were beginning to ignore the calls because they are receiving so many of them.

Responding to Mr. Koenig regarding the level of detail for information to be conveyed during an outage, Mr. Slavin confirmed he was simply looking for a statement that there is an outage in a particular area and an estimate of when it was anticipated that power would be restored.

In response to Mrs. Williams, Steven Enss, Interim Electric Director, indicated that the City's electric system had better reliability than both of its local counterparts.

Mr. Bonar stated that a reliability study for Delmarva Power was being conducted at the State level and that when Delmarva Power's forward-looking rate plan becomes effective, their threshold for outages would drop to 175 minutes per year. He felt that the City was well ahead of the curve compared to other commercial providers.

Mr. Blakeman moved to recommend acceptance of staff's recommendation to authorize staff to call in additional resources during outages to assist with phone calls and new phone messages to address the concerns identified by the Committee and to evaluate an automated phone/push notification system to be considered in future budgets. The motion was seconded by Mr. Snaman.

Mr. Slavin inquired what the costs would be to bring in additional staff and if they would be paid an overtime rate. Mr. Koenig stated that if staff were called in they would receive overtime pay or compensatory time at a reimbursement rate of 1.5 hours per hour. He was unsure of what the dollar value would be.

On a call for the question, the motion to recommend acceptance of staff's recommendation to authorize staff to call in additional resources during outages to assist with phone calls and new phone messages to address the concerns identified by the Committee and to evaluate an automated phone/push notification system to be considered in future budgets carried by a vote of four (4) yes (Williams, Perza, Blakeman, Snaman) and one (1) no (Slavin).

Mr. Blakeman noted that, in previous years, Council members had volunteered to man phones during outages and were not compensated for their service.

Mrs. Williams stated that Council members and other City staff had worked on a volunteer basis during several emergencies.

Rate Classification/Tariff Amendment for Churches

During the Utility Committee meeting held on September 23, 2013, Mr. Scott Koenig, City Manager, reviewed a request from the Presbyterian Church of Dover (the Church) to consider a change in tariff language for the C/C1 (Small Commercial) description. Specifically, he stated that the request was to have the wording "or have instrument rated metering" removed from the C/C1 classification description. At that time, members recommended that this matter be referred back to staff to determine, if the requested change were granted, based on a possible amendment to the tariff that would eliminate the phrase "or have instrument rated metering," what impact it would have on the City in terms of revenue or other unforeseen possibilities; how many customers would be impacted (including other non-profits, churches, commercial customers, etc.); and, historically, how similar changes had been made in the past, for a report back to the Utility Committee by no later than their meeting scheduled for October 28, 2013. The Committee's recommendation was approved by City Council during their meeting held on October, 14, 2013.

During the Utility Committee meeting held on October 28, 2013, Mr. Koenig explained that the request was related to the discussion of the C5 classification assigned to the Church. The demand profile for the Church would allow it to be assigned to the C/C1 classification if it did not have an instrument rated meter. Based on a "look back" period of one (1) year, it was staff's belief that as many as 51 customers could be reclassified if the above referenced language was removed from the C/C1 classification. This was determined based on using an average demand of less than 3,500 kWh/month. He noted that electric use was dynamic; therefore, the actual number of customers could vary from year to year, depending upon when the calculation was made. Using these customers, it was estimated that such a change in the tariff language could result in a loss of revenue of approximately $128,458.00 for this group of customers related to the demand charge. Since electric usage is dynamic in nature, Mr. Koenig estimated the loss of revenue at between $75,000 and $125,000 per year, based on the information available.

Staff indicated to the Church that the Green Energy Grant Fund could assist in making energy efficiency improvements to the facility, such as replacement of the metering infrastructure. Using the Green Energy Fund to improve the facility would achieve the same goal as amending the tariff. The current estimate to improve the facility was less than $5,000.

Amending the tariff would have a direct financial impact on the City's rate structure and could have unanticipated consequences related to rates. Staff recommended against any alterations to the tariff, unless they were altered in the context of a comprehensive rate review that was not scheduled to be considered until future budgets.

Mr. Koenig explained that this information was relayed to Mr. Gary Patterson, Secretary of the Trustees of the Presbyterian Church of Dover, who had asked to postpone action on this item and was unable to attend the meeting. Mr. Koenig noted that staff offered to help church members to

fill out the grant application and shepherd them through the application process, as this would meet the Church's goal to become more efficient and would put the Church in a proper rate classification for its demand profile.

Mr. Slavin stated that he had also received a call from Mr. Patterson, who had asked for more time for discussion between City staff and the Church. He told Mr. Patterson that he would ask for this issue to be tabled until the first meeting in November.

Mr. Slavin moved that the matter be tabled until the Utility Committee meeting of November 12, 2013, seconded by Mr. Blakeman, and unanimously carried.

Quarterly Review of Utility Related to Capital Investment Plan (CIP) Electric and Water/Wastewater (July, August, and September)

Mr. Scott Koenig, City Manager, reviewed the Capital Investment Plan (CIP) Project Tracking Report - September 30, 2013. He noted that much work had been done to complete water, sewer and electric projects. He assured members that staff was working diligently on these projects.

The Committee took no action.

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

Meeting adjourned at 6:01 p.m.

Beverly C. Williams
Chairwoman

BCW/TM/js/dd
S:\AGENDAS-MINUTES-PACKETS\Committee-Minutes\2013\10-28-2013 UTILITY.wpd

Attachment

Attachment #1 - Draft Council Resolution No. 2013-25 Setting a Date for a Public Hearing Regarding the Abandonment of Harmony Lane

City of Dover

MAYOR AND COUNCIL

DRAFT PROPOSED COUNCIL RESOLUTION NO. 2013-25

A RESOLUTION PROPOSING THE VACATING AND ABANDONMENT OF A CERTAIN IMPROVED STREET SITUATED IN THE CITY OF DOVER.

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

Section 1. The Council of the City of Dover favors the vacating and abandonment of the following street:

Harmony Lane, as specified in Exhibits A and B to this resolution, being all that tract or parcel of land situate, lying and being in East Dover Hundred, Kent County, State of Delaware, and located on the north side of Walker Road and being more particularly described as follows: Beginning for the same at a point at the south easterly corner of the property hereon described; thence running by/with the north side of Walker Road, South 82 degrees 51 minutes 50 seconds West a distance of 110.14' to a point, thence running by/with the east side of "Tract A" an arc to the left with a radius of 25.00' and a length of 40.55' with a chord bearing of North 36 degrees 23 minutes 49 seconds East and a chord distance of 36.25' to a point, thence running by/with the east side of "Tract A" North 10 degrees 04 minutes 00 seconds West a distance of 160.78' to a point, thence running by/with the east side of Lots 1 through 7 an arc to the right with a radius of 199.43' and a length of 135.75' with a chord bearing of North 09 degrees 26 minutes 02 seconds East and a chord distance of 133.15' to a point, thence running by/with the east side of Lots 7 through 9, North 28 degrees 56 minutes 00 seconds East a distance of 40.00' to a point, thence running by/with the east side of Lots 9 and 10 an arc to the left with a radius of 107.99' and a distance of 88.58' with a chord bearing of North 05 degrees 26 minutes 04 seconds and a chord distance of 86.12' to a point, thence running by/with the east side of Lots 10 through 14, North 18 degrees 04 minutes 00 seconds West a distance of 66.35' to a point, thence running by/with east side of Lots 14 through 21 an arc to the right with a radius of 120.19' and a distance of 141.11' with a chord bearing of North 15 degrees 34 minutes 05 seconds East and a chord distance of 133.15' to a point, thence running by/with the south easterly side of Lots 21 through 27, North 49 degrees 12 minutes 00 seconds East a distance of 153.27' to a point, thence running by/with the Lots 27 through 35, an arc to the right with a radius of 50.00' and a distance of 203.44' with a chord bearing of South 14 degrees 14 minutes 06 seconds East and a chord distance of 89.44' to a point, thence running by/with the north side of Lot 35, an arc to the left with a radius of 50.00' and a distance of 46.36' with a chord bearing of South 75 degrees 45 minutes 54 seconds West and a chord distance of 44.72' to a point, thence running by/with north westerly side of Lots 35 through 39, South 49 degrees 12 minutes 00 seconds West and a distance of 73.27' to a point, thence running by/with the west side of Lot 39 an arc to the left with a radius of 60.19' and a distance of 70.67' with a chord bearing of South 15 degrees 34 minutes 05 seconds West with a chord distance of 66.68' to a point, thence running by/with the west side of Lots 39 and 40, South 18 degrees 04 minutes 00 seconds East a distance of 66.35' to a point, thence running by/with the west side of Lots 40 through 46, an arc to the right with a radius of 167.99' and a distance of 137.80' with a chord bearing of South 05 degrees 26 minutes 03 seconds West with a chord distance of 133.97' to a point, thence running by/with the west side of Lots 46 through 48, South 28 degrees 56 minutes 00 seconds West a distance of 40.00' to a point, thence running by/with the west side of Lots 48 through 52 an arc to the left with a radius of 139.43' and a distance of 94.91' with a chord bearing of South 09 degrees 26 minutes 02 seconds West

and a chord distance of 93.09' to a point, thence running by/with the west side of Lot 52 and "Tract B", South 10 degrees 04 minutes 00 seconds East a distance of 166.41' to a point, thence running by/with the south side of "Tract B" an arc to the left with a radius of 25.00' and a distance of 37.99' with a chord bearing of South 53 degrees 36 minutes 05 seconds East and a chord distance of 34.44' to the place of beginning, containing 52,756.46 sq. ft. ($1.21^{+/-}$ acres).

Sixty feet (60') of the subject right of way will be conveyed to the properties specified herein. Abandonment shall be conditional upon completion of the site development plan and parcel consolidation plan. The proposed abandonment shall be void and of no effect if the site development plan is not approved and recorded on or before November 25, 2014. Cross-access and public utility easements will be required for the existing wastewater pump station and associated force main infrastructure located therein. Ownership shall not be relinquished until such time as the parcel consolidation plan is recorded. All stormwater, street, wastewater, and water infrastructure will be abandoned in conjunction with the abandonment of Harmony Lane. The City shall retain ownership of the existing pump station and associated force main only.

Section 2. The Council of the City of Dover will sit on Monday, November 25, 2013, at 7:30 p.m., in the Council Chambers at City Hall, Dover, Delaware, to hear the objections of such residents of the City or owners of the property affected as shall attend, in accordance with the provisions of Section 27 of the Charter of the City of Dover (Chapter 130, Volume 77, Laws of Delaware).

Section 3. The Clerk of Council is hereby directed to post copies of this Resolution in five (5) or more public places in the City of Dover.

ADOPTED: *

S:\ABANDONMENTS\2013\Harmony Lane\12 - Resolution Setting the Public Hearing.wpd

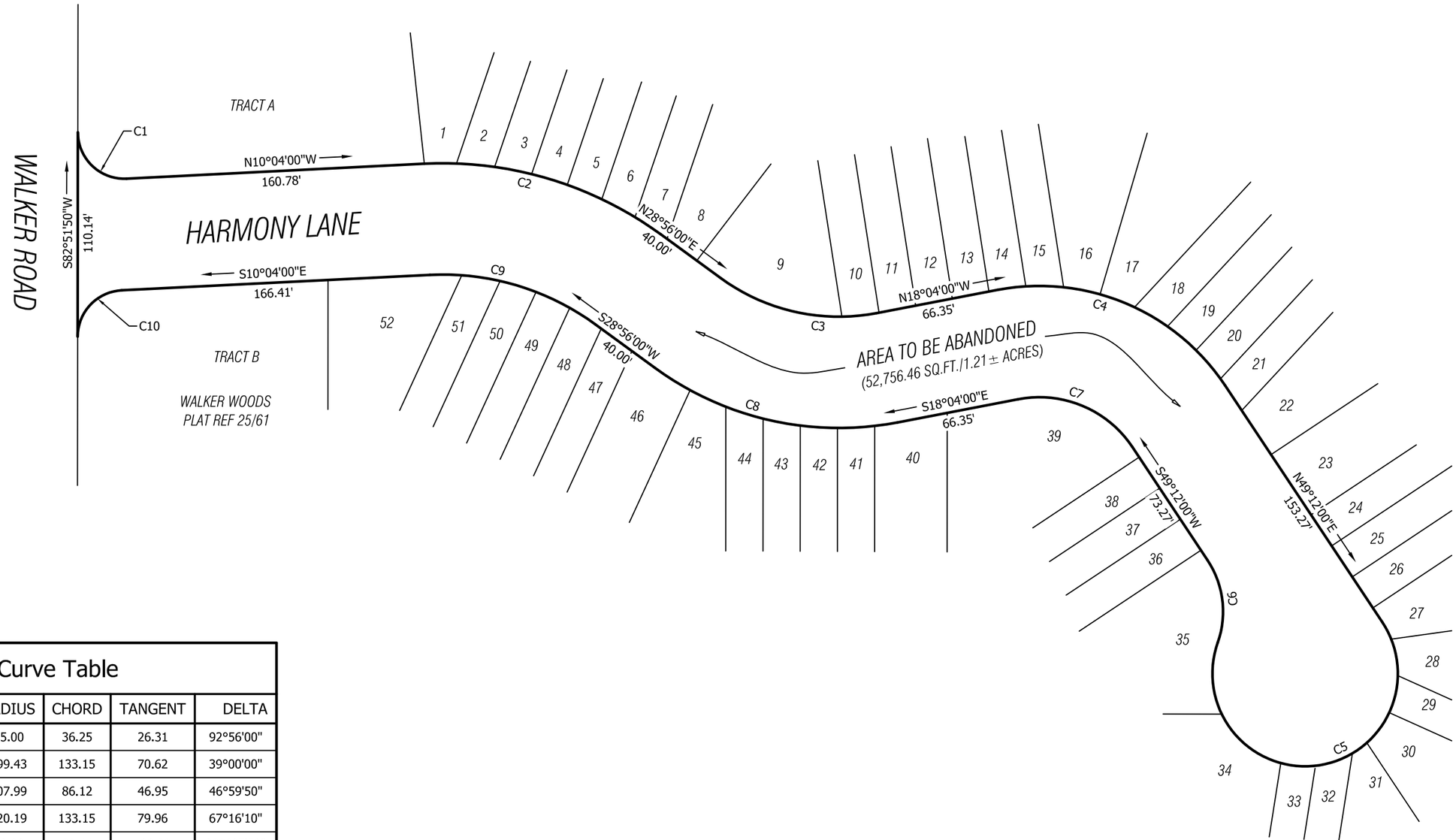
CARLETON E. CAREY, SR.	DAVID L. BONAR
MAYOR	COUNCIL PRESIDENT

Actions History:

November 12, 2013 - Scheduled to be Introduced at City Council

Draft

DE STATE GRID NAD 83



Curve Table					
CURVE	LENGTH	RADIUS	CHORD	TANGENT	DELTA
C1	40.55	25.00	36.25	26.31	92°56'00"
C2	135.75	199.43	133.15	70.62	39°00'00"
C3	88.58	107.99	86.12	46.95	46°59'50"
C4	141.11	120.19	133.15	79.96	67°16'10"
C5	203.44	50.00	89.44	100.00	233°07'50"
C6	46.36	50.00	44.72	25.00	53°07'50"
C7	70.67	60.19	66.68	40.04	67°16'10"
C8	137.80	167.99	133.97	73.04	46°59'50"
C9	94.91	139.43	93.09	49.38	39°00'00"
C10	37.99	25.00	34.44	23.75	87°04'10"

0 60 90 120

GRAPHIC SCALE
1 inch = 60 feet

REVISIONS
DATE | BY

EXHIBIT A

LOCATION: CITY OF DOVER
EAST DOVER HUNDRED ELECTION DISTRICT, KENT COUNTY, DELAWARE

SCALE	DATE	DISTRICT	MAP
1" = 60'	10/31/13	2-05	06718-01

DWG.	JOB NO.	DRAWN BY	PARCEL
S2016_EXHIBIT A	S2016	EDR	N/A

SURVEYING FORESTRY
PARKER & ASSOCIATES
ESTABLISHED 1977
SALISBURY MARYLAND 410-742-3115
CIVIL ENGINEERING INC. SITE PLANNING

EXHIBIT B

Harmony Lane Abandonment

Parcel ID	Parcel Address
ED05-067.18-01-12.00	135 HARMONY LN
ED05-067.18-01-47.00	1361 WALKER RD
ED05-067.18-01-41.00	52 HARMONY LN
ED05-067.18-01-52.00	55 HARMONY LN
ED05-067.18-01-42.00	48 HARMONY LN
ED05-067.18-01-38.00	64 HARMONY LN
ED05-067.18-01-54.00	63 HARMONY LN
ED05-067.18-01-39.00	60 HARMONY LN
ED05-067.18-01-40.00	56 HARMONY LN
ED05-067.18-01-53.00	59 HARMONY LN
ED05-067.18-01-51.00	51 HARMONY LN
ED05-067.18-01-28.00	104 HARMONY LN
ED05-067.18-01-26.00	112 HARMONY LN
ED05-067.18-01-24.00	120 HARMONY LN
ED05-067.18-01-63.00	123 HARMONY LN
ED05-067.18-01-22.00	128 HARMONY LN
ED05-067.18-01-13.00	139 HARMONY LN
ED05-067.18-01-66.01	1357 WALKER RD
ED05-067.18-01-65.00	131 HARMONY LN
ED05-067.18-01-25.00	116 HARMONY LN
ED05-067.18-01-61.00	115 HARMONY LN
ED05-067.18-01-44.00	40 HARMONY LN
ED05-067.18-01-49.00	43 HARMONY LN
ED05-067.18-01-45.00	36 HARMONY LN
ED05-067.18-01-33.00	84 HARMONY LN
ED05-067.18-01-55.00	67 HARMONY LN
ED05-067.18-01-37.00	68 HARMONY LN
ED05-067.18-01-23.00	124 HARMONY LN
ED05-067.18-01-27.00	108 HARMONY LN
ED05-067.18-01-64.00	127 HARMONY LN
ED05-067.18-01-30.00	96 HARMONY LN
ED05-067.18-01-60.00	87 HARMONY LN
ED05-067.18-01-31.00	92 HARMONY LN
ED05-067.18-01-18.00	144 HARMONY LN
ED05-067.18-01-17.00	148 HARMONY LN
ED05-067.18-01-19.00	140 HARMONY LN
ED05-067.18-01-16.00	152 HARMONY LN
ED05-067.18-01-15.00	147 HARMONY LN
ED05-067.18-01-20.00	136 HARMONY LN
ED05-067.18-01-21.00	132 HARMONY LN
ED05-067.18-01-14.00	143 HARMONY LN
ED05-067.18-01-58.00	79 HARMONY LN
ED05-067.18-01-34.00	80 HARMONY LN
ED05-067.18-01-57.00	75 HARMONY LN
ED05-067.18-01-35.00	76 HARMONY LN
ED05-067.18-01-43.00	44 HARMONY LN
ED05-067.18-01-50.00	47 HARMONY LN
ED05-067.18-01-32.00	88 HARMONY LN
ED05-067.18-01-59.00	83 HARMONY LN
ED05-067.18-01-29.00	100 HARMONY LN
ED05-067.18-01-62.00	119 HARMONY LN
ED05-067.18-01-48.00	39 HARMONY LN
ED05-067.18-01-56.00	71 HARMONY LN
ED05-067.18-01-36.00	72 HARMONY LN

LEGISLATIVE, FINANCE AND ADMINISTRATION COMMITTEE

The Legislative, Finance, and Administration Committee meeting was held on October 28, 2013, at 6:03 p.m. with Chairman Lynn presiding. Members present were Mr. Hare, Mr. Slavin, Mr. Rushe, and Mr. Shevock. Members of Council present were Mr. Dixon, Mrs. Williams (arrived at 6:07 p.m.), Mr. Hutchison, and Council President Bonar. Mayor Carey was also present.

AGENDA ADDITIONS/DELETIONS

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

Request to General Assembly to Amend Title 29 - State Government - General Regulations for State Agencies - Chapter 100 - Freedom of Information Act

Mayor Carey advised members that, in recent months, the City of Dover had been actively negotiating the proposed sale of various pieces of land within the City limits and that, under current law, the sale and/or lease of land owned by the City could not be discussed in executive session. Mayor Carey indicated that he had worked with Senator Brian Bushweller to draft an amendment to the Delaware Freedom of Information Act that would add language to allow preliminary discussions regarding the sale or lease of publicly funded capital improvements in executive session. Mayor Carey presented the proposed amendment to members for consideration.

In response to Mr. Shevock, Mayor Carey confirmed that the amendment would allow only discussion of such sales and leases in executive session; however, any Council action would occur in a public forum.

Mayor Carey reminded members that recent negotiations regarding Garrison Park were open to the public, which restricted the City's ability to negotiate the price for the property. He believed that this restriction could have potentially cost the City a great deal of money.

Mr. Lynn thanked Mayor Carey for his efforts and concurred that publicly negotiating sales puts the City in an inferior bargaining position; however, he expressed concern with the use of the term "preliminary," stating that this was not defined within the Code and was therefore open to interpretation. In addition, Mr. Lynn noted his concern that the amendment would attach such sales and leases to publicly funded capital improvements. He explained that this would not necessarily address situations similar to Garrison Park, as this was not a capital improvement project but a sale of City property. Mr. Lynn suggested that the proposed amendment be sent to Deputy City Solicitor Pepper for review and revision of the language.

Mr. Rushe questioned if other municipalities were facing this issue and whether they had addressed Senator Bushweller. Responding, Mayor Carey indicated that no other municipalities had brought this item forward. He stated that he brought this matter to the attention of the Delaware League of Local Governments (DLLG) and its members were unanimously in favor of moving forward with the amendment and were willing to write letters of support.

In response to Councilman Hutchison, Mayor Carey advised members that the DLLG had not expressed concern regarding any other aspects of the Freedom of Information Act (FOIA).

Councilman Hutchison expressed his opinion that it would be helpful for Council to have the ability to hold an executive session for preliminary discussion of a matter to determine a consensus for support and to identify whether such matter warranted further discussion by Council. For example, Mr. Hutchison stated his opinion that Council's hands were tied with regard to discussing concerns involving land, personnel matters, financial matters, etc. outside of a public meeting.

Mr. Bonar suggested approaching the legislature with the proposed amendments, with the DLLG's support, before the end of January when their session ends.

Mr. Hare moved to recommend supporting Mayor Carey's efforts and issuing correspondence *(Attachment #1)* endorsing the proposed request to the General Assembly to Amend Title 29 – State Government – General Regulations for State Agencies – Chapter 100 - Freedom of Information Act, stipulating that the proposed amendment be sent to the Deputy City Solicitor for review prior to consideration by Council. The motion was seconded by Mr. Rushe and unanimously carried. *[Clerk's Office Note: Subsequent to the Deputy City Solicitor's review, the proposed Senate Bill was revised as recommended **(Attachment #2)**.]*

Establishment of an Ad Hoc Committee to Study the Future of City Hall, Weyandt Hall, and the Former Dover Public Library

Council President Bonar stated that due to the age and condition of the City's buildings, including the former Dover Public Library, Weyandt Hall, and City Hall, it would cost a significant amount of money to repair or renovate them. He noted that these buildings were not handicapped accessible, had problems with the heating, ventilation and air conditioning (HVAC) systems, etc., and were not currently drawing any tax revenue for the City.

Mr. Bonar explained that the purpose of this Committee would be to review these issues and develop an unbiased but educated recommendation to Council on the most fiscally responsible way to remedy them. He noted that members would consider whether to renovate or build new structures, keeping in mind the concept of inviting private investors to pay for the repairs or construction of a new building which would also put the buildings back on the tax rolls. Mr. Bonar noted additional concerns regarding security in City Hall, citing a recent incident involving an individual who posed a potential threat and was able to make it into the City Manager's and Mayor's Office. He stated that this person was taken into custody without incident; however, he felt that this indicated that security at City Hall and in the City Council Chambers needed to be addressed.

Mr. Bonar recommended creating an objective group to review the options and provide a recommendation to the Legislative, Finance, and Administration Committee and ultimately to Council. He noted that the Committee would be of no expense to the City but would provide valuable information.

In response to Mr. Shevock, Mr. Bonar advised that once the task of the Committee was complete it would dissolve. It would not be a standing committee.

Responding to Mr. Shevock, Mr. Bonar stated that the Committee would consist of three (3) members of Council, and three (3) members of the general public with a background in investments and finance, and that he, as Council President, would appoint the members.

In response to Mr. Slavin, Mr. Bonar advised that if the recommendation were passed on to Council, additional details and specific information concerning the formation of the Committee would be provided, including the names and backgrounds of members, the scope of the committee, etc.

Responding to Mr. Lynn, Mr. Scott Koenig, City Manager, stated that the basic groundwork and architectural design previously approved by Council for City Hall was currently on hold pending the potential formation of the Committee. He reminded members that further discussion and possible recommendations regarding public/private partnerships related to City-owned buildings was scheduled for consideration during the Special Council Meeting of October 30, 2013.

Mr. Hare moved to recommend the establishment of an Ad Hoc Committee to Study the Future of City Hall, Weyandt Hall, and the Former Dover Public Library. The motion was seconded by Mr. Shevock and unanimously carried.

By unanimous consent, the meeting adjourned at 6:21 p.m.

Sean M. Lynn
Chairman

SML/TM/mk/js/dd
S:\AGENDAS-MINUTES-PACKETS\Committee-Minutes\2013\10-28-2013 LF&A.wpd

Attachment
Attachment #1 - Letter of Support for FOIA Amendment
Attachment #2 - Proposed Amendment to Title 29 - State Government - General Regulations for State Agencies - Chapter 100 - Freedom of Information Act

City of Dover

MAYOR AND COUNCIL

November 13, 2013

The Honorable Brian Bushweller, Senator
PO Box 1401
Dover, DE 19903

Dear Senator Bushweller:

The City of Dover offers its full support of the proposed amendment to Title 29 - State Government - General Regulations for State Agencies - Chapter 100 - Freedom of Information Act. This amendment would enable the City of Dover, and all other Delaware municipalities, to discuss, in addition to the acquisition of property, the sale or lease of real property, in executive session.

As always, thank you for your continued support of the City of Dover.

Sincerely,

CARLETON E. CAREY, SR.
MAYOR

DAVID L. BONAR
COUNCIL PRESIDENT

/CEC/DLB/tam
S:\ATTACHMENTS & EXHIBITS\Committee Attachments\2013\10-28-2013 LF&A\11-13-2013 Letter of Support - Amendment to FOIA.wpd

cc: City Council

SPONSOR: Sen. Bushweller

DELAWARE STATE SENATE
147th GENERAL ASSEMBLY

SENATE BILL NO.

AN ACT TO AMEND TITLE 29 OF THE DELAWARE CODE RELATING TO OPEN MEETINGS.

BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF DELAWARE:

Amend § 10004, Title 29 of the Delaware Code by making insertions as shown by underlining and deletions as shown by strike through as follows.

§ 10004. Open meetings [Effective Sept. 16, 2013]

(b) A public body may call for an executive session closed to the public pursuant to subsections (c) and (e) of this section, but only for the following purposes:

(2) Preliminary discussions on site acquisitions for any publicly funded capital improvements, or sales or leases of real property;

SYNOPSIS

The bill adds sales and leases to the current language regarding publicly funded capital improvements.

Author: Senator Bushweller

SD : JGM : MMS
3081470238

SAFETY ADVISORY AND TRANSPORTATION COMMITTEE

The Safety Advisory and Transportation Committee Meeting was held on October 30, 2013, at 5:00 p.m. with Chairman Hutchison presiding. Members present were Mr. Dixon, Mr. Perza (arrived at 5:03 p.m.), Mr. Davis, and Mr. Keller.

AGENDA ADDITIONS/DELETIONS

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

Discussion - Transportation Improvement District

Mr. Scott Koenig, City Manager, advised members that, in the spring of 2013, the Delaware Department of Transportation (DelDOT) adopted new regulations that govern how DelDOT reviews access to State-maintained roadways. He noted that the regulations require developers to conduct large scope traffic impact studies and complete all necessary improvements for potential redevelopment projects along U.S. 13, resulting in a paralyzing effect on redevelopment projects along the U.S. 13 corridor. However, the regulations also allow for DelDOT to work with metropolitan planning organizations and local governments to create Transportation Improvement Districts (TIDs). Once a district is defined, an agreement is put in place and DelDOT funds a district-wide traffic study and implementation plan. Depending on the terms of the agreement, developers within the TID would either pay their fair share of the improvements (which would be determined by the agreement) or construct a portion of the improvement. He noted that the improvements identified in the TID study would receive a higher priority in the ranking of projects in the State's Capital Transportation Plan.

Mrs. Ann Marie Townshend, Director Planning and Community Development, advised members that staff was seeking support from the Committee and Council to work with DelDOT to begin to lay out a Memorandum of Understanding (MOU) for a TID that would define the scope of the district, the geographic area, and related items and then to begin the study. She reminded members that DelDOT would pay for this study using a pool of funds that developers had paid into for area-wide studies rather than performing a Traffic Impact Study (TIS) for their projects. Mrs. Townshend indicated that staff had held one (1) meeting with DelDOT to discuss the possibility of a TID. She stated that staff felt it was important to obtain the endorsement of City Council to engage in the process since it would take significant staff time.

Responding to Mr. Hutchison regarding the amount of staff time that would be required, Mrs. Townshend estimated that meetings would be held bi-monthly.

In response to Mr. Davis regarding potential negative implications, Mrs. Townshend noted that the study would define the traffic problems and the price tag of solving them, which could be "a tough pill to swallow." She noted that moving forward was not mandated; however, she explained that currently projects were being undertaken in a piecemeal fashion that could cause potential large-scale development to halt due to the massive scope of the studies required. She advised members that developers are now required to pay an engineer to perform a large scope study, including traffic counts and modeling, that identifies improvements that must be done, and are then expected to contribute significantly toward the road upgrades identified. She explained that a proposed

re-development project at the former Berry Van Lines property, located at 741N. DuPont Highway, had caused immediate engagement in this discussion with DelDOT. At a scoping meeting for this project between DelDOT, the prospective developer, and the developer's engineer, it was determined that, based on the new DelDOT regulations, the developer would be required to study the impact on all of the U.S. 13 intersections between Scarborough Road and Division Street. She felt that developers would likely walk away from areas that the City would like to see re-developed and projects that would help economic growth because the regulations are so onerous.

Responding to Mr. Hutchison regarding the target area to be addressed, Mrs. Townshend stated that the Route 13 corridor through the City from Denneys Road in the north to the intersection at State Street in the south had been discussed with DelDOT, as well as Route 113 from its intersection with Route 13 extending to Dover Air Force Base.

Mr. Koenig indicated that the intent of the regulations was good; however, that the scoping meeting held in regard to the former Berry Van Lines property project had identified some unintended consequences. According to the developer who was interested in purchasing and developing this site, the required study would cost $100,000 - $200,000.

Mr. Koenig expressed his opinion that there was a need to define what level of traffic the City was willing to accept as the cost of doing business. He felt that a healthy, economically vibrant City would have traffic, especially at times when offices are closing and around large traffic areas such as malls. He stated that if there were no cars present at 5:00 p.m. on Route 13, this would be a large problem because it would indicate a lack of economic activity. Because an intersection fails for 30 minutes per day, he did not feel that it was appropriate to "build your way out of that," noting that he did not envision a fourth lane being built on U.S. 13. He questioned what would come of a decision to "study 16 traffic signals" and wondered if all of these signals would be upgraded or if they were being studied only because regulations direct that this occur.

Mr. Koenig advocated proceeding with the TID. He recalled that several years ago the State adopted policies that channeled development into growth zones and that the State promised to funnel funds to these areas. He noted that dollars had not matched up with these promises. Mr. Koenig felt that the State should be spending money in the capital city and that this was an opportunity to engage the State by creating a TID and using that policy framework to get the State to invest in the City. He indicated that it was distressing for him to talk to developers who expressed interest in properties but stated that DelDOT was preventing redevelopment. It was his belief that the TID could be a mechanism that would overshadow some of the current DelDOT regulations and potentially help drive dollars into the capital City, both from private investment and public dollars through DelDOT.

Mr. Koenig stated that TIDs were a relatively new concept in the State of Delaware and he was unsure how long it would take to get through the process. He felt it important to move forward on the re-development of U.S. 13 and other transportation corridors. He noted that a number of items in the City's budget were driven by growth and that revenues would not be at the levels needed for current and future years unless growth was occurring.

Responding to Mr. Davis regarding the developer's responsibility for funding transportation projects, Mr. Koenig explained that currently a private developer must fund a study on the individual project's impact. If a TID is created, DelDOT would do a comprehensive study of the district. Developers would then pay a fair share of related improvements that happen in the future.

In response to Mr. Davis regarding whether the City's funds would be impacted, Mr. Koenig stated that the City would not be committing to putting dollars into improvements or studies for private developers since this was not the current practice.

In response to Mr. Keller, Mrs. Townshend indicated that there were approximately 18 - 20 intersections in the area proposed for the TID. She believed that if the entire corridor were not included, there would be potential for a project just beyond the line selected and then the developer would be required to complete a separate TIS. She noted that, as the economy was beginning to rebound, she had talked to a number of developers who were looking at the former Playtex properties (bound by Kings Highway, Route 8, and N. DuPont Highway); however, the traffic component of those properties had continued to be an issue. It was her belief that any large property with good development/re-development opportunity would encounter this problem.

Responding to Mr. Perza regarding the potential impact of the study on existing businesses, Mrs. Townshend confirmed that it the study would be passive and involve traffic counts, modeling, land use, etc.

Mr. Hutchison suggested that the matter be brought before Council but that it not be placed on the consent agenda in order to allow for discussion.

Responding to Mr. Dixon regarding the impact on Fairview Elementary School, Mrs. Townshend stated that this location was west of the study area and would not be impacted.

Staff recommended that the City Manager and City Planner be authorized to begin negotiations with DelDOT to create a Transportation Improvement District (TID), noting that any agreement related to the TID would be brought before City Council in draft form prior to execution.

Mr. Davis moved to recommend acceptance of staff's recommendation, seconded by Mr. Dixon and unanimously carried.

Update - Dover High School Construction

Mrs. Ann Marie Townshend, Director of Planning and Community Development, advised members that monthly coordination meetings continued regarding the construction of the new Dover High School. She noted that those meetings had been very effective in identifying and resolving issues. She stated that the Delaware Department of Transportation (DelDOT) was designing sidewalks on the north side of Route 8 and would be would be acquiring related temporary or permanent right-of-way easements. Discussions regarding the cost of the improvements were ongoing; however, it was her belief that the Capital School District had not borne an unfair share of the cost for transportation to access the school.

Responding to Mr. Hutchison regarding the school entrances, Mrs. Townshend stated that the School District planned to construct the east entrance and had appeared before the Planning Commission to obtain a waiver to allow reduction in parking areas. The parking areas would be curbed but would be grass so that they could be used for overflow parking. The Capital School District Board of Education had stated that the east entrance was important to them.

Mr. Hutchison expressed appreciation for Mrs. Townshend's efforts in this regard, as did Mr. Davis.

In response to Mr. Keller, Mrs. Townshend indicated that the east entrance would be designed and built as a full entrance, but if the school wished to limit it to a right-in/right-out entrance they could do so.

Mr. Keller noted his observation regarding difficulties being experienced by large vehicles coming from the east and accessing the school at the west entrance. Responding, Mrs. Townshend explained that the entrance and signal were designed to manage all traffic, including buses; however, issues emerged during construction, and DelDOT and the School District were working together to see what alterations might be needed to reconfigure this area. She was unsure if it was a design problem, a construction issue, or a combination of both.

Briefing on Delaware Department of Transportation (DelDOT) Projects

DelDOT Repaving Project

No update was provided regarding this item.

West Dover Connector

Mr. John Gaines, Project Engineer, reviewed a rendering depicting the planned West Dover Connector ***(Attachment #1)***. He explained that the connector will start at the intersection of Route 13 and Charles Polk Road at Rodney Village, travel in a northwesterly direction, traversing the two (2) Kesselring farms, and terminate at the intersection of North Street and Saulsbury Road. DelDOT was currently acquiring the right-of-way for the project. There were 14 total acquisitions on Charles Polk Road, all of which had been purchased, 12 of the 14 properties had been razed, and a contract for the other two (2) was awarded during the previous week, so all demolitions would be accomplished soon. Mr. Gaines indicated that appraisals for the remaining parcels had been received and were being assigned to acquisition agents. It was hoped that the entire right-of-way would be cleared by March. Final construction plans were expected in approximately two (2) weeks and would be distributed through DelDOT for comment. According to the remaining schedule, bids would be advertised in the March/April time frame and it was hoped that construction would start late in the Summer of 2014.

Mr. Gaines noted that there were several outstanding issues with the City in regard to water/sewer lines within Rodney Village. DelDOT was coordinating with the City to ensure that improvements to these lines would be complete before DelDOT patches the roads and reconstructs the sidewalks and curb line to avoid multiple disturbances in that area, and it was his understanding that the City and DelDOT would be developing a contract in this regard. He noted that DelDOT would also be moving fire hydrants in the area.

Mr. Gaines explained that he was also working with Mrs. Ann Marie Townshend, Director of Planning and Community Development, on issues related to Federal Emergency Management Agency (FEMA) mapping in connection with Puncheon Run flooding issues. He noted that, as part of this project, DelDOT had updated the FEMA flood plain maps for the area north of New Burton Road and was working with the Department of Natural Resources and Environmental Control (DNREC) in this effort. This would not increase any flows downstream where there were flooding concerns.

Responding to Mr. Hutchison, Mr. Gaines stated that the construction that took place on South Governors Avenue was never intended to be a cure-all for the flooding problems in that area. He stated that the problem was that the houses were built in a flood plain. He indicated that DNREC and the Kent Conservation District had been working with developers in the upper reaches of the watershed on the current project. He noted that new developments, such as Eden Hill Farm and Hidden Creek, were over-managing stormwater and were being forced to manage for 100-year storms rather than ten-year storms. Mr. Gaines explained that this would ultimately decrease the flow levels downstream.

Mr. Dixon moved to recommend acceptance of the report, seconded by Mr. Keller and unanimously carried.

Meeting adjourned at 5:35 p.m.

James L. Hutchison
Chairman

JLH/TM/js/dd
S:\AGENDAS-MINUTES-PACKETS\Committee-Minutes\2013\10-30-2013 SA&T.wpd

Attachment
Attachment #1 - Rendering - West Dover Connector provided by John Gaines, DelDOT Project Engineer


ATTACHMENT #1
SA&T Committee Meeting of 10/30/2013
WEST DOVER CONNECTOR
FINAL ROADWAY ALIGNMENT AND
STORMWATER MANAGEMENT FACILITIES
SCALE
0
300
600
800
FEET
N
NORTH DR.
NEW BURTON RD.
W DENEC HILL RD.
US13

ACTION FORM

PROCEEDING: Utility Committee	**AGENDA ITEM NO.:**
DEPARTMENT OF ORIGIN: Public Works	**DATE SUBMITTED**: 11/1/13
PREPARED BY: Sharon J. Duca, P.E. – Public Works Director / City Engineer	
SUBJECT: Engineering Design of Water Realignment – Denneys Road	
REFERENCE: N/A	
RELATED PROJECT: N/A	
APPROVALS: City Manager, Controller	
EXHIBITS: Exhibit A – Engineering Proposal from URS dated 10/01/2013; Exhibit B - Aerial Map of Project Area	
EXPENDITURE REQUIRED: $33,200	**AMOUNT BUDGETED**: n/a
FUNDING SOURCE (Dept./Page in CIP & Budget): To be paid from transfer of funds to operating budget from salary savings due to current Civil Engineer vacancies. Budget amendment will be submitted to Finance upon approval. Total amendment for this project & Misc. Stormwater projects - $76,350.	
TIME TABLE: Preliminary work has begun due to time constraints.	
RECOMMENDED ACTION: Accept the proposal from URS Corporation to perform engineering design work necessary for the Water Main Realignment in Denneys Road in the amount of $33,200.	

BACKGROUND AND ANALYSIS

The Delaware Department of Transportation (DelDOT) is in the final stages of design to replace the existing bridge on Denneys Road, adjacent to the Delaware Technical and Community College. Every DelDOT bridge replacement project is required to reach out to facility owners to assure that the new design will not interfere with any other infrastructure. The proposed bridge design depicts the bridge wing walls being constructed within ten feet (10') of the existing City of Dover (City) water main. This water main was installed via directional drilling under the existing stream. The water main must be relocated to meet the requirements of the Water / Wastewater Handbook, which states that no structure shall be installed within ten (10) horizontal feet from a water main.

Due to the current engineering staffing levels of the Department of Public Works as well as DelDOT's proposed timeline for the bridge rebuild, construction in Spring of 2014, the City reached out to one of our approved consulting engineers (URS Corporation) to provide a proposal to design the water main realignment. **DelDOT will reimburse the City for all engineering and construction costs associated with the water main realignment.**

Staff requests that Council accept the proposal from URS to create construction drawings and specifications to bid this project out to a contractor to perform the water main realignment. The estimated construction phase of this project will be brought to Committee up completion of the estimated cost.

URS

October 1, 2013

Mr. Jason A. Lyon, P.E.
City of Dover Department of Public Works
P.O. Box 475
Dover, DE 19903

Re: West Denny Road Water Main Relocation
Engineering Services Contract (11-0025DPU)

Dear Mr. Lyon:

URS Corporation d/b/a URS Corporation Americas is pleased to submit our proposal to the Dover Department of Public Works for professional engineering services related to the design of water main relocations as part of the DelDOT West Denny Road Bridge Replacement (2-100A) over the Fork Branch Project.

I. BACKGROUND

On September 11, 2013, the Department of Public Works requested a proposal from URS to provide a utility relocation design for the existing water main at the Denney's Road crossing of the Fork Branch. The project will precede the DelDOT bridge replacement work scheduled for the spring of 2014, as the existing main is in direct conflict with future bridge abutments.

II. SCOPE OF WORK

The scope will include engineering design for the development of final design and bidding documents to replace the existing 12" water main with a 14" HDPE water main at the crossing of the Fork Branch, and then reconnect to the existing main beyond the limits of the work area. Work will be designed in accordance with the Dover Water / Wastewater Handbook with consideration for the proposed DelDOT bridge improvements.

III. SERVICES TO BE PROVIDED

The following services will be provided with this effort:

- Provide survey services including:
  1. Extend DelDOT roadway survey by 300 feet to the north of the current limits of survey prepared for the DelDOT project.
  2. Submit a One-Call request and depict utilities on a drawing for extended survey coverage.
  3. Provide traffic control during survey.
- Develop details to replace the existing fire hydrant and active water service connections utilizing Dover standard details.
- Discuss proposed construction with up to two qualified local directional drilling contractors.
- Review DelDOT proposed roadway plans for the replacement of the existing bridge.
- Develop construction drawings for the replacement of the existing 12" water main with a 14" water main. The alignment will take into consideration DelDOT's future bridge replacement plans.

URS Corporation
Iron Hill Corporate Center
4051 Ogletown Road, Suite 300
Newark, DE 19713
Tel: 302.781.5900
Fax: 302.781.5901
www.urscorp.com

- Development of erosion and sediment control plan and traffic control plans necessary for the work.
- Submit water main relocation to the Office of Drinking Water for approval.
- Attend one meeting with Dover to review the project.
- Provide an opinion of probable construction costs.
- Provide technical specifications for the project.

IV. RESOURCES TO BE MADE AVAILABLE BY THE DEPARTMENT OF PUBLIC WORKS

We request the following information from the Department of Public Works to perform our services:

- All pertinent DelDOT drawings in Microstation format.
- Any active water service locations along the proposed replacement area.
- Proposed re-alignment of City electrical lines. **(previously provided)**
- Existing geotechnical reports and data for the new bridge project.
- City of Dover to provide all standard contract documents and language for the "up front" bidding documents.

V. ASSUMPTIONS

URS has made the following assumptions when developing the budget for this proposal:

- URS will develop the construction drawings in AutoCAD format.
- New main will be a 14" HDPE pipe and installed by horizontal directional drilling technology. The water main will be located to the east of the structure while maintaining as much clearance from the existing Dover sanitary force main.
- The pipe alignment cannot be located within the limits of the roadway shoulder as shoring will be required as part of the bridge construction which will create future interferences.
- DelDOT to supply survey control information. Establishment of a bench mark will not be included.
- A boundary survey is not necessary as the base plans will be from DelDOT.
- Geotechnical investigation is not necessary as the DelDOT information will be adequate.
- Wetland permitting will not be necessary as the crossing of the wetlands will be non-invasive and DelDOT is securing wetland permits for the work.
- A separate utility permit is not required by DelDOT as the work is part of the overall bridge work.
- Additional site visits and owner requested meetings, beyond those noted as included in Section III, will be billed on an hourly rate basis as additional services

VI. SERVICES NOT INCLUDED

URS routinely provides the following additional services for this type of project and welcomes the opportunity to further assist the Department if desired. However, these tasks have not been included in this proposal:

- Water system modeling
- Relocation of existing sanitary force main
- Funding support
- Geotechnical investigation
- Wetlands delineation
- Property easement support or preparation of easement descriptions
- Bidding Services
- Permitting beyond the items referenced above
- Construction administration or review services

- Any other services not specifically mentioned in Section III.

VII. SCHEDULE

We will begin our services, as described in Section II, immediately upon receipt of written authorization to proceed. We anticipate six to eight weeks to complete the development of the plans and specifications.

VIII. FEE AND CONTRACT CONDITIONS

Our lump sum fee is $33,200 for the completion of the work as identified above. This fee will not be exceeded without written authorization from the Department of Public Works. The project will be billed on monthly basis based on a percent completion of the lump sum cost.

This proposal is subject to the conditions stated in Agreement for Engineering Services and Project Management for Water and Wastewater Utilities, 11-0025DPU between Dover and URS dated April 26, 2011

If you have any questions or need additional information, please do not hesitate to contact us. Thank you for the opportunity to serve the Department of Public Works.

Sincerely,

URS Corporation d/b/a URS Corporation Americas

Christopher T. Curran, P.E.
Project Manager

Brian N. Bolender, P.E.
Vice President

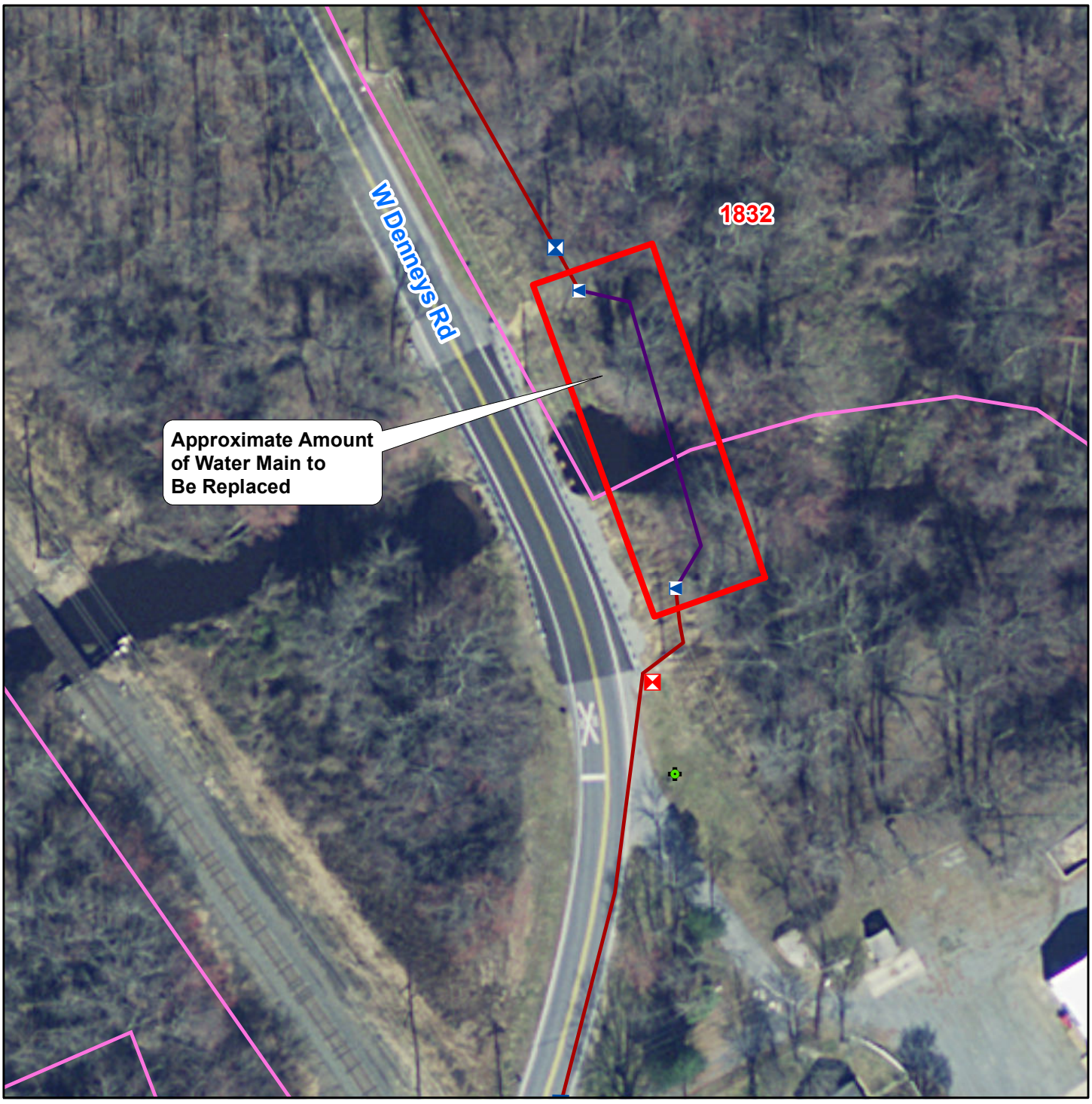
Approved by: _____ Date: _____

CITY OF DOVER

Exhibit B

CAF Map

West Denneys Road Bridge



0 45 90 180 Feet

N

Date Printed: November 1, 2013
File: m:\gis_data\projects\tech_mxds
\jason_lyon_maps\caf_maps
\caf_w_denneys_rd_bridge
Department: Public Works GIS
City of Dover, Delaware

Legend

- 1500 GPM
- 1000 - 1499 GPM
- 500 - 999 GPM
- Below 500 GPM
- Service Line
- Dover Parcels
- Dead End
- Reducer
- Service Connection
- Meter Pit
- Hydrant Valve
- Division Valve
- Curb Stop/Meter Pit
- Curb Stop/House
- Curb Stop
- Blow Off
- 1" 10"
- 2" 12"
- 3" 14"
- 4" 16"
- 6" 20"
- 8"

ACTION FORM

PROCEEDING: Utility Committee	**AGENDA ITEM NO.:**
DEPARTMENT OF ORIGIN: Public Works	**DATE SUBMITTED**: 11/1/13
PREPARED BY: Sharon J. Duca, P.E. – Public Works Director / City Engineer	
SUBJECT: Kent Avenue Inflow and Infiltration Repair	
REFERENCE: N/A	
RELATED PROJECT: N/A	
APPROVALS: City Manager, Controller	
EXHIBITS: Exhibit A - Aerial Map of Project Area	
EXPENDITURE REQUIRED: $75,000	**AMOUNT BUDGETED**: n/a
FUNDING SOURCE (Dept./Page in CIP & Budget): Wastewater Management – carry forward funds from FY 2013 Inflow / Infiltration Account, (currently $867,000) 417-6900-569.40-31	
TIME TABLE: Secure contractors and materials immediately following Council approval. Construction work to be complete within six (6) weeks.	
RECOMMENDED ACTION: Authorize creation of a new Inflow / Infiltration Project to correct the issues in Kent Avenue.	

BACKGROUND AND ANALYSIS

On October 10, 2013, the City of Dover (City) Department of Public Works (DPW) received a call from a customer on Kent Avenue claiming a sanitary sewer backup into their building. City staff investigated the claim and found out that a disconnect between the sanitary sewer main in Kent Avenue and the receiving sanitary sewer interceptor in Division Street, this disconnect caused sediment to build up and create a blockage in the Kent Avenue sewer main. The City of Dover secured a contractor to remove the blockage at the main allowing staff to clear the sanitary sewer lateral after considerable effort. This allowed the customer on Kent Avenue to utilize their sanitary sewer lateral. After additional research, staff concluded that the storm sewer was connected to the sanitary sewer, which is a violation of Section 110-231 of the City of Dover Code of Ordinances. The illicit connection represents direct inflow into the sanitary sewer system. City staff further verified that there is only one customer connected to the sanitary sewer main in Kent Avenue. After discussing with the property representative, staff provided a plan to alleviate the problems of the customer and eliminate the illicit stormwater discharge into the sanitary sewer interceptor in Division Street.

The customer in question has multiple buildings on their property. The buildings that were discharging effluent to the Kent Avenue sanitary sewer main will be rerouted to another sanitary sewer interceptor at the rear of their property, within a City easement. This will allow the main to be properly abandoned and eliminate the illicit stormwater connection. Two (2) upstream catch basins will be reconfigured to become infiltration basins as part of the project. The road will be repaired as conditions dictate.

Staff recommends authorization to create a new Inflow / Infiltration project to correct the issues in Kent Avenue. Part of the work will be performed by a contractor and part will be performed in house by staff.

Exhibit A

CAF Map

Kent Avenue



0 65 130 260 Feet

N

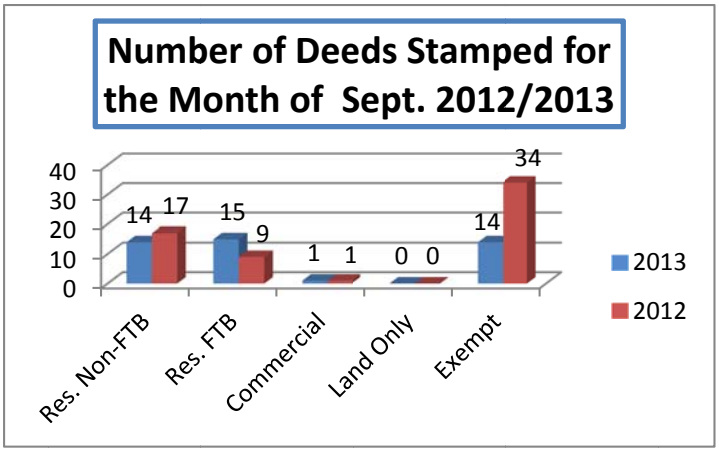
Legend

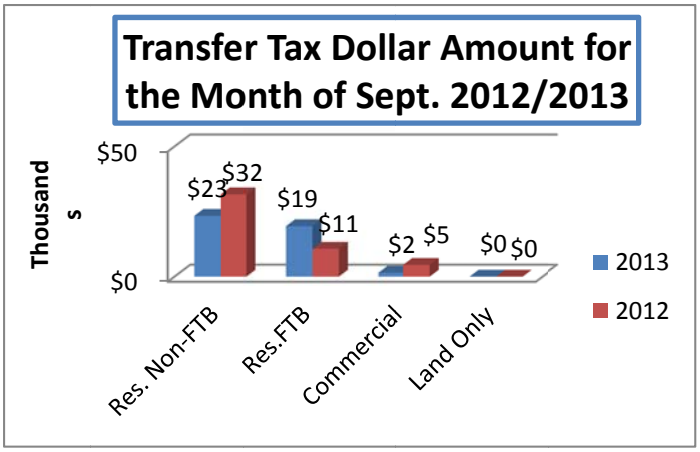
- Storm Sewer Cleanout
- Storm Sewer Inlet
- Storm Sewer Junction Box
- Storm Water Manhole
- Storm Water Outlet
- Storm Water Pipe
- Dover Parcels
- Pump Station (PS)
- Sanitary Manhole
- Sanitary Force Main
- 10" 12" 15" 16" 18"
- 20" 21" 24" 27" 30"
- 35" 36" 4" 6" 8"

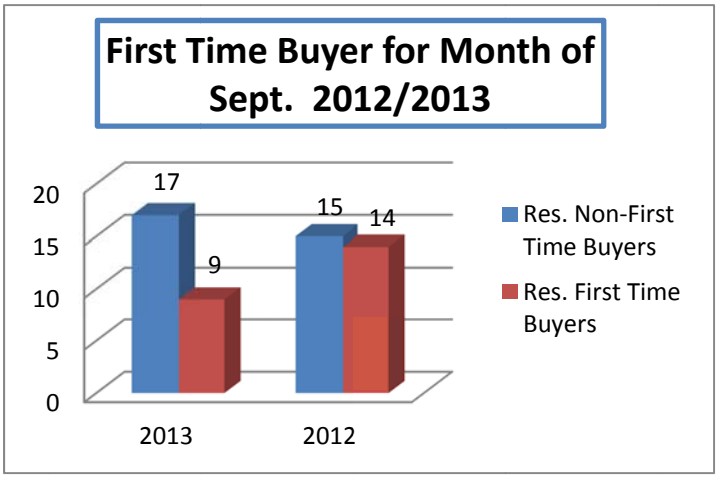
Date Printed: November 1, 2013
File: m:\gis_data\projects\tech_mxds
\jason_lyon_maps\caf_maps
\caf_kent_ave
Department: Public Works GIS
City of Dover, Delaware

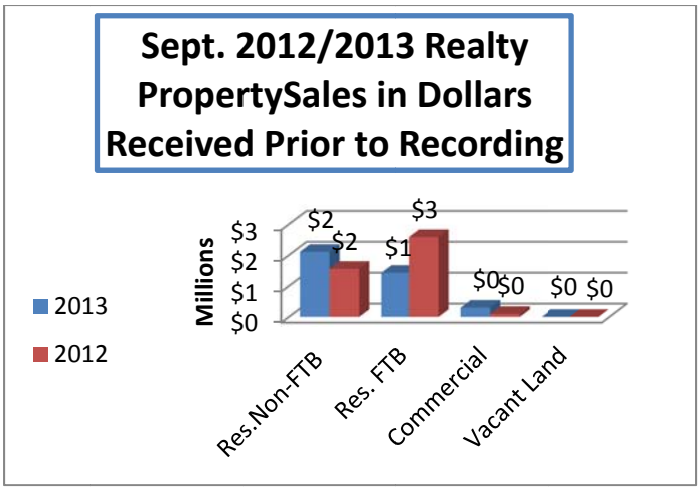
Monthly Report
September 2013

Office of City Assessor









Major Updates

	July - 13	August - 13	September- 13
Assessment Change	- $181,500	$98,900	$2,468,800

Residential Sales Ratio Report

Sales in Study	Total Assessed Value	Total Sale Price	Ratio	PRD
13	$2,067,400	$1,940,150	1.06	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.

2015 Revaluation

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

CITY OF DOVER
SALES RATIO REPORT

PARID	NBHD	LUC	ADDRESS	UNITS	STYLE	YRBLT	STORIES	SFLA	GRADE	CDU	TOTAL APPR	SALE DT	PRICE	ASR
ED05-057.17-02-05.00	16F	R10	209 MILLCREEK DR	1	5	1994	2	1420	C	AV	157,800	06-SEP-13	190,000	
ED05-067.01-01-47.00	26A	R10	302 TOPAZ CIR		5	2013	2	1981	B	AV	235,200	09-SEP-13	208,650	
ED05-067.13-02-06.00	20	R10	8 ST ANDREWS CT	1	3	1971	1.5	3047	C+	VG	264,400	12-SEP-13	265,000	
ED05-067.14-02-28.00	17B	R10	70 FOREST CREEK DR	1	13	1974	2	1548	C-	AV	119,900	27-SEP-13	79,000	
ED05-067.15-03-42.00	2A	R10	40 VIRGINIA AVE	1	16	1992	1	1710	C	AV	127,300	29-SEP-13	145,000	
ED05-068.17-01-10.00	8	R10	558 N AMERICAN AVE EXT	1	14	1960	1	1306	C+	GD	169,500	23-SEP-13	160,000	
ED05-068.17-02-19.00	11B	R10	16 CLARA ST	1	5	1920	2	1944	B-	GD	185,000	27-SEP-13	179,000	
ED05-076.05-02-18.00	16D	R10	35 STONEY DR	1	8	1986	2	1749	C+	AV	144,200	17-SEP-13	133,000	
ED05-076.05-03-41.00	16D	R10	134 STONEY DR	1	8	1988	2	1749	C+	AV	147,200	30-SEP-13	165,000	
ED05-076.05-04-01.125	55	R50	103 PAR HAVEN DR	1	20	1978	1	1177	C+	GD	80,300	13-SEP-13	50,000	
ED05-076.06-08-82.00	17A	R10	102 PERIWINKLE DR	1	13	1994	2	1260	C+	AV	129,700	10-SEP-13	107,500	
ED05-076.13-02-34.00	25	R10	125 THAMES DR	1	13	1995	2	2048	C+	AV	139,000	30-SEP-13	83,000	
ED05-076.20-01-35.00	5	R10	22 KONSCHAK AVE	1	16	1960	1	1626	C+	AV	167,900	05-SEP-13	175,000	

CITY MANAGER'S MONTHLY REPORT



SEPTEMBER 2013

Monthly Highlights

Customer Services

- As of September 30 2013, we processed 2,447 credit card payments for the month totaling $590,067.47.
- The outstanding property taxes total as of September 30, 2013 is $746,455.29. There are 6 properties in the monition process. At this time the sale date pending.

Human Resources

- Continued contract negotiations.

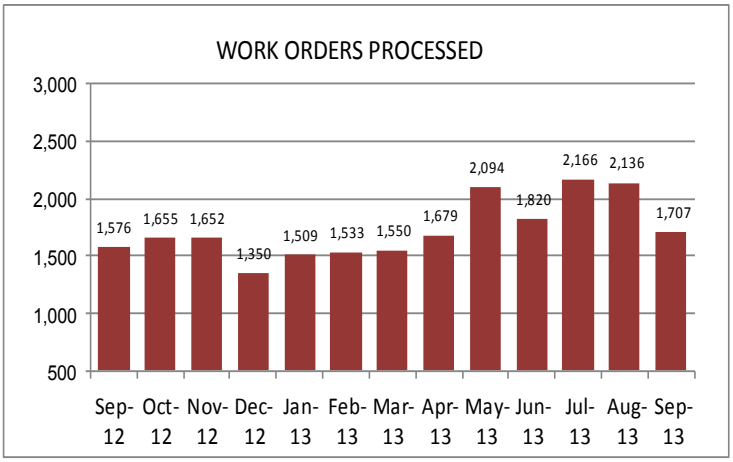
Library

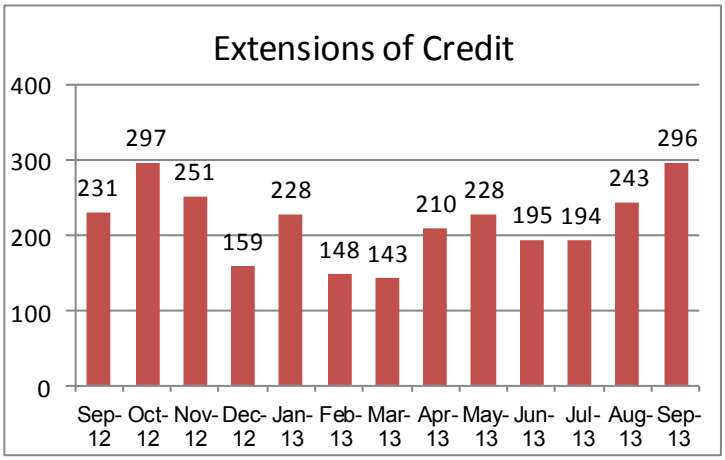
- 400 attended 55 programs for adults.
- 241 attended 23 programs for teens.
- 342 attended 13 programs for children.
- 36 volunteers completed 361 hours of service.
- 126 attended 46 programs/classes coordinated through the Job Center.

Public Works

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

CUSTOMER SERVICES





Write-Offs / Electric & Trash Bills

Final quarters of write off pending. The electric write-off for outstanding electric bills with dates ranging mainly from October 2010 until December 2010 . The proposed write-off of $68,479.46 includes $8,394.39 from accounts that filed for bankruptcy. The $68,479.46 is the first write-off for Fiscal 2013 and is .27 percent of the revenue ($24,964,900.) for the write-off period. In other words, the City collected 99.73% of all bills for the write-off period. For every $100 dollars of revenue the City billed in the write-off period, $0.27 was not collected.

The trash write-off for outstanding trash bills with dates ranging mainly from July2010 until September2010. The proposed write-off of $2,396.86 includes $252.84 from accounts that filed bankruptcy. The $2,396.86 is the first write-off for Fiscal 2013 and is $0.47 percent of the revenue ($507,757) for the write-off period. In other words, the City collected 99.53% of all bills for the write-off period. For every $100 of revenue the City billed in the write-off period, $0.47was not collected.

According to the APPA, the industry standard for collections among publicly held utilities of similar size is 99.74% of total electric revenue. The accounts are currently assigned to our collection agency and will remain there even when they have been written off. A complete list of accounts is available upon request.

Major Program Updates	Sep 2013	Sep 2012	Difference	FY 2014 Year-to-Date	FY 2013 Year-to-Date
Number of Customers Served	20,763	22,767	(2,004)	71,219	78,253
Final Bills	647	558	89	2,284	2,168
Estimated Bills	158	148	10	509	451
Penalties Posted	$ 19,718	$ 15,226	4,492	$ 54,002	$ 56,517
Extensions of Credit - Amount Extended	$ 115,508	$ 79,297	36,211	$ 256,141	$ 232,164
Balance Transfers	$ 4,127	$ 1,412	2,715	$ 12,253	$ 4,164
Utility Collections	$ 25,835	$ 18,283	7,552	$ 78,766	$ 81,467
Special Assessments	$ -	$ 110	(110)	$ -	$ 330
Miscellaneous Billings	$ 46,455	$ 58,538	(12,084)	$ 267,737	$ 178,544
CNP through Disconnect Collars	$ 37	$ 28	9	94	92
Court Cases	-	-	-	-	-
Tamperings	-	3	(3)	-	9
Taxes Levied (includes carry forward)	$ 955,199	$ 1,252,352	(297,153)	$ 955,199	$ 1,252,352
Billing Adjustments	$ 713	$ 3,567	(2,854)	$ 3,567	$ 3,567
Total Taxes Collected	$ 208,030	$ 272,938	(64,908)	$ 272,938	$ 272,938
Taxes Outstanding	$ 746,455	$ 975,847	(229,392)	$ 746,455	$ 975,847
Payments in Lieu	$ -	$ -	-	$ -	$ -
Billing Accuracy (on schedule billings)	99.0%	99.0%	-	99.0%	99.0%
Bills Published on Schedule	99.0%	99.0%	-	99.9%	99.9%
Meters Read on Schedule	99.9%	99.9%	-	99.9%	99.9%
Customer Satisfaction Rating	99.9%	99.9%	-	99.7%	99.7%
Delinquent Accounts Collected	99.7%	99.7%	-	99.7%	99.7%

HUMAN RESOURCES

Category	Sept 12	Oct 12	Nov 12	Dec 12	Jan 13	Feb 13	Mar 13	April 13	May 13	June 13	July 13	August 13	Sept 13	Total
Caucasian*	286	285	283	287	288	291	287	287	283	282	281	279	283	N/A
Minorities*	58	58	57	57	56	56	54	54	53	53	54	54	54	N/A
Hired	5	0	1	6	3	4	0	4	3	1	2	2	7	38
Terminated/ Resigned/ Retired/Other	1	0	4	2	3	1	7	4	8	2	1	3	2	38
Transferred/ Promoted	0	2	2	1	1	4	2	1	1	0	2	0	4	20
Jobs Posted	1	2	4	0	4	1	5	5	5	8	5	5	3	48
Workers Comp. Injuries	2	5	0	4	3	1	2	1	4	3	4	3	7	39
Workers Comp. Hours	160	66	138	341	363	315	259	62	28	0	119	62	384	2297
Insurance Claims	3	3	4	2	5	2	2	2	3	7	4	6	2	45

Full-time Employees: 323 Part-time Employees: 14 (4 Pitts Center, 1 Recreation, 9 Library)

-Numbers do not reflect, temporary, seasonal, relief fire dispatchers, committee or council members.

Positions Hired: (3) Utility Maintenance Mechanic I, Office Assistant II, Inspector 1, MEO I Sanitation, Library Clerk I (part-time)

Positions Transferred/Promoted: (3) Groundworker II to Lineman 3rd Class, Lineman 3rd Class to Lineman 2nd Class

Resigned, Retired/Terminated: Fire Dispatcher, Library Clerk I1 (part-time)

Positions Posted: Communication Operator (Police), Planner, Library Assistant (In-House)

Recruitment Information (Positions Closed in September)

Position	Total	Female	Male	Unknown	Black	White	Hispanic	Asian/Pacific Islander	American Indian/Alaskan Native	Unknown	In Dover	Out Dover
Communication Operator (Police)	165	105	58	2	65	83	8	5	2	2	75	90
Planner	11	3	8	-	-	9	-	1	1	0	1	10
Library Assistant (In-House)	1	1	-	-	-	1	-	-	-	-	1	-

Unfilled/Open Positions by Department*

Unfilled/Open Positions By Department	Sept 12	Oct 12	Nov 12	Dec 12	Jan 13	Feb 13	Mar 13	April 13	May 13	June 13	July 13	August 13	Sept 2013
Electric	2	3	3	3	4	4	4	4	4	4	4	4	4
Public Works	13	12	12	14	11	13	17	19	22	22	20	20	16
Police	5	5	5	4	1	1	2	1	0	1	2	3	3
All Other Departments	6	6	7	7	5.5	6.5	7	7.5	5.5	6.5	6.5	6.5	6
Totals	26	26	27	26	21.5	24.5	30	30.5	31.5	33.5	32.5	33.5	29

**Not used for Budgeting Purposes*

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

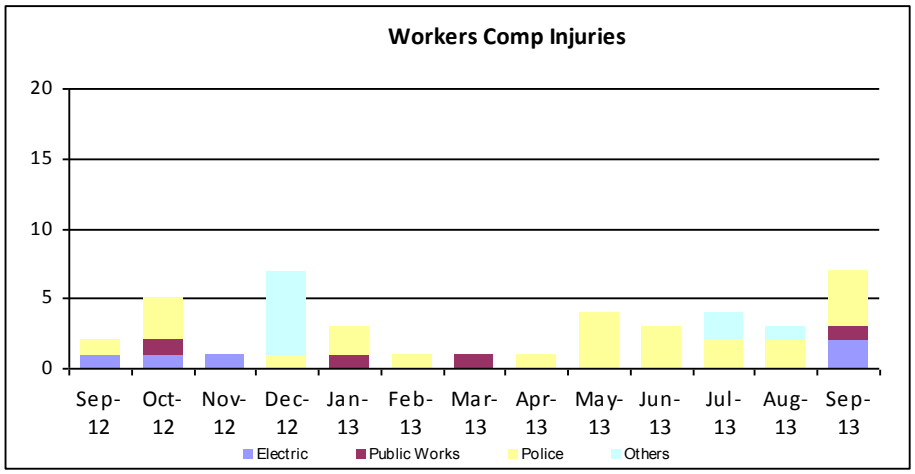
Electric: Electric Director, Electrical Engineer, Senior Lineman, Line Crew Superintendent

Public Works: Utility Maintenance Mechanic II/Wastewater, Operations -Construction Manager, Building Craftsperson I , Motor Equipment Operator III (Streets), (2) Motor Equipment Operators II (Grounds), Motor Equipment Operator I (Water), Motor Equipment Operator III (Sanitation), Public Works Operation Manager, (3) Civil Engineer l, Utility Construction Worker, Laborer II, Crew Leader, Nursery Worker II

Police: (2) Police Officer, Communication Operator

All Other Departments: Fire Chief's Assistant (Fire-Department), (1) Library Clerk I (part-time), LAN Analyst, Customer Service Collections (part-time), Planner, Central Mailroom Clerk, Fire Dispatcher

HUMAN RESOURCES
continued



Electric: 2 Public Works: 1 Police: 4 All Other Depts.: 1

Turnover Statistics

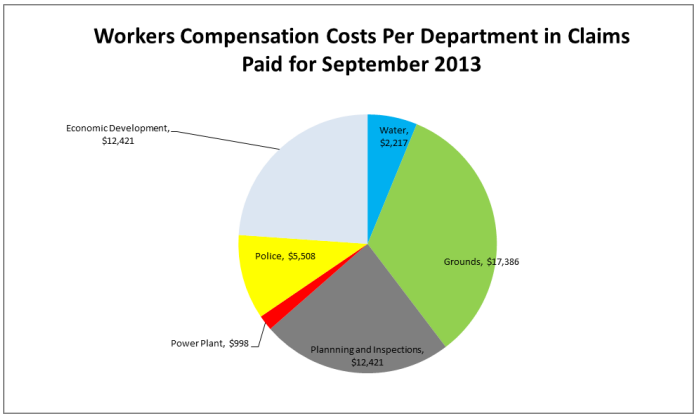
	2010	2011	2012*	2013 * (CYD)
Total Turnover %	5.57	6.75	11.00	11.62
Termination Turnover %	0.27	1.08	0.29	1.66
Resignation Turnover %	2.12	4.05	5.21	4.98
Retirement Turnover %	3.18	1.62	5.50	4.98

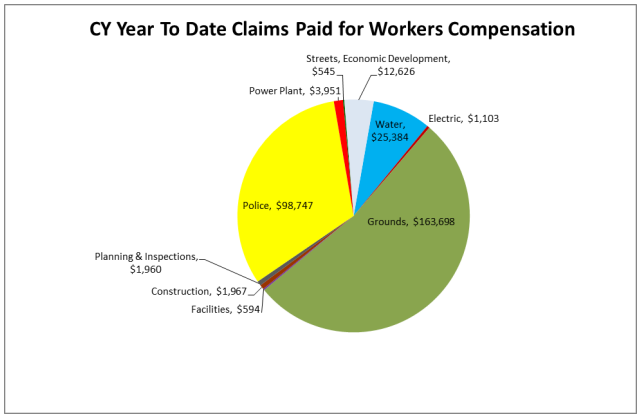
* Healthcare cost sharing implemented

Average Employees

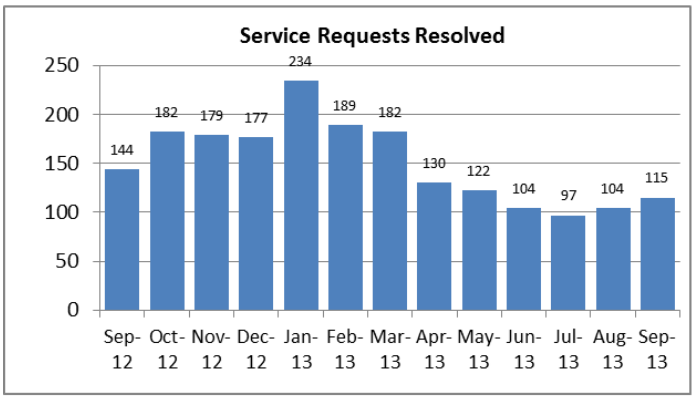
	2010	2011	2012*	2013(YTD)
Total Number of Employees Separating from Service	21	25	38	35
Average Number of Full-time Employees	362	356	333	325
Average Number of Part-time Employees	16	15	12	14

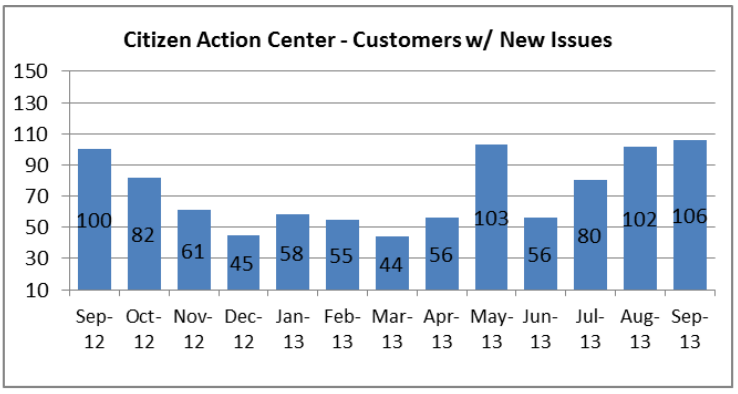
* Healthcare cost sharing implemented

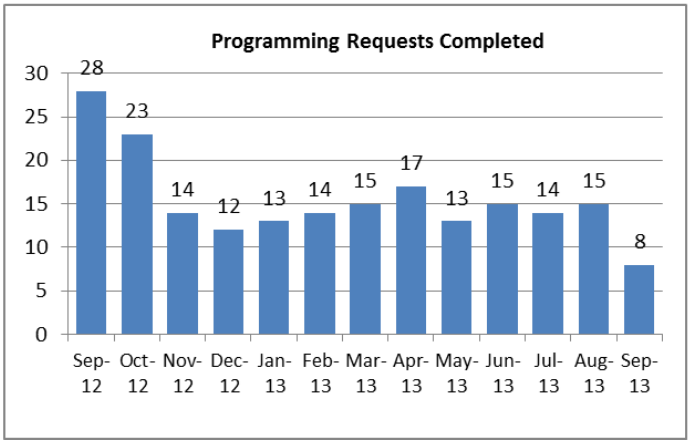


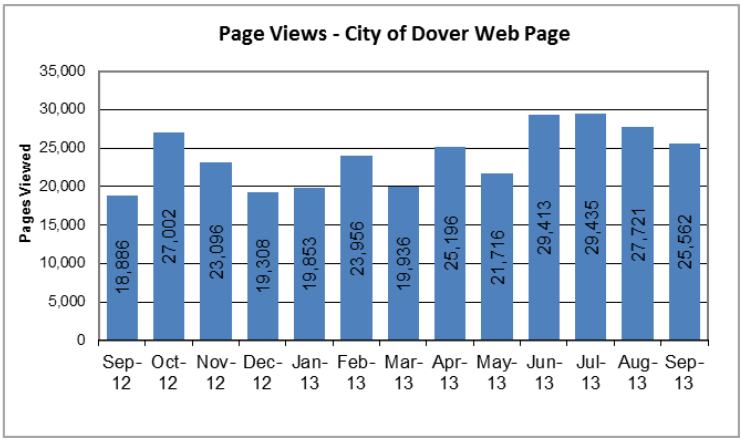


INFORMATION TECHNOLOGY





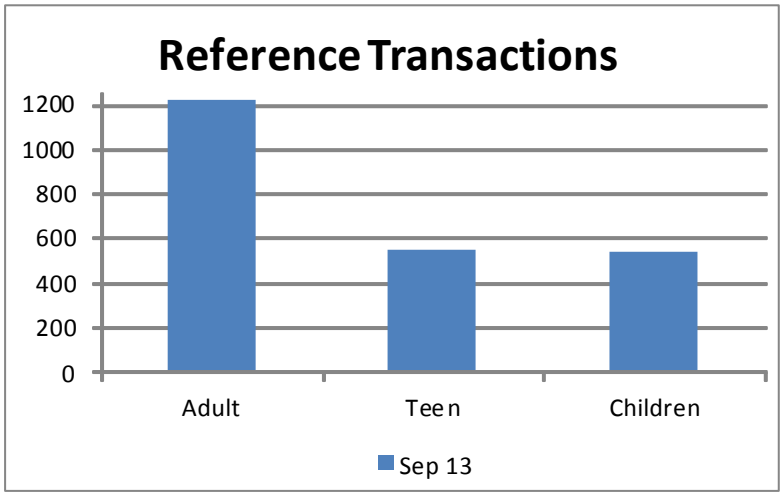




Performance Indicators	Current Month	Last Month	Same Month Last Year
iSeries Availability	100%	100%	100%
Server Availability	100%	100%	100%
AS/400 Connections *(concurrent/authorized users)*	N/A	N/A	N/A
PCs Supported	351	351	358
Scheduled PCs Replaced	-	-	-
Servers Supported	19	19	13
People Trained	16	7	14

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

LIBRARY



Adults – 1215 Teens – 547 Children – 538

Circulation	September 13		FYTD 14		September 12		FYTD 13
Dover residents	21,202		67,228		9,264		43,565
Ebooks	1,376		3,975		725		2,327
Kent residents*	14,910		51,243		7,752		35,629
Non-county residents	2,563		8,059		769		5,254
Registrations							
Dover residents	475		1,301		279		682
Kent residents*	117		428		72		196
Non-county residents	10		37		6		18
Other							
Visiting Patrons	28,796		86,105		10,750		70,612
Meeting Room Usage	2,130		6,066		300		320
Photocopier Usage	1,806		4,658		310		2,971
Computer Printing Usage	3,268		8,573		537		2,891
Computer Users	5,107		15,350		1,317		8,227
Wireless Computer Users	1,378		3,892				
Holds (Total)	8,196		23,004		1,891		14,756

***Breakout of Kent County Residential Statistics**

Circulation	Registrations
Harrington: 256	Harrington: 2
Milford: 186	Milford: 2
Smyrna: 885	Smyrna: 9
Outside City Limits: 13,583	Outside City Limits: 104

Total Registered Users: (Card Holders)

City: 21,507 Kent County: 13,011 Outside Kent County: 976

Other Points of Interest:

Inter/Interlibrary: 55 items loaned out
47 items borrowed

Technical services: 1,322 items added
833 items deleted

Volunteers: 361 hours of service completed

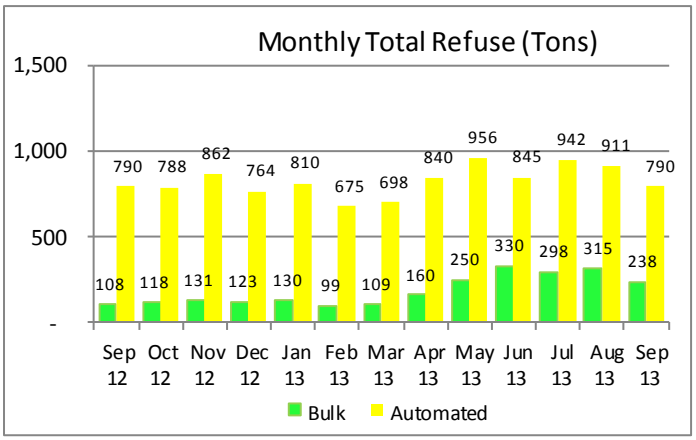
PUBLIC WORKS

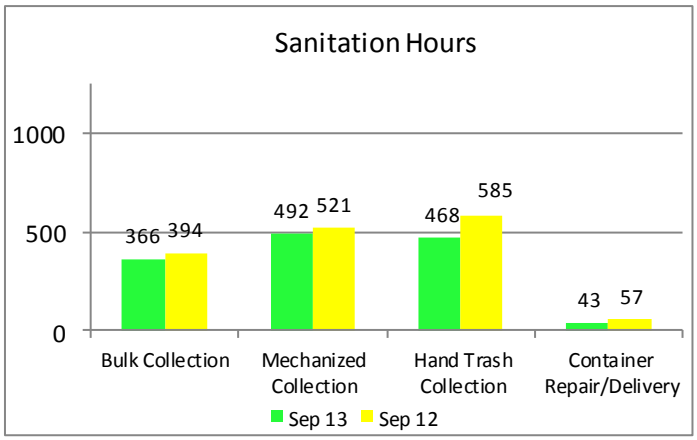
Administration

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	Lexington Glenn
Village of Westover (Phase VI)	Farthing Woods	Eden Hill (Residential)
Patriot Village	Clearview Meadows	Village of Cannon Mill

Sanitation





	SEPTEMBER 13	FYTD 14	SEPTEMBER 12	FYTD 13
Trips to DSWA Sandtown Landfill	216	682	158	523
Total Tonnage to DSWA	1,058.39	3,524.15	898.12	1,966.58
90-Gallon Containers Delivered	18	55	43	89
300-Gallon Containers Delivered	2	2	5	11
Total Man Hours-containers Delivered	43	114	57	161

CURBSIDE RECYCLING STATS	TOTAL # OF HOUSEHOLDS COLLECTED	TOTAL # OF ACCOUNTS	WEIGHT/LBS.	AVE. LBS.
September 2013	19,048	8,781	234,000	12.28

PUBLIC WORKS
continued

Streets	SEPTEMBER 13	FYTD 14	SEPTEMBER 12	FYTD 13
Signed Installed	20	131	18	91
Signs Repaired	9	30	6	38
Curbs Painted Yellow (feet)	1,078	1,306	5,305	5,435
New Post Installed	0	29	0	19
Storm Catch Basins Repaired	7	9	0	1
Storm Catch Basin Repairing (Hrs.)	40	51	0	1
Storm Catch Basins Cleaned	20	100	17	57
Storm Catch Basins Cleaning (Hrs.)	4	54	46	111
Hot Mix Patching (Tons)	0	1	0	236
Hot Mix Patching (Hrs.)	0	0	0	283
Cold Mix Patching Hrs.)	0	8	24	164
Concrete Work (Hrs)	0	191	90	165
Concrete Patching (Cubic Yards)	0	21	0	0
Ditch Work (Hrs).	30.5	31	76	76
Street and Alley Maintenance (Hrs)	25	168	160	512
Street Sweeping (Miles)	1,524	4,905	1,257	4,389
Street Sweeping (Cubic Yards)	492	1,176	332	846

Grounds

Arborist Crew	SEPTEMBER 2013	SEPTEMBER 2012
Trees Trimmed	38	0
Trees Removed	11	7

- Worked on tax ditches and ponds including:

Garrison Ditch
McKee Ditch
Bicentennial pond
Woodbrook pond
Fire Station #2 pond
VanSant Turbine pond
Cartanza substation pond

Work at the above locations including running the boom-ax mower for 7 days, removing trees on the slopes on the ditches/ponds, chipping up brush and clean up. The Streets division assisted us with removing debris at the McKee Road ditch.

Beautification Crew

- Continued maintenance on annual/perennial beds including weeding, edging and fertilizing.
- Watered in the late drought all beds not irrigated.
- Began pulling annuals from beds not doing well.
- Put in fall displays of mums and pumpkins in the Petunia tree on The Plaza and the Route 8 point bed

Mowing Crew

- One mowing crew assisted with the work at the ditches and the other mowing crew worked on mowing.

Athletic Field Maintenance

- Set up the stage for the last of the Spring/Summer Performing Arts programs on The Green.

PUBLIC WORKS
continued

Geographic Information Systems (GIS)

- Printed multiple posters for DDP and Economic Development.
- Created multiple Miss Utility maps.
- Updated concrete repair list.
- Multiple maps for Water/Wastewater Division.
- Maps for Planning Commission.
- GPS tree planting locations.
- Printed multiple posters for the library.

Fleet and Facilities Management

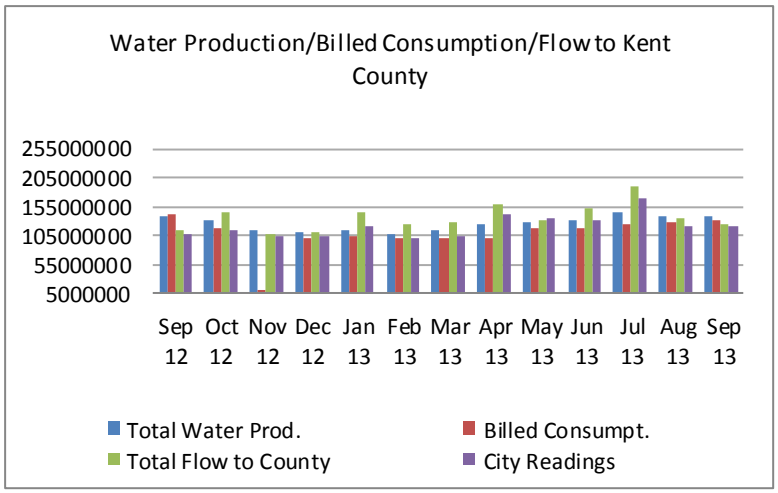
Fleet Maintenance
Work Orders: 63

Major Program Updates

Measure	SEPTEMBER 2013	SEPTEMBER 2012	DIFFERENCE
Scheduled Preventative Maintenance appointments being kept *(Quantity and Percentage)*	18 out of 25 72.00% 7 - Unscheduled PM's Vehicles 4 - Streets. Dept - No room in shop. At Const. dept. –not used since last winter/have sanders hooked up 7 - T & D vehicles –call when time and space to service same day. Need at night for emg. 1 - Vehicle scheduled for 10/8/13 4 Code Enforcement – Haven't seen or heard from Dept.	24 out of 38 63.16 %	+ **8.84 %**
Facilities Management			
Routine work orders completed within 5 days *(Quantity and Percentage)*	38 out of 38 100 %	23 out of 27 85.19%	**+14.81 %**
Emergency work orders completed within 2 days *(Quantity and Percentage)*	2 out of 2 100 %	3 out of 3 100 %	**0 %**

PUBLIC WORKS continued

Water/Wastewater



ENGINEERING SUMMARY

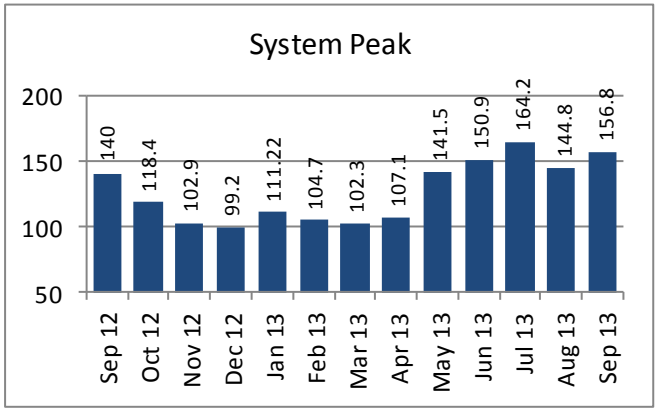
Major Program Updates	SEPTEMBER 2013	SEPTEMBER 2012	DIFF	FY14 YTD	FY13
State and Federal Violations	0 violations	0 violations	-	-	-
Water Quality Complaints	9	1	+8	33	16
Plan Review Completed Within 30 days of Submission	6 plan 100%	6 plan 100%	0	29	22
Field Inspection Response with-in 48 hours of Request	6	34	-28	33	102

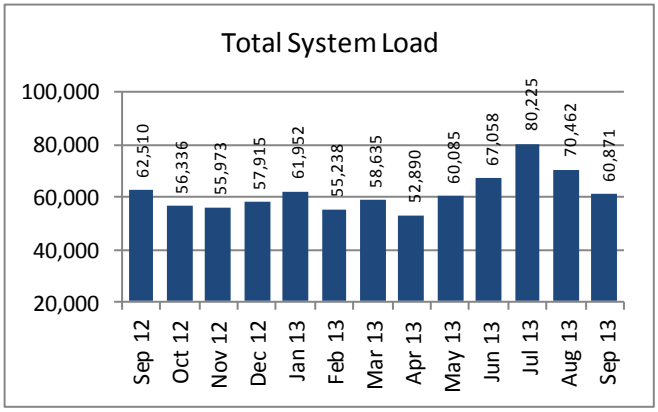
OPERATIONAL SUMMARY

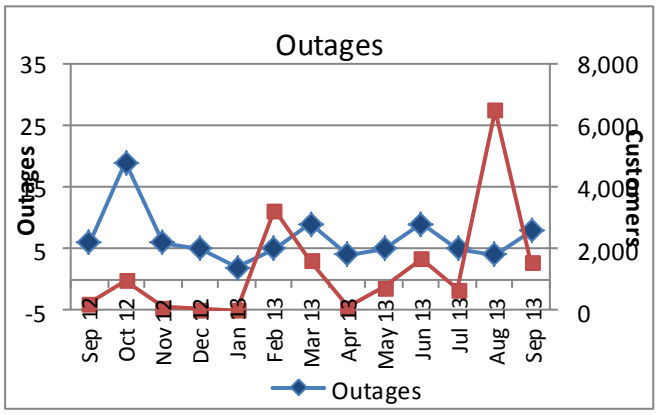
Task	SEPTEMBER 13	SEPTEMBER 12	CURRENT FY
Water Production - Daily Average	4,617,133	4,584,600	425,955,000
Average Field Response Time (goal is <30 minutes)	16.70	18.57	14.28
Water Mains Repaired	0	2	2
Water Service Lines Repaired	0	8	3
Wastewater Mains Repaired	0	2	0
Wastewater Service Lines Repaired	0	1	3
Sewer Lines Flushed - linear feet	185,665	155,418	433,196
Sewer Mains Videoed -linear feet	5,547	9,456	11,053
Total Fire Hydrants in Service	1,806	1,792	1,806
Total Water Meters in City Distribution System	14,152	14,061	14,152

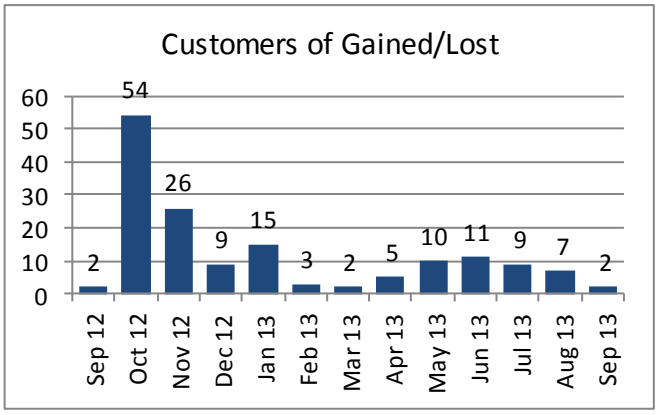
PUBLIC UTILITIES

Electric









Outages: 8 Customers: 1,550

Electric Monthly Outage Report

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

FY 14 YTD	FY 14	FY 13
60.92	50.74	39.44

Controllable Outages *Annual goal is less than 40*		Average Response Time *Goal is less than 30 minutes*	
Month	**Year-to-date**	**Month**	**Year-to-date**
3	10	25.63 Minutes	26.43 Minutes

PROGRAM UPDATES	SEPT 13	SEPT 12	FY14 YTD
Tree Trimming	251	245	722
Number of Oil Releases	1	4	2
Lost Time Accidents – All Electric Utility Divisions	0	1	0
New Services	2	2	20
Major Goals Completed in the Past Two Months			
N/A			

City Planner's Monthly Report

Planning, Inspections & Recreation

SEPTEMBER 2013

Planning, Inspections & Recreation Highlights

- More than 65 landlords attended "Safe Communities" training at the Dover Police Department on Saturday, September 28th.
- Southern Smoke located at 737 N. DuPont Highway was issued a Certificate of Occupancy on September 27, 2013.
- Summer Concerts on The Green - Our final performance of the 2013 season concluded with the First State Harmonizers hosting 93 at their concert. Look for our 2014 line-up to kick-off in May.
- Backpack Give-A-Way - Partnering with the University of Delaware's Cooperative Extension program, back to school supplies were given to children of the Capital School District on September 4th at the Dover Park facility.
- Amish Bike Tour - Staff assisted in event logistics coordination. The Fire Marshal's Office and YMCA staff and volunteers distributed supplies to the rest areas on Friday afternoon. Sherwanda Rachal, LaToya Warner and Carolyn Courtney staffed the Marydel rest stop during the Saturday event.
- CDCC Member to Member Expo - Carolyn Courtney & Jane Harris hosted the Parks & Recreation booth at the Member to Member Expo on September 25th held at the Modern Maturity Center.
- Fall Softball Leagues began - Our Fall 2013 season consists of 10 Co-Ed teams and six (6) Men's teams.
- The Department of Planning and Inspections continued operations for licensing and life safety at the September NASCAR Race. Operations were scaled back due to a change in our licensing procedure for vendors.



Southern Smoke
737 N DuPont Hwy



Darling & Sons / Sussex Screen Printing
2013 CoEd Softball Fall League

Personnel and Training Updates

- Debbie Krueger started as an Office Assistant in Licensing and Permitting on September 9, 2013.
- Matthew Brown started as an Inspector I with Code Enforcement on September 16, 2013.
- Sherwanda Rachal-Speaks and Wayne Voshell attended a Social Media Strategy Skillpath seminar. Sherwanda reported the class was very beneficial in planning strategies for our social media campaigns.
- Kristen Mullaney attended the Conference on Leadership Development and Teambuilding presented by Skillpath on September 9, 2013
- The Planning Office began the hiring process to fill the vacant Planner position with a series of interviews in late September.
- Several departmental staff attended webinars offered by SunGuard through the City's contract.

Planning, Inspections & Recreation Revenue

Revenue Stream	FY '14 Budget	FY '14 Actual (YTD)	
Business License	$1,460,000	$ 1,412,156	97%
Trailer License	$20,500	$ 15,533	76%
Building Permits	$400,000	$ 197,701	49%
Cert. of Occupancy	$9,000	$ 1,570	17%
Public Occupancy	$10,000	$ 400	4%
Lodging House	$14,000	$ 28	0%
Plumbing/Heating/Air	$75,000	$ 20,368	27%
Sprinkler	$25,000	$ 7,378	30%
Rental Inspection Fee	$345,000	$ 2,988	1%
Miscellaneous	$20,000	$ 7,976	40%
Fire Protection Fees	$31,000	$ 7,825	25%
Vacant Building Reg.	$60,000	$ 46,750	78%
Total P&I Revenue	**$2,469,500**	**$ 1,720,671**	70%
Recreation	$133,000	$28,511	21%

Looking Forward…..

- ◊ City of Dover earns Honorable Mention status as a Bicycle Friendly Community.
- ◊ Progress Continues in the Construction of Dover High School.
- ◊ Challenger Football offers opportunities for Dover High football players and children with disabilities.
- ◊ Silver Lake Clean Up
- ◊ Traffic Skills 101
- ◊ Challenger Football
- ◊ Elk Drug Awareness

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 September 2013, Planning Staff was involved with review of 40 Permits and 5 Certificates of Occupancy permits (2013 Year to Date total of 671 Permits and COs compared to 689 year-to-date in 2012). Planning Staff also reviews new applications for Business Licenses and Rental Dwelling Permits.

COMPREHENSIVE PLAN IMPLEMENTATION

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

- ♦ On-going efforts of the Planning Office include participating in planning for the participating in the planning and development design of Garrison Oak Technical Park, the pending updates to the FIRM Maps (Flood Insurance Rate maps) issued by FEMA for flood plains, and research for future ordinance amendments related to the commercial zoning classifications.
- ♦ Planning Staff attended the September meeting of the Delaware Population Consortium. The DPC provides 30-year population and employment projections for the State, counties, and selected municipalities including the City of Dover. The meeting focused on the upcoming release of the annual projection series and the methodology for preparing future projections.

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

Construction activities related to site improvements and the building construction activities continue at the new Dover High School project site. The Planning Staff is working the Capital School District and DelDOT regarding pedestrian safety concerns for the school project. A meeting was held on September 24, 2013 for property owners affected by the proposed sidewalk construction project on the north side of Route 8. A Public Outreach presentation was held at September 25, 2013 Safety Advisory and Transportation Committee Meeting on the HAWK signal for a pedestrian crossing of Route 8. On September 26th, Planning Staff held the monthly coordination meetings on the project with the various involved departments, agencies, and project design professionals and managers. It is noted that the project has filed a Revised Parking Justification and a Waiver Request for a Parking Reduction (MI-13-18); these requests will be the subject of a Public Hearing at the October Planning Commission meeting.

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

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

BOARD AND COMMISSION ACTIVITY

Planning Commission

The Planning Commission met on September 16, 2013 and took the actions summarized listed below. The next Planning Commission meeting is scheduled for October 21, 2013.

- **S-11-21 Inner City Cultural League/Dover Cultural Center at 39 South West Street** – Approval of a one year extension for S-11-21 Conditional Use application granted on December 21, 2011.
- **S-13-17 Lands of Rabail Enterprizes, LLC at 484 North DuPont Highway: Waiver Request** – Approval of the Waiver Request for the Elimination of Upright Curbing as associated with the Administrative Site Plan for redevelopment of the residential house into a commercial business.
- **Z-13-03 Lands of Rhett Ruggerio at 109 East Division Street: Rezoning from RG-1 with H to RGO with H** – Following the Public Hearing and discussion by the Planning Commission, the Applicant requested withdrawal of the Rezoning application Z-13-03.
- **C-13-08 The Galleries on the Green at 325-331 South State Street**—Approval of a Conditional Use to utilize the first floor for the establishment of an art gallery and studio within the existing building located at 325-331 South State Street known as the Parke Building.

Board of Adjustment

The Board of Adjustment did not meet on September 18, 2013. The next regular scheduled meeting of the Board of Adjustment is scheduled for October 16, 2013.

Historic District Commission

The Historic District Commission met on September 19, 2013. The next Historic District Commission meeting is scheduled for October 17, 2013. There were no applications. The Historic District Commission received updates on the project and permit activities associated with Architectural Review Certifications in the Historic District. The Commission was also presented information on the Certified Local Government (CLG) Program and its application process.

COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

- ***CDBG FY13 Projects***

Contracts for FY13 projects are scheduled to be signed on October 1st.

- ***Homeownership Assistance Program***

Six (6) families were provided settlement assistance to purchase properties in the City of Dover. All funds have been expended.

- ***MHDC Homeowner Rehabilitation Program***

CDBG funds will be used to rehabilitate owner occupied homes in the City of Dover found in violation of the City's housing code. The waiting list for this project opened on June 12th and this project is underway.

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

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

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

Emergency repairs have been completed on 4 homes.

- ***NCALL Research***

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

- ***Serenity Place***

CDBG funds will be used for the reconstruction of a treatment facility for persons who suffer from substance abuse that was destroyed in a fire. Funds for this project have been expended.

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

CDBG funds will be used to install a geothermal heating system in one of the facilities that services children that are at risk for homelessness. This project has been completed.

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

The City was awarded $1,426,740 for the acquisition and rehab of foreclosed properties to be sold to qualifying families. A total of $2,000,529 including program income has been expended on the acquisition and renovations for 11 properties. The remaining balance of $66,125 will be utilized for renovations, acquisition and down payment assistance for eligible NSP properties. Eight properties have been sold, one is a lease purchase and one is a rental that serves persons with disabilities. Central Delaware Habitat for Humanity has purchased the eleventh NSP property in the City of Dover and they already have a buyer. Eight (8) first time homebuyers have purchased homes through the NSP Settlement Assistance Program.

218 Ann Avenue (sold)

343 Mimosa Avenue (sold)

907 Woodcrest Avenue (sold)

1430 S. Hancock (group home rental)

1415 S. Hancock (sold)

4 Bennington Street (75% complete)

337 N. Governors Avenue (sold)

254 Green Blade Drive (sold)

302 Stone Brook Place (lease purchase)

11 Westover Drive (sold)

110 Thames Drive (sold)

Dangerous Buildings, Vacant Buildings & Demolitions

- *126 N. Ann Avenue* – The owner is making repairs to the exterior of the property.
- *209 N. New Street* – Owner obtained a structural engineering report.
- *427 West Division Street* — The demolition of the home was completed.
- *528 Fulton Street* — The demolition of the home is complete.
- *105 S Queen Street*—A residential Renovation Permit has been obtained and a re-inspection to the home shows that work is near completion.
- *238 Railroad Ave*—City Council approved the demolition of the 5 vacant structures. The asbestos survey has begun.
- *123 Blue Beach Drive*—City Council approved the demolition of the pool and pump-house on September 9th. The Demolition Bid Package was placed on the City website.
- *142 Brandywine Drive*—An interior inspection of the property was conducted by City Staff and representatives for the property owner. It was determined that repairs could be made to the home and the property owner will be obtaining bids for the renovation work.
- *710 Slaughter Street*—City Council approved the demolition of the home on September 9th. The Demolition Bid Package was placed on the City website and the asbestos survey was scheduled.
- *45 S Queen Street*—The owner was sent notice on August 26, 2013, to remove all personal effects within 10 days. The asbestos survey is scheduled for September 10, 2013.
- *200 N West Street*—The owner was sent notice that they had 15 days to make repairs to the structure or City Staff would present the property to City Council in October as a dangerous building and request that Council approve the demolition of the structure.
- *Vacant Buildings*—During the month of September 14 additional buildings were registered as vacant, and $6,000.00 in vacant building registration fees were collected.



123 Blue Beach Drive

Code Enforcement Activity—September

Case Type	# cases current month	# cases YTD	% staff initiated current month	% staff initiated YTD
No valid Rental Permit	2	148	100%	97%
No valid Building Permit	3	54	100%	93%
Tall grass and weeds	83	751	83%	79%
Unregistered vehicle	1	51	100%	92%
Abandoned vehicle	6	83	100%	88%
Annual Housing Inspection	20	275	80%	87%
Property Maintenance – Exterior	57	555	54%	89%
Electric Termination	36	219	97%	96%
Dover Code of Ordinances	55	492	84%	75%
Zoning	11	101	64%	72%
Total Cases	**274**	**2759**		
Total # of Inspections For Month	**301**			



Fire Marshal's Office, Building Inspections & Licensing Summary

LIFE SAFETY				
Inspections	**SEPT 13**	**FYTD 14**	**SEPT 12**	**FYTD 13**
Fire Protection Inspections (New & Existing)	65	442	28	93
Fire Code Inspections	17	515	149	447
Inspection Deficiencies	30	310	12	142
Certificate of Occupancy	7	73	3	9
Accidental	$6,000	$132,450	$400.00	$400.00
Incendiary	$0	$34,600.00	$0.00	$11,000.00
Undetermined	$50,000	$271,000.0	$0.00	$1000.00
PERMITTING AND LICENSING				
Permits Issued	**SEPT 13**	**FYTD 14**	**SEPT 12**	**FYTD 13**
Administrative Permit	0	3	1	9
Building Addition/Renovation Permits	43	118	34	112
Building Permits	9	46	15	47
Demolition Permits	3	16	4	18
Fence Permits	5	24	8	26
Fire Prevention Permits	9	31	1	15
Mechanical Permits	21	68	18	103
Plumbing Permits	29	98	31	75
Sign Permits	7	312	4	47
Swimming Pool Permits	0	5	1	10
Business Licenses	125	1162	154	780
Merchant Licenses	24	269	19	228
Contractor Licenses	72	753	55	508
Lodging House Licenses	0	0	0	1
Mobile Homes	13	199	21	152
Public Occupancy	9	20	9	22
Rental Dwelling	28	78	24	77
BUILDING INSPECTIONS				
Inspections	**SEPT 13**	**FYTD 14**	**SEPT 12**	**FYTD 13**
Building	287	938	309	946
Plumbing/Mechanical	314	864	303	1,045
Certificate of Occupancy	5	35	14	33

Fire Marshal's Office—At a Glance

Number of Fires Requiring FM Response for September 2013

- 2 Accidental
- 1 Incendiary
- 2 Undetermined
- 24 hours of investigation time

Number of Complaints – 7

Active Fire Investigation—

855 College Road Fire in Bathroom started by student. No arrest, student enrolled in State FMO Intervention program.

360 Webs Lane student pulled fire alarm. No arrest made as student had some mental health issue that are being addressed by the district.

15 Kent Avenue - Murphey School student set fire in closet. Arrest made for Arson I.

Pine Street Female intentionally set fire to her kitchen. Arrest made for Arson I.

225 Cecil Street - Fire in second floor bedroom. Still under investigation.

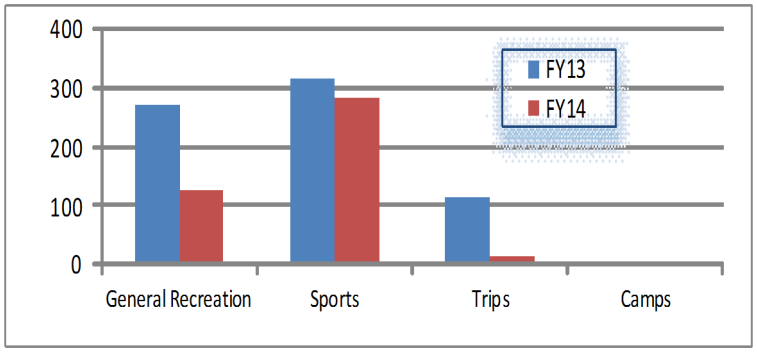
Recreation Division

City of Dover Parks & Recreation



Enrollment Summary

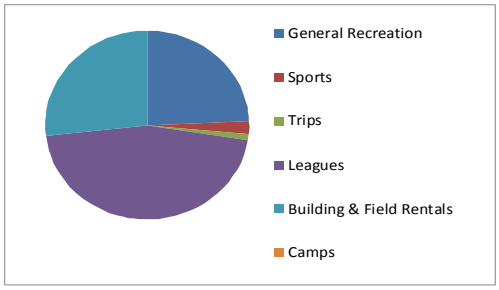
September 2012 verses September 2013

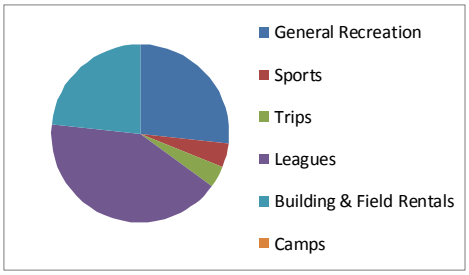


Category	FY13	FY14
General Recreation	270	125
Sports	318	282
Trips	113	15
Camps	Not Offered	Not Offered



Revenue Breakdown: September 2012 verses September 2013





General Recreation	**1666.00**
Sports	**155.00**
Camps	**0.00**
Trips	**70.00**
Leagues	**3130.00**
Building & Field Rentals	**1842.00**

General Recreation	**2104.00**
Sports	**345.00**
Trips	**319.00**
Leagues	**3275.00**
Building & Field Rentals	**1835.00**
Camps	**0.00**

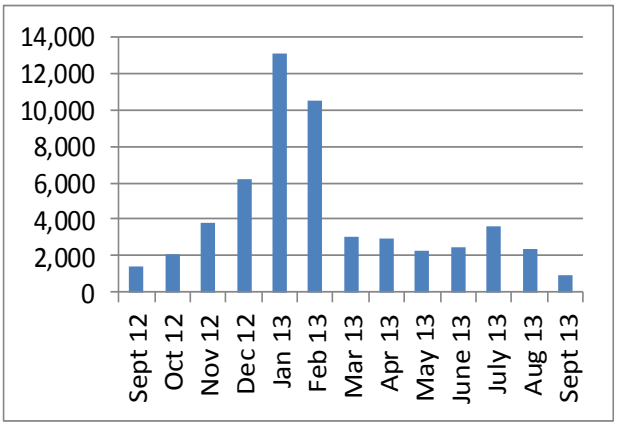




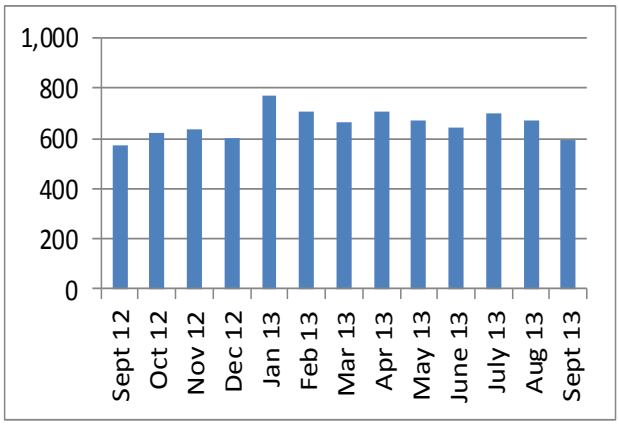


John W. Pitts Recreation Center – September 2013

Total Program Attendance



Facility Usage By The Hour



Facility Usage By The Hour	SEPT 13		FYTD 14		SEPT 12		FYTD 13
Open Gym	515		1094.5		484.25		1,379
Fitness Classes	40		128.5		44		116
Leagues	14		101		0		56
Camps	0		555		0		49
Sports Classes	14		40		10.5		46
Meetings & Rentals	5.5		31.5		26.5		66.5
Enrichment Classes	5		13.5		8.5		12.5
Total Facility Usage Hours	593.5		1,964		573.75		1,715

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

Daily Program Attendance**	SEPT 13		FYTD 14		SEPT 12		FYTD 13
Total	976		5,990		1,372		5,117
Open Gym	339		722		638		1,889
Fitness Classes	301		697		409		772
Leagues	100		2,756		0		1,440
Camps	0		1,308		0		254
Sports Classes	136		181		129		400
Meetings & Rentals	97		299		209		360
Enrichment Classes	3		27		16		31

Since our opening in late April 2008, we have had 278,210 guests at the John W. Pitts Recreation Center.

August Open Gym Registrations and Packages Sold

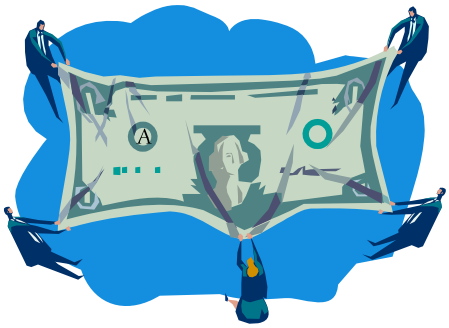
Packages Sold:	Sept.	MTD	YTD	FYTD
Daily:	13	$ 39	66	$198
Individual Quarterly:	1	$ 15	4	$ 60
Individual Annual:	0	$ 0	0	$ 0
Family Quarterly:	0	$ 0	0	$ 0
Family Annual:	0	$ 0	0	$ 0
Revenue:		**$54**		**$258**

CITY OF DOVER
FINANCE AND PROCUREMENT & INVENTORY DEPARTMENTS
SEPTEMBER 2013 - MONTHLY BUDGET REPORTS















LEASE 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
September 2013

FINANCE DEPARTMENT ACTIVITY LEVELS

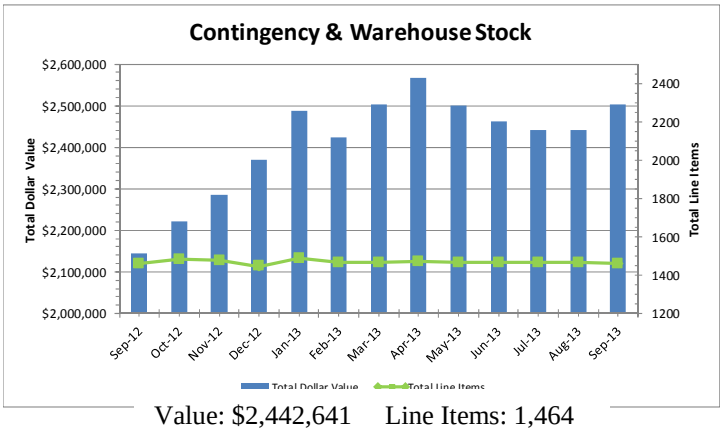
	FY13 YTD			FY14 YTD		
BANK TRENDS						
Number of Deposits Made (Hand, ACH & Wire, Lockbox)	1,472			1,693		
Total Amount of All Deposits	$ 45,355,448			$ 43,466,581		
PAYROLL						
	Hours	%	Amount	Hours	%	Amount
Gross wages per registers	**197,833**	**100.0%**	**$ 4,666,633**	**193,375**	**100.0%**	**$ 4,514,755**
Wages and Hours Worked						
Regular	163,195	82.5%	$ 3,596,161	162,341	84.0%	$ 3,507,345
All over time	9,958	5.0%	$ 447,730	8,341	4.3%	$ 354,643
Other Paid or Unpaid Wages and Hours						
Vacation	13,672	6.9%	$ 356,675	13,564	7.0%	$ 362,074
Sick	4,808	2.4%	$ 118,892	3,938	2.0%	$ 98,491
Terminal Leave - Retiree Vacation/Sick Payout	1,692	0.9%	$ 36,256	604	0.3%	$ 15,138
Comp Time	2,106	1.1%	$ 58,293	1,999	1.0%	$ 55,882
Personal	217	0.1%	$ 5,482	315	0.2%	$ 8,229
Leave Without Pay	1,737	0.9%	$ -	1,463	0.8%	$ -
Other (description below)	450	0.2%	$ 47,144	811	0.4%	$ 112,953

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

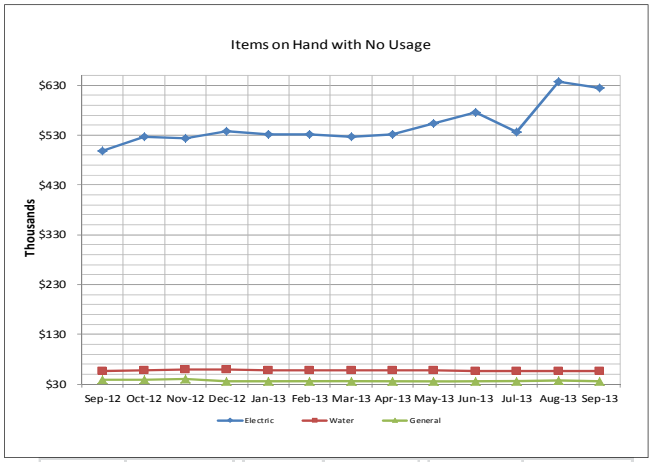
Other Activity		
Number of Pay Periods	6	6
Number of Payroll Checks & Direct Deposits Issued	2,205	2,153
Number of Pension Checks Issued	736	777
Total Pension Benefits Paid - Defined Benefit Plan	$ 2,435,052	$ 2,593,955

ACCOUNTS PAYABLE		
Number of Check Vouchers	1,420	1,284
Number of EFT Vouchers	469	490
Vouchers Dollar Amount Disbursed	$ 19,600,828	$ 17,651,155

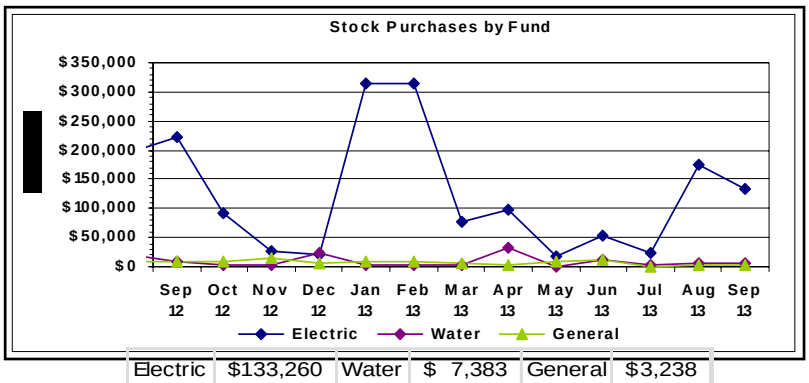
PROCUREMENT & INVENTORY ACTIVITY LEVELS



Value: $2,442,641 Line Items: 1,464



Electric:	$624,127	Water:	$56,542	General:	$35,122



Electric	$133,260	Water	$ 7,383	General	$3,238

Fuel Use		
Unleaded:	10,638.4	gallons
Diesel:	6,346.7	gallons
Total Cost:	$ 52,271	

City of Dover
Finance Department
Monthly Report – September 2013
General Fund Summary

	Budget	YTD	Balance	25% of Budget
Beginning Balance (unaudited)	$ 3,455,200	$ -	$ 3,455,200	0.0%
Revenues				
Court of Chancery Fees	863,200	165,100	698,100	19.1%
Fines & Police Revenues	1,316,000	180,804	1,135,196	13.7%
Franchise Fees	606,200	-	606,200	0.0%
Grants	623,500	70,000	553,500	11.2%
Intrafund Services	4,454,300	984,109	3,470,191	22.1%
Library & Recreation Revenues	599,600	46,566	553,034	7.8%
Licenses & Permits	2,627,500	1,775,072	852,428	67.6%
Property Taxes (Includes BID Revenue) (1)	11,169,500	10,739,831	429,669	96.2%
Miscellaneous Revenues	138,300	19,775	118,525	14.3%
Sanitation Revenues	2,676,500	651,036	2,025,464	24.3%
Garrison Farm Rent Revenue	118,500	14,446	104,054	12.2%
Transfers-In from Special Funds & Utilities				
Municipal Street Aid Fund	527,400	-	527,400	0.0%
Civil Traffic Penalties	600,000	-	600,000	0.0%
Transfer Taxes	1,315,500	153,859	1,161,641	11.7%
Verizon, Contingency and CI Reserves	32,000	-	32,000	0.0%
Police Grants	110,000	6,442	103,558	5.9%
Water/Wastewater Fund	500,000	125,000	375,000	25.0%
Electric Fund	8,000,000	2,000,000	6,000,000	25.0%
Total Revenues	36,278,000	16,932,040	19,345,960	46.7%
Total Beginning Balance & Revenues	**$ 39,733,200**	**$ 16,932,040**	**$ 22,801,160**	42.6%
Expenditures				
City Clerk & Council	$ 442,200	$ 99,955	$ 342,245	22.6%
Mayor, City Manager & Human Resources	874,900	210,114	664,786	24.0%
Police & Police Extra Duty	14,331,800	2,981,522	11,350,278	20.8%
Public Services	4,131,800	871,680	3,260,120	21.1%
Procurement & Inventory, Facilities Mgmt., Vehicle Maint.	1,870,900	344,561	1,526,339	18.4%
Planning & Inspections	2,045,600	447,130	1,598,470	21.9%
Finance, Info Tech & Customer Services	2,676,400	696,759	1,979,641	26.0%
Library & Recreation	2,038,600	461,773	1,576,827	22.7%
Fire Department	692,100	141,837	550,263	20.5%
Assessor	198,300	47,676	150,624	24.0%
Contribution to DDP	162,400	40,600	121,800	25.0%
Miscellaneous Grant Expense	25,000	-	25,000	0.0%
Other Employment Expenses	400,000	-	400,000	0.0%
Insurance	658,900	151,959	506,941	23.1%
OPEB - Retiree's Health Care Contribution	1,636,500	409,125	1,227,375	25.0%
Police Pension Trust Contribution - State Grant	500,000	70,000	430,000	14.0%
Appropriation to Employee Pension Fund - Unfunded Liability	1,466,500	597,175	869,325	40.7%
Street Lights	836,000	195,114	640,886	23.3%
Debt Service	557,300	538,486	18,814	96.6%
Provision for Uncollectible	10,000	10,000	-	100.0%
Transfers Out				
Capital Projects Fund	1,278,300	319,575	958,725	25.0%
Total Expenditures	36,833,500	8,635,041	28,198,459	23.4%
Budget Balance - Working Capital	2,899,700	-	2,899,700	0.0%
Total Budget Balance & Expenditures	**$ 39,733,200**	**$ 8,635,041**	**$ 31,098,159**	21.7%
Reserve Balances				
Contingency	$ 723,600	$ 734,861		

(1) Property Taxes are the taxes billed and not cash received. The outstanding receivable balance as of 9/30/13 is $741,593.25 as compared to $973,733.26 in September 2012.

City of Dover
Finance Department
Monthly Report – September 2013
Water/Wastewater Fund Summary

	Budget	YTD	Balance	25% of Budget
Beginning Balance - Water (unaudited)	$ 770,800	$ -	$ 770,800	0.0%
Beginning Balance - Wastewater (unaudited)	$ 412,600	$ -	$ 412,600	0.0%
Beginning Balance - Kent County Treatment (unaudited)	$ 141,600	$ -	$ 141,600	0.0%
	1,325,000	-	1,325,000	0.0%
Revenues				
Water Fees	4,730,700	1,249,248	3,481,452	26.4%
Wastewater Fees	3,642,700	969,228	2,673,472	26.6%
Kent County Treatment Fees	2,980,300	800,934	2,179,366	26.9%
Ground Water Inflow Adjustment	1,324,600	359,478	965,122	27.1%
Water Tank Leases	333,800	26,201	307,599	7.8%
Miscellaneous Service Fee	105,100	17,264	87,836	16.4%
Impact Fees - Water	357,000	31,753	325,247	8.9%
Impact Fees - Wastewater	323,000	28,500	294,500	8.8%
Total Revenues	13,797,200	3,482,606	10,314,594	25.2%
Total Beginning Balance & Revenues	**$ 15,122,200**	**$ 3,482,606**	**$ 11,639,594**	23.0%
Expenses				
Water/Wastewater Operating Divisions				
Engineering & Inspection	$ 664,400	$ 81,411	$ 582,989	12.3%
Water	433,900	100,450	333,450	23.2%
Water Treatment Plant	1,501,800	310,411	1,191,389	20.7%
Wastewater	945,100	187,068	758,032	19.8%
Construction	351,400	55,841	295,559	15.9%
Kent County Treatment	3,524,800	684,776	2,840,024	19.4%
Intrafund Service Fees	1,233,400	279,148	954,252	22.6%
Pension Unfunded Liability	339,400	84,850	254,550	25.0%
OPEB - Retiree's Health Care Contributions	200,000	50,000	150,000	25.0%
Debt Service	1,019,500	117,089	902,411	11.5%
Other Employment Expenses	25,000	-	25,000	0.0%
Transfers Out				
General Fund	500,000	125,000	375,000	25.0%
Water I & E Fund	1,200,000	300,000	900,000	25.0%
Wastewater I & E Fund	1,330,000	332,500	997,500	25.0%
Total Expenses	13,268,700	2,708,544	10,560,156	20.4%
Budget Balances				
Budget Balance - Working Capital - Water	1,056,400	-	1,056,400	0.0%
Budget Balance - Working Capital - WW	797,100	-	797,100	0.0%
Total Budget Balances	1,853,500	-	1,853,500	0.0%
Total Budget Balances & Expenses	**$ 15,122,200**	**$ 2,708,544**	**$ 12,413,656**	17.9%
Reserve Balances				
Contingency-Water	$ 105,600	$ 104,234		
Contingency-Wastewater	$ 191,500	$ 188,482		
Impact Fee Reserve - Sewer	NO BUDGET	$ 3,758,674		
Impact Fee Reserve - Water	NO BUDGET	$ 197,316		
Bond Coverage Ratio (Covenant 1.20)	3.96	5.98		

City of Dover
Finance Department
Monthly Report – September 2013
Electric Revenue Fund Summary

	Budget	YTD	Balance	25% of Budget
Beginning Balance (unaudited)	$ 7,152,400	$ -	$ 7,152,400	0.0%
Revenues				
Sales to Customers	76,286,700	22,423,148	53,863,552	29.4%
Utility Tax	1,492,200	360,101	1,132,099	24.1%
Weyandt Hall Rents	251,000	38,719	212,281	15.4%
Miscellaneous Revenues	737,800	173,882	563,918	23.6%
Interest Earned	119,400	824	118,576	0.7%
Transfer from Rate Stabilization	4,000,000	1,000,000	3,000,000	25.0%
Intrafund Service Receipts Water/Wastewater	98,500	22,693	75,807	23.0%
Total Revenues	82,985,600	24,019,367	58,966,233	28.9%
Total Beginning Balance & Revenues	**$ 90,138,000**	**$ 24,019,367**	**$ 66,118,633**	26.6%
Expenses				
Power Supply & Generation				
Hedged Energy	$ 23,832,000	$ 9,542,624	$ 14,289,376	40.0%
Power Supply Management	996,000	249,000	747,000	25.0%
Capacity Charges	15,787,200	3,738,594	12,048,606	23.7%
Dover Sun Park Energy	1,565,800	363,793	1,202,007	23.2%
Solar Renewal Energy Credits	300,000	81,521	218,479	27.2%
PJM Charges - Energy	12,812,900	2,663,520	10,149,380	20.8%
PJM Charges - Transmission & Fees	4,740,000	1,760,439	2,979,561	37.1%
Total Power Supply	60,033,900	18,399,491	41,634,409	30.6%
Plant Operations	6,015,800	1,344,757	4,671,043	22.4%
Generation Fuels	-	725,712	(725,712)	0.0%
Capacity Credits	(15,079,800)	(3,644,375)	(11,435,425)	24.2%
PJM Spot Market Energy	(230,500)	(1,659,902)	1,429,402	720.1%
PJM Credits	(397,000)	(301,513)	(95,487)	75.9%
Total Generation	(9,691,500)	(3,535,321)	(6,156,179)	36.5%
Total Power Supply & Plant	50,342,400	14,864,170	35,478,230	29.5%
Electric Operating Divisions:				
Transmission/Distribution	3,302,500	699,804	2,602,696	21.2%
Electrical Engineering	1,192,200	217,327	974,873	18.2%
Administration	597,000	63,955	533,045	10.7%
Meter Reading	220,300	54,572	165,728	24.8%
Systems Operations	543,600	119,615	423,985	22.0%
Intrafund Services	3,319,400	727,655	2,591,745	21.9%
Utility Tax	1,492,200	360,101	1,132,099	24.1%
OPEB - Retirees Health Care Contribution	513,300	128,325	384,975	25.0%
Pension Trust Contribution - Unfunded liability	1,314,200	328,550	985,650	25.0%
Interest on Deposits	27,000	6,247	20,753	23.1%
Green Energy Payment to DEMEC	135,800	25,029	110,771	18.4%
Accounts Receivable Write-Offs	200,000	200,000	-	100.0%
Other Employee Expenses	150,000	-	150,000	0.0%
Contractual Services RFP's	100,000	-	100,000	0.0%
Debt Service	3,301,900	854,215	2,447,685	25.9%
Transfers Out:				
General Fund	8,000,000	2,000,000	6,000,000	25.0%
Electric Improvement & Extension Fund	5,448,600	1,362,150	4,086,450	25.0%
Total Expenses	81,176,100	22,255,640	58,920,460	27.4%
Budget Balance - Working Capital	8,961,900	-	8,961,900	0.0%
Total Budget Balance & Expenses	**$ 90,138,000**	**$ 22,255,640**	**$ 67,882,360**	24.7%
Reserve Balances				
Contingency Reserve	$ 826,500	$ 815,208		
Insurance Reserve	$ 739,000	$ 733,918		
Rate Stabilization Reserve	$ 13,644,000	$ 16,401,799		
Bond Coverage Ratio (Covenant 1.25)	1.97	3.61		
Megawatt Hours Sold & Purchased				
Sales to Customers MWh (excluding Street Light MWh)	712,675	210,442		29.5%
Sales per MWh	$ 107.04	$ 106.55		99.5%
Purchased/Generated MWh	725,818	210,684		29.0%
All In MWh Supply & Generation	$ 69.36	$ 70.55		101.7%

City of Dover
Finance Department
Monthly Report – September 2013
General Capital Project Fund Summary

	Budget	YTD	Balance	25% of Budget
Beginning Balance - Projects (unaudited)	$ 241,200	$ -	$ 241,200	0.0%
Beginning Balance - Library (unaudited)	$ (74,700)	$ -	$ (74,700)	0.0%
Revenues				
State Grant - Other	15,000	-	15,000	0.0%
Interest Earnings	-	2,766	(2,766)	0.0%
Transfer from General Fund for Projects	1,278,300	319,575	958,725	25.0%
Transfer from Parkland Reserve	95,000	-	95,000	0.0%
Subtotal Revenues	1,388,300	322,341	1,065,959	
State Grant - Library	-	107,674	(107,674)	0.0%
Library Construction Donations	-	5,150	(5,150)	0.0%
Subtotal Library Project Receipts	-	112,824	(112,824)	0.0%
Total Revenues	1,388,300	435,165	953,135	31.3%
Total Beginning Balance & Revenue	**$ 1,554,800**	**$ 435,165**	**$ 1,119,635**	28.0%
Expenditures				
Fire	$ 238,500	$ 238,515	$ (15)	100.0%
Grounds Maintenance	50,100	-	50,100	0.0%
Library	-	5,772	(5,772)	0.0%
Recreation	95,000	-	95,000	0.0%
Code Enforcement	30,000	-	30,000	0.0%
Police	257,300	23,803	233,497	9.3%
Streets	251,500	96,942	154,558	38.5%
Sanitation	402,100	-	402,100	0.0%
Information Technology	7,000	-	7,000	0.0%
Facilities Management	17,800	-	17,800	0.0%
Procurement & Inventory	55,000	-	55,000	0.0%
Total Expenditures	1,404,300	365,032	1,039,268	26.0%
Budget Balance - Projects	150,500	-	150,500	0.0%
Total Budget Balance & Expenditures	**$ 1,554,800**	**$ 365,032**	**$ 1,189,768**	23.5%
Reserve Balances				
Capital Asset Replacement Reserve	$ 512,000	$ 507,913		
Parkland/Recreation	$ 110,000	$ 203,157		

City of Dover
Finance Department
Monthly Report – September 2013
Water/Wastewater Improvement & Extension Fund Summary

	Budget	YTD	Balance	25% of Budget
Beginning Balance - Water (unaudited)	$ 1,620,000	$ -	$ 1,620,000	0.0%
Beginning Balance - Wastewater (unaudited)	$ 660,900	$ -	$ 660,900	0.0%
Revenues				
State Loan-Wastewater 2010	-	62,000	(62,000)	0.0%
Interest Earned	25,000	7,414	17,586	29.7%
Transfer from Operating Fund for Water	1,200,000	300,000	900,000	25.0%
Transfer from Operating Fund for Wastewater	1,330,000	332,500	997,500	25.0%
Transfer from Impact Fee Reserve - Water	390,000	-	390,000	0.0%
Total Revenues	2,945,000	701,914	2,243,086	23.8%
Total Beginning Balance & Revenues	**$ 5,225,900**	**$ 701,914**	**$ 4,523,986**	13.4%
Expenses				
Water	$ 1,476,800	$ 383,115	$ 1,093,685	25.9%
Wastewater	1,251,000	175,178	1,075,822	14.0%
Water Construction	90,000	-	90,000	0.0%
Total Expenses	2,817,800	558,293	2,259,507	19.8%
Budget Balance - Working Capital - Water	1,655,700	-	1,655,700	0.0%
Budget Balance - Working Capital - Wastewater	752,400	-	752,400	0.0%
Total Budget Balances	2,408,100	-	2,408,100	0.0%
Total Budget Balances & Expenses	**$ 5,225,900**	**$ 558,293**	**$ 4,667,607**	10.7%
Reserve Balances				
Capital Asset Replacement - Water	$ 513,000	$ 506,045		
Capital Asset Replacement - Wastewater	$ 512,300	$ 504,887		

City of Dover
Finance Department
Monthly Report – September 2013
Electric Improvement & Extension Fund Summary

	Budget	YTD	Balance	25% of Budget
Beginning Balance (unaudited)	$ 3,091,000	$ -	$ 3,091,000	0.0%
Revenues				
Interest Earnings	25,200	1,644	23,556	6.5%
Transfer from Electric Revenue Fund	5,448,600	1,362,150	4,086,450	25.0%
General Service Billing	440,000	-	440,000	0.0%
Total Revenues	5,913,800	1,363,794	4,550,006	23.1%
Total Beginning Balance & Revenues	**$ 9,004,800**	**$ 1,363,794**	**$ 7,641,006**	15.1%
Expenses				
Electric Generation	$ 2,117,800	$ 54,025	$ 2,063,775	2.6%
Transmission/Distribution	1,100,000	50,525	1,049,475	4.6%
Electrical Engineering	2,405,800	258,788	2,147,012	10.8%
Total Expenses	5,623,600	363,338	5,260,262	6.5%
Budget Balance - Working Capital	3,381,200	-	3,381,200	0.0%
Total Budget Balance & Expenses	**$ 9,004,800**	**$ 363,338**	**$ 8,641,462**	4.0%
Reserve Balances				
Depreciation Reserve	$ 9,977,100	$ 9,867,470		
Future Capacity Reserve	$ 10,131,400	$ 10,016,134		

City of Dover
Finance Department
Monthly Report – September 2013
Community Transportation Improvement Fund

	Budget	YTD	Balance	25% of Budget
Beginning Balance (unaudited)	$ -	$ -	$ -	0.0%
Revenues				
Grants Revenue	500,000	(2)	500,002	0.0%
Interest Earned	500	158	342	31.6%
Total Revenues	500,500	156	500,344	0.0%
Total Beginning Balance & Revenues	**$ 500,500**	**$ 156**	**$ 500,344**	0.0%
Expenses				
Program Expenses	$ 500,000	$ -	$ 500,000	0.0%
Budget Balance - Working Capital	500	-	500	0.0%
Total Budget Balances & Expenses	**$ 500,500**	**$ -**	**$ 500,500**	0.0%

City of Dover
Finance Department
Monthly Report – September 2013
Police Grant Funds

	Budget	YTD	Balance	25% of Budget
Beginning Balance (unaudited)	$ 100	$ -	$ 100	0.0%
Revenues				
Grants Received	413,000	81,620	331,380	19.8%
Interest Earned	-	182	(182)	0.0%
Total Revenues	413,000	81,802	331,198	19.8%
Total Beginning Balance & Revenues	**$ 413,100**	**$ 81,802**	**$ 331,298**	19.8%
Expenses				
Program Expenses/Supplies	$ 191,000	$ 3,700	$ 187,300	1.9%
Computer Hardware	60,000	-	60,000	0.0%
Telephone/Fax	15,000	3,647	11,353	24.3%
Training/Conference/Food/Travel	36,000	-	36,000	0.0%
Consulting/Audit Fees	1,000	-	1,000	0.0%
Contractual services	-	2,075	(2,075)	0.0%
Operating Transfers - Out	110,000	6,442	103,558	5.9%
Total Expenses	413,000	15,864	397,136	3.8%
Budget Balance - Working Capital	100	-	100	0.0%
Total Budget Balances & Expenses	**$ 413,100**	**$ 15,864**	**$ 397,236**	3.8%

City of Dover
Finance Department
Monthly Report – September 2013
Library Grant Fund

	Budget	YTD	Balance	25% of Budget
Beginning Balance (unaudited)	$ -	$ -	$ -	0.0%
Revenues				
Grants Received	270,100	2,130	267,970	0.8%
Total Revenues	270,100	2,130	267,970	0.8%
Total Beginning Balance & Revenues	**$ 270,100**	**$ 2,130**	**$ 267,970**	0.8%
Expenses				
Program Expenses/Supplies-State Grants	$ 28,000	$ 1,507	$ 26,493	5.4%
Program Expenses/Supplies-Federal Grants	-	989	(989)	0.0%
Office Supplies	24,000	3,089	20,911	12.9%
Printing/Duplicating	8,900	879	8,021	9.9%
Postage	100	-	100	0.0%
Books	124,900	-	124,900	0.0%
Furniture	2,000	-	2,000	0.0%
Audio Visual Supplies	74,000	4,701	69,299	6.4%
Training/Conference/Food/Travel	3,500	210	3,290	6.0%
Office Equipment/Repairs & Maintenance	2,000	1,811	189	90.6%
Computer Hardware	2,700	-	2,700	0.0%
Total Expenses	270,100	13,186	256,914	4.9%
Budget Balance - Working Capital	-	-	-	0.0%
Total Budget Balances & Expenses	**$ 270,100**	**$ 13,186**	**$ 256,914**	4.9%

City of Dover
Finance Department
Monthly Report – September 2013
Girls Circle of Dover/Aid

	Budget	YTD	Balance	25% of Budget
Beginning Balance (unaudited)	$ -	$ -	$ -	0.0%
Revenues				
Grants Received	31,800	-	31,800	0.0%
Interest Earnings	-	-	-	0.0%
Total Revenues	31,800	-	31,800	0.0%
Total Beginning Balance & Revenues	**$ 31,800**	**$ -**	**$ 31,800**	0.0%
Expenses				
Contractual Services	$ 31,800	$ 5,287	$ 26,513	16.6%
Budget Balance - Working Capital	-	-	-	0.0%
Total Budget Balances & Expenses	**$ 31,800**	**$ 5,287**	**$ 26,513**	16.6%

City of Dover
Finance Department
Monthly Report – September 2013
CDBG Fund

	Budget	YTD	Balance	25% of Budget
Beginning Balance (unaudited)	$ -	$ -	$ -	0.0%
Revenues				
Grants Received	223,600	2,639	220,961	1.2%
Interest Earnings	-	15	(15)	0.0%
Total Revenues	223,600	2,654	220,946	1.2%
Total Beginning Balance & Revenues	**$ 223,600**	**$ 2,654**	**$ 220,946**	1.2%
Expenses				
Current Year Closing Cost/Down Payment Program	$ 40,000	$ -	$ 40,000	0.0%
Current year Dover Interfaith Ministry	27,500	5,275	22,225	19.2%
Current Year MHDC Emergency Home Repair	40,000	-	40,000	0.0%
Current Year Elizabeth W Murphy School	32,700	-	32,700	0.0%
Current Year NCALL Research Inc.	6,000	-	6,000	0.0%
Current Year Milford Housing H/O Rehabilitation	32,700	-	32,700	0.0%
Current Year Salaries	44,700	-	44,700	0.0%
NSP Expense	-	486	(486)	0.0%
Total Expenses	223,600	5,761	217,839	2.6%
Budget Balance - Working Capital	-	-	-	0.0%
Total Budget Balances & Expenses	**$ 223,600**	**$ 5,761**	**$ 217,839**	2.6%

City of Dover
Finance Department
Monthly Report – September 2013
After School Program/Substance Abuse Prevention Fund

	Budget	YTD	Balance	25% of Budget
Beginning Balance (unaudited)	$ -	$ -	$ -	0.0%
Revenues				
Grants Received	55,630	7,008	48,622	12.6%
Recreation Revenue	33,000	3,150	29,850	9.5%
Total Revenues	88,630	10,158	78,472	11.5%
Total Beginning Balance & Revenues	**$ 88,630**	**$ 10,158**	**$ 78,472**	11.5%
Expenses				
Temporary Help/Benefits	$ 33,000	$ 8,769	$ 24,231	26.6%
Program Expenses/Supplies	55,630	9,649	45,981	17.3%
Total Expenses	88,630	18,418	70,212	20.8%
Budget Balance - Working Capital	-	-	-	0.0%
Total Budget Balances & Expenses	**$ 88,630**	**$ 18,418**	**$ 70,212**	20.8%

Monthly Report
September 2013

Economic Development Office

2013_9 Economic Development

- Calpine Weekly Conference Calls
- Meeting with Lamar Gunn, Bishop Lott and Lou Colón regarding House of Pride
- Meeting with Alan Levin to discuss prospect for Garrison Tract and how to proceed with project's needs
- Meeting with City Manager to discuss the extension of the agricultural lease at the Garrison Farm – forwarded an email request which was approved by the City Manager and the Finance Director
- Teleconference with Philip Utz to discuss proposed state incentives
- Attended LEEDS Group meeting at R&R Commercial Realty
- Participated in the DSU Convocation Center Board of Advisors meeting
- Attend Kent County is Open for Business and met with potential small business prospects
- Discussed potential home health care business with Kristen Marinelli that is similar to assisted living
- Attended Chamber of Commerce Board Meeting
- Discussed temporary use permit with Onix Group regarding Wal-Mart location
- Discussed incentive package with Onix Group regarding Wal-Mart location
- Email exchange with Councilman Anderson regarding potential business relocation to Dover of Splash Design Works
- Teleconference with Tim McLaughlin discussing State of DE incentive package for Uzin Utz and the approval process used by the State to move the incentives forward
- Follow-up phone call with Philip Utz to discuss the State incentives
- Attended Environmental Energy Committee Meeting
- Attended DEEDS Meeting
- Discussed with Joe Zilcosky the Garrison connector road through the Garrison Farm and Route 8 and next steps to move the project forward
- Assisted Scott Engineering to gain access to Lot 12 to perform soil borings and surveys
- Conference call with attorney Christy Carey to discuss title insurance information for Philip Utz on Lot 12 and subsequently referred Philip Utz to Ms. Carey
- Attended Delaware Sports Commission Board Meeting and announcement of Basketball Tournament in Rehoboth
- Provided Phase I and Phase II environmental information to ECS Mid-Atlantic and Scott Engineering for the Garrison Tract
- Attended meeting with Jim Waddington to discuss ways of jump starting the Food Innovation District project
- Met with Wilmington Architectural firm of M Rothberg to discuss future projects at the Garrison Tract
- Attended DDP Economic Development Committee meeting
- Attended first Kent County Plant Managers Meeting
- Attended Kent County Tourism Board meeting and made presentation on economic development projects

- Met with Jeff Stone, DEDO, to discuss next steps for marketing remaining parcels at the Garrison Tract
- Reviewed the Whiting-Turner incentive request for 22-24 W Loockerman Street
- Reviewed Onix Group incentive request for Wal-Mart site
- Reviewed dates and agenda with Stu Widom from Calpine for site visit
- Attended DSU President's Prayer Breakfast
- Reviewed the land purchase and incentive memorandum from Uzin Utz; discussed the package with Tim McLaughlin from DEDO and determined package had to be redone to separate incentive packages from the City of Dover and the State of Delaware
- Attended Council on Development Finance meeting at Buena Vista and assisted with presentation on Uzin Utz
- Attended Kent Economic Summit and made presentation on Garrison Tract projects
- Attended DDP Board of Directors meeting and provided overview of city-wide economic development projects
- Provided Calpine information regarding landscapers to fulfill their tree mitigation requirements
- Met with Bob Ruggio to discuss potential prospect for the Garrison Tract
- Meeting with vice-president of marketing for the Onix Group to discuss impact fees at Compass Pointe
- Discussion with Mitch Magee regarding PPG Plant job relocation to Pittsburgh - only finance people are being relocated
- Teleconference with new PPG plant manager, Nick Nicastro, to discuss recent merger and potential job growth at Dover plant
- Participated in NASCAR Hauler Parade
- Coordinated meeting with City Manager, Mayor, and Chesapeake Utilities to discuss proposal for running gas line to properties at Garrison Tract

Measures:

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

	2011-2012 Actual	**2012-2013 Actual**	**2013 - 2014 Projected**
Results	<10% unemployment rate in June 2012 8.2% - U.S. Rate 6.8 % - DE Rate 8.6% - City of Dover Rate June 2012 – Actual	< 10% unemployment rate in June 2013 7.6% - U.S. Rate 7.3% - DE Rate 9.8% - City of Dover Rate June 2013 Actual	<10% unemployment rate in June 2014 7.4% - U.S. Rate 7. % - DE Rate 9.1% - City of Dover Rate August 2013 Actual

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

	2011-2012 Actual	2012-2013 Actual	2013 - 2014 Projected
Results	≥20 contacts with potential small businesses; **10 contacts YTD** ≥11 contacts with out-of-town companies interested in locating in Dover. **9 Contacts YTD**	≥20 contacts with potential small businesses; **18 Contacts YTD** ≥11 contacts with out-of-town companies interested in locating in Dover **7 Contacts YTD**	≥20 contacts with potential small businesses; **8 Contacts YTD** ≥11 contacts with out-of-town companies interested in locating in Dover **6 Contacts YTD**

2013_9 Economic Development (Perez)

- Provided technical assistance to eleven (11) 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) pre-approved small business owners (applicant) in preparing, completing and submitting small business loan application to be processed
- Provided technical assistance to four (4) prospective small business individuals on locating available space within the City of Dover and Downtown Business District to lease Of these four (4) inquiries, one (1) has signed a lease to occupy a vacant space within the downtown district
- In collaboration with the YWCA Delaware conducted three (3) small business development training sessions on Business Basics for nine (9) participants
- Updated "Route 13 Corridor Vacancy Inventory" List - Phase 3
- In collaboration with the SCORE Delaware conducted one (1) small business development training workshop on Business Plan Development-Writing a Business Plan for five (5) participants
- In collaboration with SCORE Delaware finalized the next Quarterly List of Small Business Development Workshops (series of nineteen workshops) to occur from September-December'13 in the CENDEL Building
- In collaboration with DDP, completed development of the new Downtown Dover Partnership Website
- Represented the Economic Development Office and provided Technical Assistance to the Delaware Black Chamber of Commerce on the Capacity Building Committee
- Provided technical assistance, as part of the Planning Committee, to Del Tech Community College on the final developments of the Kent County Economic Summit scheduled for September 24th
- Represented the Economic Development Office at the Kent County Economic Summit on September 24th
- Disseminated via email, DDP website and Facebook Small Business Development workshops provided by our network partners and special events to the Business Community in Dover
- Provided DELDOT with logistics assistance in facilitating the NASCAR Trucker Parade
- Attended the Delaware Downtown Business Development Workshop on September 19th
- Attended DDP Monthly Board Meeting on September 25th
- Attended and represented the EDO at the Chamber of Commerce-Grand Opening for the Bayard Pharmacy on Friday, September 20th

2013_9 Downtown Dover Partnership Activities

- Coordinated media (newspaper announcement), website and social media press releases of series of Special Events which occurred during this reporting week which included; Come out of the Darkness Suicide Prevention Walk and First Friday in October' 13.
- Continued working with the DDP Executive Director on
    - development of Fund Raising program.
    - development of the program Recruitment Materials
    - development of the Program 2013 Annual Report
    - development of program's new Website
    - development of DEDO's Project Pop-up

- Provided logistics and technical assistance to The Center for Mental Wellness on the scheduled "Come out of the Darkness Suicide Prevention Walk which occurred Saturday, September 28th in downtown Dover. 450 people participated and raised $37,000 raised in donations
- Continued working with the DDP Executive Director and the Marketing Committee on the coordination of the First Friday Event.

Dover Police Department

Monthly Report

To

Mayor and City Council

"To Protect and Serve"

September 2013

DEPARTMENT OF POLICE

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

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

October 23, 2013

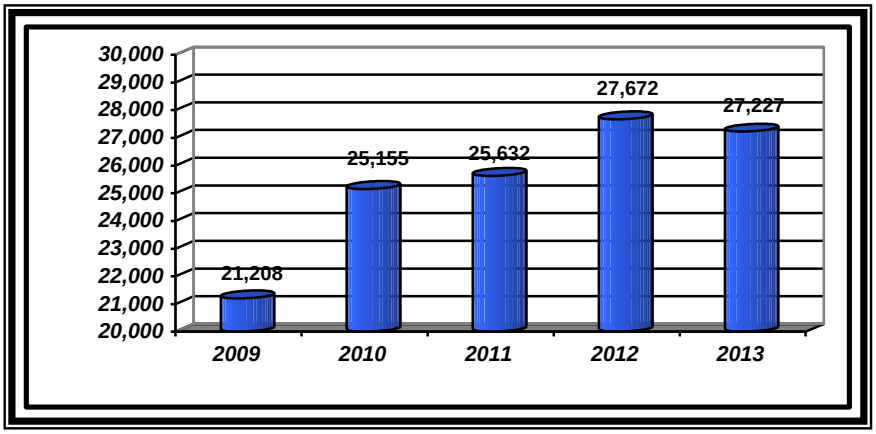
Honorable Carleton E. Carey, Sr., Mayor
Members of Dover City Council
City Hall
Dover, DE 19901

Mayor Carey and Council Members:

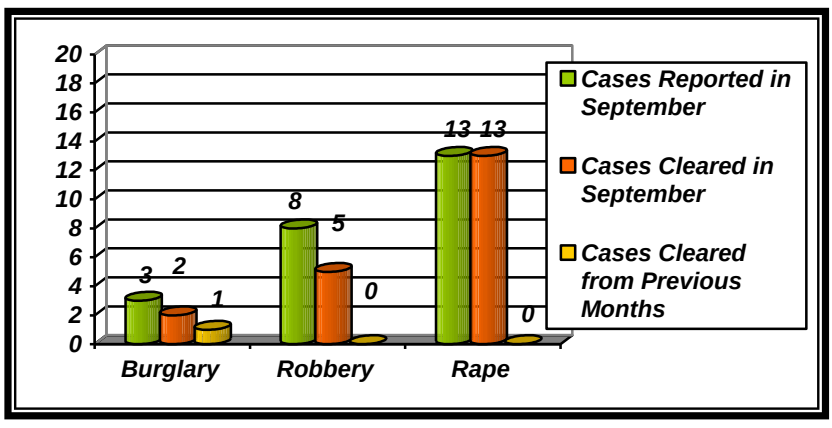
The following is the monthly report for Dover Police Department activities for the month of September 2013:

COMPLAINTS

Total complaints received through September 30th, numbered 27,227. This is a decrease of 445 complaints over the same time period last year.



CRIMINAL INVESTIGATIONS

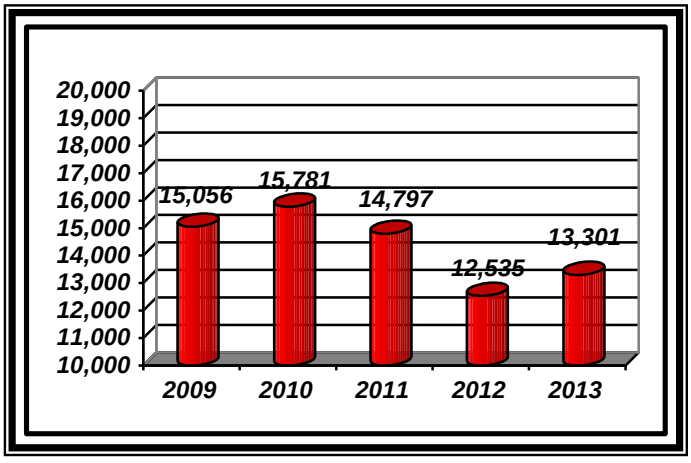


COMMUNITY POLICING/QUALITY OF LIFE SECTION

ENFORCEMENT ACTION	Contacts
ABANDONED VEHICLES	4
ALCOHOL VIOLATIONS/DUI'S	26
ASSIST OTHER	3
WARRANTS ON FILE	0
BIKE ON SIDEWALK	3
CITY PARK VIOLATIONS	1
CRIMINAL ARRESTS	18
DRUG RELATED ARRESTS	11
LOUD MUSIC	9
MISCELLANEOUS VIOLATIONS	27
PARKING VIOLATIONS	45
PEDDLER	0
MEETINGS	138
PROSTITUTION	0
COLLECTION OF DELINQUENT DCO'S	8
WANTED CHECKS/CPC'S	26
TRAFFIC ARRESTS	38
WARNINGS	11
FUGITIVE	7
TOTAL CONTACTS	**375**

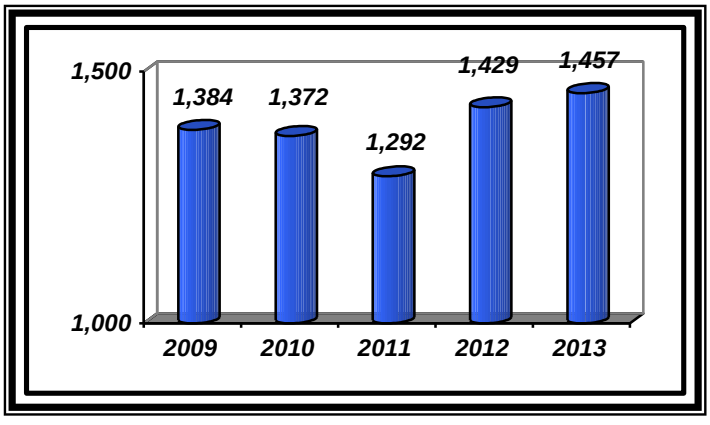
TRAFFIC ARRESTS

The department issued 13,301 traffic citations through this reporting period. This is an increase of 766 citations over the number issued during the same period last year.

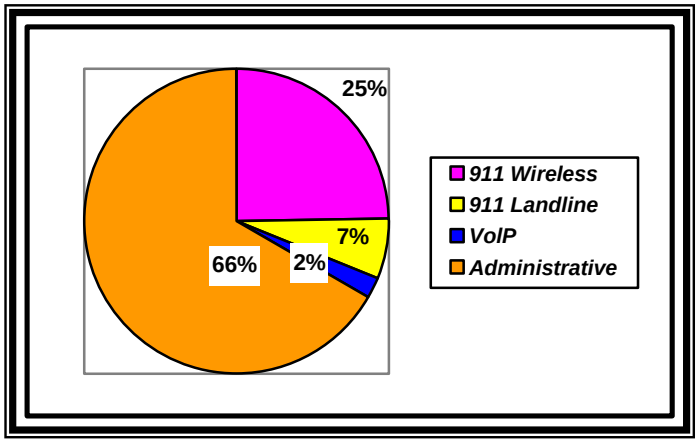


TRAFFIC CRASHES

Through September 30th, Dover Police investigated 1,457 traffic crashes. This is an increase of 28 crashes investigated during the same period last year.



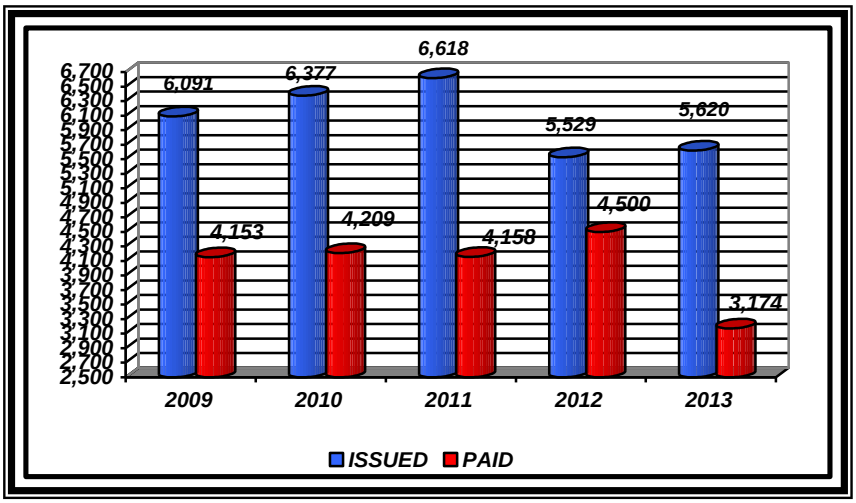
911 CENTER



During the month of September, the Dover Police Department handled a total of 10,104 calls averaging 337 calls per day. Dispatchers handled 2,455 calls on the 911 wireless lines, 658 calls on the 911 landlines, and 198 calls on the Voice Over Internet Protocol lines, the remaining 6,793 were administrative calls.

CITY ORDINANC E SUMMONS

*Through September 30th, we issued 5,620 City ordinance summons, a decrease of 91 summonses over the same period last year. *Note: Of those summonses issued in September, 19 DCO's were issued for handicapped parking violations, 7 for fire lane parking violations, 54 for false alarms (0, for 1-2, 33, for 3-5 alarms, 8, for 6-9 alarms, 11, for 10-15 alarms, and 2 for 16 or more alarms) and 27 for noise violations (20 for vehicle violations and 7 for residence violations).*



Listed below are the major crimes and activities that occurred during the month of September:

- *On September 1, 2013, a forty two year old black female approached a twenty two year old white female, while seated in her vehicle in the parking lot of Courtney Square Shopping Center. Defendant demanded the victim's soda and when told no, punched the victim in the face causing injury. The defendant was apprehended a short distance away by responding police officers.*

- *On September 4, 2013, officers from the Dover Police Department responded to 304 Spring Meadows Drive, Smyrna, to attempt to locate a forty six year old white male. The defendant had just committed a robbery at the Acme in Dover, where he punched a female employee in the face causing facial fractures. Upon arrival, officers made contact with the subject and he began to fight and resist arrest. During the apprehension, four officers were injured, before ultimately subduing the defendant.*

- *On September 7, 2013 at approximately 1535 hours, a black 21 year old male, of Indian Head MD, approached a female victim seated in her vehicle in the Dover Downs Casino parking lot. Defendant demanded money and the victim fled her vehicle. The Defendant began searching through her car and was observed fleeing with a knife in his hand. Responding Dover Police officers observed the Defendant running through the JC Penney parking lot where he was apprehended and charged with Attempted Robbery 1st, Carjacking 1st, Possession of a Deadly Weapon During Commission of a Felony, and Resisting Arrest.*

- *On September 9, 2013 at approximately 2320 hours a 23 year old black male victim was shot multiple times in the lower back in the 100 block of S. New St. Victim was located lying on the ground and was found to be in possession of 2.1 grams of crack cocaine and a large amount of cash. The victim underwent emergency surgery and is believed to be in critical but stable condition at Bayhealth. Several 9mm shell casings were located near the victim.*

- *On September 7, 2013 at approximately 0845 hours, the Dover Police responded to a motor vehicle crash involving a motorcycle and a car. A 2006 Kawasaki 1400 was traveling southbound on US 13 just south of White Oak Rd at a high rate of speed when it struck the rear of a car travelling in the same direction. The operator of the motorcycle, a forty year old black male, sustained multiple internal injuries and later died as a result.*

- *On September 10, 2013 at approximately 0130 hours, the Dover Police responded to a report of a home invasion and kidnapping where 3 unknown black male suspects forced entry into a residence in the 100 block of Mitscher Rd. The suspects, armed with handguns and bandanas covering their faces, demanded money from the 37 year old black male victim and later forcibly removed him from the residence. The victim returned to the residence and at approximately 0700 hours the same morning and was unharmed.*

- *On September 10, 2013 at approximately 1230 hours, the Dover Police received a call from Wesley College Security that a 19 year old white male student, of Slatington PA, was in possession of a handgun. The defendant was taken into custody without incident after Dover Police Officers found a .25 cal handgun concealed in his backpack. The defendant was charged with Carrying a Concealed Deadly Weapon/Firearm and Possession of a Weapon in a Safe School Zone.*

- *On September 11, 2013, the Dover Police responded to a report of a subject with a handgun in the area of S. Queen and Reed St. Upon the officer's arrival, a thirty year old black male, of Dover, fled on foot and was apprehended after being tased. He was found to be in possession of .2 grams of crack cocaine.*

- *On September 13, 2013, the Dover Police Criminal Investigations Unit investigated a home invasion that occurred in the Brandywine Court Apartments at 54 Fairway Lakes Drive. A twenty eight year old black female approached a 91 year old white female victim in the hallway of her apartment building as she was opening her door and forced her into her apartment. Once inside, the female suspect armed herself with a kitchen knife and demanded money. The victim gave the suspect an undisclosed amount of money and the suspect fled eastbound on foot. On Friday September 20, 2013, the above mentioned suspect, of Chestertown MD, was arrested for this home invasion, and related charges after Dover Police Department's CSI Unit lifted fingerprints from the scene which later were identified as belonging to Defendant.*

- *On September 23, 2013 an ongoing investigation by the Dover Police led to the arrest of a twenty seven year old black male of Smyrna. Defendant was charged with multiple counts of Rape 1st and Rape 2nd after a 7 year old victim was interviewed at the Child Advocacy Center.*

- *On September 23, 2013, an ongoing investigation by the Dover Police, led to the arrest of a fifteen year old black male of New Castle. The defendant turned himself in and was charged with 2nd Degree Rape for an incident that occurred in 2011 where he had sex with an 8 year old victim in the 100 block of Old Forge Dr. in Dover.*

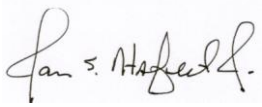
- *On September 27, 2013, three black males approached six victims behind the Central Middle School just east of the intersection at Smith St. and Pennsylvania Ave. The defendants pulled out handguns and demanded cell phones from the victims. Five of the six victims had their cell phones stolen, one of the victims also had his shoes and watch stolen. All suspects are believed to be in their late teens to early twenties. Suspects ran eastbound through the Central Middle School ball fields and were later observed westbound on Mary St. near the intersection with Bradford Street. On October 17, 2013, a fifteen year old black male was arrested in connection with this incident.*

- *On September 23, 2013 at approximately 0240 hours, the Dover Police responded to the area of S Queen St. and Reed St. for a report of shots fired. As officers arrived on scene, one suspect fled on foot and another suspect, an 18 year old black male was apprehended in the area of Reed St. and Kirkwood St. Detectives from the Dover Police criminal investigation unit arrived on scene and discovered that the vehicle being operated by these two subjects had been struck by a bullet. Detectives then utilized the downtown camera system to help identify the suspect that fled on foot. The downtown cameras also showed one of the defendants point an assault rifle at a passing Dover police officer in his vehicle. He was still in possession of the assault rifle when he fled the area of foot. The Dover Police SORT team then executed a search warrant at the residence of the Defendant, a 27 year old black male, where he was taken into custody and a loaded .22 Caliber assault rifle was recovered.*

- *On September 27, 2013 at approximately 0150 hours, a 52 year old black male was confronted by an unknown black male suspect while in the area of New St and Division St. The suspect attempted to take the victim's wallet and the two began to struggle. During the struggle, the suspect punched the victim, obtained the wallet, and fled the area north bound on New St.*

- *On September 29, 2013 at approximately 2239 hours, an unknown black male entered the Pizza Time Restaurant, displayed a handgun and demanded money. The suspect obtained an undisclosed amount of money and fled the business.*

Respectfully Submitted,



James E. Hosfelt, Jr.
Chief of Police

ACTION FORM

PROCEEDING: City Council
DEPARTMENT OF ORIGIN: Public Utilities- Power Plant (NAES) **DATE SUBMITTED**: 10/ 24/2013
PREPARED BY: Vincent Scire, Plant Manager
SUBJECT: Evaluation of Bids for McKee Run Unit 3 Turbine Repairs - EG1212
REFERENCE: N/A
RELATED PROJECT: N/A
REVIEWED BY: City Manager, Controller/Treasurer
EXHIBITS: N/A
EXPENDITURE REQUIRED: **$769,227.17** **AMOUNT BUDGETED**: FY 14 $1,149,800 **FUNDING SOURCE (Dept./Page in CIP & Budget)**: Public Utilities- Electric Generation , McKee Run Unit 3 Turbine Repairs, CIP EG1212; Prior Years Expenses $503,736
TIMETABLE: This work is scheduled to be completed in the spring of 2014 during a Planned outage on Unit 3. Contract to be awarded upon Council approval.
RECOMMENDED ACTION: Based upon the evaluation prepared by NAES, the City Manager and Controller recommend awarding the contract to the low bidder (including price adjustments), HPI Mechanical Services, for $769,227.17. The portion of the project budget for this work was $783,000.

BACKGROUND AND ANALYSIS

This Project is intended to perform inspections and repairs to the McKee Run Unit 3 Turbine to be completed during the scheduled upcoming spring outage on that Unit. Included in the inspection will be a full disassembly and inspection of the turbine. Replacement of the 9th stage turbine blades was recommended during the last inspection in 2000 and is planned for with the blades and other materials being purchased in advance. As part of that inspection, typical wear components such seals, bearings, and stationary steam flow path components will be inspected and evaluated for continued service. Ultrasonic diagnostic testing of highly stressed components such as rotors and flow nozzles will be completed. This contract work represents the majority of work to be performed on this project with the remaining scope to include procurement of materials and other specialty services such as insulation repairs.

A Request for Proposal package was advertised according to the City purchasing policy and NAES purchasing policy. A mandatory pre-bid meeting was held and nine (9) potential respondents attended this meeting. Proposals were received from seven (7) bidders, one (1) did not respond, and one (1) declined to bid. The proposals were evaluated using cost, experience, and bid completeness. The bidder with the highest evaluated score is HPI Mechanical Services. That bidder also provided the lowest evaluated Bid.

Below is a summary of the evaluation scores and pricing:

Contractor	Evaluation Score (out of a possible 5.00)	Vendor Base Bids	Pricing including all adjustments
HPI Mechanical Services	4.20	$720,187.17	$769,227.17
TurboCare	4.00	$618,999.00	$829,676.80
NAES Turbine Services	3.77	$673,600.00	$778,850.00
TGM	3.61	$1,011,948.00	$1,127,992.40
Power Plant Services	3.44	$990,629.98	$1,058,569.48
General Electric	3.24	$1,739,643.00	$1,905,335.96
Sulzer	3.08	$1,171,178.90	$1,278,453.90

ACTION FORM

PROCEEDING: City Council	**AGENDA ITEM NO.:**
DEPARTMENT OF ORIGIN: Public Works	**DATE SUBMITTED**: 11/1/13
PREPARED BY: Sharon J. Duca, P.E. – Public Works Director / City Engineer	
SUBJECT: Evaluation of Bids – Trailer Mounted Standby Emergency Generator	
REFERENCE: N/A	
RELATED PROJECT: N/A	
APPROVALS: City Manager, Controller	
EXHIBITS: None	
EXPENDITURE REQUIRED: $61,503	**AMOUNT BUDGETED**: $ 80,000
FUNDING SOURCE (Dept./Page in CIP & Budget): Water Management, CIP Project #WD1403, CIP Project Name: Emergency Generators (Wells), Account No.: 417-6800-568.40-31 & 412-7600-576-30-31 (Warranty)	
TIME TABLE: Notice to proceed to be issued within thirty (30) days of Council approval. Generator to be shipped between ten (10) and twelve (12) weeks of notice to proceed.	
RECOMMENDED ACTION: Award the contract to FM Generator, Inc. in response to City of Dover Bid #14-0008DPW in the amount of $61,503.	

BACKGROUND AND ANALYSIS

This project, identified in the 2006 Water Master Plan, would provide emergency backup power to the City's large water production wells. The use of this generator would provide operational flexibility when an emergency arises that causes power failure. This generator has been sized to work at three (3) different production wells throughout the City. The bid was advertised to the public as an Invitation to Bid in accordance with the City's purchasing policy by the City's Purchasing Agent under RFP #14-0008DPW. Proposals were opened on September 19, 2013.

The City of Dover only received one (1) bid. The price is fair and consistent with the approved budget. Based on the following proposed unit costs, the estimated cost for the equipment is as follows:

CONTRACTOR	ADDRESS	TRAILER MOUNTED GENERATOR	OPTIONAL 5-YEAR WARRANTY	TOTAL COST
FM Generators, Inc.	35 Pequit Street P.O. Box 528 Canton, MA 02021	$58,968	$2,535	$61,503

Based on the above, staff recommends purchasing the Trailer Mounted Generator with the optional 5-year Warranty from FM Generators, Inc. in the amount of $61,503.

ACTION FORM

PROCEEDING: City Council
DEPARTMENT OF ORIGIN: City Council
PREPARED BY: Traci A. McDowell, City Clerk, on behalf of Council President Bonar

SUBJECT: Council and Committee Meetings - Holiday Schedule	**DATE SUBMITTED**: **11-05-2013**
RELATED PROJECT: N/A	
APPROVALS: N/A	
EXHIBITS: N/A	
EXPENDITURE REQUIRED: $ N/A	**AMOUNT BUDGETED**: $ N/A
FUNDING SOURCE (Dept./Page in CIP & Budget): N/A	
TIMETABLE: N/A	

RECOMMENDED ACTION: Cancellation of December 23, 2013 Utility and Legislative, Finance, and Administration Committee Meetings and Council Meeting, as well as the December 25, 2013 Safety Advisory and Transportation Committee Meeting.

BACKGROUND AND ANALYSIS

As we have done in the past, due to the holiday season, it is recommended that the Utility and Legislative, Finance, and Administration Committee Meetings and the Council Meeting scheduled for December 23rd be cancelled, as well as the Safety Advisory and Transportation Committee meeting scheduled for December 25th. Please keep in mind that if the need arises, Special Meetings will be called.

/tm

S:\CAFS\Holiday Schedule - Council 11-12-2013.wpd