REGULAR COUNCIL MEETING
A G E N D A

OCTOBER 14, 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 BISHOP THOMAS L. HOLSEY

PLEDGE OF ALLEGIANCE LED BY COUNCILMAN HUTCHISON

AGENDA ADDITIONS/DELETIONS

* **CONSENT AGENDA**

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

* **1. Adoption of Minutes - Regular Council Meeting of September 23, 2013**

2. Proclamation - National Community Planning Month

3. Presentations

A. 2013 Mayor's Arts Awards
Jan Crumpley
K. M. Hammond
Donald A. Parks

B. 2013 Mayor's Youth Arts Awards
Rachel Frebert
Alicia M. Fox
Thomas Price

4. Recess for Light Refreshments

5. Request to Withdraw Rezoning Request - Property Located at 109 East Division Street

6. Public Hearing on Request of White Oak/Towne Point Civic Association to Limit Parking on Miller Drive to Only One Side of the Street

* **7. Utility Committee Report - September 23, 2013**

A. Dedication of Rights-of-Way and Public Infrastructure - Lexington Glen Phase 2

(Committee Recommended Acceptance of the Dedication of Rights-of-Way and Public Infrastructure in Phase 2 of the Lexington Glen Subdivision. Dedication Is to Include All of the Referenced Public Improvements)

B. Rate Classification/Tariff Amendment for Churches

(Committee Recommended That This Matter Be Referred Back to Staff to Determine, If the Requested Change Was Granted, What Impact it Would Have on City Revenue from the Utility Department, How Many Customers Would Be Impacted, and Historically, How Similar Changes Have Been Made in the Past, for a Report Back to the Utility Committee No Later than Their Meeting Scheduled for October 28, 2013)

8. Legislative, Finance, and Administration Committee Report - September 23, 2013

* **A. Central Dover Planning Grant Donation Request**

(Committee Recommended Authorizing the City Manager to Transfer $10,000 from the 10 Series of the Planning, Code Enforcement and Inspections Budget to Make the Requested Donation to the Central Dover Planning Initiative)

* **B. Title V Grant Application - Hot Shots (Partnership with Aid in Dover)**

(Committee Recommended Approval of the Grant Application for "Scenario B," Where Grant Funds Pay for the Use of the John W. Pitts Center)

* **C. Open Forum Speaker Rules - Affirmation of the Three (3) Minute Time Limit and Establishment of a Rule Against Ceding Time to Another Person**

(Committee Recommended Affirming the Three Minute Time Limit and Establishing a Rule Against Ceding Time to Another Person)

D. Review of Proposed Staff Evaluation Form

(Committee Recommended Approval of the Employee Performance Evaluation, Stipulating a Favorable Review by the City Solicitor's Office)

* **9. Safety Advisory and Transportation Committee Report - September 25, 2013**

A. Dover High School Construction Update

(Committee Action Not Required)

B. Presentation on the High-Intensity Activated crossWalK (HAWK) Signal *(Delaware Department of Transportation)*

(Committee Action Not Requred)

* **10. Monthly Reports - August 2013**

A. Budget Report
B. Chief of Police Report
C. City Assessor Report
D. City Manager's Report
E. City Planner's Report
F. Economic Development

11. **Annexation/Rezoning Request/First Reading of Proposed Ordinances**
Recommended for Referral to the Utility Committee on October 28, 2013; the Planning Commission on November 18, 2013; and That a Public Hearing Be Set for December 9, 2013 at 7:30 p.m.

A. Proposed Ordinance #2013-16 - Property located at 508 Acorn Lane, consisting of two (2) parcels totaling 2.45+/- acres (Parcel No. 1: located on the westerly side of Acorn Lane, containing 1.315+/- acres; and Parcel No. 2: located on the easterly side of Acorn Lane, containing 1.135+/- acres), owned by Raul M. Juarez. This property is currently zoned RS-1 - Single Family Residence (Kent County zoning classification) and the proposed zoning is R-8 - One-Family Residence (City of Dover zoning classification)
(TAX PARCEL: ED-00-068.15-01-10.00-000; COUNCIL DISTRICT: 3; PLANNING REFERENCE: AX-13-02)

B. Proposed Ordinance #2013-17 - Property located on the westerly side of Acorn Lane, consisting of 0.075+/- acres (3,264 s.f.), owned by the City of Dover. This property is currently zoned RS-1 - Single Family Residence (Kent County zoning classification) and the proposed zoning is R-8 - One-Family Residence (City of Dover zoning classification)
(TAX PARCEL: ED-00-068.15-01-12.00-000; COUNCIL DISTRICT: 3; PLANNING REFERENCE: AX-13-03)

12. Council Members' Announcements

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REGULAR COUNCIL MEETING

The Regular Council Meeting was held on September 23, 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 Patrick 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. James A. Wilson, 300 Cider Run, Magnolia, DE, advised members that the community in the New Street, Queen Street, and Reed Street area had attended a meeting with the City of Dover Mayor and Police Chief and that the discussion mainly concerned police brutality affecting black individuals in the neighborhood. He stated that he had been a victim of police brutality, as had his cousin, Mr. Antonio Barlow, who was tazed in the face after allegedly running from the police and received four (4) fractures. It was Mr. Wilson's feeling that the meeting was "healthy" and provided everyone an opportunity to express their concerns regarding what some viewed as brutality against black individuals versus protocol. He stated that several individuals in attendance had been working on developing a relationship with the Dover Police in order to create a more peaceful environment for everyone. He requested any assistance that could be provided in eliminating police brutality in black communities.

Mr. EShed Alston, 406 Arnold Court, Dover, DE, provided his comments regarding a recent meeting held with the Mayor and Chief of Police, and the preservation of the record of official misconduct on the part of Police Chief Hosfelt. He stated that he agreed to accompany Mr. Antonio Barlow to the meeting at the City of Dover Police Station, to sit at his side and "hold him down" when the Police Chief begins to "mess" with him. He reminded members that Delaware was an American state and, as such, a person accused of a crime was innocent until proven guilty. Mr. Alston stated that it was not the privilege of the Chief of Police in Delaware or any other state to act in a law enforcement capacity as well as judge and jury. He felt that Chief Hosfelt had no right, in a public setting, to agitate, provoke, or otherwise make repeated outrageous statements about Mr. Barlow, explaining that such improper statements taint the record of the material facts. Mr. Alston indicated that the events illustrated Chief Hosfelt's disrespect for Mr. Barlow's civil rights. He expressed his opinion that there had been two (2) hours of improper, one-sided, unilateral, purposeful diatribe deliberately designed to inflame the situation by provoking and verbally baiting Mr. Barlow into an angry response to inappropriate provocation from Chief Hosfelt and he felt that these acts were valid examples of official misconduct. Mr. Alston explained his belief that it was objectively unreasonable and problematic for the Police Chief to designate the person assigned to the independent community task force, and that this demonstrated disrespect to the black community regarding their ability to choose by eliminating Mr. Alston as a prospect, when he was the individual who demanded that such a task force be established. He felt such action was improper and unjust.

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

AGENDA ADDITIONS/DELETIONS

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

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

ADOPTION OF MINUTES - REGULAR COUNCIL MEETING OF SEPTEMBER 9, 2013

The Minutes of the Regular Council Meeting of September 9, 2013 were unanimously approved by motion of Mr. Hare, seconded by Mrs. Williams and bore the written approval of Mayor Carey.

ADOPTION OF MINUTES - SPECIAL COUNCIL MEETING OF SEPTEMBER 9, 2013

The Minutes of the Special Council Meeting of September 9, 2013 were unanimously approved by motion of Mr. Hare, seconded by Mrs. Williams and bore the written approval of Mayor Carey.

PROCLAMATION - CYBER SECURITY AWARENESS MONTH

The City Clerk read the following Proclamation into the record:

WHEREAS, we recognize the vital role that technology has in our daily lives and in the future of the City of Dover, whereby today many citizens, schools, libraries, businesses, and other organizations use the Internet for a variety of tasks, including keeping in contact with family and friends, managing personal finances, performing research, enhancing education, and conducting business; and

WHEREAS, critical sectors are increasingly reliant on information systems to support financial services, energy, telecommunications, transportation, utilities, health care, and emergency response systems; and

WHEREAS, the use of the Internet at the primary and secondary school levels in our city enhances the education of youth by providing them access to online educational and research materials; and at institutions of higher education, the use of information technology is integral to teaching, learning, research, outreach, and service; and

WHEREAS, Internet users and our information infrastructure face increasing threats of malicious cyber-attack, invasion of privacy from spyware and adware, and significant financial and personal privacy loss due to identity theft and fraud; and

WHEREAS, maintaining the security of cyberspace is a shared responsibility in which each of us has a critical role, and awareness of computer security essentials will improve the security of the City of Dover information infrastructure and economy.

NOW, THEREFORE, I, CARLETON E. CAREY, SR., MAYOR OF THE CITY OF DOVER, DELAWARE, do hereby proclaim October 2013 as ***Cyber Security Awareness Month*** *in the City of Dover and urge all citizens to learn about cyber security and put that knowledge into practice.*

Mayor Carey advised members that there had been several cyber security infractions and that everyone needed to be made aware of this issue. He explained the severity of these infractions that had affected millions of people personally and had interfered with international security involving the United States air defense, etc.

PROCLAMATION - FIRE PREVENTION WEEK

The City Clerk read the following Proclamation into the record:

WHEREAS, the City of Dover is committed to ensuring the safety and security of all those living in and visiting our City, and fire is a serious public safety concern both locally and nationally; and

WHEREAS, cooking is the leading cause of home fires and home fire injuries. Between 2007 and 2011, fire departments in the United States responded to an estimated annual average of 156,000 cooking-related fires, which resulted in over 5,000 injuries, 400 deaths, and $853 million in damages; and

WHEREAS, according to the National Fire Protection Association, two out of five home fires start in the kitchen. Leading factors are unattended cooking; ignition of food, other cooking materials, or clothing; and faulty equipment, such as ovens and ranges; and

WHEREAS, the City of Dover Fire Marshal and Volunteer Fire Department are dedicated to reducing the occurrence of home fires and home fire deaths and injuries through prevention and proper education; and

WHEREAS, the 2013 Fire Prevention Week theme, "Prevent Kitchen Fires" effectively serves to remind us to cook with caution and practice safe cooking measures.

NOW, THEREFORE, I, CARLETON E. CAREY, SR., MAYOR OF THE CITY OF DOVER, DELAWARE, do hereby proclaim October 6 – 12, 2013 as ***Fire Prevention Week*** *in the City of Dover and urge all residents to practice a home fire escape plan during this time, and to support the many public safety activities and efforts of fire and emergency service personnel.*

Mayor Carey presented the Proclamation to Fire Chief Patrick West and advised members that the Dover Fire Department had responded to kitchen fires resulting from unattended cooking approximately a half a dozen times within the last two (2) weeks. He explained that these types of fires were prevalent and expressed the importance of awareness to these dangers and taking appropriate action to avoid the ravage of fire. He also encouraged the public to change batteries in smoke detectors and cautioned that smoke detectors should be replaced if they are over 10 years old.

Fire Chief West reiterated the need to change batteries in smoke detectors and to replace smoke detectors that are 8-10 years old. He stated that there should be a smoke detector on every level of the house and, depending upon the size of the home, there may be a need for additional detectors. He also requested that a smoke detector be installed in every bedroom. He urged everyone, as responsible adults, to practice fire safety. He urged schools or daycare centers that would like a presentation on fire safety to contact the Dover Fire Department to schedule a date and time so that children could be taught the importance of fire safety.

PROCLAMATION - HALLOWEEN TRICK-OR-TREAT

The City Clerk read the following Proclamation into the record:

WHEREAS, the children of the City of Dover enjoy the fun and festivities associated with the observance of the Halloween Trick-or-Treat custom of traveling with friends and family going from door to door in their neighborhood, displaying their costumes, and gathering treats; and

WHEREAS, parents are urged to join in the festivities by accompanying their children throughout their journeys in celebrating Halloween Trick-or-Treat; and

WHEREAS, residents are requested to indicate their willingness to welcome children by keeping their porch or exterior lights on and that youngsters call only on homes which are lighted; and

WHEREAS, the Mayor of the City of Dover has deemed it advisable to observe the celebration of Halloween Trick-or-Treat on Thursday, October 31, 2013 between the hours of 6:00 p.m. and 8:00 p.m.

NOW, THEREFORE, I, CARLETON E. CAREY, SR., MAYOR OF THE CITY OF DOVER, DELAWARE, do hereby proclaim that the Halloween Trick-or-Treat observance be held on the 31st day of October 2013, between the hours of 6:00 p.m. and 8:00 p.m. in the City of Dover and urge all residents, both young and old, to make this a happy and safe occasion for our children.

PUBLIC HEARING/FINAL READING OF PROPOSED ORDINANCE #2013-15

A public hearing was duly advertised for this time and place to consider Proposed Ordinance #2013-15 amending Chapter 58 - Human Relations of the Dover Code.

Mr. Slavin moved that the Final Reading of Proposed Ordinance #2013-15 be acknowledged by title only, seconded by Mr. Hare and unanimously carried. *(The First Reading of the ordinance was accomplished during the Council Meeting of September 9, 2013.)*

Mr. Lynn reminded members that the proposed ordinance affirmed the City's need for the Dover Human Relations Commission (DHRC); that the membership be set at nine (9), with two (2) serving from each Council district and one (1) at-large and that the Council President be responsible for appointing members to the DHRC; that the number of meetings be set at a minimum of five (5) per year, one (1) in each quarter of the year and one (1) to be determined by the Commission and that special meetings may be called by the Chairperson or three (3) members of the Commission; that all meetings be held in accordance with Delaware State Laws regarding the Freedom of Information

Act (FOIA) and City of Dover procedures through the City Clerk's Office, to include agendas and minutes to be issued as all other public bodies are handled in the City; that the DHRC report to City Council on a quarterly basis regarding its affairs; and that all of the meetings of the DHRC be held in the City Council Chambers.

Council President Bonar declared the hearing open.

Ms. Gail Launay, Vice-Chair of the State of Delaware Human Relations Commission, relayed appreciation for City Council reviewing the City's provisions regarding the DHRC and establishing policy and procedures that allowed City Council to be involved. She stated that members of the State Human Relations Commission had the opportunity to meet with members of the DHRC, and she noted that Councilman Wallace Dixon was serving as a member of the State Commission. She offered the assistance of the State Human Relations Commission in terms of the City's process relative to human relations within the City of Dover.

Mr. Roy Sudler, Jr., (353 Rita Wilma Road), Chairman of the DHRC, indicated that the only concern of the DHRC regarding the language in the proposed ordinance related to the requirement that all meetings of the DHRC be held in the City Council Chambers. He explained that such language would impede the Commission's community outreach program since, in many instances, residents feel less intimidated meeting within the community. He requested that City Council incorporate language that would allow the Commission to continue to meet in the community in order to hear the concerns of the community. Otherwise, he relayed the Commission's support for the proposed ordinance.

Mr. EShed Alston, 406 Arnold Court, Dover, DE, relayed his concern with the language that prescribed a minimum of five (5) meetings per year, explaining that racism does not "take a day off." He indicated that there had been several recent issues involving racism and, noting that the composition of City Council was predominantly Caucasian, stated his opinion that it appeared to some in the community that it was the desire to limit the ability of the black community to be heard in a systematic manner, which appeared to be in itself a racial issue. He explained that the black community wished to be heard and if the number of meetings was limited to five (5) per year, he questioned if there would be an ability to call a meeting should something occur in the community. Minimally, he felt that the DHRC should be allowed to meet once per month.

Mr. James Wilson indicated his concurrence with the statements made by Mr. Alston.

Mr. Marquis Mack, 151 Spruance Road, stated his opposition to the proposed ordinance due to concerns that the language did not address the request of the community for immediate and effective changes in the community. He strongly suggested that the City immediately grant equal opportunities, particularly for the youth, and explained that effective change was needed immediately for minority groups that are constantly getting into trouble. Without the help of the Mayor, City Council, and Police Department, he stated that there would not be a change within the community. It was his feeling that if issues regarding employment, housing, crime, etc. could be addressed and equal opportunities provided for certain individuals, there would be residual effects that would address the concerns within the community.

Mr. Craig Ortman, 29 South New Street, House of Pride, thanked God, along with Ms. Marian Harris, Bishop Lott, and Mr. La Mar Gunn, for the support that he had been provided. He advised members that improvements were being made to the House of Pride as a result of the new director and, with the new format, he felt that the program could succeed and be given a chance to rebuild. He stated that he had observed many men who had gone through the program provided by the House of Pride and succeeded.

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

Mr. Lynn relayed concerns of Mayor Carey regarding the appointment of members to the DHRC, specifically Line 27, which would require the appointments to be made by the President of the Council (subject to confirmation of City Council). He stated that the Mayor had requested that members of City Council provide some consideration for allowing the Mayor to have a role in the appointments.

There being no objections, Mayor Carey addressed members of City Council, explaining that the responsibility of making appointments to the DHRC was currently shared by both the Mayor and Council President. He questioned why the Mayor had not been included in this responsibility and requested that members consider an amendment that would include the Mayor in recommending appointments.

Responding to the concerns of Mr. Alston regarding the number of meetings, Mr. Slavin noted that Line 58 of the proposed ordinance indicated that "The commission shall hold at least five meetings per year;...," explaining that the commission would not be restricted to a finite number of meetings; in fact, the ordinance would reverse the flow by requiring the DHRC to meet a certain number of times. In addition, he stated that the proposed ordinance would provide for special meetings to be called by the chair (or three (3) members of the commission). In order to allow for meetings to be held in other venues throughout the City, he suggested that Line 64 be amended by striking "at City Hall and." However, he stressed that all meetings must be held in accordance with Freedom of Information Act (FOIA) laws and in places which are accessible to people with disabilities.

Mr. Slavin moved to amend Line 64 of the proposed ordinance by striking "at City Hall and." The motion failed due to the lack of a second.

Mr. Lynn moved to amend Line 27 of the proposed ordinance by inserting "Mayor and" immediately following "appointed by the" and by inserting "with the Council President receiving five (5) appointments and the Mayor receiving four (4) appointments" immediately following "president of the council." The motion was seconded by Mr. Slavin.

Responding to Mr. Perza, Council President Bonar indicated that the Mayor was responsible for making all appointments to the Planning Commission.

The motion to amend Line 27 failed by a roll call vote of five (5) no (Perza, Williams, Hare, Hutchison, and Bonar), three (3) yes (Dixon, Lynn, and Slavin), and one (1) absent (Anderson).

By motion of Mr. Lynn, seconded by Mr. Hare, Council, by a unanimous roll call vote (Anderson absent), adopted Ordinance #2013-15, as follows:

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

That Chapter 58 - Human Relations, Article II - Human Relations Commission, be amended to read as follows:

Sec. 58-31. Purpose.

The city council has deemed it to be in the best interest of the city to establish a human relations commission to include members who are broadly representative of the entire community and who are committed to a philosophy of inclusion, intergroup cooperation, and fair treatment that will effectively help the city meet the following needs:

(1) *Fairness, respect*. Promote and develop an environment of fairness and respect among its citizens;

(2) *Monitoring*. Develop ways to measure and monitor community relations, particularly those that are sources of intergroup conflict;

(3) *Intergroup relations*. Involve all segments of the community in understanding and appreciating the benefits of positive intergroup relations;

(4) *Issues*. Offer a range of programs and services that will help its residents and neighborhoods prevent and resolve issues of human relations; and

(5) *Intergroup conflict.* Develop ways of anticipating, preparing for, and relieving community tensions arising from intergroup conflict.

Sec. 58-32. Established; composition; appointment; representation; holding other office; removal from office; terms of office; vacancies; reappointments.

(a) *Established*. There is hereby established an advisory commission to be known as the "City of Dover Human Relations Commission," to carry out the objectives as described in this article.

(b) *Composition; appointment*. The members of the human relations commission shall be appointed by the president of the council, based upon recommendations from and subject to confirmation by the council. The human relations commission shall consist of nine members, all residents of the city. Two members shall be selected from each council district and one member shall serve from the city at-large.

(c) *Representation*. In selecting the membership of the commission, particular care shall be taken to ensure that the commission is broadly representative of racial, religious, gender and ethnic groups residing in the city.

(d) *Holding other office; removal*. No member of the commission shall hold any elected or appointed office under the government of the United States or the state, county, or city. The city council president may remove members of the commission, with the concurrence of the city council, for substantial neglect of duty, or gross misconduct in office.

(e) *Terms of office; vacancies*. A member of the commission shall be appointed for a term of office of three years and until his successor has been appointed. The appointees shall be appointed for staggered terms of office. When a vacancy occurs in the membership of the commission, it shall be filled by appointment for the unexpired portion of the term in the same manner as the original appointment.

(f) *Reappointments*. Members may be reappointed.

Sec. 58-33. Organization; quorum; meetings; rules of procedure; limitation of functions; agreements; compensation; legal counsel; reports.

(a) *Organization*. The human relations commission shall annually elect its own chairperson to preside over its meetings and may create and fill such other offices and committees among its members as may be found necessary and proper for its effective organization.

(b) *Quorum*. A majority of the membership of the commission shall constitute a quorum and, if a quorum is present, a vacancy on the commission shall not impair the right of the remaining members to exercise all the powers of the commission.

(c) *Meetings*. The commission shall hold at least five meetings per year; one each quarter and one to be determined by the commission. Special meetings may be called by the chairperson or three members of the commission.

All meetings shall be held at City Hall and in accordance with the Laws of Delaware regarding the Freedom of Information Act (FOIA) and City of Dover procedures. The commission will distribute its agendas and minutes through the City Clerk's Office.

(d) *Rules of procedure*. The commission is also authorized to adopt rules of procedure for the conduct of its meetings.

(e) *Functions limited*. The commission shall not involve itself in activities or functions already assigned by law or decree to other governmental bodies.

(f) *Agreements*. The commission may enter into agreements and build partnerships with other entities and organizations for the purpose of more efficiently and effectively carrying out its responsibilities.

(g) *Compensation*. Members of the commission shall receive no compensation.

(h) *Legal counsel*. The city solicitor shall provide legal counsel to the commission and shall be the legal representative of the commission in connection with its duties hereunder, on a case-by-case basis, or determine that outside counsel is needed and obtain such outside counsel for a particular matter.

(i) *Reports*. The commission shall report to the city council on a quarterly basis regarding its affairs. An annual report of its accomplishments and a summary of its recommendations shall be provided to the mayor and the city council.

Sec. 58-34. Expenses.

(a) *Budget*. The city council may appropriate a budget for the city human relations commission to provide for necessary expenses and expenditures.

(b) *Other funding*. The commission may also receive funding from other governmental, philanthropic or private organizations for the exclusive purpose of carrying out its responsibilities.

Sec. 58-35. Conflicts of interest.

If any member of the human relations commission concludes that they have a conflict of interest with respect to a matter which is pending before the commission, that member shall disqualify themself from participating in any deliberations, discussions and decision making processes of the commission.

Sec. 58-36. Powers and duties.

The powers and duties of the human relations commission shall be to:

(1) *Recommendations*. Review city programs, activities, functions and ordinances, and make recommendations to the city council for new, amended or changed programs, functions, activities or ordinances which would support inclusiveness and civility among city residents and enhance communication and understanding among residents of the city;

(2) *Intergroup conflicts*. Inquire into incidents of intergroup conflicts and disputes within the city and take such action as may be designed to alleviate such conflicts and disputes;

(3) *Intergroup cooperation*. Promote and encourage communications between and cooperation of all groups interested in bettering human relations in the city;

(4) *Complaints*. Seek the active assistance of the state human relations commission in the solution of complaints of alleged discrimination which fall within the jurisdiction of the state commission;

(5) *Research, education, etc*. Engage in such research, education and advocacy as, in the judgment of the commission or the city council, may be needed to improve human relations in the city;

(6) *Programs*. Develop and maintain programs that build positive relations among communities and enhance problem-solving skills among residents throughout the city;

(7) *Other functions*. Do all other acts and deeds necessary and proper to carry out and effectively accomplish the objectives, functions and services contemplated by the provisions of this article.

ADOPTED: SEPTEMBER 23, 2013

PARKS, RECREATION, AND COMMUNITY ENHANCEMENT COMMITTEE REPORT - SEPTEMBER 9, 2013

The Parks, Recreation, and Community Enhancement Committee met on September 9, 2013 with Chairman Dixon presiding.

Presentation - Restoration and Remediation of Mirror Lake - Rick Greene, Department of Natural Resources and Environmental Control (DNREC)

Mr. Scott Koenig, City Manager, reminded members that, last summer, Mr. Rick Greene, Department of Natural Resources and Environmental Control (DNREC), provided a detailed description of the Restoration and Remediation of Mirror Lake Project. He stated that since Mr. Greene was not able to attend this meeting, he would provide an update on the project.

Mr. Koenig stated that Mr. Greene had secured all project funding and that the Restoration and Remediation of Mirror Lake Project could now begin. He advised members that engineering plans and specifications were complete, and federal permits and the State's erosion and sediment control plans had been approved. The State's Subaqueous Lands Permits were being finalized and awaited final signature. Mr. Koenig stated that Mr. Greene had secured an access agreement from the City of Dover for the area off Park Drive and was working on the access agreements from Colonial Investments for the west side and from the State Office of Management and Budget for the area downstream from Court Street. He indicated that State and/or other grants would be funding the entire project.

With regard to public relations, Mr. Koenig indicated that a press release was being developed and a press event was tentatively planned for November 1, 2013. He stated that a sign was being developed and that content and placement was being coordinated with the City.

In relation to water quality monitoring, Mr. Koenig stated that baseline monitoring was scheduled to begin on September 6, 2013 during preconstruction and would include the lake itself, as well as areas upstream and downstream. He indicated that Mr. Greene had a mandatory erosion and sediment pre-construction meeting scheduled for October 1, 2013 regarding the lake portion of the project. The pre-construction site preparation, including stake-out, survey, stabilization of the access road off Park Drive, and the placement of the turbidity curtain, was scheduled to begin in mid-October. The Mirror Lake portion of the project would take approximately three (3) weeks and would include carbon application. Mr. Koenig indicated that all major work on the project would be completed by Thanksgiving, weather permitting, and demobilization and cleanup should be complete by early December. He stated that some planting for the project would occur in the Spring of 2014. After the planting, post-construction monitoring would occur in both 2014 and 2016.

Mr. Koenig reminded members that the Restoration and Remediation of Mirror Lake Project was related to improving the water quality of Mirror Lake and the downstream area due to the sediment conditions associated with polychlorinated biphenyls (PCBs) and other materials that had gotten into the sediment. He explained that this was a demonstration project that Mr. Greene had been working on for quite some time and was the first application of its kind in this part of the country.

Responding to Mrs. Horsey, Mr. Koenig stated that, to his knowledge, there had been no changes since the project was first presented to members. He noted that the project would include a re-fabrication of the east side of the bank where a small planting island would be located, and that carbon would be placed across the bottom of the lake. He projected that next year there would be fewer plants growing up out of the water due to disturbance at the bottom.

In response to Mr. Caldwell regarding whether research had proved this approach to be effective, Mr. Koenig stated that enough research had been done on this type of project to obtain Environmental Protection Agency (EPA) approval. Although similar projects had been completed in other areas, he stated that none had been of this magnitude.

The Committee recommended acceptance of the report provided on the Restoration and Remediation of Mirror Lake Project.

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

Review of Active Recreation Area Plan - Walker Woods and Walker Woods II (Village of Sherwood) (*North Side of Walker Road and East of Kenton Road*)

Mrs. Ann Marie Townshend, Director of Planning and Community Development, provided members with a revised Active Recreation Area Plan for Walker Woods/Walker Woods II (Village of Sherwood), located on the north side of Walker Road and east of Kenton Road. She noted that changes from the plan previously submitted were highlighted in yellow. Mrs. Townshend advised

members that the proposed project would re-develop Walker Woods and Walker Woods II into an apartment complex. This would include consolidation of the parcels that currently make up the townhouse community. She explained that the proposed project included 77 dwelling units on $9.0722^{+/-}$ acres, which is a density of approximately 8.5 dwelling units per acre; therefore, the development qualified for the open space exemption in Article 5 - Supplementary Regulations, §10.5 of the Zoning Ordinance.

Mrs. Townshend advised members that, based on the proposed 77 dwelling units and 150 square feet of recreation area required per unit, the site was required to have 11,550 square feet of recreation area. She noted that the applicant had proposed to meet this requirement through a variety of amenities throughout the development. On the southwest portion of the site, there would be a community center building with meeting and activity rooms and a playground area adjacent to the community center. On the east side of the site, a small tot lot was proposed, as well as an Americans with Disabilities Act (ADA) accessible picnic area with a series of picnic tables and grills. There was also a proposed five (5)-foot-wide mulch path leading from the picnic area to the end of the cul-de-sac and an ADA accessible path extending from this to the west side of the site where the playground would be located. There were three (3) 15'x12' exercise stations proposed throughout the development. Mrs. Townshend stated that, in addition to these amenities, the applicant had proposed a series of benches and relaxation stations scattered through the development. The relaxation stations included a bench, trash receptacle, recycling receptacle, and smoking receptacle on a concrete pad. There would be four (4) relaxation stations and nine (9) stand-alone benches distributed throughout the proposed development. She stated that the plan also showed tree plantings throughout the development, including areas adjacent to the recreation amenities.

Staff submitted a number of comments and recommendations regarding the Active Recreation Area to be constructed, which were included in the Revised Active Recreation Area Plan.

Mrs. Townshend introduced Mr. Tom Ayd of Green Street Housing, LLC, who was present representing the developer, should members have any further questions.

In response to Mr. Perza, Mrs. Townshend stated that the items depicted on the map did not currently exist. Mr. Ayd indicated that the original building footprint resembled the new footprint. He further explained that there were currently two (2) townhouses located where the community center was proposed and confirmed that the townhouses would require demolition.

Mrs. Townshend advised members that staff had not had the opportunity to review the site plan, which was submitted on September 6, 2013.

Responding to Mr. Perza, Mrs. Townshend confirmed that the City would not be responsible for maintaining the property. Mr. Ayd clarified that the amenities were intended for the tenants and not the public; however, he explained that it would be difficult to ensure that neighbors would not use them.

In response to Mrs. Horsey, Mr. Ayd stated that although the plan reflected a mulch path, it would likely be a "stone and dust" path, which would be stable and allow for the penetration of water with less maintenance. He explained that when the Plan was originally submitted, the developers did not put much thought into the design of the area; however, the developers revisited the Plan prior to the submission of the site plan and felt that it could be revised to bring more functionality to the area.

Mr. Caldwell questioned if other options were considered in terms of what was being used in the active recreation area and the cost versus how often amenities would be used, as well as the purpose of the community center. Responding, Mr. Ayd stated that the developers planned to provide a package of amenities for the community center including office space, a consultation room, a central laundry facility, a business center to include computers, etc.

Mrs. Townshend explained that the Active Recreation Area Plan was being presented as a part of the Redevelopment Plan and that the developers were in the process of purchasing all of the land and planned to redevelop the units into apartment units. As a result, some of the tenants may continue to reside there and others may not.

Mr. Caldwell indicated his concern regarding the use of the proposed amenities, such as the nine (9) benches and four (4) relaxation stations. Responding, Mr. Ayd assured members that consideration would be given to the placement and practicality of the benches.

Responding to Mr. Caldwell regarding the rezoning request for the property, Mrs. Townshend advised members that the rezoning application was scheduled to be reviewed by City Council during their Regular Meeting later in the evening. Since the developer had submitted a site plan to be reviewed by the Planning Commission in October, she explained that the Committee's recommendation regarding the Active Recreation Area Plan would be considered by the Planning Commission at that time. If the property were not rezoned, she stated that it would be necessary to determine which variances might be required in order to construct the project as presented. She reminded members that the role of the Committee was to make a recommendation to the Planning Commission regarding the Active Recreation Area Plan, rather than the rezoning.

The Committee recommended acceptance of the revised Active Recreation Area Plan for Walker Woods/Walker Woods II (Village of Sherwood) with the inclusion of staff's comments and recommendations.

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

Consideration of Contribution Amount - Cash-In-Lieu of Recreation Area Construction for Nottingham Meadows

During their Regular Meeting of June 24, 2013, City Council approved the Parks, Recreation, and Community Enhancement Committee's recommendation to approve the Revised Active Recreation Area Plan for Nottingham Meadows, as recommended by staff, and accept the petition from 28 lot owners in the development in favor of the proposal. At that time, members were advised that the proposed plan for cash-in-lieu payment met the area requirements for the Active Recreation Area.

The plan was required to provide $0.6818^{+/-}$ acres of Active Recreation Area and was proposing $0.6818^{+/-}$ acres of Active Recreation Area via cash-in-lieu.

Mrs. Ann Marie Townshend, Director of Planning and Community Development, explained that Article 5, Section 10, of the Zoning Ordinance addresses Open Space, Recreation and Other Public Facilities, and that Subsection 10.17 provides the process and calculation of the amount for cash-in-lieu of recreation area construction. In addition, she noted that Subsection 10.7 specifies that City Council, through the Parks, Recreation, and Community Enhancement Committee, must approve the cash donation amount prior to final acceptance by the Planning Commission.

Mrs. Townshend advised members that the Zoning Ordinance specified the calculation of the amount of the cash donation, as follows: "cash donation shall be equivalent to the appraised value of land required…" and that this value shall be "based on the appraisal prepared for the developer to secure construction financing." She indicated that an appraisal performed by Dover Consulting Services, Inc., dated July 5, 2013, was submitted to the Planning Office and that the appraisal valued the subdivision at $21,292 per acre. Based on this amount, she stated that the value of the 29,700 square feet of land required for Active Recreation Area was $14,517 and that funds received would go into the Parkland Reserve Fund.

Staff recommended acceptance of the $14,517 cash-in-lieu of recreation area construction donation, as the amount complied with the requirements of the Zoning Ordinance.

The Committee recommended acceptance of the $14,517 cash-in-lieu of recreation area construction donation for Nottingham Meadows, as recommended by staff.

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

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

UTILITY COMMITTEE REPORT - SEPTEMBER 9, 2013

The Utility Committee met on September 9, 2013 with Councilman Perza presiding in the absence of Chairwoman Williams.

Public Notification - Power Outages

Members reviewed the existing Electric Outage Public Notification Procedure and the Internal Standing Orders for the City's Electric Department. Mr. Scott Koenig, City Manager, advised members that the Public Notification Procedures were currently being implemented when more than one-third (1/3) of the City is affected or the outage is expected to be four (4) hours or longer in duration. He noted that the Electric Director's Standing Orders specify who is to be contacted during electric outages.

In addition to the City's current procedures, Mr. Koenig stated that the System Operations Center had begun sending internal email notifications to the City Manager when there are power outages. He indicated that since the System Operations staff is involved in system restoration, depending on the intensity of the work involved in restoring the outage, some of these emails occur after the fact and others occur when the outage is in the process of being restored. He offered to forward these emails to City Council if they desired.

Staff recommended a review of the Electric Outage Public Notification Procedures and Internal Standing Orders on an annual basis and implementing changes based on comments received during the review.

Responding to Mr. Perza, Mr. Koenig stated that staff was not recommending any revisions at this time and that the information was being provided for the Committee's review for possible amendments. He acknowledged that it was difficult to communicate information publicly regarding the expected duration of an outage and stated his opinion that the current procedures were adequate for public notification.

Regarding customers notifying the City of an outage, Mr. Steve Enss, Interim Electric Director, stated that it is always helpful for the City to be contacted. He explained that City staff is aware of an outage when an entire breaker is involved; however, if an outage is caused by a blown fuse, the City will not be made aware until a customer notifies the City of the outage. During an outage, customers should contact the City's 24/7 Emergency Number at 302-736-7086.

Mr. Slavin noted that the preferred way for people to obtain information is through social media such as Twitter, Facebook, etc. and since these can be very effective tools, he encouraged staff to consider their use for disseminating such information.

Referring to a power outage that occurred on August 25, 2013, Mr. Blakeman advised members that he contacted the City and received a recording indicating that the City was experiencing power outages and requesting that the customer call back if the power had been out for more than two (2) hours. He called back several times and received the same recording. He then called other phone numbers in the Electric Department and the City Manager's Office and there was no answer. He called the Police Department and was advised to quit calling because they had work to do. It was his opinion that the City could quickly get a bad reputation due to the lack of communication during power outages. Since he had always made contact in the past with the City's System Operator, who had been able to provide information regarding an outage, he felt that this was likely an isolated incident; however, he wanted the City to be made aware. Mr. Blakeman noted that the current procedures did not include providing additional personnel to handle telephone calls during "off-hour" outages. He advised members that in previous years (when he served as the City's Electric Director), employees were called in to work for the sole purpose of answering telephone calls.

In response to Mr. Perza, Mr. Koenig stated that the City did not have the ability to maintain the City's website and information systems internally during "off hours" electric outages. He noted that since there would always be customers who use the telephone, if additional personnel were required

to maintain information on the website and other information systems, additional personnel should also be called in to man telephones. He indicated that if members wished to have staff called in for these purposes, there would be costs involved and it would be necessary to budget for these expenses, which currently were not included in the budget.

Mr. Perza noted that many people use technology and social media today in order to obtain information and, since only one (1) employee would be involved in posting information on the City's website and keeping it updated, he suggested that staff consider requiring the City's website to be maintained in this way when there is an "off hour" outage.

Responding to Mr. Perza, Mr. Koenig stated that staff would consider the comments made by members and attempt to include them in the City's procedures and orders for implementation. Mr. Slavin suggested that the IT Department could assist in determining the easiest way to disseminate information. It was his feeling that using existing channels, such as Twitter, Facebook, email and/or text push notification systems that allow people to opt in to receive such messages, could be used. Mr. Blakeman suggested that staff include a footnote in the telephone book with the 24/7 emergency phone number that explained the steps to be taken to obtain updated information, noting that he would not think to check Facebook unless he were directed to do so in some way.

Referring to the outage informational message provided when calls are made to the 24/7 emergency phone number, Mr. Slavin suggested that the information be periodically updated and that the message include the date and time.

The Committee recommended that this matter be referred back to staff for their consideration in implementing the comments and suggestions made by members of the Committee.

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

TEA/NAES Report (June and July)

The TEA/NAES Monthly Reports for June and July 2013 were provided to members to enable them to monitor electric sales and revenues received, which will provide a better understanding of any fluctuations that occur and allow the opportunity to make improvements if deemed necessary.

Mr. Scott Koenig, City Manager, noted that the overall cost of power was much lower than budgeted during the previous year and that those savings had been captured in the new rates that went into effect on July 1, 2013. Referring to the Power Supply Summary for July 2013 (Page 44 of the packet), he stated that as the City began Fiscal Year 2014, the overall power supply costs were over budget due to the higher than budgeted cost of energy purchases. In addition, he noted that an insurance payment was made in August that was typically due in July. He assured members that staff would be very conscious of the numbers during FY 2014 since the budget versus actual expenses had tightened based on the rate adjustment that was implemented.

Referring to the picture on Page 13 of the July TEA/NAES Report, which depicted improved lighting in the Hot Water Boiler Room, Mr. Blakeman noted that the hot water boilers were previously used to heat oil, which is no longer used. Since the City now uses No. 2 oil, which is not heated, he questioned the need for lighting in the Hot Water Boiler Room, which should be an area no longer utilized unless used to heat water for another use. Responding, Mr. Koenig stated that safety was required to be maintained throughout the entire plant; however, he would check to determine the current use of the room.

The Committee recommended acceptance of the TEA/NAES Monthly Reports for June and July 2013.

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

UPDATES

Members were provided the following updates:

Calpine Energy Center

Mr. Scott Koenig, City Manager, advised members that the Calpine Energy Center had been under construction since April 2013 and foundations, piping, etc. had been worked on. Administratively, vendors had been working with the Delaware Department of Transportation (DelDOT) to obtain the necessary permits to allow for large equipment to be brought to the site. He stated that weekly teleconferences continued and that many issues were ongoing and on track at this point.

Dover Sun Park

Mr. Scott Koenig, City Manager, referred to the spreadsheet provided by Mrs. Donna Mitchell, Controller/Treasurer, that provided the incremental costs for FY2013 for the White Oak Solar Park. He noted that the cost per MWh was $91.29 for July 2013 and the City had budgeted for $86.23 per MWh.

Garrison Oak Technical Park Project

Mr. Scott Koenig, City Manager, stated that the Garrison Oak Technical Park (GOTP) Project was somewhat of a companion project to the Calpine Energy Center. He advised members that the design of the roads and entrances was being completed and the City was hoping to obtain final approvals from the Delaware Department of Transportation (DelDOT) for the entrance design in order for bids to be requested. In addition, he stated that the design of the pump station, which would accommodate the flows from the Garrison Oak Technical Park, was almost complete; therefore, it was anticipated that bids would be requested sometime very soon.

Mr. Koenig reminded members that the design/build contract for the $1.5M elevated storage tank had been authorized and was underway. He assured members that City staff continued to pursue tenants for the park. Although a land offer had been made to Uzin Utz Manufacturing Corporation, as authorized by City Council, he stated that this transaction had not yet been finalized. He stated that Mr. Bill Neaton, Economic Development Director, continued to entertain interest on other parcels at the GOTP, and that staff hoped to present proposals from these potential tenants to City Council for their consideration.

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

LEGISLATIVE, FINANCE, AND ADMINISTRATION COMMITTEE REPORT - SEPTEMBER 9, 2013

The Legislative, Finance, and Administration Committee met on September 9, 2013 with Chairman Lynn presiding.

Fund to Combat Violent Crime - FY14 Grant

Police Chief Hosfelt advised members that the Fund to Combat Violent Crime Program was a new grant program managed by the Department of Safety and Homeland Security for use by local law enforcement agencies in connection with initiatives to combat violent felonies pursuant to Section 4201(c) of Title 11 of the Delaware Code. The first increment of funding was released during FY13; however, it was uncertain at that point whether the program would be recurring. During the last quarter of FY13, the Dover Police Department was made aware that a FY14 grant was anticipated and the amount appropriated ($75,523.53) was much higher than the previous year's amount ($46,785.34). As a result, there were not enough funds budgeted in FY14 for the total amount of the grant, so a budget adjustment would also be needed to cover the portion remaining.

Police Chief Hosfelt explained that approval of this request would allow for the Police Department to use its grant allocation from this program. He stated that a portion of the funds would be used to upgrade the duty weapons for all police officers ($17,649), purchase rifles for supervisors' vehicles ($16,067.94) and for technology upgrades to boost the signal and reception of the cellular lines in the Department's police vehicle fleet and start a long-term project to enable the download of information from police vehicles wirelessly ($21,806.59). The remaining portion ($20,000) would be used to target violent crime throughout the City with extra duty overtime patrols and to provide education to citizens on measures they can take to avoid or cope with violent crime related activities.

Staff recommended approval of the grant and the intended purchases.

Responding to Mr. Lynn, Chief Hosfelt stated that all officers wear body armor (vests) and explained that the vests are replaced on a regular basis to remain up to date. With regard to duty weapons, he explained that old weapons are traded in, which helps to offset the cost of purchasing new weapons. He stated that rifles are carried by a limited number of officers and the purchase of rifles would allow for all supervisors' vehicles to carry a patrol rifle while on duty. The purchase of these rifles would add to the Police Department's current inventory.

The Committee recommended approval of the Fund to Combat Violent Crime - FY14 Grant and intended purchases, as recommended by staff.

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

"Safe Whistles" - National Recreation and Park Association Recommended Guidelines for Credentialing Volunteers (Background Screening for Youth Coaches and Sports Officials for All City Recreation Offerings) ***(Lynn and Slavin)***

Members reviewed National Recreation and Park Association Recommended Guidelines for Credentialing Volunteers. Mr. Slavin explained his request for staff to review the information and develop a recommendation for requiring background screening for youth coaches and sports officials. In his experience as a sports official, he had observed a screening process for coaches, volunteers, and officials in scholastic sports, etc. and felt that this should be required for recreational sports as well. Mr. Slavin indicated that this was a national concern, not unique to Dover or Delaware, and stated that several states were now requiring a thorough background check of all officials, coaches, volunteers, etc. in order to certify that a safe environment was being provided. He stated that there had been some high profile cases, noting a recent incident involving the Director of an Amateur Athletic Union (AAU) basketball team in Washington, D.C. who was recently arrested for holding a kilo of cocaine in his basement and serving as a major drug dealer in that area. Mr. Slavin felt that it was the City's responsibility to ensure that when the City sponsors a program for children, a safe environment will be provided.

At the request of Mr. Slavin, Mrs. Ann Marie Townshend, Director of Planning and Community Development, explained the City's current process in this regard for youth programs. She stated that all City staff, regardless of their status (full-time, part-time, temporary, etc.) must pass a standard City background check. Volunteers involved in youth programs are checked with the Sex Offense Registry for the State of Delaware only. In regard to officials, since the City contracts with organizations rather than individuals, the City takes no action in the selection/hiring process. She indicated that she had discussed the possibility of requiring those organizations to conduct background checks and expressed her support of Mr. Slavin's request.

Mr. Slavin stated that he did not feel that the "flow" of volunteers would be affected by instituting such guidelines and indicated that the guidelines would only eliminate volunteers whom the City would prefer not to have working with its youth. Should City Council adopt the National Recreation and Park Association Recommended Guidelines, he explained that there would be specific guidelines that would be followed for sex offenses, felonies, misdemeanors, etc.

Noting her involvement with Little League and Pop Warner football, Mrs. Townshend stated that all volunteers go through a background check for both of these organizations; therefore, she felt that the requirement would be no different from what other non-profit and volunteer organizations do.

Referring to the costs that may be associated with such a requirement, Mr. Slavin requested that staff investigate the various types of background checks and research the costs of outsourcing to a third party, consider employing in-house resources, and determine if the City Police Department could possibly play a role.

Responding to Mr. Lynn, Mrs. Townshend stated that the City typically has a one (1) year contract with various organizations and often uses the same officials/volunteers that other recreation programs contract. Should the City implement this requirement, she expected that other organizations would do so as well. Mr. Lynn suggested that the City include the requirement of a background check as a specific enumerated contract requirement and also include that the contractor would bear the cost so that the City does not incur any further expenses. He explained that the two (2) primary types of background checks are: 1) through the State Bureau of Investigation (SBI), which checks the Delaware Criminal Justice Information System (DELJIS), and 2) a comprehensive

check through the National Crime Information Center (NCIC). Mr. Lynn relayed his support; however, he requested that any costs be incurred by the vendor and urged a mandate to require a NCIC background check in order to obtain information from databases in other states as well.

Mr. Hare stated that although he was not aware of the costs of an NCIC background check, the school districts require substitute teachers to obtain an SBI background check. He suggested that the costs of both background checks be obtained for comparison.

In response to Mr. Lynn, Mr. Slavin indicated that his intention would be to require a check for anyone involved in the City's delivery of a recreation program, which would include coaches, volunteers, officials, etc.

Mrs. Townshend questioned if the desire would be to have such a requirement only for youth programs or for all programs. Responding, Mr. Slavin suggested that staff consider the options and provide a recommendation regarding the matter.

Responding to Mr. Shevock regarding potential duplication of checks performed by other organizations, Mrs. Townshend felt that the idea would be for the City to include a background check certification requirement within the contract for officials. She suggested that periodic auditing be conducted to ensure that background checks have been completed.

Noting that an NCIC background check may take longer to complete, Mr. Dixon questioned if the background check requirement could delay the start of a program. Responding, Mrs. Townshend stated that this would be an issue that would require further review, explaining that it is often a struggle to obtain volunteer coaches for basketball; therefore, timing, costs, etc. would be issues that staff would review in formulating a recommendation for the Committee's review.

The Committee recommended that staff, specifically Mrs. Townshend and Mrs. Hawkins, Human Resources Director, be directed to review the National Recreation and Park Association Recommended Guidelines to conduct an analysis and formulate a recommendation regarding the scope and depth of the background checks that should be required, the cost and how it would be addressed, the period of time the background check would remain valid, and some type of roll-out implementation strategy to be brought back to the Committee within one (1) month for their review and recommendation to City Council.

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

By consent agenda, Mr. Hare moved for acceptance of the Legislative, Finance, and Administration Committee Report, seconded by Mrs. Williams and carried by a unanimous roll call vote (Anderson absent).

MONTHLY REPORT - JULY 2013 - ECONOMIC DEVELOPMENT

By consent agenda, Mr. Hare moved for acceptance of the Economic Development Monthly Report for July 2013, seconded by Mrs. Williams and carried by a unanimous roll call vote (Anderson absent).

FINAL CHANGE ORDER FOR WESLEY COLLEGE STREETSCAPE ENHANCEMENT - PHASE I

Mr. Scott Koenig, City Manager, reminded members that the Wesley College Streetscape Enhancement - Phase 1 Project was approved by City Council on December 10, 2012. He stated that the project consisted of a 33-space parking lot, constructed off of State Street alley west, and began in earnest in mid-March 2013. The contractor, Corrado Construction, Co., had experienced significant unforeseen challenges that needed to be addressed in order to accomplish the project assigned to them by the City of Dover. He indicated that a total of four (4) change orders had been previously submitted to the City and provided members specific information on each change order. He advised members that in accordance with the City's Purchasing Policy & Procedures, Amended February 28, 2011, section 3.10.B.i, the City Manager was authorized to approve change orders up to 25% of the original purchase amount. Any change order that exceeds 25% of the original purchase amount shall require City Council approval. For this particular project, he noted that the threshold would be $120,514.69.

Mr. Koenig advised members that the City had received an additional change order for this project which would put the total project total at $125,574.34, which was greater than the project threshold of $120,514.69; therefore, this matter was being presented to City Council for approval. He assured members that staff believed that Change Order No. 5 was reasonable and necessary to properly finish the project.

Staff recommended that City Council approve the final change order request submitted by Corrado Construction in the amount of $5,805.17 and authorize staff to execute the request.

Mr. Lynn questioned if staff had reviewed the original bids to compare them to this final cost including the change orders. Responding, Mr. Koenig stated that staff did not review the bid information originally submitted since all the items included in the change orders were related to soil conditions, as well as an error regarding the storm water design.

In response to Mr. Perza, Mr. Koenig stated that the requested change order would be the final quantity adjustment since the project was complete and in service.

Mr. Lynn moved for approval of the Wesley College Streetscape Enhancement - Phase 1 Project final change order request submitted by Corrado Construction, in the amount of $5,805.17, and authorize staff to execute the request. The motion was seconded by Mr. Dixon and carried by a unanimous roll call vote (Anderson absent).

COUNCIL MEMBERS' ANNOUNCEMENTS

Mr. Slavin relayed congratulatory wishes to the Hosfelts on the graduation of their son, Jake, from United States Air Force Airman Training (boot camp) and appreciation for the service he was providing to the Country.

Mr. Slavin apologized to Mrs. Townshend, her family, and any other alumni of Mount St. Joseph, for their loss to the Dover High Senators football team this past Friday night.

Mr. Perza invited all to attend the Holy Cross Fall Festival to be held this coming Saturday, September 28, 2013, from 10:00 a.m. to 4:00 p.m. on the grounds of Holy Cross Church. He stated that there would be a bake sale, silent auction, Lego® building contest, and other family activities for the community. He invited the public to attend and participate in the event.

Mayor Carey announced that the Truck Hauler Parade would be held on Thursday, September 26, 2013, beginning at 6:00 p.m. on State Street, starting at Loockerman Street and proceeding to Dover International Speedway. He stated that a showcase event would be held at the Blue Hen Corporate Center from 4:00 - 6:00 p.m., where the public could see the trucks and talk to the drivers. He stated that there would be approximately 40-45 tractor trailers with decorative art.

Mayor Carey also congratulated the Police Department and Chief Hosfelt on the graduation of Lt. Jason Pires from the Federal Bureau of Investigation National Academy (FBINA).

Fire Chief West relayed congratulations to the Dover Fire Department, noting that the Firemen's Convention was held this past weekend and that the Dover Fire Department served as the host department with the participation of President Charles Boyer, who was the President of the Delaware Volunteer Fire Department. He stated that there were over 50 members marching and driving trucks and that the Dover Fire Department received 2nd Place for the Best Presenting Aerial Ladder for the State and 1st Place for the Best Pumper Rescue in the State. There were many members who worked tirelessly for several weeks preparing for the event. Marching with Dover High, the Dover Fire Department received 3rd Place in the State for Marching with Music, which was the highest the Dover Fire Department had ever placed since they began participating.

Council President Bonar expressed special appreciation to Dover Downs Hotel & Casino for the assistance provided during the Fireman's Convention. He explained that several hundred firemen were displaced due to the change to the Sheraton this year, and Dover Downs provided assistance with accommodations, and did so in style. He thanked Mr. Denis McGlynn and others who participated in getting this accomplished in great haste.

By unanimous consent, the meeting adjourned at 8:09 p.m.

TRACI A. McDOWELL
CITY CLERK

All orders, ordinances, and resolutions adopted by City Council during their Regular Meeting of September 23, 2013, are hereby approved.

CARLETON E. CAREY, SR.
MAYOR

/TM/jg
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PROCLAMATION

***WHEREAS**, in every community, change is constant and affects all of us however community planning and plans can help manage this change in a way that provides better choices for how people work and live; and*

***WHEREAS,** community planning provides an opportunity for all residents to be involved in making choices that determine the future of their community; and*

***WHEREAS,** the full benefits of planning requires public officials and citizens who understand, support, and demand excellence in planning and plan implementation; and*

***WHEREAS**, the American Planning Association and its professional institute, the American Institute of Certified Planners, endorse National Community Planning Month as an opportunity to highlight the contributions sound planning and plan implementation make to the quality of our communities and environment; and*

***WHEREAS**, the celebration of National Community Planning Month gives us the opportunity to publicly recognize the participation and dedication of the members of the City of Dover Planning Commission and other citizen planners who have contributed their time and expertise to the improvement of the City of Dover.*

***NOW THEREFORE, I, CARLETON E. CAREY, SR., MAYOR OF THE CITY OF DOVER, DELAWARE,** do hereby proclaim the month of October 2013 as*

NATIONAL COMMUNITY PLANNING MONTH

in the City of Dover, and encourage all citizens to recognize the valuable contributions made by community and regional planners and our partner agencies at the State and county level, and extend our heartfelt thanks for the continued commitment to public service by these professionals.

Carleton E. Carey Jr.

CARLETON E. CAREY, SR.
MAYOR

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Writer's E-Mail Address: JWParadee@prickett.com

September 17, 2013

HAND DELIVERED

Ann Marie Townshend
City of Dover Planning Director
City Hall/The Plaza
Dover, Delaware 19901

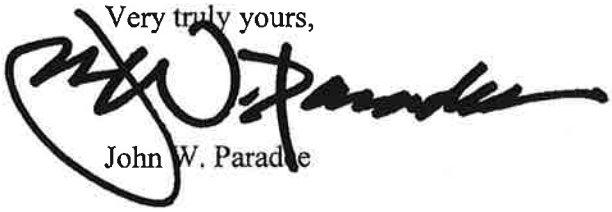
RE: Property Owned by Leg Hall, LLC
109 E. Division Street, Dover, Delaware
Rezoning Application #Z-13-03

Dear Ann Marie:

As you are aware, I represent Rhett Ruggerio, d/b/a Leg Hall, LLC, the Applicant in the above-referenced rezoning application. For the reasons expressed during last night's Planning Commission meeting, the Applicant does hereby withdraw the above-referenced rezoning application. The Applicant looks forward to working with neighboring property owners to craft an alternative proposal which the Applicant hopes to present to the City in the very near future.

Thank you for your continuing courtesy and assistance.

Very truly yours,



John W. Paradee

JWP/lwr
cc: Rhett Ruggerio (Leg Hall, LLC)

Memorandum

Office of the City Manager
PO Box 475
Dover, DE 19903
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To: **Members of City Council**

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

Date: **October 3, 2013**

Subject: **Public Hearing on Request of White Oak/Town Point Civic Association to Limit Parking on Miller Drive to Only One Side of the Street**

As a follow up to the Safety Advisory & Transportation Committee Meeting on August 28, 2013, I visited the area to review the ideas put forth at the committee meeting. Based on the testimony at the meeting, as well as a field visit, I recommend placing the proposed parking restriction on the north side of the road (this is the odd numbered side of the road). This side of the road is also the side where the fire hydrants are located. Placement of the restriction on the side of the road with the fire hydrants is consistent with the parking restrictions on Boggs Drive, Buck Drive and Carvel Drive. A total of six (6) No Parking This Side signs will need to be installed based on the number of street light poles on the north side of the street. The estimated total cost of the signs is $130.74.

If you have any questions regarding this recommendation, please contact me at your convenience.

cc: Sharon Duca, P.E., Director of Public Works

UTILITY COMMITTEE

The Utility Committee Meeting was held on September 23, 2013 at 5:30 p.m. with Chairwoman Williams presiding. Members present were Mr. Perza (arrived at 5:40 p.m.), Mr. Slavin, Mr. Blakeman, and Mr. Snaman. Members of Council present were Mr. Dixon, Mr. Lynn, Mr. Hare (arrived at 6:00 p.m.), Mr. Hutchison, and Council President Bonar. Mayor Carey was also present.

AGENDA ADDITIONS/DELETIONS

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

Dedication of Rights-of-Way and Public Infrastructure - Lexington Glen Phase 2

Mr. Scott Koenig, City Manager, advised members that Ashburn Homes, Inc., the responsible party for completing the public infrastructure within Phase 2 of the Lexington Glen Subdivision, had requested that all public infrastructure improvements related to this phase be dedicated to the City of Dover for permanent ownership and maintenance. He reviewed an outline of the public improvements associated with Phase 2 and noted that the total construction value of the public improvements was $414,222. In addition, he reviewed a map depicting the general location and configuration of the subject rights-of-way.

Mr. Koenig assured members that Ashburn Homes, Inc. completed construction of the improvements within Phase 2 in accordance with City standards and specifications. After construction was completed, City staff inspected the public improvements and developed a list of repairs to be made to meet the City of Dover Standards and Specifications for Public Works Construction. Mr. Koenig noted that all work required by the Public Works Director had been completed. A one (1) year Maintenance Agreement and a Release of Liabilities would be submitted as part of the dedication process. He stated that the required as-built drawings of the infrastructure, as well as videos of the sanitary sewer mains, had been provided to staff.

Staff recommended acceptance of the dedication of rights-of-way and public infrastructure in Phase 2 of the Lexington Glen Subdivision, with the dedication to include all of the referenced public improvements.

Mr. Blakeman moved to recommend approval of staff's recommendation for the acceptance of the dedication of rights-of-way and public infrastructure for Lexington Glen Phase 2, to include all of the referenced public improvements. The motion was seconded by Mr. Snaman and unanimously carried.

Rate Classification/Tariff Amendment for Churches

Mr. Scott Koenig, City Manager, advised members that staff had received 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. He explained that for this specific example, the Church had consumption levels below the 3,500 kWh/month limit for the C/C1 designation, but their electrical service metering was of the instrument rated type, which would prevent them from requesting a classification change from C5 to C/C1. The Church was seeking the new classification to avoid the demand charges associated with the C5 classification.

Mr. Koenig explained that it appeared that, several years ago, certain churches were included in the residential tariff before commercial tariffs became customized and more sophisticated. At that time, staff sought input from the City's power supply attorney, Mr. Kirk Betts, on this subject. Mr. Betts advised staff that many churches hold functions in the evening from 6-10 p.m., which is a part of PJM's 16-hour peak period, as well as on weekends. Typically, the more active the church, the more likely it is to have a consumption pattern that is similar to commercial users rather than residential users. Mr. Betts advised against creating a specialized "church" or "houses or places of worship" tariff. Mr. Betts also indicated that, as a general rule for rate making, tariffs and rates are based upon cost causation; therefore, similar voltage, demands, and consumption patterns should pay similar rates. Mr. Koenig stated that, based on a review of property listings and the type of use of actual buildings (not a review of individual demands), there were as many as 24 churches that may be in the same situation as the Presbyterian Church of Dover; therefore, any change to the tariff could alter the City's revenue projections based on the modeling of the system.

Mr. Koenig reminded members that the City of Dover had spent a considerable amount of money to complete detailed rate classifications and projections based on the approved tariff language and classifications. Any modifications to the tariffs without analyzing the potential impact on the rates and revenues could degrade the integrity of the current rates. Mr. Koenig indicated that detailed modeling of the requested tariff modification would require input and analysis from the City's rate consultant to ensure accuracy and fairness with respect to financial modeling. He explained that such effort would likely create costs for the utility. As an alternate solution, the Presbyterian Church could rework their metering configuration (at a substantial cost) to comply with the current C/C1 tariff language.

Staff recommended that no action be taken on this request at this time and that the issue be evaluated during the next rate study conducted for the Electric System.

Mr. Koenig stated that the Presbyterian Church had done a good deal of work on their usage and demand and had been a good customer, considering that they had made attempts to conserve energy where appropriate; however, staff was very concerned about altering the tariff language, the unintended consequences of such alteration, and how this may affect the City's rates.

Mr. Koenig noted that a review of the Church's profile over the last year revealed that consumption was under the 3,500 kWh per month consumption limit for C/C1 and ranged from 2,100 to 2,800 kWh. As a result, he stated that they do meet the kWh criteria; however, the instrument rated metering portion was not in compliance and the concept of moving the Church from classification to classification was a concern. He advised members that the City's rates were standard industry rates, there was no additional or special language included in the tariff, and the provision had been included for several years. He explained that staff was concerned about the effect that such a change could have on the tariffs, as well as making any adjustments in "mid-stream." The estimated cost of changing the Church's service to new metering was $5,000-$7,000.

Responding to Mr. Slavin, Mr. Koenig stated that the Church spent $240-$350 per month; therefore, it would take approximately 2 - 2½ years to recapture the $5,000-$7,000 cost.

In the interest of disclosure, Mr. Blakeman advised members that he served as a Trustee for the First Baptist Church; therefore, he would recuse himself from voting on this matter since he had a vested interest. However, he questioned who installed the meter that was presently serving the Church. Responding, Mr. Koenig stated that the City owned the meter and the Church owned the meter pan, explaining that the meter was installed by the City to adjust to the Church's meter pan.

In response to Mr. Perza, Mr. Koenig stated there were many properties with meters in the C5 classification, including an estimated 24 church properties. The estimated financial impact as a result of a change for this classification would be a minimum of approximately $3,600 per year, per location. Mr. Steve Enss, Interim Electric Director, indicated that the meter was provided based on the size of the service. He explained that the meter provided for the Church had the capability to take higher voltage than an average residential meter can read and bring it down to a level that could be read with a meter. If a church requests a large service, installation of instrument transformers would be required. If a church requests a small, 200-amp, residential-type service, a C1 classification (400 amp service and below) meter would be assigned, which would not fall into the C5 classification. Mr. Enss indicated that there was potential for the Presbyterian Church to use more than 400 amps; however, the Church was currently falling under 400 amp usage, and they had the option to reduce the size of their current service. He stated that when these types of changes occur, the expense is borne by the customer.

To clarify questions of Mr. Slavin, Mr. Enss stated that the meter was installed by the City based on the customer's request and service size, explaining that a service size greater than 400 amps was requested and that the City installed an instrument transformer to meet that request. Responding to Mr. Perza, Mr. Enss indicated that every meter is installed by the City.

Considering the time frame that it would take the Church to downsize and upgrade their meter, Mrs. Williams questioned the possibility of the Church being charged at the rate they are using rather than the rate of the service provided. Responding, Mr. Koenig stated that staff did not have the authority to charge customers differently from tariff requirements; therefore, it was necessary to place customers within the tariff that meets the definition of their service. He stated that, to his knowledge, there had been no precedent to go beyond the tariff during the past two (2) years; however, he felt that there may have been prior instances when temporary tariffs had been put in place.

At the request of Mrs. Williams, Mrs. Donna Mitchell, Controller/Treasurer, confirmed that there had never been an instance where the City had gone beyond the tariff requirements. She noted that this action might be in violation of the City's bond covenants, which require the City to charge according to the tariffs.

Mr. Koenig stated that when electric demands for a facility are identified, the customer works directly with the Electric Department to size the service, as well as the meter, to meet the demand. He indicated that when commercial customers desire to downsize or consolidate their businesses, they must request a meter change, requiring an adjustment to their service size.

Responding to Mr. Hutchison, Mr. Koenig indicated that it would be a couple of years before the City would conduct the next rate study, unless City Council directed staff otherwise. Mrs. Mitchell suggested that members may wish to consider having the demand data gathered for this type of classification and send this to the consultant separately to obtain his opinion in a timely manner.

Council President Bonar noted that the request of the Church was received in April and felt that staff had ample time to gather the suggested information and provide it to members at this time for their review and consideration. Since the Church had been waiting since April for an answer regarding their request, he felt that members owed them an answer at this time.

Mr. Gary Patterson, 41 Park Drive, stated that he served as the Secretary of the Trustees of the Presbyterian Church of Dover and the Clerk of Session and was serving as the representative of the Church in regard to this issue. He advised members that the Church was now in its 299th year in the City of Dover and, in advance of the 300th year anniversary (beginning September 2014), the 276-member congregation had committed over $300,000 in capital improvements that would be undertaken during the next 12 months, some of which had begun. He stated that some of these improvements included upgrades to the 1950's education wing (located right of the sanctuary), where electric service was not "knob and tube" but contained fuses that no longer exist and parts that could not be located; therefore, the Church had committed $20,000 - $25,000 to upgrade the electrical system. He stated that, in anticipation of this improvement and other improvements to follow, the Church submitted their request to the City Manager's Office. Mr. Patterson advised members of energy efficiencies that had been instituted at the Church, including window replacements, light bulb replacements, an A/C system (only for sanctuary), etc., explaining that the Church had taken steps to reduce the Church's demand; however, the issue now was relative to the C5 rate classification. He indicated that the Church needed to know if they would be required to spend the $7,000 so that these funds were not spent on other capital improvements and that this was the reason for the immediacy of their request. He advised members that Mr. Ed Mulford, who conducted a five (5) year study of the Church's electrical usage, and Mr. John Littlefield, who had a strong industrial background and a lifetime of experience in engineering, were in attendance and requested that members dialogue with them for a better understanding of the particulars regarding this issue.

Mr. John Littlefield, 90 Watersedge Drive, explained that the main concern with the tariff was the difficulty understanding why a particular meter would affect a rate classification. He stated that the meters, in today's world, measure demand, consumption, etc. and felt that there was no reason to base the rate or classification on the meter or meter type.

Mr. Ed Mulford, 944 Janeka Lane, indicated that, from the Church's perspective, the difficulty was with the reasoning behind those five (5) words in the tariff as they exist, "or have instrument rated metering," which kept them from making the application successfully. He explained that the difficulty was that, although the Church could spend the $5,000 - $7,000 required to have the metering changed and the Church's request would then be a moot point, this would take $5,000-$7,000 away from other mission work that the Church was trying to fulfill. Regarding energy usage, he stated that the Church's records, over the 11 years reviewed, showed that, although air conditioning had been added to areas, overall usage had been decreased. He assured members that it was their intention to continue to take initiatives to reduce energy consumption. Mr. Mulford explained that it was the Church's load profile, which indicated a peak on Sundays, that "punishes"

the Church. He noted that, in accordance with the tariff, a peak demand as short as 15 minutes "punishes" them the other six (6) days of the week; whereas, in most commercial situations, the demand charge is distributed over a five (5) to seven (7) day usage profile.

Mr. Perza suggested that staff review the remarks made and conduct a historic review to determine what action the City had taken in past situations when this had occurred, what impact such a change would have on the City's revenue from these types of classified meters, and how many customers would be impacted by such a change.

Mr. Perza moved to recommend that this matter be referred back to staff to determine, if the requested change were granted, what the impact would be on City revenue, how many customers would be impacted and, historically, how similar changes had been handled in the past, for a report back to the Utility Committee by no later than their meeting scheduled for October 28, 2013. The motion was seconded by Mr. Snaman.

For clarification, Mr. Perza confirmed that staff's determination would be based on a possible amendment to the tariff that would eliminate the phrase "or have instrument rated metering," and would provide information on the impact that this would have on the City in terms of revenue or other unforeseen possibilities (effects on other non-profits, churches, commercial customers, etc.).

Mr. Slavin relayed his disappointment in the manner in which this matter had been handled. He felt that it was poor customer service for staff to require an institution that had been a part of the City for nearly 300 years to wait six (6) months for the matter to be considered by the Committee for their review and recommendation to City Council and then request the Church to wait an additional 30-60 days to allow staff the opportunity to conduct further research. He stated that the Church, in addition to being a good steward to the community, had donated two (2) of their older properties to the State of Delaware and these properties were currently being used as a home for the Children's Theater of Dover and Kent County. Noting that the Church's congregation had given back to the City and had always treated the City well, he felt that the Church deserved to be treated well by the City; therefore, he explained his opposition to the motion.

The motion to recommend 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 was carried by a roll call vote of three (3) yes (Williams, Perza, and Snaman), one (1) no (Slavin), and one (1) abstention (Blakeman).

In response to the concerns relayed by Mr. Slavin, Mr. Perza indicated appreciation for the contributions made by the Church; however, as a Committee member, he explained the need for the requested information in order to make a decision. Although he felt confident that the City would be receptive to assisting the Church in this matter, he stated that the information was necessary in order to make a decision and help the Church meet their goal.

Mrs. Williams requested that staff also provide information on the specific impact that the elimination of these five (5) words from the tariff ("or have instrument rated metering") would have on the bond covenants.

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

Meeting adjourned at 6:03 p.m.

Beverly C. Williams
Chairwoman

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LEGISLATIVE, FINANCE AND ADMINISTRATION COMMITTEE

The Legislative, Finance, and Administration Committee meeting was held on September 23, 2013, at 6:05 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 6:14 p.m.), Mr. Hutchison, and Council President Bonar (arrived at 6:15 p.m.). Mayor Carey was also present.

AGENDA ADDITIONS/DELETIONS

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

Central Dover Planning Grant Donation Request

Mr. Scott Koenig, City Manager, advised members that staff recently received a request from Mr. Joe L. Myer to offer financial support through a $10,000 donation for a project to be known as the Central Dover Planning Initiative. He explained that this project was part of the Wells Fargo Regional Foundation Grant, which was awarded in the amount of $90,000. The overall total project cost was estimated to be $120,000. He indicated that the purpose of the project was to engage the community to address the challenges that many neighborhoods throughout Delaware and the nation were facing – homes that were deteriorating, declining homeownership rates, persistent crime, and limited access to services. This effort would provide opportunity for various stakeholders to work together to make necessary improvements, organize associations, and take a holistic approach to neighborhood building, affordable housing, economic development, and social service delivery.

Members were reminded that, in accordance with the current budget rules, the City Manager was not authorized to transfer funds from the 10 series of the budget without City Council approval. Mr. Koenig indicated that the request was to transfer unused salary from vacant positions to the regular operating budget in order to make the donation to the project. He explained that if Council did not authorize the transfer from the 10 series as requested, staff would need to identify another area of the budget for funding, as this was an important project for the central Dover area.

Staff recommended that City Council authorize the City Manager to transfer $10,000 from the 10 series of the Planning, Code Enforcement and Inspections budget to make the requested donation to the Central Dover Planning Initiative.

Mr. Hare moved to recommend approval of staff's recommendation, seconded by Mr. Rushe and unanimously carried.

Title V Grant Application - Hot Shots (Partnership with Aid in Dover)

Mrs. Ann Marie Townshend, Director of Planning and Community Development, reminded members that since the fall of 2007, the City of Dover had partnered with Aid in Dover to secure funds through the Criminal Justice Council to provide programming to target at-risk youth. The first three (3) year cycle funded a program called Girls Circle, which provided after school programming for at-risk girls in middle school to help improve their self-esteem and reinforce positive life choices. The second three (3) year cycle funded a program call GAMES (Growing up And Meeting Each Success), which provided after school programming for boys and girls between the ages of 12 and 18 to help reinforce positive life choices. The current grant request was for a one (1) year grant that

consisted of a basketball program for children between the ages of 12 and 17. The program would meet one (1) evening per week for three (3) hours and offer two (2) tournaments during the course of the year.

Mrs. Townshend noted that Aid in Dover had provided two (2) potential grant applications for consideration, one (1) of which would include the cost of utilizing the John W. Pitts Center as in-kind match, and the other that included paying the cost of utilizing the John W. Pitts Center out of the grant request. She summarized the two (2) scenarios for each grant proposal, as follows: 1) Scenario A, in which the City would allow the cost of the John W. Pitts Center as part of the in-kind match and the program would provide three (3), 12-week sessions, reaching a total of 50 youth; and 2) Scenario B in which the grant funds would pay for the use of the John W. Pitts Center and the program would provide three (3), 10-week sessions, reaching a total of 30 youth.

Mrs. Townshend explained that the in-kind match provided by the City of Dover under the grant proposal would be as follows:

1) Finance staff hours for grant administration – 6 hours @ $37.38 per hour = $224;
2) Parks and Recreation hours for grant administration – 30 hours @ $28.75 per hour = $862; and
3) John W. Pitts Center Gym usage (Scenario A only) – 113 hours @ $75 per hour = $8,475

She indicated that staff had concerns about allowing use of the John W. Pitts Center without charge, since there were many community groups that regularly request use of the facility free of charge and there was no clear criteria for granting a fee waiver. As such, it was felt that this could create the impression of unequal or preferential treatment of one (1) group over another.

Staff recommended approval of the grant application for "Scenario B," where grant funds would pay for the use of the John W. Pitts Center.

Mr. Hare moved to recommend approval of staff's recommendation, seconded by Mr. Rushe and unanimously carried.

Open Forum Speaker Rules - Affirmation of the Three (3) Minute Time Limit and Establishment of a Rule Against Ceding Time to Another Person

Chairman Lynn noted that it had been City Council's past practice to allow three (3) minutes for speakers during the Open Forum segment before each City Council meeting. Recently, several individuals had requested to cede time to other individuals, which could potentially allow an individual to speak for the entire 15-minute time allotment for the Open Forum, precluding other speakers. He suggested affirmation of the three (3) minute time limit and establishment of a rule against ceding time to another person.

Responding to Mr. Rushe, Mr. Lynn indicated that members would be permitted to suspend the rules to allow speakers additional time.

Mr. Slavin moved to recommend the affirmation of the three (3) minute time limit for speakers during the Open Forum segment of the Council meetings and at the committee level and the establishment of a rule against ceding time to another person at both the committee level and during Open Forum sessions. The motion was seconded by Mr. Shevock.

In response to concerns of Mrs. Williams, Mr. Lynn suggested that on those occasions when the rules were suspended to provide a speaker additional time, the Chair would gauge whether there were other individuals wishing to speak and, if so, members would craft a motion to suspend the rules in a way that would not preclude other individuals from having the opportunity to speak.

Mrs. Traci McDowell, City Clerk, reminded members that Council is not in official session during the Open Forum segment of the meeting; therefore, suspension of a time limit would be at the discretion of the Council President.

As an alternative, Mr. Shevock suggested that if a 15-minute period were allotted and there were six (6) individuals wishing to speak, an individual who wished to go beyond their three (3) minute period could be stopped after three (3) minutes. If time remained after all speakers, members could then allow that individual an additional opportunity to speak. Responding, Mr. Lynn felt that this suggestion would fall within the purview of the Council President during the Open Forum segment.

Mr. Eshed Alston, 406 Arnold Court, Dover, suggested that the time limit be increased to five (5) minutes, explaining that if several speakers were requesting additional time, this may be an indication that enough time was not initially provided to speakers. If five (5) minutes were provided, he felt that this time limit should not to be exceeded, no proxy use of time should be allowed, and if time remained at the conclusion of all speakers, an individual could then be provided additional time to speak.

The motion to recommend the affirmation of the three (3) minute time limit for speakers at the Open Forum segment of the Council Meetings and at the committee level and the establishment of a rule against ceding time to another person at both the committee level and Open Forum Sessions was unanimously carried.

Review of Proposed Staff Evaluation Form

During their Regular Meeting of October 10, 2011, City Council requested that staff research and design a new employee performance evaluation form which would better meet the needs of both the City and employees. As directed, staff conducted research and designed an Employee Performance Evaluation, which was provided to members for their review and recommendation.

Mr. Scott Koenig, City Manager, indicated that the proposed evaluation form would be utilized for all employees, with the exception of sworn police officers. An evaluation would be required for all employees and would be completed on the anniversary of the employee's hire date.

Mr. Koenig advised members that all department heads had reviewed the proposed evaluation form and felt that it was an improvement over what had been previously utilized.

Staff recommended approval of the proposed Employee Performance Evaluation Form.

Responding to Mrs. Williams, Mr. Koenig stated that the evaluation form had not been vetted through an attorney; however, to his knowledge, no evaluation form had been vetted. He stated that staff would forward the form to the City Solicitor's Office for review prior to the Committee's recommendation being considered by City Council.

In response to Mr. Perza, Mr. Koenig confirmed that no concerns were relayed by department heads regarding the use of the proposed evaluation form; however, he stated that there were concerns regarding the evaluation date requirement such as hire date, end of the budget year, beginning of the calendar year, etc. He stated that there were a few suggestions from staff and that the evaluation form was adjusted accordingly.

Council President Bonar relayed appreciation to staff for developing an evaluation form that provided unanimity among the City's evaluation procedures.

Mr. Hare moved to recommend approval of staff's recommendation stipulating a favorable review by the City Solicitor's Office, seconded by Mr. Shevock and carried with Mr. Lynn voting no. *(City Clerk's Office Note: Subsequent to the legal review, Staff revised the Employee Performance Evaluation Form to include the City Solicitor's recommendations (**Attachment #1**).*

By unanimous consent, the meeting adjourned at 6:22 p.m.

Sean M. Lynn
Chairman

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Attachment
Attachment #1 - Revised Employee Performance Evaluation Form

Employee's Name:

Title:

Supervisor:

Review Period

Instructions for the Employee Performance Evaluation
September 2013

- Annual reviews are required for all employees and shall be completed on the anniversary of the employee's hire date.
- Before conducting a performance evaluation, a supervisor must give an employee a reasonable time to demonstrate performance.
- A supervisor shall arrange to meet with the employee to discuss the employee's evaluation no later than 30 days after the anniversary of the employee's hire date.

COMPLETING THE EMPLOYEE PERFORMANCE EVALUATION

PART 1: Core Competencies
This section is to include comments on the degree and qualities of the results achieved and note any extenuating circumstances affecting the results regarding the employee's performance. It is important to evaluate and discuss the employee's overall job performance and provide specific details and examples of exceptional performance as well as any areas needing improvement. It is necessary to provide a development plan to improve performance if deficiencies are noted. List any specific activities the employee can accomplish within the next year as part of their professional development plan.

This section of the evaluation is not scored.

PART 2: Performance Competencies
Each employee shall be evaluated on all the Performance Competencies in Part II with the exception of categories that do not pertain to that specific employee. That category would be scored as New/Not Applicable, (example: Question #11 will not pertain to all employees as it is directed towards a supervisor) and not count in the employee's overall scoring.

Total the scores awarded for each performance competencies. Divide the total by the number of performance competencies graded. Place the score in the Scoring Table for Part II.

Review with the Employee

The supervisor shall meet with the employee to discuss and review the evaluation. The supervisor shall provide a copy of the completed evaluation at a minimum of two days prior to the meeting to the employee. This will allow the employee an opportunity to review the evaluation prior to the meeting. During the review, the individual's performance, strengths, and developmental needs are to be discussed.

Signatures

The employee and the supervisor are required to sign the evaluation once it has been reviewed together. ***The employee may be subject to discipline for refusing to sign the performance evaluation.*** The employee and supervisor may attach an addendum. The evaluation shall be presented to the Department Head for review and signature. The Department Head shall then forward the evaluation to the Human Resources Director.

A copy of the evaluation is to be provided to the employee. The employee shall be informed that the evaluation will be placed in the employee's personnel file maintained in the Human Resources Department. Evaluations become a permanent record in the employee's file.

Employee Performance Evaluation

Part I Core Competencies

1. Evaluate and discuss the employee's overall job performance during the review period. Provide specific examples.

2. Provide any examples of exceptional performance.

3. For any areas needing improvement, provide examples and develop a plan to improve performance.

4. State and discuss the expectations and goals for the upcoming review period. Goals are to be S.M.A.R.T. (specific, measurable, attainable, realistically high, and target dated).

5. List specific activities the employee can accomplish within the upcoming review period as part of their professional development plan.

Employee Performance Evaluation

Part II Performance Competencies

(Depending on position, some competencies may be more relevant than others)

		Distinguished Contributor	Performance Improver	Valued Contributor	Improving Contributor	Non-Contributor
Distinguished Contributor:	**Effects measurable and lasting improvements in organizational performance.**					
Performance Improver:	**Contributes more than effective performance of essential functions and enhances the performance self and others requirements.**					
Valued Contributor:	**Performs essential functions of the job Effectively.**					
Improving Contributor:	**Learning the essential functions of the job, or improving toward effective performance of all essential.**					
Non-Contributor:	**Not able or willing to perform the essential functions of the job.**					
New/Not Applicable:	**Not applicable or new would be a new employee or a specific task that does not apply to a particular person.**					
Example: Displays fairness toward all subordinates.		*NA*				
Example: Displays fairness toward all subordinates.		*5*				
1.	**Skill and proficiency in carrying out duties and assignments** *Comments:*					
2.	**Possesses skills and knowledge to perform the job competently** *Comments:*					
3.	**Skill at planning, organizing and prioritizing workload (For self and direct reports, if applicable)** *Comments:*					
4.	**Holds self accountable for assigned responsibilities, sees tasks through to completion in a timely manner** *Comments:*					
5.	**Proficiency at improving work methods and procedures as a means toward greater efficiency** *Comments:*					
6.	**Communicates effectively with supervisor, coworkers, and staff** *Comments:*					
7.	**Ability to work independently** *Comments:*					
8.	**Willingness to take on additional responsibilities** *Comments:*					
9.	**Reliability (attendance, punctuality, meeting deadlines)** *Comments:*					

Employee Performance Evaluation

		Distinguished Contributor	Performance Improver	Valued Contributor	Improving Contributor	Non-Contributor
Distinguished Contributor:	**Effects measurable and lasting improvements in organizational performance.**					
Performance Improver:	**Contributes more than effective performance of essential functions and enhances the performance self and others requirements.**					
Valued Contributor:	**Performs all essential functions of the job Effectively.**					
Improving Contributor:	**Learning the essential functions of the job, or improving toward effective performance of all essential.**					
Non-Contributor:	**Not able or willing to perform the essential functions of the job.**					
New/Not Applicable:	**Not applicable or new would be a new employee or a specific task that does not apply to a particular person.**					
10.	**Proficiency at analyzing facts, problem solving, decision-making, and demonstrating good judgment** *Comments:*					
11.	**Displays fairness towards all subordinates** *Comments:*					
12.	**Assists employees with skills development or enhancement** *Comments:*					
13.	**Delegates responsibility where appropriate** *Comments:*					
14.	**Takes timely and appropriate corrective/disciplinary action with employees** *Comments:*					
15.	**Observes proper workplace and job site safety rules and ensures employees follow proper safety guidelines** *Comments:*					
16.	**Takes specific steps to create and develop the workforce and promote a team based environment** *Comments:*					
17.	**Displays a positive attitude toward career** *Comments:*					
18.	**Exercises common sense and discretion when required** *Comments:*					
19.	**Can be trusted with sensitive information** *Comments:*					
20.	**Uses critical thinking in stressful situations** *Comments:*					

Employee Performance Evaluation

Scoring Table	
Core Competencies (Part I) are not rated. Total the points earned for questions in Part II and place scores in the appropriate column and multiply by the total number of applicable items scored.	
Factors Scored	Total Score Per Section
Part I Core Competencies, Questions 1- 5	Not Scored
Part II Questions 1 - 20	
Total Score in Part II/ Number of Scored Performance Competencies	

Performance Rating Definitions		
5	Distinguished Contributor	Effects measurable and lasting improvements in organizational performance.
4	Performance Improver	Contributes more than effective performance of essential functions and enhances the performance of self and others.
3	Valued Contributor	Performs all essential functions of the job effectively.
2	Improving Contributor	Learning the essential functions of the job, or improving toward effective performance of all essential functions.
1	Non-contributor	Not able or willing to perform the essential functions of the job & unacceptable.

Employee Performance Evaluation

Signatures

The employee and the evaluator are required to sign in the space below after they have reviewed the evaluation. The employee's signature does not necessarily indicate agreement with the evaluation. Any written comments made by the employee must be attached. The Performance Evaluation will be placed in the employee's official personnel file. A copy is to be provided to the employee.

Employee: I have had this evaluation explained to me.

- ☐ I agree with this evaluation.
- ☐ I do not agree with this evaluation.
- ☐ I wish to appeal this evaluation.
- ☐ I have attached an addendum to this evaluation.

_____ _____

Signature of Employee Date

Evaluator: I have explained this evaluation to the employee and attest that the information contained herein represents my best judgment of the employee's performance.

- ☐ I have attached an addendum to this evaluation.

_____ _____

Signature of Evaluator Date

_____ _____

Signature of Department Head Date

SAFETY ADVISORY AND TRANSPORTATION COMMITTEE

The Safety Advisory and Transportation Committee Meeting was held on September 25, 2013, at 5:00 p.m. with Councilman Perza presiding in the absence of Chairman Hutchison. Members present were Mr. Davis and Mr. Keller. Mr. Dixon was absent. Mayor Carey (departed at 5:32 p.m.) was also present.

AGENDA ADDITIONS/DELETIONS

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

Dover High School Construction Update

Mrs. Ann Marie Townshend, Director of Planning and Community Development, reminded members that monthly coordination meetings with the Capital School District (the District) were continuing and had been very successful, with the next meeting scheduled for September 26, 2013. The meetings had been attended by representatives of the District, City and State agencies, and recently included the engineer from the Leander Lakes subdivision project. Mrs. Townshend reviewed a map depicting the layout of the New Dover High School Project ***(Attachment #1)***.

Mrs. Townshend reminded members that concerns had been relayed by the District regarding the availability of funds and the District had indicated a possible need to re-evaluate whether they could construct the east entrance, as previously planned. She stated that last week she had attended a meeting of the Capital School Board where an update on school construction was provided by EDiS, the building contractor, and ABHA, the architect. Mrs. Townshend stated that the site plan had been approved, a request for a parking reduction had been submitted, and a public hearing had been scheduled for the Planning Commission on October 21, 2013. She indicated that the plan was to reserve areas for parking in the future rather than build the parking lots at this time. In addition, EDIS and ABHA would be providing an overview of the project similar to that provided to the Capital School Board last week. She noted that there were several issues that the District wished to present for possible revisions that would help to reduce costs, such as the number of tennis courts, seating capacity in the stadium, etc.

Mrs. Townshend stated that the issue of greatest interest to the City was the east entrance to the school and she assured members that the District was aware of the City's concerns regarding this matter. Should the District wish to eliminate the east entrance, she stated that they would be required to submit the request to the Planning Commission for a public hearing. At this time, there was no indication that the District would not move forward with construction of the east entrance. She assured members that staff would meet with the Delaware Department of Transportation (DelDOT) to discuss the functionality of the intersection and reminded members that the City had discussed the possibility of revisiting the entrance design to be reduced to "right in/right out."

Mrs. Townshend stated that all other construction on site was proceeding as planned. She stated that she would advise members of the action taken by the Planning Commission when they consider the parking request during their meeting in October.

Mr. Davis noted that the east entrance was planned to accommodate bus traffic and that the west entrance was planned to accommodate vehicular traffic. According to a recent newspaper article, he stated that the road on the west entrance was augmented as a necessity by DelDOT, which is why the monies were not available for the east entrance. Responding, Mrs. Townshend stated that Leander Lakes submitted the apartment complex site plan before the new high school plan was submitted; however, due to the economy, construction by Leander Lakes slowed. To her recollection, the roadway was originally planned to be a 24' - 26' wide City street. With the addition of the school project, there was discussion as to how the road would be redesigned, and the initial conceptual design of the road by Leander Lakes did not meet the needs to serve both properties. As a result, the design of the roadway was widened in order to serve both properties. She noted that there were additional concerns regarding the connection to Tribbitt Street and connecting through Cannon Mill. As a result, it was decided to bring the connector road all the way through to Hazlettville Road, and, at that time, it was determined that the road would serve as a regional connector road. As such, it then became a DelDOT road which would be built to DelDOT standards. She was not aware of the cost difference between construction as a DelDOT road versus a City road.

Responding to Mr. Davis, Mrs. Townshend explained that after the connector road was determined to be a DelDOT road, the District entered into an agreement which specified that the District would be responsible for designing and building the entrance and the road down to the school's points of access, and Leander Lakes would pay for the additional section of the road. According to the agreement, construction must be complete by May 2014. The design, as prepared by Landmark Engineering, the engineers for Leander Lakes, had been submitted to DelDOT, who had submitted comments. The intent was to have the design finalized by the end of the year in order for construction to begin shortly after the first of the year. In addition, Mrs. Townshend noted that DelDOT was responsible for the design and installation of the HAWK signal and was paying for approximately $700,000 in sidewalk improvements on the north side of Route 8. Therefore, she assured members that DelDOT had a share of the responsibilities for the completion of this project.

Ms. Karen Nickerson, 24 Stoney Drive, Heatherfield, requested additional information regarding the road that would travel through Cannon Mills. She relayed concerns that such a road would provide additional traffic on Route 8. Responding, Mrs. Townshend explained that the intent was for the road to improve traffic conditions. She stated that staff's concern, and the reason that the interconnection was urged, was that there were over 900 units in both Cannon Mill and Village of Westover, with several of these units containing children who would attend the new school. She explained that it was assumed that some of these children would drive to school rather than walk, and without the interconnection it would be necessary for them to utilize Hazlettville Road, either Artis Drive or Mifflin Road, and Route 8 in order to access the school. She stated that since the road would not be a direct route through the subdivision, it was not anticipated that it would be utilized as a "pass through," like Mifflin Road and Artis Drive.

Ms. Nickerson explained her concern regarding the current difficulty in leaving the subdivision due to traffic. Residents were previously advised that the traffic signal at Mifflin Road would help; however, she stated that this had not provided relief. Responding, Mrs. Townshend noted that an additional traffic signal would be installed and, with signal timing, she felt that those concerns would be addressed.

In response to Mr. Keller regarding whether current traffic information was analyzed, it was Mrs. Townshend's recollection that DelDOT utilized information from the 2008 Route 8 Study in reviewing the traffic plan. Mr. Mark Luszcz, representative of DelDOT, stated that a report was received in 2011 from the District's engineer which included a justification for the proposed traffic signal at the west entrance and that this report would have contained updated traffic counts.

Mr. Les Blakeman, 209 Falmouth Way, Cranberry Run, questioned if the roadway extension would eventually travel to Hazlettville Road. Responding, Mrs. Townshend stated that although this continued to be a part of the plan, it had not been "pushed out" by DelDOT and there was no funding associated with this project. In addition, she stated that the property owner did not necessarily want to sell the right-of-way; therefore, there were several obstacles that would need to be overcome before the extension could come to fruition.

Mr. Ray Paylor, 10 Yarmouth Way, Cranberry Run, stated that his property was located directly across from the new Dover High School. He questioned if there was an estimated date for the construction of the apartment complex by Leander Lakes. Responding, Mrs. Townshend stated that the City recently received comments from the Kent Conservation District relating to the stormwater review for the project. At the current pace, she estimated that construction would begin in a year.

No further action was taken.

Presentation on the High-Intensity Activated crossWalK (HAWK) Signal *(Delaware Department of Transportation)*

Mr. Mark Luszcz, Chief Traffic Engineer for the Delaware Department of Transportation (DelDOT), and Mr. Steve Brown, Project Development - Road Design for DelDOT, introduced themselves and reviewed a Presentation - Route 8 & Heatherfield Way: Pedestrian Hybrid Beacon ***(Attachment #2)***. Mr. Luszcz explained that the traffic control device known as the HAWK, (High-intensity Activated crossWalK) is officially called a Pedestrian Hybrid Beacon. He indicated that the device was not a full traffic signal nor a beacon, which would be a constant flashing yellow light or a red signal ahead when flashing, but served as a hybrid of these two (2) devices.

Mr. Luszcz indicated that the HAWK is used to safely control pedestrian and vehicular traffic in locations where there is a moderate to high volume of both pedestrians and vehicles in instances where a full traffic signal is not justified. He stated that many years of research had been performed to determine when a full operating traffic signal should be utilized. He explained that when a full traffic signal is utilized but not justified (based on certain criteria), negative results occur, such as accidents, unacceptable and unnecessary delays, etc. He stated that, according to the analyses of the Capital School District (the District) and DelDOT, based on the traffic and expected pedestrian volume criteria, a full traffic signal was not warranted at the east entrance of the new Dover High School (the school) at this time; however, a full traffic signal was warranted at the west entrance. He noted that the criteria could change in the future.

Mr. Luszcz explained that the HAWK signal would be installed at the intersection of Route 8 and Heatherfield Way, near the proposed east entrance of the school, which was scheduled to open in the Fall of 2014. He explained that a HAWK signal would remain normally dark for vehicular traffic

and is activated when a pedestrian presses the activation button, much like at a crosswalk at a regular traffic signal. He stated that, once activated, the HAWK signal goes through stages to stop traffic long enough for the pedestrian to safely cross the street. Once the pedestrian crosses, traffic resumes as normal and the HAWK signal resets itself for future activation. Members reviewed a video depicting proper and improper use of a HAWK signal located in Newark.

Referring to the video, Mr. Brett Martine, Traffic Engineer with DelDOT, suggested the possibility of placing an article in a local newspaper and including some type of narrative to the presentation to provide an explanation on proper utilization of the HAWK signal. Mr. Luszcz offered to take whatever action necessary to inform the public, indicating that DelDOT took extensive measures with public outreach in Newark when the signal was installed; however, there was no cooperation with the media, explaining that a press conference was held and no one attended, nor was there newspaper coverage of any kind regarding the information.

Mr. Jeff Brown of the *Dover Post* offered to include a link on the newspaper's website directing the public to DelDOT to obtain information on the HAWK signal.

In response to Mr. Perza regarding whether any special legislation should be enacted in relation to the HAWK signal since there was no other such device being utilized in Delaware with the exception of Newark, Mr. Luszcz suggested that this be discussed with the Dover Police Department. If the City were to request some type of legislation to address violations in connection with the device, DelDOT could offer assistance. In addition, Mrs. Townshend suggested that the District become involved and introduce students to the device and how it functions.

Ms. Ann Alexander, 15 Stoney Drive, Heatherfield, suggested the possibility of using a camera at the intersection. Responding, Mr. Luszcz stated that cameras installed for red light enforcement are placed in locations based on a very regimented, State-wide, data-driven prioritization system (based on accidents, etc.). He stated that DelDOT utilizes traffic monitoring cameras, which are not recorded, and that surveillance cameras were not installed by DelDOT. Mrs. Townshend confirmed that the City had installed surveillance cameras in the downtown area.

Responding to Mr. Les Blakeman, 209 Falmouth Way, Cranberry Run, regarding concerns of out-of-town visitors, particularly during NASCAR weekend, Mr. Luszcz assured members that message boards, as well as permanent signage, would be erected to notify drivers of the new signal. Consideration would be given to erecting message boards specifically for race weekend.

In response to Mr. Davis, Mr. Luszcz advised members that the portion of Route 8 adjacent to the school was not considered a "school zone;" therefore, no signage would be erected indicating such, nor would there be a reduction in speed limit. He stated that there was no evidence that drivers react to speed limit signs, explaining that traffic does not change speed based on the speed limit but rather the surrounding environment (main arterial road, rural area, vacant land, etc.). Should the area develop and traffic increase, this would adjust the speed of traffic in the area. Mr. Davis suggested that this matter be further considered by the Committee in the future, noting his opinion that this portion of Route 8 should be a designated school zone.

Mr. Perza referred to other areas in the City where crossing guards control the traffic signal, allowing pedestrians to cross roadways, and questioned if the HAWK signal could be used in a similar manner. Responding, Mr. Luszcz stated opposition, explaining that DelDOT was making a concerted effort in New Castle County to eliminate the use of crossing guards for controlling traffic signals, with plans for elimination throughout the State. Noting that crossing guards "do a great job," he indicated that they are not professionally trained and that they actually cause more safety and operational problems than they solve.

Responding to Mr. Perza, Mr. Luszcz stated that the HAWK signal had been designed so that it could potentially be converted to a full traffic signal if it met that justification, based on a future traffic study. He explained that the current actions being taken were based on projected pedestrian and vehicular traffic numbers. Mr. Luszcz indicated that it would be the State's financial responsibility to make such changes in the future. He felt confident that the school, City, and State, would be monitoring the intersections and if there were significant issues, DelDOT staff would conduct an updated traffic study.

Ms. Karen Nickerson, 24 Stoney Drive, Heatherfield, relayed concern that the children living in Cranberry Run who were attending school would not walk down to Heatherfield East to cross over to the school. Responding, Mr. Luszcz stated that Route 8 should not be crossed without the assistance of a traffic signal; however, DelDOT had no control over the actions individuals would take in this regard.

At the request of Mrs. Townshend, Mr. Bruce Ashby, Transportation Supervisor for the District, stated that it was anticipated that the students residing in Cranberry Run, Heatherfield, and off Route 8 down to the traffic signal at Dover-Kenton Road, such as the apartments in the area, Mallard Pond, etc. would be walking to school. It had been estimated that this would consist of approximately 100 students.

Responding to Mrs. Townshend, Mr. Luszcz stated that a crosswalk at the west entrance was not currently in the plans. Noting that there were no sidewalks, Mrs. Townshend questioned if there would be more compliance with using the signals to cross Route 8, particularly for those students who reside in Cranberry Run, if they could cross at the west entrance. Mr. Ashby indicated that it would be a shorter distance for students from Cranberry Run to walk to the east intersection than the west intersection.

Mr. Martine stated that, in addition to working for DelDOT, he also served as the President of the Cranberry Run Homeowners Association. He advised members that since sidewalk had not been installed all the way down to the west intersection, it was anticipated that the students would do some type of diagonal crossing. He felt that consideration of any type of connection down to the west entrance may be more accommodating than to have a "backtrack" situation. Responding, Mr. Luszcz felt that, although it would not be difficult to retrofit the west entrance to include a crosswalk, it was not currently included in the plans.

Mr. Steve Brown advised members that DelDOT was currently tasked to install sidewalks only from Marsh Creek connecting to the existing sidewalk in Heatherfield and then on the west side of Stoney Drive to Cranberry Run. He stated that a five-foot (5') sidewalk, hugging the curb, would be installed, weaving in and out for mailboxes and utility poles. He stated that DelDOT was tasked to have these sidewalks installed in order to get students safely from those developments to the HAWK signal.

Mr. Blakeman referred to an "S" shaped sidewalk from Route 8 to the front door of the school, which he felt would encourage students to cross at the appropriate location. Responding, Mrs. Townshend stated that this sidewalk had not yet been constructed and suggested that it be re-evaluated.

Mr. Perza noted that Delaware State University had a wall erected across their facility along Route 13 and questioned the possibility of erecting a wall or fence to deter students from crossing Route 8.

In response to Ms. Alexander's concerns regarding the traffic flow in the area, Mrs. Townshend stated that the entire function of the west intersection would be evaluated.

Responding to Ms. Dorothy Adams, 102 Falmouth Way, Cranberry Run, Mr. Luszcz stated that a presentation and a mock demonstration of the HAWK signal had been provided to students in Newark and he offered to do the same or similar for the students at the new High School.

Ms. Adams advised members that there was not a right turn lane into Cranberry Run, noting that there was a lane present but that there was a white line which discouraged crossing. When turning into Cranberry Run, she stated that vehicles pass using the lane for oncoming traffic. She relayed concern that this may cause a bad accident and questioned the possibility of a turn lane being installed. Responding, Mr. Martine, indicated his opinion that the recent street resurfacing in front the subdivision, provided a great opportunity for the addition of a turn lane. However, he explained that the guidelines for a turn lane stipulate the accommodation for a bike lane as well, and with the additional 4 foot bike lane, the roadway in front of Cranberry Run was 1 foot, 6 inches shy of the correct layout. He stated that, after examining the matter, the only recommendation was to possibly increase the shoulder from 8.5 feet. He stated that there was a 12 foot gore area (the yellow marking in the center of the roadway), which provides a neutral space for vehicles traveling west to pass turning vehicles, but he highly recommended that all motorists use the shoulder when turning into the subdivision, to allow vehicles to pass.

In response to concerns of Mr. Sam Adams, 102 Falmouth Way, Cranberry Run, Mr. Luszcz indicated that when there is a single white line, vehicles are discouraged from crossing over; however, it is permitted. He explained that when there is a double white line, vehicles are prohibited from crossing over.

Mr. Ray Paylor, 10 Yarmouth Way, Cranberry Run, advised members of an incident whereby he was given a warning by a Camden Police Officer for making a right turn from the shoulder, explaining that there was a vehicle in front of him stopped to make a left and he wanted to make a right, so he went around the vehicle on the shoulder and turned. Responding, Mr. Martine could not explain the

Police Officer's position since there was only one (1) vehicle being "passed," explaining that if more than one (1) vehicle had been passed and the shoulder was used to advance, he would better understand the situation. He assured members that, in accordance with the governing publications utilized by traffic engineers, such a movement is legal. He again encouraged the use of the shoulder for residents turning into Cranberry Run.

Mrs. Townshend personally thanked Mr. Luszcz, Mr. Brown, and Mr. Jim Satterfield from DelDOT for all of their work and diligence in working with the City and the District on this project.

Mr. Perza thanked everyone for their participation at this meeting.

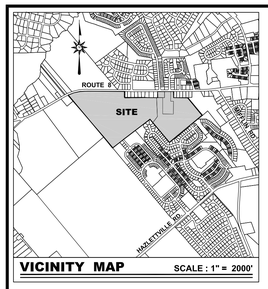
Mr. Davis moved for adjournment, seconded by Mr. Keller and unanimously carried.

Meeting adjourned at 6:12 p.m.

Adam M. Perza
Acting Chairman

AMP/JS/jg/dd/tm
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Attachments
Attachment #1 - Map Depicting the Layout of the New Dover High School Project
Attachment #2 - Presentation - Route 8 & Heatherfield Way: Pedestrian Hybrid Beacon



VICINITY MAP SCALE : 1" = 2000'

PARKING DATA

PARKING AREA	NUMBER OF SPACES	ACCESSIBLE SPACES	DROP-OFF SPACES
A	33	6	20
B	103	8	
C	292		
D	221	8	
E	28 (BUS) 162 (CAR)	TEMP. EVENT PROVISIONS	
F	38	2	4
G	111	5	
EAST ROAD		3	49
TOTAL	871 - INCLUDING 24 DROP-OFF SPACES AND 49 PARALLEL SPACES (EAST ROAD)		

BUILDING DATA

	FOOTPRINT AREA	NUMBER OF FLOORS	GROSS FLR. AREA	BLDG. HEIGHT
PHASE 1				
NEW HIGH SCHOOL	198,000 S.F.	3	295,000 S.F.	60'
FIELD HOUSE	3,800 S.F.	1	3,800 S.F.	16'
CONCESSION BUILDING:	2,600 S.F.	1	2,600 S.F.	16'
CONCESSION BUILDING:	2,200 S.F.	1	2,200 S.F.	16'
PHASE 1 TOTAL:	**206,600 S.F.**		**303,600 S.F.**	
PHASE 2				
OUT BUILDING - BALL FIELD AREA	6,200 S.F.	1	6,200 S.F.	23'-8"
PHASE 3				
FUTURE C.T.E. EXPANSION	20,000 S.F.	1	20,000 S.F.	25'
PHASE 4				
FUTURE CLASSROOM EXPANSION	25,000 S.F.	3	75,000 S.F.	60'
TOTAL BUILDING AREA	**257,800 S.F.**		**404,800 S.F.**	

GENERAL NOTES :

1. TOPOGRAPHIC SURVEY DATA SHOWN HEREON IS BASED ON AERIAL PHOTOGRAPHY PERFORMED BY COOPER AERIAL IN JULY 2010 AND FIELD VERIFIED BY BECKER MORGAN GROUP, INC. VERTICAL DATUM IS BASED ON NAVD 88, DERIVED FROM N.G.S. VERTICAL CONTROL MONUMENTS. HORIZONTAL DATUM IS BASED ON DELAWARE STATE PLANE NAD 83, GPS DERIVED FROM N.G.S. HORIZONTAL CONTROL MONUMENTS.
2. THE BOUNDARY LINES PORTRAYED HEREON HAVE BEEN TAKEN FROM A PARCEL CONSOLIDATION & DEDICATION PLAT FOR THE LANDS OF THE CAPITAL SCHOOL DISTRICT AS RECORDED IN THE KENT COUNTY LAND RECORDS. PLAT BOOK _____ PG_____ ON _____ 2011.
3. SUBJECT PROPERTIES SHOWN HEREON ARE NOT LOCATED WITHIN THE ONE HUNDRED YEAR FLOOD PLAIN, BASED ON FIRM MAP NOS. 10001C0162H & 164H, DATED MAY 5, 2003.
4. THE EXISTING UTILITIES SHOWN WERE TAKEN FROM THE BEST AVAILABLE RECORDS. THE CONTRACTOR SHALL CONTACT MISS UTILITY OF DELMARVA (1-800-282-8555) TO VERIFY THEIR EXACT LOCATION PRIOR TO THE START OF ANY CONSTRUCTION. ANY DAMAGE INCURRED TO ANY UTILITIES SHALL BE REPAIRED IMMEDIATELY AT THE CONTRACTORS EXPENSE. IF THE CONTRACTOR RELIES ON THE UTILITY LOCATIONS SHOWN HEREON, HE DOES SO AT HIS OWN RISK AND WILL NOT BE ENTITLED TO ADDITIONAL COMPENSATION DUE TO TIME DELAYS FROM SAID RELIANCE.
5. BECKER MORGAN GROUP CERTIFIES THAT THERE ARE NO WETLANDS LOCATED WITHIN THE IMPROVED AREA. AN APPROVED JURISDICTIONAL DETERMINATION WAS RECEIVED BY THE U.S. ARMY CORPS OF ENGINEERS ON NOVEMBER 4, 2010. THE CORPS OF ENGINEERS HAS DETERMINED THAT THE PROPERTY DOES NOT INCLUDE NAVIGABLE WATERS OF THE UNITED STATES OR ANY OTHER WATERS OF THE UNITED STATES, INCLUDING WETLANDS.
6. ALL ROADS, PARKING AND OTHER PAVED AREAS WILL BE PRIVATELY OWNED AND MAINTAINED AND ARE NOT INTENDED FOR DEDICATION.
7. DELAWARE REGULATIONS PROHIBIT THE BURIAL OF CONSTRUCTION DEMOLITION DEBRIS, INCLUDING TREES AND STUMPS ON CONSTRUCTION SITES. ANY SOLID WASTE FOUND DURING EXCAVATION MUST BE REMOVED AND PROPERLY DISCARDED.
8. ALL HANDICAPPED PARKING DEMARCATION, STALLS, AND BUILDING ACCESSIBLE ROUTES SHALL COMPLY WITH THE "AMERICANS WITH DISABILITIES ACT".
9. THIS DRAWING DOES NOT INCLUDE NECESSARY COMPONENT FOR CONSTRUCTION SAFETY. ALL CONSTRUCTION MUST BE DONE IN COMPLIANCE WITH THE OCCUPATIONAL SAFETY AND HEALTH ACT OF 1970 AND ALL RULES AND REGULATIONS THERETO APPURTENANT.
10. BEFORE THE CONTRACTOR CAN BEGIN CONSTRUCTION HE MUST OBTAIN THE PROPER PERMITS AND/OR APPROVALS FROM THE CITY OF DOVER (C.O.D.), DELAWARE DEPARTMENT OF NATURAL RESOURCES (D.N.R.E.C.), DELAWARE DEPARTMENT OF TRANSPORTATION (DELDOT), CITY OF DOVER DEPARTMENT OF PUBLIC WORKS, CITY OF DOVER DEPARTMENT OF PUBLIC UTILITIES AND APPROPRIATE STATE AND COUNTY AGENCIES.
11. ALL CONSTRUCTION METHODS AND MATERIALS SHALL BE ACCORDANCE WITH THE CITY OF DOVER DEPARTMENT OF PUBLIC UTILITIES CONSTRUCTION STANDARDS AND SPECIFICATIONS AND THE STATE OF DELAWARE CONSTRUCTION STANDARDS AND SPECIFICATIONS.
12. ALL FIRE LANE DEMARCATION AND FIRE LANE SIGNS SHALL BE IN ACCORDANCE WITH ALL THE STATE FIRE PREVENTION REGULATIONS.
13. THE CAPITAL SCHOOL DISTRICT AND LEANDER LAKES, LLC, HAVE ENTERED INTO AN AGREEMENT TO ALLOW THE FUTURE ROADWAY, BISECTING THE WESTERN PROPERTY LINE, TO BE CONSTRUCTED ON BOTH PROPERTIES. THE ACCESS AND DEVELOPMENT AGREEMENT WAS RECORDED IN THE KENT COUNTY LAND RECORDS ON MARCH 22, 2011 IN BOOK VL-5751 PAGE 315.

ON DECEMBER 20, 2010 THE CITY OF DOVER PLANNING COMMISSION TOOK ACTION ON THE WAIVER REQUESTS AND A SERIES OF CONDSIERATIONS FOR THE PROJECT. THE DECISION ON EACH IS AS FOLLOWS:

14. PURSUANT TO ZONING ORDINANCE, ARTICLE 6 §3.6 (B), THE PLANNING COMMISSION APPROVED THE WAIVER TO ALLOW FOR THE PARTIAL ELIMINATION OF CURBING FOR SPECIFIC PORTIONS OF THE PARKING LOT FOR THE FACILITATION OF STORMWATER MANAGEMENT.
15. PURSUANT TO ZONING ORDINANCE, ARTICLE 5 §7.21, THE PLANNING COMMISSION APPROVED THE WAIVER OF THE FENCE COMPONENT OF THE OPAQUE BARRIER. THIS ALLOWS THE PROPOSED FENCE TO BE NON-OPAQUE.
16. THE PLANNING COMMISSION DENIED THE REQUEST FOR THE USE OF ALTERNATIVE SIDEWALK MATERIALS (BITUMINOUS PAVING) FOR THE PROJECT. THE SIDEWALKS AND MULTI-USE PATH ARE TO BE CONSTRUCTED OF CONCRETE WITH THE POTENTIAL FOR THE MULTI-USE PATH WIDTH TO BE REDUCED FROM TEN FEET TO EIGHT FEET.
17. THE PLANNING COMMISSION FINDS THAT THE DESIGN PRESENTED DEMONSTRATES "SUPERIOR URBAN DESIGN" ESPECIALLY IN THE CRITERIA OF ARCHITECTURE. THIS ALLOWS THE PARKING (PARKING LOT A) TO BE LOCATED BETWEEN THE BUILDING AND THE STREET (FORREST AVE. / DE ROUTE 8) UNDER THE PROVISIONS OF ZONING ORDINANCE, ARTICLE 3 §27.63 (a)(ii).
18. THE PLANNING COMMISSION REVIEWED AND ACCEPTED THE CAMPUS PARKING PLAN ENTITLED "PARKING REQUIREMENT JUSTIFICATION". THE REQUIRED NUMBER OF PARKING SPACES WAS SET AT 840 SPACES (ZONING ORDINANCE ARTICLE 3 §3.8)
19. THE PLANNING COMMISSION ACCEPTED THE LOADING BERTH JUSTIFICATION PRESENTED BY THE APPLICANT AND RECOGNIZED THAT THE SITE WILL INCLUDE TWO LOADING BERTHS IN THE SERVICE YARD AREA.
20. THE PLANNING COMMISSION DETERMINED THAT THE LOCATION AND TYPE OF VEGETATIVE BUFFERS (TREE PLANTINGS) AS DEPICTED ON THE LANDSCAPE PLAN ARE SUFFICIENT SCREENING BETWEEN THE RESIDENTIAL AREAS AND THE NON-RESIDENTIAL USE OF THE SCHOOL.
21. THE PLANNING COMMISSION GRANTED APPROVAL OF THE TREE MITIGATION PLAN WHICH PROPOSES THE REFORESTATION AREAS ON OTHER PROPERTIES OF SCHOOL DISTRICT IN AREAS SERVING AS RIPARIAN BUFFERS OR OTHER NATURAL AREAS. THIS PROJECT REQUIRES A TOTAL OF 1,547 TREES. IF THE NUMBER OF TREES REQUIRED CANNOT BE PLANTED ON THIS SITE, THE BALANCE OF THE TREES NEEDED CAN BE PLANTED IN SELECTED REFORESTATION AREAS. (ZONING ORDINANCE, ARTICLE 5 §16.9)

SITE DATA

1. OWNER OF RECORD: THE CAPITAL SCHOOL DISTRICT, C/O DR. MICHAEL THOMAS, SUPERINTENDENT, 945 FOREST STREET, DOVER, DE 19904
2. ENGINEER / SURVEYOR: BECKER MORGAN GROUP INC., 309 S. GOVERNORS AVE., DOVER, DE 19904, (302) 734-7950
3. PROPERTY MAP NUMBER: ED-05-075.00-01-03.00-00001, ED-05-076.00-02-05.00-00001, ED-05-076.00-02-06.00-00001, ED-05-076.00-02-07.00-00001
4. ZONING CLASSIFICATION: R-10 & C/OZ-1 CORRIDOR OVERLAY ZONE
5. DEED REFERENCES: D/4050/267, H/49/244, D/274/241, D/51/301 & D/2822/043
6. PLAT REFERENCE: PB. 45 PG. 34
7. PRESENT USE: AGRICULTURAL
8. PROPOSED USE: HIGH SCHOOL
9. EXISTING SITE AREA: 70.4265 ACRES (P. 03.00); 30.0673 ACRES (P. 05.00); 1.0330 ACRES (P. 06.00); 4.9954 ACRES (P. 07.00); **106.5222 ACRES (TOTAL AREA)**
10. BUILDING SETBACKS: FRONT YARD: 50' / SIDE YARD: 25' / REAR YARD: 25'
11. ROADWAY CLASSIFICATION: ROUTE 8 (FORREST AVENUE) - MINOR ARTERIAL
12. UTILITIES: WATER - CITY OF DOVER; SEWER - CITY OF DOVER; ELECTRIC - CITY OF DOVER; GAS - CHESAPEAKE UTILITIES
13. BUILDING HEIGHT: PERMITTED: 35' WITH A MAXIMUM OF TWO STORIES CITY OF DOVER BOARD OF ADJUSTMENT CASE: V-10-10 GRANTED A VARIANCE FOR A MAXIMUM BUILDING HEIGHT OF 60' WITH ARCHITECTURAL FEATURES UP TO 85' IN HEIGHT AND THREE STORIES MAXIMUM.
14. TREE PRESERVATION: EXISTING WOODLAND AREA: 0.0 ACRES
15. TREE DENSITY REQUIREMENT: 1 TREE PER 3,000 S.F. OF SITE AREA; TOTAL AREA OF SITE: 4,640,011 S.F. / 3,000 S.F. = 1,547 PROPOSED: 1,547 TREES
16. LANDSCAPED OPEN SPACE: ± 46.5 %
17. IMPERVIOUS COVER: 1,213,525 S.F. / 27.9 ± ACRES
18. LOT COVERAGE: R-10 ZONING - BUILDING AREA 20% OF TOTAL SITE AREA PROPOSED: 257,800 / 4,640,011 = 5.55%
19. PARKING REQUIRED: 840 SPACES
20. PARKING PROVIDED: CAR: 871 / BUS: 28 / BICYCLE: 100 (SEE DATA CHART)
21. SURVEY BENCHMARK: N.G.S. CONTROL MONUMENTS; VERTICAL: NAVD 88 (NGS - M34); HORIZONTAL: D.S.P. / NAD 83 (NGS - DNREC)
22. MONUMENTATION: EXISTING: 17 FOUND; PROPOSED: 1 SET



OWNERS CERTIFICATION

WE, CAPITAL SCHOOL DISTRICT, HEREBY CERTIFY THAT WE ARE THE OWNER OF THE PROPERTY DESCRIBED AND SHOWN ON THIS PLAN, THAT THE PLAN WAS MADE AT OUR DIRECTION, AND THAT WE ACKNOWLEDGE THE SAME TO BE OUR ACT AND DESIRE THE PLAN TO BE DEVELOPED AS SHOWN IN ACCORDANCE WITH ALL APPLICABLE LAWS AND REGULATIONS.

DR. MICHAEL D. THOMAS - SUPERINTENDENT — DATE

ENGINEERS CERTIFICATION

I, GREGORY V. MOORE, HEREBY CERTIFY THAT I AM A REGISTERED ENGINEER IN THE STATE OF DELAWARE, THAT THE INFORMATION SHOWN HEREON HAS BEEN PREPARED UNDER MY SUPERVISION AND TO MY BEST KNOWLEDGE AND BELIEF REPRESENTS GOOD ENGINEERING PRACTICES AS REQUIRED BY THE APPLICABLE LAWS OF THE STATE OF DELAWARE.

GREGORY V. MOORE — P.E. NO. 9311 — DATE

SHEET INDEX

COVER SHEET		
C-001C	COVER SHEET & OVERALL LAYOUT	
EXISTING CONDITIONS PLANS		
C-101C - 102C	EXISTING CONDITIONS PLAN	
SITE PLANS		
C-201C - 206C	SITE, SIGNAGE AND STRIPING PLAN	
UTILITY PLANS		
C-300C	OVERALL UTILITIES PLAN & KEY SHEET	
C-301C - 306C	UTILITIES PLAN	
C-307C	UTILITY SCHEDULES	
GRADING PLANS		
C-400C	OVERALL GRADING PLAN & KEY SHEET	
C-401C - 406C	GRADING PLAN	
EROSION & SEDIMENT CONTROL PLANS		
C-500C	EROSION & SEDIMENT CONTROL KEY SHEET	
C-501C - 506C	EROSION & SEDIMENT CONTROL PLAN	
C-507C	STORMWATER MANAGEMENT POND 1 DETAILS	
C-508C	STORMWATER MANAGEMENT POND 2 DETAILS	
C-509C	EROSION AND SEDIMENT CONTROL DETAILS	
C-510C	EROSION AND SEDIMENT CONTROL NOTES & DETAILS	
C-511C	EROSION & SEDIMENT CONTROL PHASING PLAN	
ENTRANCE PLANS		
C-601F	SIGNAGE & STRIPING PLAN	(DOVER HIGH DRIVE)
C-602F	ENTRANCE PLAN	(DOVER HIGH DRIVE)
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C-604F	ENTRANCE PLAN	(EAST BUS ENTRANCE)
C-605F	ENTRANCE PLAN NOTES & DETAILS	(EAST BUS ENTRANCE)
C-606F	MULTI-USE PATH GRADING PLAN	
PROFILES		
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C-702C	UTILITY CROSSING DETAILS	
C-703F	ROAD PROFILE	
CONSTRUCTION DETAILS		
C-901C - 903C	CONSTRUCTION DETAILS	
LANDSCAPE PLANS		
L-101 - 106	LANDSCAPE PLAN	
L-701	PLANTING SCHEDULE & DETAILS	
L 2.5	FENCE TYPE DIAGRAM	
L 3.2	HARDSCAPE DETAILS	
L 4.5A	BIORETENTION AREA 1 PLANTING PLAN	
L 4.5B	OVERALL MEADOW PLANTING PLAN	

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Structural Engineers
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Dover, DE 19901

Gipe Associates
Mechanical/Electrical Engineers
8719 Brooks Drive
Easton, MD 21601

EDIS COMPANY
Construction Manager
110 South Poplar Street, Suite 400
Wilmington, DE 19805-4697

PROJECT

THE NEW DOVER HIGH SCHOOL

1570 Forrest Avenue
Dover, Delaware 19904

0 30 60 120
SCALE : 1" = 120'

OWNER

Capital School District
945 Forest Street
Dover, Delaware 19904-3498
Phone: 302-672-1500

BID PACKAGE "C"

MARK	DATE	DESCRIPTION
F	01-24-2012	REVISED PER C.O.D. PLANNING
E	12-14-2011	REVISED PER PUBLIC UTILITIES
D	11-30-2011	REVISED PER AGENCY COMMENTS
C	11-09-2011	REVISED PER DNREC COMMENTS
B	10-19-2011	REVISED PER AGENCY COMMENTS
A	08-08-2011	BID PACKAGE C

PROJECT NUMBER: ABHA: 1012 BMG: 2010057.00
FILE NAME: 2010057-SITE-C3D
PREPARED BY: BECKER MORGAN GROUP
DRAWN BY: J.S.F. CHECKED BY: M.A.R.

The professional services of ABHA architects, Inc. are undertaken for and performed in the interest of Capital School District. No contractual obligation is assumed by ABHA Architects, Inc. for the benefit of any other person involved in the project.

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SHEET TITLE

COVER SHEET & OVERALL LAYOUT

C-001C

F:\AutoCAD\Projects\2010\2010057\DWG\2010057-SITE-C3D.dwg, Jan 25, 2012 - 2:35pm

Route 8 & Heatherfield Way: Pedestrian Hybrid Beacon

Mark Luszcz, P.E., PTOE
DelDOT Chief Traffic Engineer

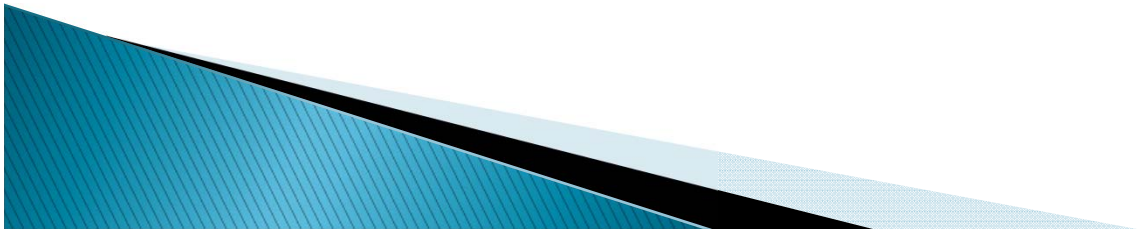
Presentation to:
Dover Safety Advisory & Transportation Committee
September 25, 2013



ATTACHMENT #2
SA&T Committee Meeting of 09/25/2013

Agenda

- What?
- Why?
- Delaware Experience



TEAM DelDOT

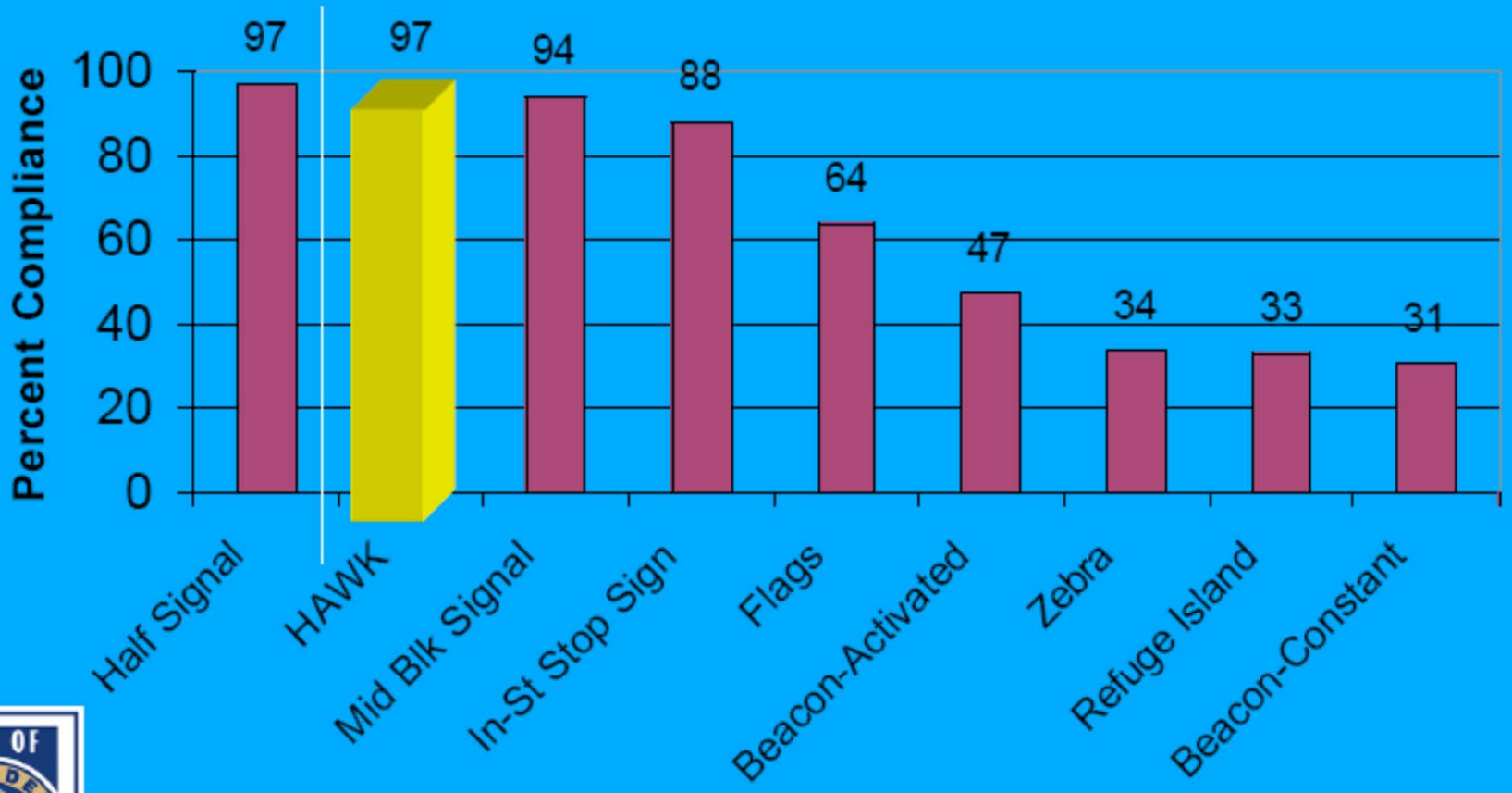
Transparent Efficient Accountable Measured

Pedestrian Hybrid Beacon

- Also known as a HAWK: High-Intensity Activated Crosswalk
- Invented in Tucson, AZ
- Successfully tested for over 10 years
- Adopted by FHWA in 2010
- Goal: safely control pedestrian and vehicular traffic, where there is a moderate to high volume of both pedestrians and vehicles, but a full traffic signal is not justified

TEAM DelDOT
Transparent Efficient Accountable Measured

Innovative Crosswalk Treatments



Source: Texas Transportation Institute, 2006

How the HAWK Signal Works

What You See:

What You Do:



Drivers: ***Proceed through the Signal***

Pedestrians: ***Press button to Cross***



Drivers: ***Signal has been Activated***

Pedestrians: ***Wait to Cross***



Drivers: ***Prepare to Stop***

Pedestrians: ***Continue Waiting to Cross***



Drivers: ***Stop and Remain Stopped***

Pedestrians: ***Cross the Roadway with Caution***



Flashing Timer

Drivers: ***Continue with Caution after Coming to a Complete Stop***

Pedestrians: ***Already Crossing - <u>Continue</u>***
Not Yet Crossing - <u>Don't Start</u>

►SYSTEM RESETS◄

TEAM DelDOT

Transparent Efficient Accountable Measured

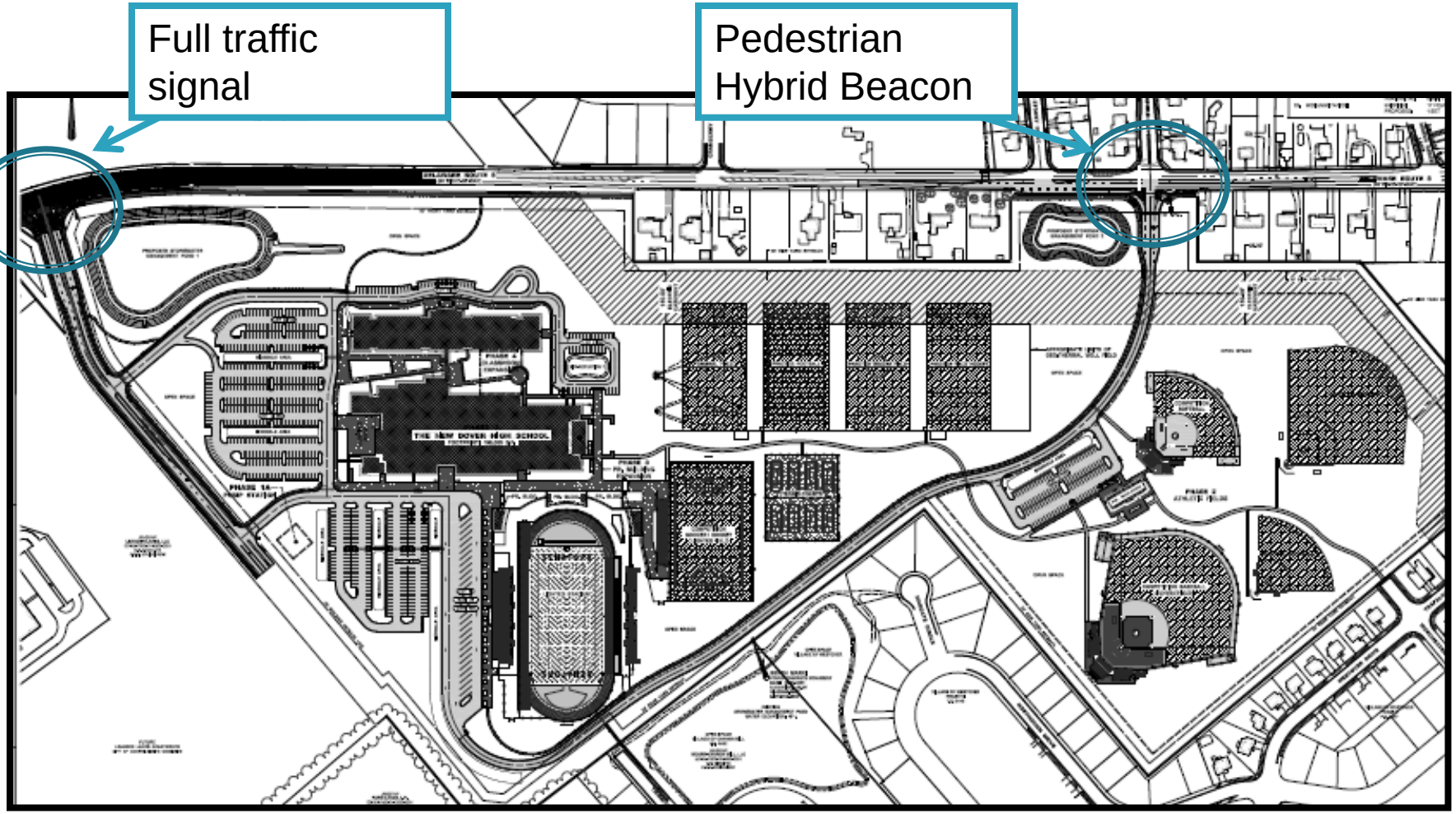


Why is the PHB Proposed on SR 8?

- Full traffic signal not justified
- High pedestrian traffic expected
- High speeds and traffic volume on SR 8
- Use of western access traffic signal not feasible:
  - No sidewalk
  - Unreasonably far from pedestrian routes
- FHWA PHB criteria met

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Transparent Efficient Accountable Measured

Dover High School Plan

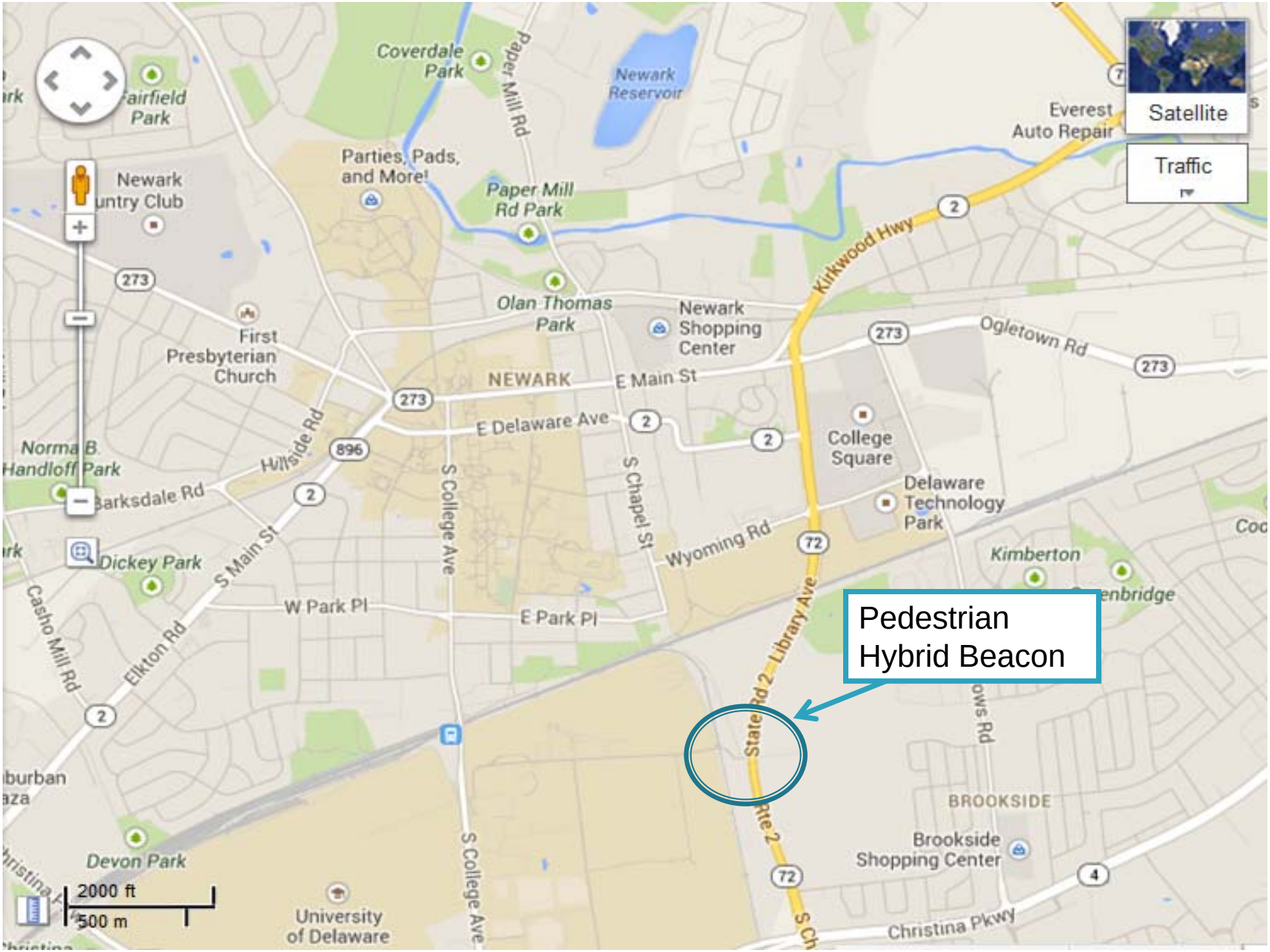


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Delaware's First PHB

- Route 72 & Farm/Webb Lane
- Southeast side of Newark
- Serves UD Agricultural Building
- Installed in August 2010

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Transparent Efficient Accountable Measured


Pedestrian
Hybrid Beacon
Satellite
Traffic
Coverdale Park
Paper Mill Rd
Newark Reservoir
Everest Auto Repair
Parties, Pads, and More!
Paper Mill Rd Park
Newark Country Club
Fairfield Park
Kirkwood Hwy
Olan Thomas Park
Newark Shopping Center
Ogletown Rd
First Presbyterian Church
NEWARK
E Main St
E Delaware Ave
College Square
Norma B. Handloff Park
Hillside Rd
Barksdale Rd
S College Ave
S Chapel St
Delaware Technology Park
Wyoming Rd
Kimberton
Dickey Park
S Main St
W Park Pl
E Park Pl
Casho Mill Rd
Elkton Rd
State Rd 2 - Library Ave
BROOKSIDE
Brookside Shopping Center
Devon Park
University of Delaware
Christina Pkwy
2000 ft
500 m

Delaware's First PHB

- Much lower compliance than expected led to:
  - Continued monitoring
  - In depth study (including National Expert)
  - Targeted police enforcement
  - Several modifications:
    - Reduced sign clutter
    - Installed overhead ped warning signs
    - Added backplates
    - Added roadway lighting
    - Installed supplemental beacons
    - Re-striped for separate left-turn lanes
- Problems related to high speeds, curve, low ped volumes
- Compliance improved but not ideal

TEAM DelDOT
Transparent Efficient Accountable Measured

Original Installation
Route 72 & Farm/Webb Lane



Current PHB
Route 72 & Farm/Webb Lane



Thanks!

Mark Luszcz, P.E., PTOE
Delaware Department of Transportation
Chief Traffic Engineer
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mark.luszcz@state.de.us

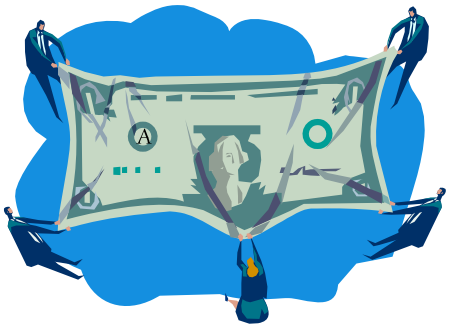
TEAM DelDOT
Transparent Efficient Accountable Measured

CITY OF DOVER
FINANCE AND PROCUREMENT & INVENTORY DEPARTMENTS
AUGUST 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
August 2013

FINANCE DEPARTMENT ACTIVITY LEVELS

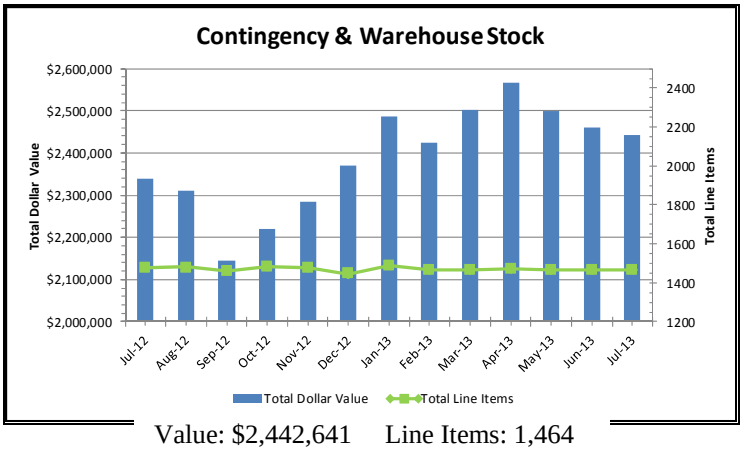
	FY13 YTD			FY14 YTD		
BANK TRENDS						
Number of Deposits Made (Hand, ACH & Wire, Lockbox)	1,027			1,141		
Total Amount of All Deposits	$ 34,191,562			$ 31,647,062		
PAYROLL						
	Hours	%	Amount	Hours	%	Amount
Gross wages per registers	**134,181**	**100.0%**	**$ 4,777,072**	**130,167**	**100.0%**	**$ 4,519,313**
Wages and Hours Worked						
Regular	109,685	81.7%	$ 2,397,146	108,643	83.5%	$ 2,316,591
All over time	6,949	5.2%	$ 314,815	5,149	4.0%	$ 218,453
Other Paid or Unpaid Wages and Hours						
Vacation	9,731	7.3%	$ 255,307	10,282	7.9%	$ 279,583
Sick	3,186	2.4%	$ 77,209	2,685	2.1%	$ 67,586
Terminal Leave - Retiree Vacation/Sick Payout	1,600	1.2%	$ 34,628	333	0.3%	$ 9,633
Comp Time	1,412	1.1%	$ 37,937	1,357	1.0%	$ 37,239
Personal	174	0.1%	$ 4,323	240	0.2%	$ 6,185
Leave Without Pay	1,225	0.9%	$ -	1,083	0.8%	$ -
Other (description below)	221	0.2%	$ 34,511	396	0.3%	$ 91,244

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

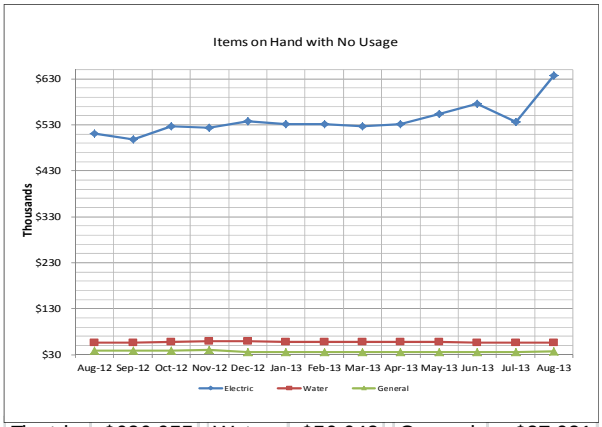
Other Activity		
Number of Pay Periods	4	4
Number of Payroll Checks & Direct Deposits Issued	2,244	2,145
Number of Pension Checks Issued	733	777
Total Pension Benefits Paid - Defined Benefit Plan	$ 1,215,011	$ 1,287,095

ACCOUNTS PAYABLE		
Number of Check Vouchers	829	809
Number of EFT Vouchers	302	310
Vouchers Dollar Amount Disbursed	$ 10,977,360	$ 10,388,926

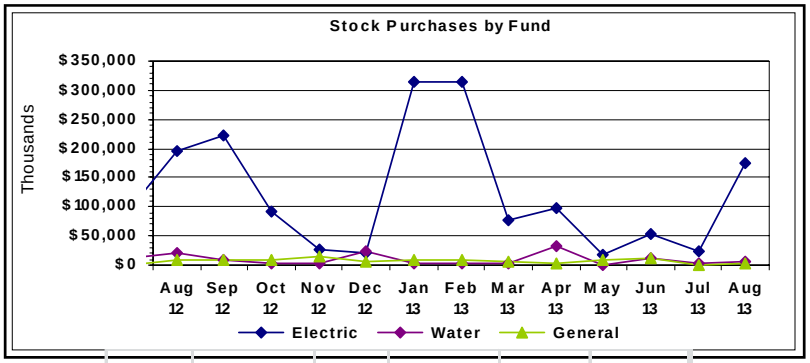
PROCUREMENT & INVENTORY ACTIVITY LEVELS



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



Electric:	$636,955	Water:	$56,642	General:	$37,031



Electric	$174,804	Water	$ 5,045	General	$1,678

Fuel Use		
Unleaded:	10,716.0	gallons
Diesel:	7,196.4	gallons
Total Cost:	$ 54,912	

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

	Budget	YTD	Balance	17% of Budget
Beginning Balance (unaudited)	$ 3,455,200	$ -	$ 3,455,200	0.0%
Revenues				
Court of Chancery Fees	863,200	82,060	781,140	9.5%
Fines & Police Revenues	1,316,000	89,815	1,226,185	6.8%
Franchise Fees	606,200	-	606,200	0.0%
Grants	733,500	70,000	663,500	9.5%
Intrafund Services	4,454,300	707,003	3,747,297	15.9%
Library & Recreation Revenues	599,600	34,026	565,574	5.7%
Licenses & Permits	2,627,500	1,657,774	969,726	63.1%
Property Taxes (Includes BID Revenue) (1)	11,169,500	10,731,646	437,854	96.1%
Miscellaneous Revenues	138,300	12,686	125,614	9.2%
Sanitation Revenues	2,676,500	434,556	2,241,944	16.2%
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%
Water/Wastewater Fund	500,000	-	500,000	0.0%
Electric Fund	8,000,000	-	8,000,000	0.0%
Total Revenues	36,278,000	13,987,871	22,290,129	38.6%
Total Beginning Balance & Revenues	**$ 39,733,200**	**$ 13,987,871**	**$ 25,745,329**	35.2%
Expenditures				
City Clerk & Council	$ 442,200	$ 67,007	$ 375,193	15.2%
Mayor, City Manager & Human Resources	874,900	135,963	738,937	15.5%
Police & Police Extra Duty	14,331,800	1,912,657	12,419,143	13.3%
Public Services	4,131,800	588,754	3,543,046	14.2%
Procurement & Inventory, Facilities Mgmt., Vehicle Maint.	1,870,900	237,641	1,633,259	12.7%
Planning & Inspections	2,045,600	280,347	1,765,253	13.7%
Finance, Info Tech & Customer Services	2,676,400	501,837	2,174,563	18.8%
Library & Recreation	2,038,600	321,051	1,717,549	15.7%
Fire Department	692,100	116,557	575,543	16.8%
Assessor	198,300	42,277	156,023	21.3%
Contribution to DDP	162,400	-	162,400	0.0%
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	-	1,636,500	0.0%
Police Pension Trust Contribution - State Grant	500,000	70,000	430,000	14.0%
Appropriation to Employee Pension Fund - Unfunded Liability	1,466,500	-	1,466,500	0.0%
Street Lights	836,000	130,668	705,332	15.6%
Debt Service	557,300	351,310	205,990	63.0%
Provision for Uncollectible	10,000	10,000	-	100.0%
Transfers Out				
Capital Projects Fund	1,278,300	-	1,278,300	0.0%
Total Expenditures	36,833,500	4,918,028	31,915,472	13.4%
Budget Balance - Working Capital	2,899,700	-	2,899,700	0.0%
Total Budget Balance & Expenditures	**$ 39,733,200**	**$ 4,918,028**	**$ 34,815,172**	12.4%
Reserve Balances				
Contingency	$ 723,600	$ 733,912		

(1) Property Taxes are the taxes billed and not cash received. The outstanding receivable balance as of 8/31/13 is $949,282.18 as compared to $1,248,111.47 in August 2012.

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

	Budget	YTD	Balance	17% 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	828,979	3,901,721	17.5%
Wastewater Fees	3,642,700	649,273	2,993,427	17.8%
Kent County Treatment Fees	2,980,300	536,730	2,443,570	18.0%
Ground Water Inflow Adjustment	1,324,600	240,852	1,083,748	18.2%
Water Tank Leases	333,800	5,930	327,870	1.8%
Interest Earnings - Water	9,100	67	9,033	0.7%
Interest Earnings - Water/Wastewater	14,000	131	13,869	0.9%
Miscellaneous Service Fee	82,000	8,467	73,533	10.3%
Impact Fees - Water	357,000	29,653	327,347	8.3%
Impact Fees - Wastewater	323,000	26,600	296,400	8.2%
Total Revenues	13,797,200	2,326,682	11,470,518	16.9%
Total Beginning Balance & Revenues	**$ 15,122,200**	**$ 2,326,682**	**$ 12,795,518**	15.4%
Expenses				
Water/Wastewater Operating Divisions				
Engineering & Inspection	$ 664,400	$ 55,758	$ 608,642	8.4%
Water	433,900	70,601	363,299	16.3%
Water Treatment Plant	1,501,800	218,743	1,283,057	14.6%
Wastewater	945,100	127,886	817,214	13.5%
Construction	351,400	36,835	314,565	10.5%
Kent County Treatment	3,524,800	751,095	2,773,705	21.3%
Intrafund Service Fees	1,233,400	197,613	1,035,787	16.0%
Pension Unfunded Liability	339,400	-	339,400	0.0%
OPEB - Retiree's Health Care Contributions	200,000	-	200,000	0.0%
Debt Service	1,019,500	34,505	984,995	3.4%
Other Employment Expenses	25,000	-	25,000	0.0%
Transfers Out				
General Fund	500,000	-	500,000	0.0%
Water I & E Fund	1,200,000	-	1,200,000	0.0%
Wastewater I & E Fund	1,330,000	-	1,330,000	0.0%
Total Expenses	13,268,700	1,493,036	11,775,664	11.3%
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**	**$ 1,493,036**	**$ 13,629,164**	9.9%
Reserve Balances				
Contingency-Water	$ 105,600	$ 104,099		
Contingency-Wastewater	$ 191,500	$ 188,238		
Impact Fee Reserve - Sewer	NO BUDGET	$ 3,753,821		
Impact Fee Reserve - Water	NO BUDGET	$ 198,211		
Bond Coverage Ratio (Covenant 1.20)	3.96	5.11		

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

	Budget	YTD	Balance	17% of Budget
Beginning Balance (unaudited)	$ 7,152,400	$ -	$ 7,152,400	0.0%
Revenues				
Sales to Customers	76,286,700	15,342,441	60,944,259	20.1%
Utility Tax	1,492,200	243,269	1,248,931	16.3%
Weyandt Hall Rents	251,000	26,505	224,495	10.6%
Miscellaneous Revenues	737,800	116,103	621,697	15.7%
Interest Earned	119,400	499	118,901	0.4%
Transfer from Rate Stabilization	4,000,000	-	4,000,000	0.0%
Intrafund Service Receipts Water/Wastewater	98,500	15,378	83,122	15.6%
Total Revenues	82,985,600	15,744,195	67,241,405	19.0%
Total Beginning Balance & Revenues	**$ 90,138,000**	**$ 15,744,195**	**$ 74,393,805**	17.5%
Expenses				
Power Supply & Generation				
Hedged Energy	$ 23,832,000	$ 6,905,404	$ 16,926,596	29.0%
Power Supply Management	996,000	166,000	830,000	16.7%
Capacity Charges	15,787,200	2,726,973	13,060,227	17.3%
Dover Sun Park Energy	1,565,800	363,793	1,202,007	23.2%
Solar Renewal Energy Credits	300,000	43,005	256,995	14.3%
PJM Charges - Energy	12,812,900	2,144,033	10,668,867	16.7%
PJM Charges - Transmission & Fees	4,740,000	1,023,911	3,716,089	21.6%
Total Power Supply	60,033,900	13,373,119	46,660,781	22.3%
Plant Operations	6,015,800	982,649	5,033,151	16.3%
Generation Fuels	-	709,027	(709,027)	0.0%
Capacity Credits	(15,079,800)	(2,658,250)	(12,421,550)	17.6%
PJM Spot Market Energy	(230,500)	(1,239,966)	1,009,466	537.9%
PJM Credits	(397,000)	(220,353)	(176,647)	55.5%
Total Generation	(9,691,500)	(2,426,893)	(7,264,607)	25.0%
Total Power Supply & Plant	50,342,400	10,946,226	39,396,174	21.7%
Electric Operating Divisions:				
Transmission/Distribution	3,302,500	441,318	2,861,182	13.4%
Electrical Engineering	1,192,200	128,482	1,063,718	10.8%
Administration	597,000	39,469	557,531	6.6%
Meter Reading	220,300	38,564	181,736	17.5%
Systems Operations	543,600	76,656	466,944	14.1%
Intrafund Services	3,319,400	524,768	2,794,632	15.8%
Utility Tax	1,492,200	243,269	1,248,931	16.3%
OPEB - Retirees Health Care Contribution	513,300	-	513,300	0.0%
Pension Trust Contribution - Unfunded liability	1,314,200	-	1,314,200	0.0%
Interest on Deposits	27,000	3,866	23,134	14.3%
Green Energy Payment to DEMEC	135,800	25,744	110,056	19.0%
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	565,810	2,736,090	17.1%
Transfers Out:				
General Fund	8,000,000	-	8,000,000	0.0%
Electric Improvement & Extension Fund	5,448,600	-	5,448,600	0.0%
Total Expenses	81,176,100	13,234,172	67,941,928	16.3%
Budget Balance - Working Capital	8,961,900	-	8,961,900	0.0%
Total Budget Balance & Expenses	**$ 90,138,000**	**$ 13,234,172**	**$ 76,903,828**	14.7%
Reserve Balances				
Contingency Reserve	$ 826,500	$ 814,156		
Insurance Reserve	$ 739,000	$ 732,970		
Rate Stabilization Reserve	$ 13,644,000	$ 17,380,408		
Bond Coverage Ratio (Covenant 1.25)	1.97	5.59		
Megawatt Hours Sold & Purchased				
Sales to Customers MWh (excluding Street Light MWh)	712,675	143,596		20.1%
Sales per MWh	$ 107.043	$ 106.844		99.8%
Purchased/Generated MWh	725,818	149,355		20.6%
All In MWh Supply & Generation	69.36	$ 73.290		105.7%

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

	Budget	YTD	Balance	17% 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	-	(468)	468	0.0%
Transfer from General Fund for Projects	1,278,300	-	1,278,300	0.0%
Transfer from Parkland Reserve	95,000	-	95,000	0.0%
Total Revenues	1,388,300	(468)	1,388,768	
Total Beginning Balance & Revenue	**$ 1,554,800**	**$ (468)**	**$ 1,555,268**	0.0%
Expenditures				
Fire	$ 238,500	$ 145,614	$ 92,886	61.1%
Grounds Maintenance	50,100	-	50,100	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	56,957	194,543	22.6%
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	232,146	1,172,154	16.5%
Budget Balance - Projects	150,500	-	150,500	0.0%
Total Budget Balance & Expenditures	**$ 1,554,800**	**$ 232,146**	**$ 1,322,654**	14.9%
Reserve Balances				
Capital Asset Replacement Reserve	$ 512,000	$ 507,258		
Parkland/Recreation	$ 110,000	$ 202,894		

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

	Budget	YTD	Balance	17% 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				
Interest Earned	25,000	(805)	25,805	-3.2%
Transfer from Operating Fund for Water	1,200,000	-	1,200,000	0.0%
Transfer from Operating Fund for Wastewater	1,330,000	-	1,330,000	0.0%
Transfer from Impact Fee Reserve - Water	390,000	-	390,000	0.0%
Total Revenues	2,945,000	(805)	2,945,805	0.0%
Total Beginning Balance & Revenues	**$ 5,225,900**	**$ (805)**	**$ 5,226,705**	0.0%
Expenses				
Water	$ 1,476,800	$ 210,041	$ 1,266,759	14.2%
Wastewater	1,251,000	55,227	1,195,773	4.4%
Water Construction	90,000	-	90,000	0.0%
Total Expenses	2,817,800	265,268	2,552,532	9.4%
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**	**$ 265,268**	**$ 4,960,632**	5.1%
Reserve Balances				
Capital Asset Replacement - Water	$ 513,000	$ 505,392		
Capital Asset Replacement - Wastewater	$ 512,300	$ 504,235		

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

	Budget	YTD	Balance	17% of Budget
Beginning Balance (unaudited)	$ 3,091,000	$ -	$ 3,091,000	0.0%
Revenues				
Interest Earnings	25,200	(1,887)	27,087	-7.5%
Transfer from Electric Revenue Fund	5,448,600	-	5,448,600	0.0%
General Service Billing	440,000	-	440,000	0.0%
Total Revenues	5,913,800	(1,887)	5,915,687	0.0%
Total Beginning Balance & Revenues	**$ 9,004,800**	**$ (1,887)**	**$ 9,006,687**	0.0%
Expenses				
Electric Generation	$ 2,117,800	$ 41,603	$ 2,076,197	2.0%
Transmission/Distribution	1,100,000	2,555	1,097,445	0.2%
Electrical Engineering	2,405,800	93,799	2,312,001	3.9%
Total Expenses	5,623,600	137,957	5,485,643	2.5%
Budget Balance - Working Capital	3,381,200	-	3,381,200	0.0%
Total Budget Balance & Expenses	**$ 9,004,800**	**$ 137,957**	**$ 8,866,843**	1.5%
Reserve Balances				
Depreciation Reserve	$ 9,977,100	$ 9,854,730		
Future Capacity Reserve	$ 10,131,400	$ 10,003,202		

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

	Budget	YTD	Balance	17% of Budget
Beginning Balance (unaudited)	$ -	$ -	$ -	0.0%
Revenues				
Grants Revenue	500,000	(2)	500,002	0.0%
Interest Earned	500	107	393	21.4%
Total Revenues	500,500	105	500,395	0.0%
Total Beginning Balance & Revenues	**$ 500,500**	**$ 105**	**$ 500,395**	0.0%
Expenses				
Program Expenses	$ 500,000	$ -	$ 500,000	0.0%
Total 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 – August 2013
Police Grant Funds

	Budget	YTD	Balance	17% of Budget
Beginning Balance (unaudited)	$ 100	$ -	$ 100	0.0%
Revenues				
Grants Received	413,000	739	412,261	0.2%
Interest Earned	-	123	(123)	0.0%
Total Revenues	413,000	862	412,138	0.2%
Total Beginning Balance & Revenues	**$ 413,100**	**$ 862**	**$ 412,238**	0.2%
Expenses				
Program Expenses/Supplies	$ 191,000	$ 2,518	$ 188,482	1.3%
Furniture and fixtures	-	-	-	0.0%
Computer software	-	-	-	0.0%
Computer Hardware	60,000	-	60,000	0.0%
Telephone/Fax	15,000	2,687	12,313	17.9%
Training/Conference/Food/Travel	36,000	-	36,000	0.0%
Consulting/Audit Fees	1,000	-	1,000	0.0%
Contractual services	-	887	(887)	0.0%
Vehicle purchases	-	-	-	0.0%
Operating Transfers - Out	110,000	6,442	103,558	5.9%
Total Expenses	413,000	12,534	400,466	3.0%
Budget Balance - Working Capital	100	-	100	0.0%
Total Budget Balances & Expenses	**$ 413,100**	**$ 12,534**	**$ 400,566**	3.0%

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

	Budget	YTD	Balance	17% of Budget
Beginning Balance (unaudited)	$ -	$ -	$ -	0.0%
Revenues				
Grants Received	270,100	-	270,100	0.0%
Total Revenues	270,100	-	270,100	0.0%
Total Beginning Balance & Revenues	**$ 270,100**	**$ -**	**$ 270,100**	0.0%
Expenses				
Program Expenses/Supplies-State Grants	$ 28,000	$ 1,507	$ 26,493	5.4%
Program Expenses/Supplies-Federal Grants	-	400	(400)	0.0%
Office Supplies	24,000	3,089	20,911	12.9%
Printing/Duplicating	8,900	-	8,900	0.0%
Postage	100	-	100	0.0%
Books	124,900	-	124,900	0.0%
Furniture	2,000	-	2,000	0.0%
Audio Visual Supplies	74,000	2,652	71,348	3.6%
Training/Conference/Food/Travel	3,500	115	3,385	3.3%
Office Equipment/Repairs & Maintenance	2,000	1,811	189	90.6%
Computer Hardware	2,700	-	2,700	0.0%
Total Expenses	270,100	9,574	260,526	3.5%
Budget Balance - Working Capital	-	-	-	0.0%
Total Budget Balances & Expenses	**$ 270,100**	**$ 9,574**	**$ 260,526**	3.5%

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

	Budget	YTD	Balance	17% of Budget
Beginning Balance (unaudited)	$ -	$ -	$ -	0.0%
Revenues				
Grants Received	223,600	1,426	$ 222,174	0.6%
Interest Earnings	-	12	$ (12)	0.0%
Total Revenues	223,600	1,438	222,162	0.6%
Total Beginning Balance & Revenues	**$ 223,600**	**$ 1,438**	**$ 222,162**	0.6%
Expenses				
Current Year Closing Cost/Down Payment Program	$ 40,000	$ -	$ 40,000	0.0%
Current year Dover Interfaith Ministry	27,500	2,503	24,997	9.1%
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%
Total Expenses	223,600	2,503	221,097	1.1%
Budget Balance - Working Capital	-	-	-	0.0%
Total Budget Balances & Expenses	**$ 223,600**	**$ 2,503**	**$ 221,097**	1.1%

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

	Budget	YTD	Balance	17% of Budget
Beginning Balance (unaudited)	$ -	$ -	$ -	0.0%
Revenues				
Grants Received	55,630	7,008	48,622	12.6%
Recreation Revenue	33,000	900	32,100	2.7%
Total Revenues	88,630	7,908	80,722	8.9%
Total Beginning Balance & Revenues	**$ 88,630**	**$ 7,908**	**$ 80,722**	8.9%
Expenses				
Temporary Help/Benefits	$ 33,000	$ 7,396	$ 25,604	22.4%
Program Expenses/Supplies	55,630	8,027	47,603	14.4%
Total Expenses	88,630	15,423	73,207	17.4%
Budget Balance - Working Capital	-	-	-	0.0%
Total Budget Balances & Expenses	**$ 88,630**	**$ 15,423**	**$ 73,207**	17.4%

Dover Police Department

Monthly Report

To

Mayor and City Council

"To Protect and Serve"

August 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 2, 2013

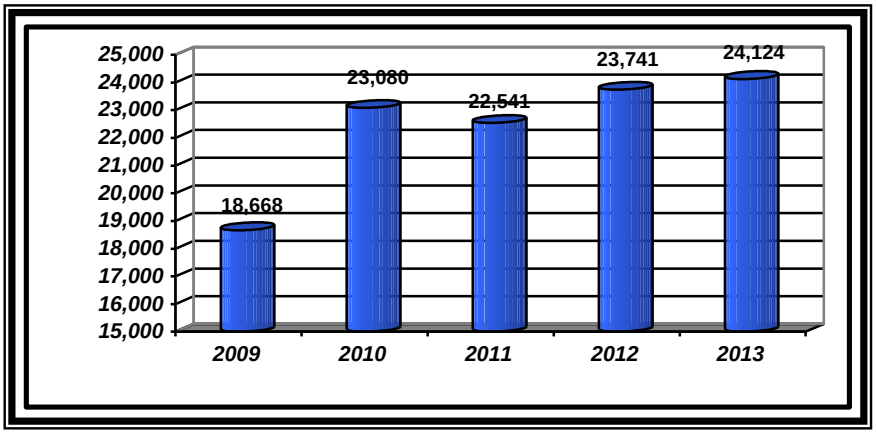
Honorable Carleton E. Carey, Sr., Mayor
Members of Dover City Council
City Hall
Dover, DE 19901

Mayor Carey and Council Members:

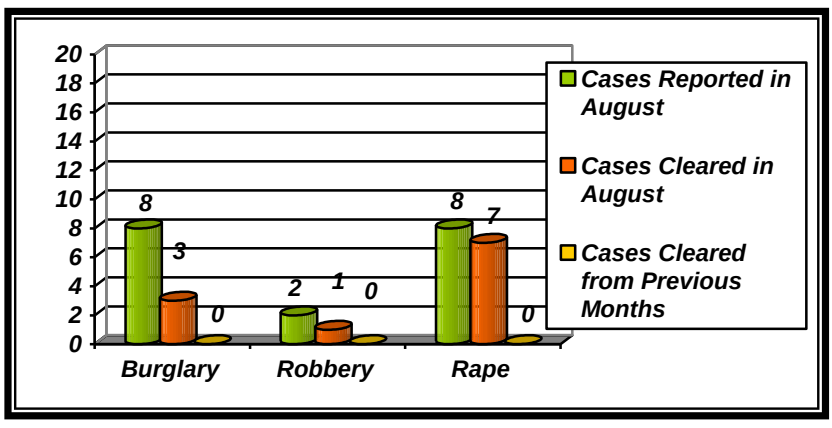
The following is the monthly report for Dover Police Department activities for the month of August 2013:

COMPLAINTS

Total complaints received through August 31, numbered 24,124. This is an increase of 383 complaints over the same time period last year.



CRIMINAL INVESTIGATIONS

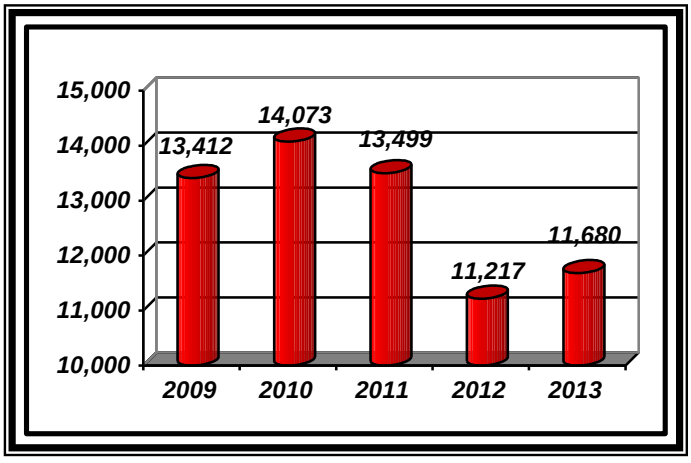


COMMUNITY POLICING/QUALITY OF LIFE SECTION

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**

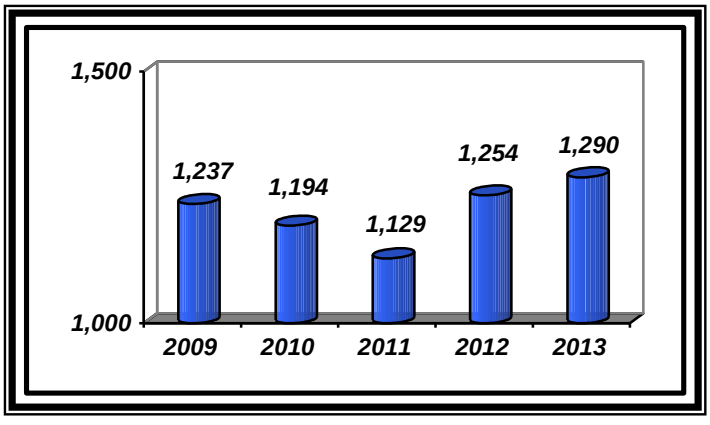
TRAFFIC ARRESTS

The department issued 11,680 traffic citations through this reporting period. This is an increase of 463 citations over the number issued during the same period last year.

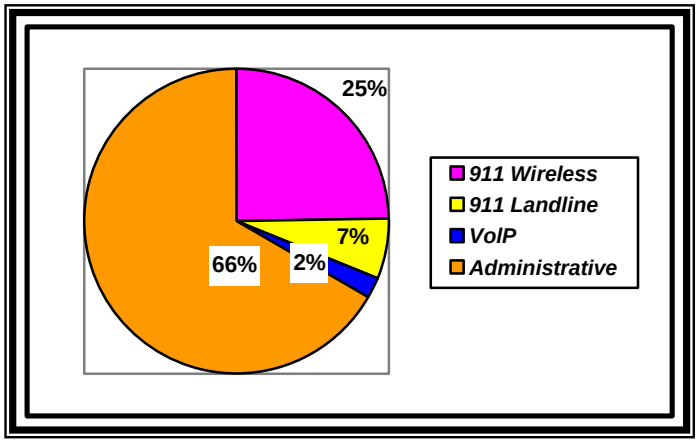


TRAFFIC CRASHES

Through August 31st, Dover Police investigated 1,290 traffic crashes. This is an increase of 36 crashes investigated during the same period last year.



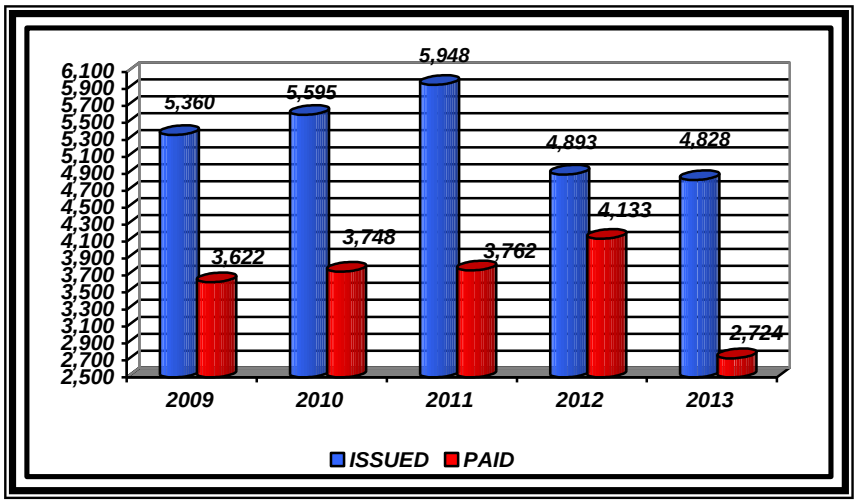
911 CENTER



During the month of August, the Dover Police Department handled a total of 10,608 calls averaging 343 calls per day. Dispatchers handled 2,610 calls on the 911 wireless lines, 690 calls on the 911 landlines, and 230 calls on the Voice Over Internet Protocol lines, the remaining 7,078 were administrative calls.

CITY ORDINANCE SUMMONS

*Through August 31st, we issued 4,828 City ordinance summons, a decrease of 65 summonses over the same period last year. *Note: Of those summonses issued in August, 24 DCO's were issued for handicapped parking violations, 6 for fire lane parking violations, 61 for false alarms (2, for 1-2, 30, for 3-5 alarms, 22, for 6-9 alarms, 5, for 10-15 alarms, and 2 for 16 or more alarms) and 15 for noise violations (6 for vehicle violations and 9 for residence violations).*



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

- *On August 4, 2013, an unknown subject entered a residence in the unit block of Patriot Dr., through a second story window, using a ladder. While inside the residence, the suspect removed firearms.*

- *Between August 4th and August 10th, an unknown suspect entered a residence, located in the 500 block of Fairview Ave, and removed a large amount of change and a cordless drill.*

- *On August 5, 2013, two black males between 14-16 years of age forced entry into a residence in the 100 block of Old Forge Drive, once inside removed two televisions, a WII game console, and an Xbox. They were confronted by neighbors and fled with only the Xbox.*

- *On August 7, 2013 an unknown suspect entered a residence, located in the 200 block of Trafalgar Dr., through a vacant adjoining residence's attic. While inside, the suspect stole jewelry and fled in an unknown direction.*

- *On August 7, 2013 the Dover Police and Safe Streets officers approached a suspect at the Super Lodge Motel and found him to be in possession of 25.7 grams of crack cocaine, 24 1mg Alprazolam tablets and all were packaged for sale. The defendant, a 34 year old black male of Dover, was arrested.*

- *On Saturday August 10, 2013, at approximately 0340 a 22 year old black male victim was shot in the chest during a large fight on East water St. in Capitol Green. The victim was transported to Bayhealth Medical where he underwent surgery. Dover PD officers chased subjects into a nearby residence in the 500 block of River Rd. where they took three black male (ages 26, 25 & 26) individuals into custody. Officer recovered two .22 cal revolvers which were hidden in the basement ceiling. The victim is in stable condition.*

- *On August 10, 2013, a 24 year old black male was arrested for burglary and harassment after he damaged a door to gain entry into the victim's apartment located in the 200 block of W. Loockerman Street. Once inside, the defendant harassed and frightened the victim that was watching children at that residence. The Defendant fled as officers arrived on scene but was apprehended a short time later.*

- *On Sunday August 11, 2013, at approximately 1915 hours, the Dover Police responded to Target for a report of a subject with what appeared to be child pornography on his cell phone. Officers approached the defendant, a sixty two year old white male, of Dover, sitting in the café area looking at his phone. The phone was seized and officers observed child pornographic content. Defendant was arrested.*

- *On August 12, 2013, an unknown suspect entered a residence in the unit block of Roosevelt Ave and removed a laptop computer along with other items and fled.*

- *On Friday August 16, 2013, an unknown suspect forced entry into a residence in the 500 block of Fairview Avenue, by breaking a basement window and once inside removed various electronics including an IPad, a Nook Reader, a Zag Wireless Keyboard, a Flat Screen TV, and 3 chargers. The suspect fled in an unknown direction.*

- *The Dover Police Criminal Investigations Unit investigated a burglary that occurred on Sunday, August 18, 2013 at a residence in the unit block of S. Bradford Street. The suspect entered the residence by cutting a second story screen from the fire escape. The suspect removed food from the refrigerator and car keys to the victim's vehicle. The suspect then stole the victim's 2006 Chevy Impala and fled. Later that evening, a Dover Police Patrol Officer spotted the vehicle which was being operated by the Defendant, a 26 year old black male. He was stopped and arrested without incident.*

- *On Wednesday, August 21, 2013, Dover Police Patrol Officers responded to the 200 block of Sheldrake Circle in the Village of Westover for a report of a gunshots being fired. Upon arrival, officers encountered a vehicle matching the description given as a possible suspect vehicle. As a Patrol Officer made contact, two black male suspects fled on foot. A search of the area began in attempts to locate the individuals. One suspect was observed in the Cranberry Run Development and fled towards the Heatherfield Development. A search continued with the assistance of the Delaware State Police Aviation Unit; however, the suspects were not located and a weapon was not recovered. Further investigation led to the identification of two black males, ages 22 and 27. Upon identification, warrants were obtained for resisting arrest and loitering.*

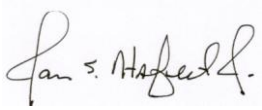
- *On August 23, 2013, a 45 year old black female was bitten by a black pit bull on the forearm in the area of Westview Terr. The pit bull resided at the same residence as the victim. A 28 year old black male attempted to aid the female and was bitten on the ankle during the incident. Both victims were taken to Kent General Hospital where they were treated for their wounds.*

- *On August 23, 2013 at approx. 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 black 27 year old male, where he was taken into custody and a loaded .22 Caliber assault rifle was recovered.*

- *On August 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. The suspect then punched the victim and was able to obtain the wallet. The suspect fled the area north bound on New St.*

- *On August 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,

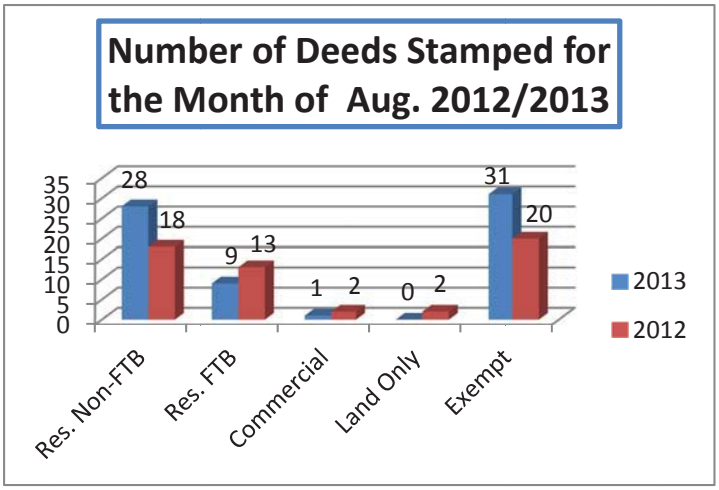


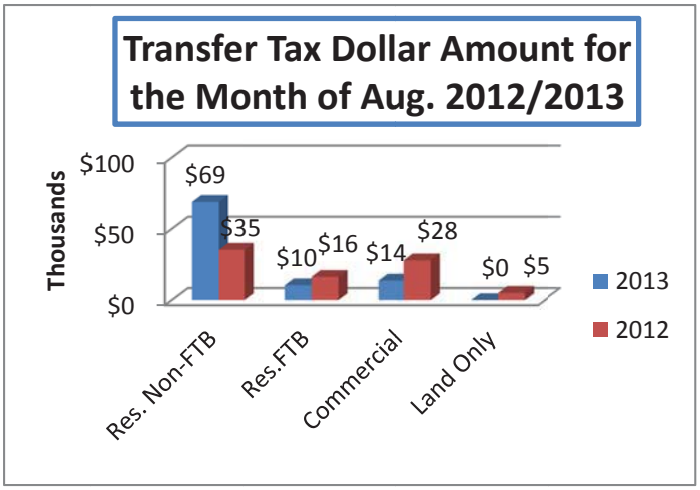
James E. Hosfelt, Jr.
Chief of Police

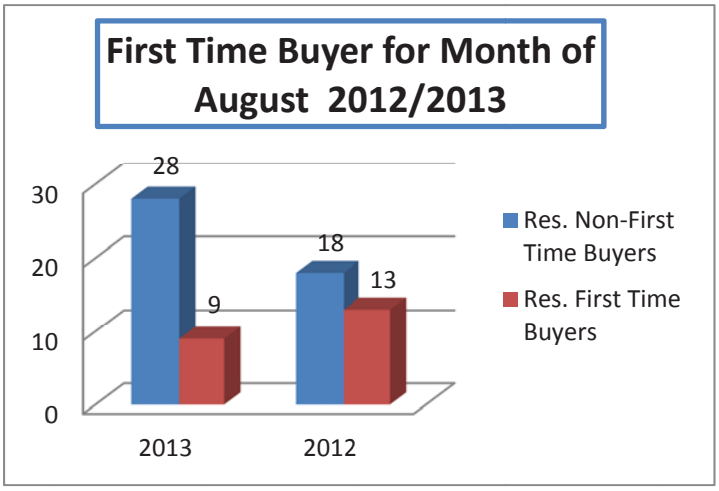
Monthly Report
August 2013

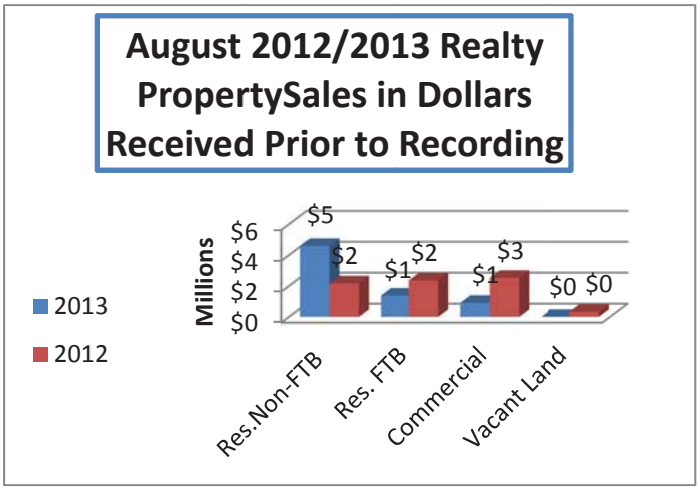


Office of City Assessor









Major Updates

	June- 13	July- 13	August- 13
Assessment Change	- $3,067,535	-$181,500	$98,900

Residential Sales Ratio Report

Sales in Study	Total Assessed Value	Total Sale Price	Ratio	PRD
21	$3,872,100	$3,650,653	1.06	1.04

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
ED05-057.17-01-26.00	16F	R10	51 GRISTMILL PL	1	8	1991	2	1941	C+	AV	164,800	12-AUG-13	138,800	
ED05-057.17-02-46.00	16F	R10	6 WATERFALL DR	1	8	1995	2	1440	C+	AV	147,200	05-AUG-13	139,900	
ED05-067.01-02-10.00	26A	R10	11 GEMSTONE BLVD		5	2013	2	1675	B	AV	228,300	15-AUG-13	228,105	
ED05-067.12-04-09.00	8B	R10	68 REPRESENTATIVE LN		13	2013	2	2889	B-	AV	229,000	02-AUG-13	195,000	
ED05-067.12-04-12.00	8B	R10	62 REPRESENTATIVE LN		13	2013	2	2143	B-	AV	205,100	26-AUG-13	192,000	
ED05-067.13-01-75.00	20	R10	193 CARNOUSTIE RD	1	5	1972	2	2397	C+	GD	219,700	14-AUG-13	225,000	
ED05-067.15-01-37.00	17B	R10	57 VILLAGE DR	1	13	1974	2	1316	C-	GD	104,900	06-AUG-13	62,000	
ED05-067.19-03-07.00	17	R10	713 BICENTENNIAL BLVD	1	5	1987	2	2353	B	GD	208,200	09-AUG-13	227,500	
ED05-067.19-03-17.00	17	R10	733 BICENTENNIAL BLVD	1	5	1987	2	2213	B	GD	210,200	09-AUG-13	191,000	
ED05-067.19-03-20.00	17	R10	739 BICENTENNIAL BLVD	1	5	1987	2	2218	B	GD	208,100	16-AUG-13	228,000	
ED05-067.19-04-36.00	26	R10	43 HOMBERG CIR		14	2013	1	1950	B	AV	211,000	09-AUG-13	229,648	
ED05-067.19-04-42.00	26	R10	31 ARLBERG CIR		1	2013	2	1969	B	AV	223,800	19-AUG-13	219,900	
ED05-067.20-02-05.00	10	R10	527 CAROL ST	1	14	1954	1	1120	C	AV	139,700	23-AUG-13	130,600	
ED05-076.04-01-64.00	16M	R10	420 ANN MOORE ST	1	13	2009	2	1643	B-	AV	156,300	20-AUG-13	171,000	
ED05-076.05-02-17.00	16D	R10	33 STONEY DR	1	8	1986	2	1749	C+	AV	146,200	15-AUG-13	139,900	
ED05-076.05-07-30.00	22	R10	229 PEBBLE VALLEY PL	1	5	1996	2	2802	A-	VG	308,100	09-AUG-13	260,000	
ED05-076.06-06-50.00	17B	R10	153 HAMPTON DR	1	13	1984	2	1200	C-	AV	118,700	07-AUG-13	68,000	
ED05-076.13-02-32.00	25	R10	121 THAMES DR	1	13	1995	2	2004	C+	AV	131,800	16-AUG-13	131,800	
ED05-076.14-02-17.00	11C	R10	196 MIFFLIN RD	1	3	2000	1.5	1509	C+	AV	173,800	03-AUG-13	180,000	
ED05-077.05-02-31.00	11A	R10	10 PENNSYLVANIA AVE	1	3	1923	1	1578	C+	AV	168,400	08-AUG-13	137,500	
ED05-077.17-01-45.04	5	R10	847 MONROE TER	1	14	1993	1	1265	C	AV	168,800	08-AUG-13	155,000	

CITY MANAGER'S MONTHLY REPORT



AUGUST 2013

Monthly Highlights

Customer Services

- As of August 31, 2013, we processed 2,345 credit card payments for the month totaling $686,502.51.
- The outstanding property taxes total as of August 31, 2013 is $955,198.86. There are 40 properties in the monition process. At this time the sale date is scheduled for October 2013.

Human Resources

- Continued contract negotiations.

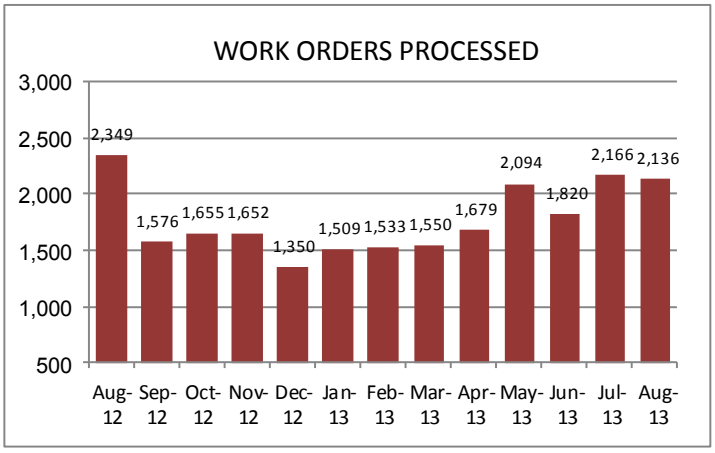
Library

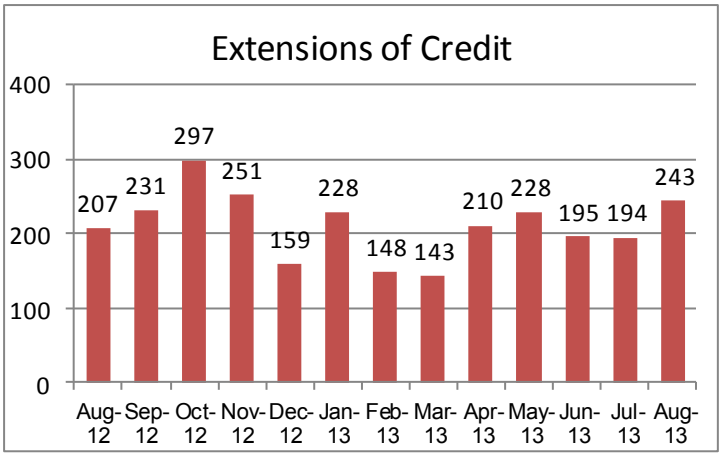
- 334 attended 35 programs for adults.
- 696 attended 19 programs for teens.
- 1,164 attended 24 programs for children.
- 34 volunteers completed 372 hours of service.
- 92 attended 23 programs/classes coordinated through the Job Center.

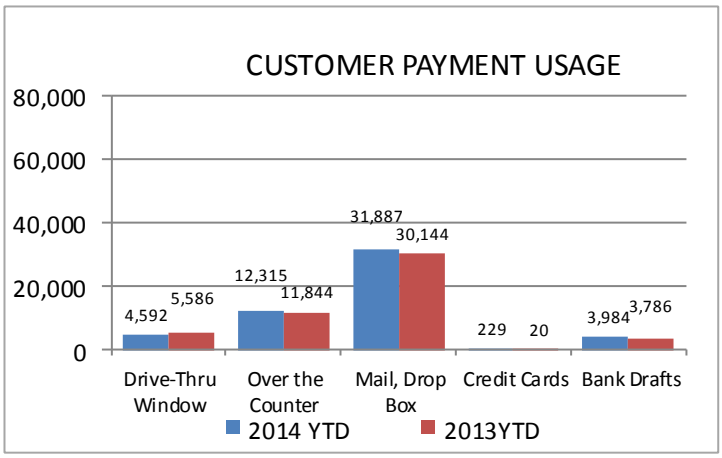
Public Works

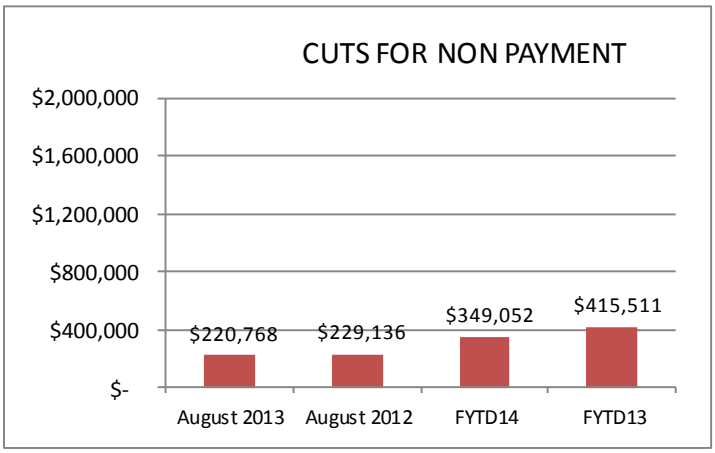
- Working on CIP and additional funding for future street program and other projects.

CUSTOMER SERVICES









Major Program Updates	Aug 2013	Aug 2012	Difference	FY 2014 Year-to-Date	FY 2013 Year-to-Date
Number of Customers Served	23,704	25,742	(2,038)	50,456	55,486
Final Bills	809	866	(57)	1,637	1,610
Estimated Bills	189	155	34	351	303
Penalties Posted	$ 15,434	$ 27,117	(11,683)	$ 34,285	$ 41,291
Extensions of Credit - Amount Extended	$ 86,850	$ 85,980	869	$ 140,633	$ 152,867
Balance Transfers	$ 1,535	$ 2,116	(581)	$ 8,127	$ 2,752
Utility Collections	$ 25,297	$ 35,759	(10,462)	$ 52,930	$ 63,184
Special Assessments	$ -	$ 110	(110)	$ -	$ 220
Miscellaneous Billings	$ 31,903	$ 120,006	(88,103)	$ 221,282	$ 120,006
CNP through Disconnect Collars	$ 37	$ 34	3	57	64
Court Cases	-	-	-	-	-
Tamperings	-	3	(3)	-	6
Taxes Levied	$ 1,683,681	$ 10,901,726	(9,218,045)	$ 1,895,646	$ 1,895,646
Billing Adjustments	$ 3,405	$ 4,786	(1,381)	$ 3,405	$ 4,786
Total Taxes Collected	$ 10,631,124	$ 9,654,160	976,964	$ 9,654,160	$ 9,654,160
Taxes Outstanding	$ 955,199	$ 1,252,352	(297,153)	$ 955,199	$ 1,252,352
Payments in Lieu	$ -	$ 13,450	(13,450)	$ -	$ 13,450
Billing Accuracy (on schedule billings)	99.0%	99.0%	-	99.0%	99.0%
Bills Published on Schedule	99.0%	99.0%	-	99.0%	99.0%
Meters Read on Schedule	99.9%	99.9%	-	99.9%	99.9%
Customer Satisfaction Rating	99.9%	99.9%	-	99.9%	99.9%
Delinquent Accounts Collected	99.7%	99.7%	-	99.7%	99.7%

HUMAN RESOURCES

Category	Aug 12	Sept 12	Oct 12	Nov 12	Dec 12	Jan 13	Feb 13	Mar 13	April 13	May 13	June 13	July 13	August 13	Total
Caucasian*	282	286	285	283	287	288	291	287	287	283	282	281	279	N/A
Minorities*	58	58	58	57	57	56	56	54	54	53	53	54	54	N/A
Hired	1	5	0	1	6	3	4	0	4	3	1	2	2	32
Terminated/Resigned/ Retired/Other	5	1	0	4	2	3	1	7	4	8	2	1	4	41
Transferred/ Promoted	0	0	2	2	1	1	4	2	1	1	0	2	1	16
Jobs Posted	4	1	2	4	0	4	1	5	5	5	8	5	5	49
Workers Comp. Injuries	2	2	5	0	4	3	1	2	1	4	3	4	3	34
Workers Comp. Hours	192	160	66	138	341	363	315	259	62	28	0	119	62	2105
Insurance Claims	1	3	3	4	2	5	2	2	2	3	7	4	6	44

Full-time Employees: 319 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: Service Center Clerk (part-time), Building Craftsperson II

Resigned, Retired/Terminated: Nursery Worker II, Planner II, Central Mail Room Clerk, Police Officer

Positions Posted: LAN Analyst, Civil Engineer (3 positions), Police Communication Officer, Planner, Library Assistant (In-House)

Recruitment Information (Positions Closed in August)

Position	Total	Female	Male	Unknown	Black	White	Hispanic	Asian/Pacific Islander	American Indian/Alaskan Native	Unknown	In Dover	Out Dover
LAN Analyst	8	1	7	0	0	6	0	1	0	1	2	6
Civil Engineer I (3 positions)	14	4	10	0	0	9	1	4	0	0	4	10

Unfilled/Open Positions by Department*

Unfilled/Open Positions By Department	Aug 12	Sept 12	Oct 12	Nov 12	Dec 12	Jan 13	Feb 13	Mar 13	April 13	May 13	June 13	July 13	Aug 13
Electric	2	2	3	3	3	4	4	4	4	4	4	4	4
Public Works	12	13	12	12	14	11	13	17	19	22	22	20	20
Police	4	5	5	5	4	1	1	2	1	0	1	2	3
All Other Departments	9	6	6	7	7	5.5	6.5	7	7.5	5.5	6.5	6.5	7.5
Totals	27	26	26	27	26	21.5	24.5	30	30.5	31.5	33.5	32.5	34.5

**Not used for Budgeting Purposes*

[22]**The following has been updated to reflected the Fiscal 2013-14 Budget**

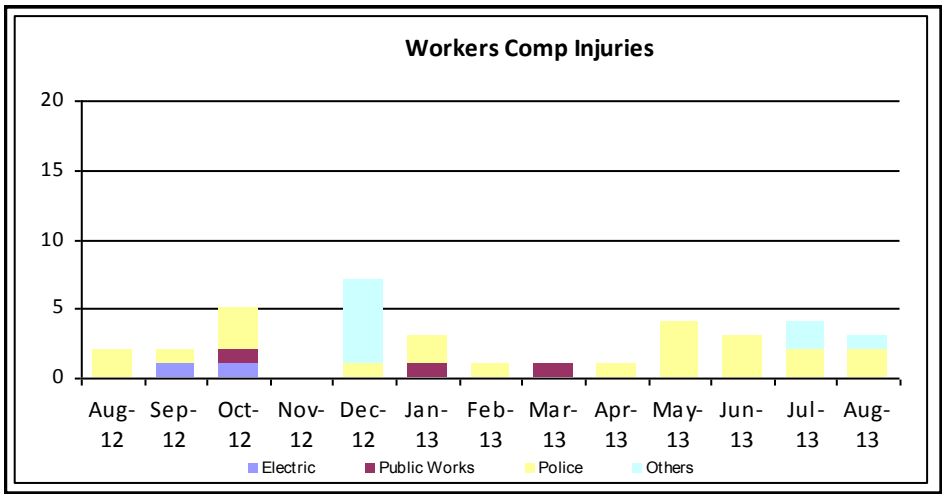
Electric: Electric Director, Electrical Engineer, Senior Lineman, Line Crew Superintendent

Public Works: (3) Utility Maintenance Mechanic I/ Wastewater, 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 I (Sanitation), 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 Officer

All Other Departments: Office Assistant II (Inspections), Fire Chief's Assistant (Fire-Department), (1) Library Clerk II (part-time), Inspector (Code Enforcement), LAN Analyst, Customer Service Collections (part-time), Library Assistant (In-House), Planner, Central Mailroom Clerk

HUMAN RESOURCES
continued



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

Turnover Statistics

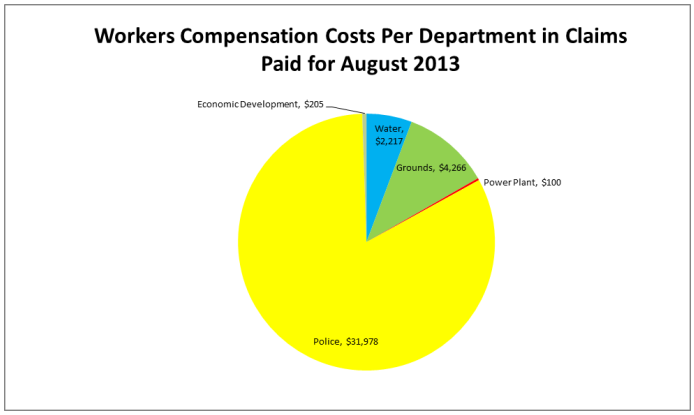
	2010	2011	2012*	2013 * (CYD)
Total Turnover %	5.57	6.75	11.00	9.74
Termination Turnover %	0.27	1.08	0.29	1.47
Resignation Turnover %	2.12	4.05	5.21	3.84
Retirement Turnover %	3.18	1.62	5.50	4.43

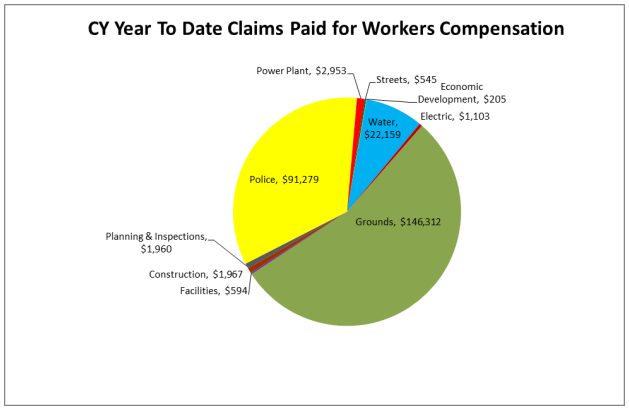
* Healthcare cost sharing implemented

Average Employees

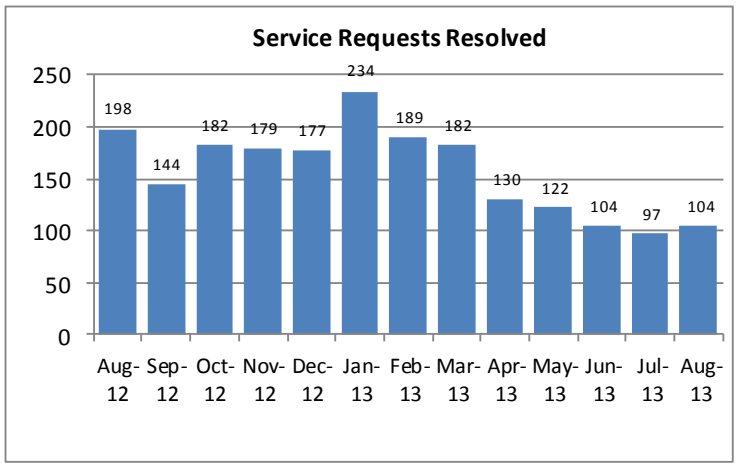
	2010	2011	2012*	2013(YTD)
Total Number of Employees Separating from Service	21	25	38	33
Average Number of Full-time Employees	362	356	333	325
Average Number of Part-time Employees	16	15	12	14

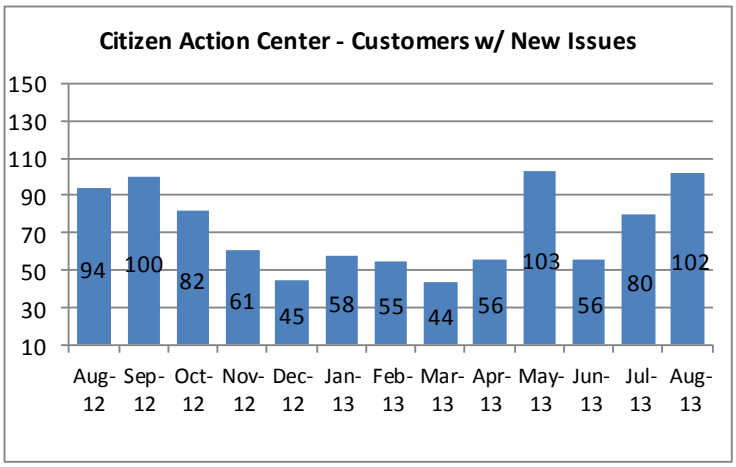
* Healthcare cost sharing implemented

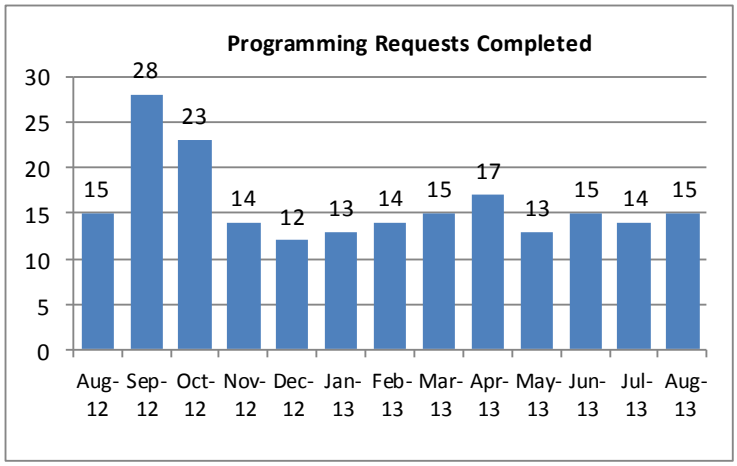


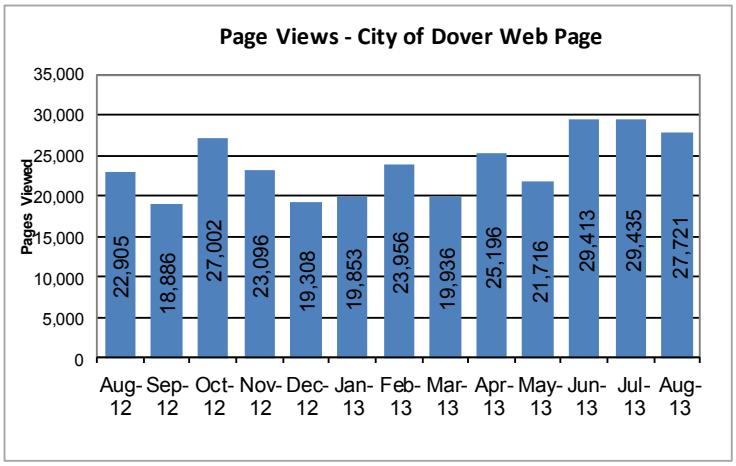


INFORMATION TECHNOLOGY





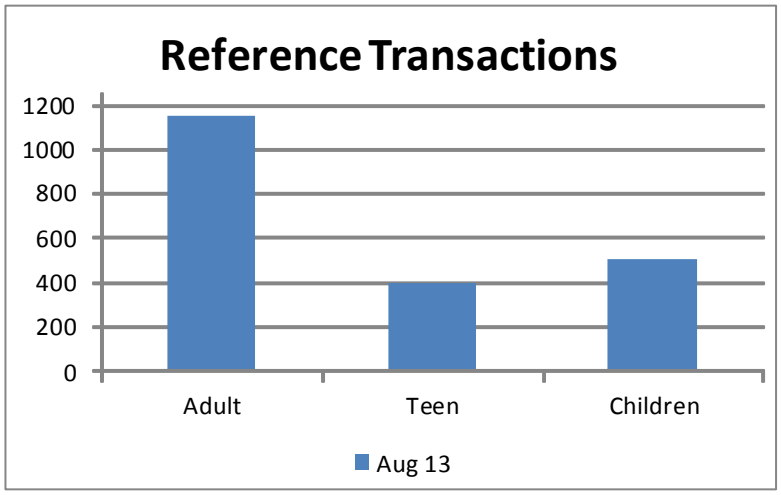




Performance Indicators	Current Month	Last Month	Same Month Last Year
iSeries Availability	100%	100%	100%
Server Availability	100%	100%	100%
AS/400 Connections *(concurrent/authorized users)*	N/A	N/A	N/A
PCs Supported	351	360	358
Scheduled PCs Replaced	-	-	-
Servers Supported	19	19	13
People Trained	7	19	11

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

LIBRARY



Adults – 1145 Teens – 395 Children – 503

Circulation	August 13		FYTD 14		August 12		FYTD 13
Dover residents	22,356		46,026		14,297		34,301
Ebooks	1,362		2,599		782		1,602
Kent residents*	16,666		36,333		11,665		27,877
Non-county residents	2,509		5,496		1,703		4,485
Registrations							
Dover residents	387		826		158		403
Kent residents*	162		311		57		124
Non-county residents	19		27		11		12
Other							
Visiting Patrons	28,829		57,309		26,676		59,862
Meeting Room Usage	2,196		3,936		0		2,661
Photocopier Usage	975		2,852		1,163		6,910
Computer Printing Usage	2,259		5,305		3,157		6,910
Computer Users	4,941		10,243				
Wireless Computer Users	1,219		2,514				
Holds (Total)	7,260		14,808		5,600		12,865

***Breakout of Kent County Residential Statistics**

Circulation	Registrations
Harrington: 223	Harrington: 2
Milford: 157	Milford: 1
Smyrna: 1,394	Smyrna: 10
Outside City Limits: 14,892	Outside City Limits: 149

Total Registered Users: (Card Holders)

City: 21,172 Kent County: 13,025 Outside Kent County: 976

Other Points of Interest:

Inter/Interlibrary: 63 items loaned out
59 items borrowed

Technical services: 1,019 items added
758 items deleted

Volunteers: 372 hours of service completed

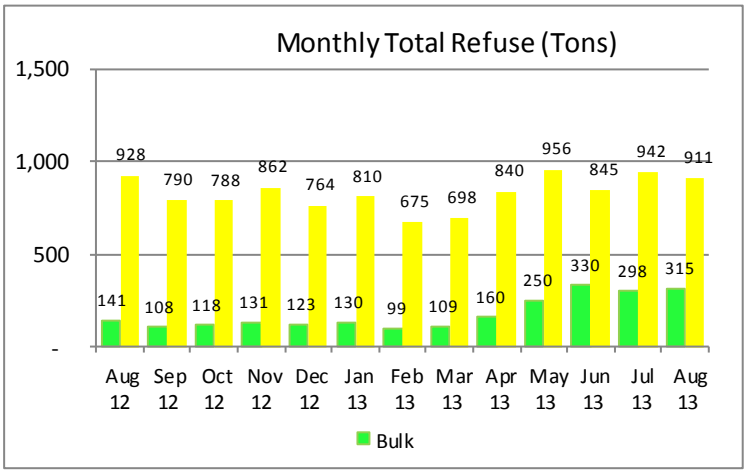
PUBLIC WORKS

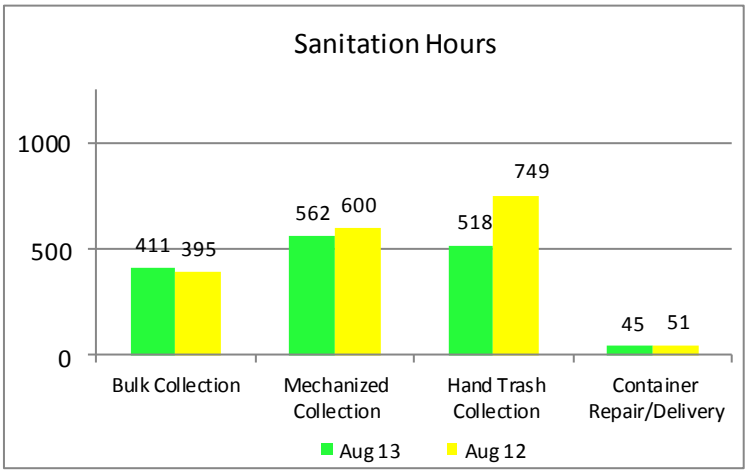
Administration

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





	AUGUST 13	FYTD 14	AUGUST 12	FYTD 13
Trips to DSWA Sandtown Landfill	237	466	192	365
Total Tonnage to DSWA	1,225.74	2,465.76	1,068.46	1,068.46
90-Gallon Containers Delivered	25	37	26	46
300-Gallon Containers Delivered	0	0	2	6
Total Man Hours-containers Delivered	45	71	51	104

CURBSIDE RECYCLING STATS	TOTAL # OF HOUSEHOLDS COLLECTED	TOTAL # OF ACCOUNTS	WEIGHT/LBS.	AVE. LBS.
August 2013	19,209	8,763	277,820	14.46

PUBLIC WORKS
continued

Streets	AUGUST 13	FYTD 14	AUGUST 12	FYTD 13
Signed Installed	97	111	50	73
Signs Repaired	15	21	19	32
Curbs Painted Yellow (feet)	120	228	0	130
New Post Installed	22	29	14	19
Storm Catch Basins Repaired	0	2	0	1
Storm Catch Basin Repairing (Hrs.)	0	11	0	1
Storm Catch Basins Cleaned	48	80	17	40
Storm Catch Basins Cleaning (Hrs.)	16	50	17	65
Hot Mix Patching (Tons)	0.0	1	208	236
Hot Mix Patching (Hrs.)	0	0	187	283
Cold Mix Patching Hrs.)	6	8	68	140
Concrete Work (Hrs)	75	191	162	237
Concrete Patching (Cubic Yards)	13	21	0	0
Ditch Work (Hrs).	0	0	12	12
Street and Alley Maintenance (Hrs)	47	143	184	352
Street Sweeping (Miles)	1,755	3,381	1,135	2,132
Street Sweeping (Cubic Yards)	354	684	266	514

Grounds

Arborist Crew	AUGUST 2013	AUGUST 2012
Trees Trimmed	61	200
Trees Removed	6	29
Stumps Removed	5	1
Root Prunings	3	4

- The Arborist crew had been mowing full time until the middle of the month

Beautification Crew

- Flower bed maintenance including edging, weeding, deblooming plants, fertilizing all 44 beds.
- Weeded mulched area on The Plaza and around the Library.

Mowing Crew

- Mowing of all areas including parks, around City facilities, ditches, and right-of-ways.

Athletic Field Maintenance

- Sprayed 36 gallons of Round Up on the softball infields, warning tracks and under fence lines.
- Set up and taken down of the stage on The Green for each Thursday for the Spring/Summer Performing Arts Program.
- Moved the field hockey goals from loan to Wesley College down to the Grounds shop.

Litter Removal

- Each crew has been doing litter removal at several areas first thing each day. Grounds Superintendent has been doing litter removal on The Plaza and on Loockerman Street.

Geographic Information Systems (GIS)

- Printed multiple posters for DDP and Economic Development.
- Exported utility data for Dean Holden.
- Printed out bill instruction poster for customer service.
- Attended DGDC quarterly meeting.
- Created multiple Miss Utility maps.
- Updated the concrete repair list.
- Printed multiple poster for the library.
- Scanned water plans.
- Created street abandonment ma for the City Clerk's office.
- Calculated mileage of water mains.

Fleet and Facilities Management

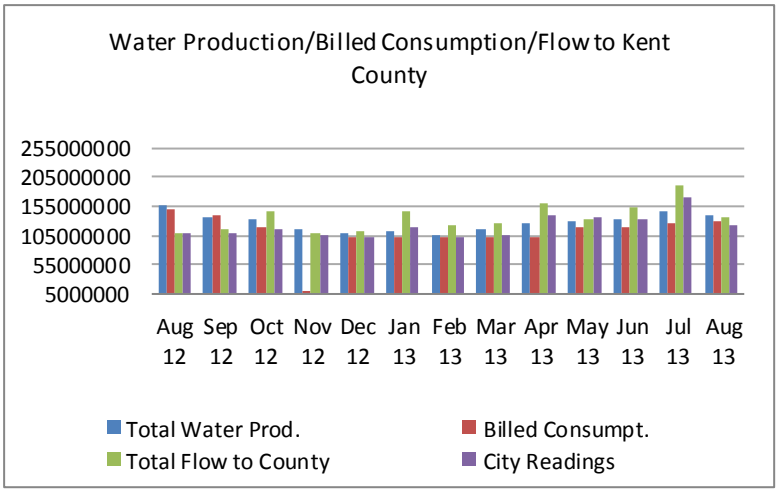
Fleet Maintenance
Work Orders: 67

Major Program Updates

Measure	AUGUST 2013	AUGUST 2012	DIFFERENCE
Scheduled Preventative Maintenance appointments being kept *(Quantity and Percentage)*	17 out of 30 56.67 % 7 Unscheduled PM's 8 Vehicles Streets Dept –couldn't get into shop due to break downs or doing trash truck PM's. Remaining vehicles were not in shop due to break downs or no room in shop or couuldn't contract anyone. 3 Backhoe's to be rescheduled	20 out of 25 80.00 %	**- 23.33 %**
Facilities Management			
Routine work orders completed within 5 days *(Quantity and Percentage)*	22 out of 23 95.65%	45 out of 47 95.47	**+ 0.18%**
Emergency work orders completed within 2 days *(Quantity and Percentage)*	7 out of 7 100 %	2 out of 2 100 %	**0 %**

PUBLIC WORKS continued

Water/Wastewater



ENGINEERING SUMMARY

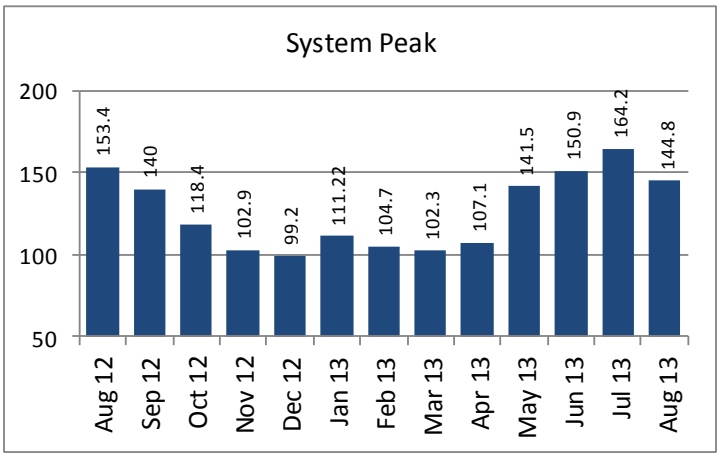
Major Program Updates	AUGUST 2013	AUGUST 2013	DIFF	FY14 YTD	FY13
State and Federal Violations	0 violations	0 violations	-	-	-
Water Quality Complaints	7	10	-3	24	15
Plan Review Completed Within 30 days of Submission	11 plan 100%	9 plan 100%	+3	23	16
Field Inspection Response with-in 48 hours of Request	9	46	-37	27	68

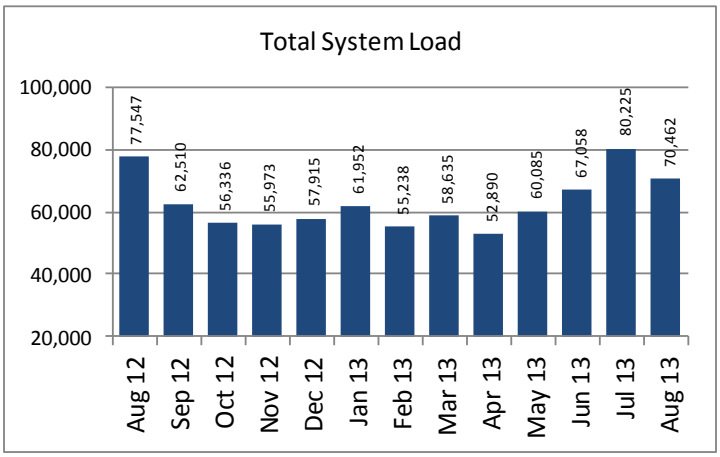
OPERATIONAL SUMMARY

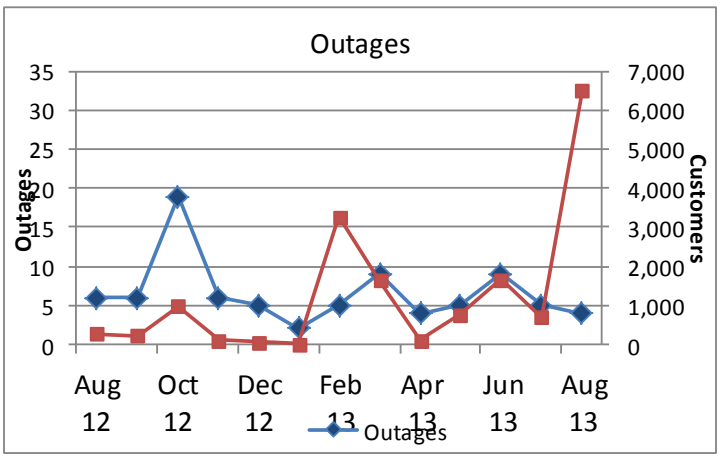
Task	AUGUST 13	AUGUST 12	CURRENT FY
Water Production - Daily Average	4,521,065	5,041,290	287,441,000
Average Field Response Time (goal is <30 minutes)	15.15	17.71	16.80
Water Mains Repaired	0	2	2
Water Service Lines Repaired	0	8	3
Wastewater Mains Repaired	0	2	0
Wastewater Service Lines Repaired	2	1	3
Sewer Lines Flushed - linear feet	154,760	159,424	247,531
Sewer Mains Videoed -linear feet	5,486	7,174	5,506
Total Fire Hydrants in Service	1,806	1,791	1,806
Total Water Meters in City Distribution System	14,142	14,050	14,142

PUBLIC UTILITIES

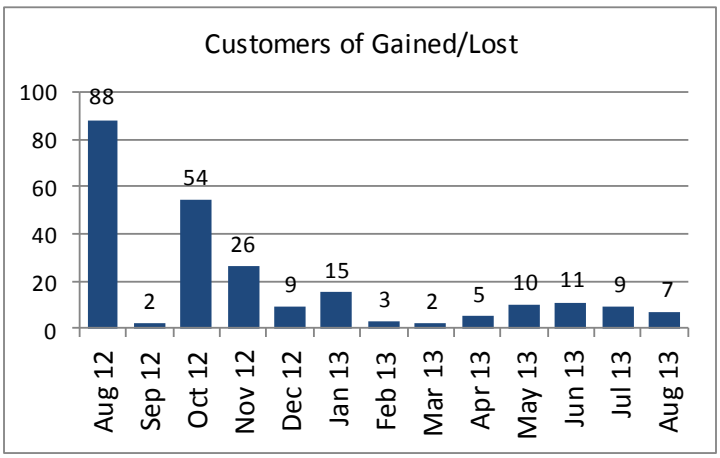
Electric







Outages: 4 Customers: 6,514



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
51.35	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**
4	7	26.67 Minutes	26.84 Minutes

PROGRAM UPDATES	AUG 13	AUG 12	FY14 YTD
Tree Trimming	331	335	140
Number of Oil Releases	0	2	0
Lost Time Accidents – All Electric Utility Divisions	0	0	0
New Services	7	88	16
Major Goals Completed in the Past Two Months			
N/A			

City Planner's Monthly Report

Planning, Inspections & Recreation

AUGUST 2013

City of Dover Parks & Recreation

Planning, Inspections & Recreation Highlights

- **Summer Concerts on The Green** continued to please with Dean Sapp & the Hartford Express bringing in 68 patrons (inside due to rain), Southern Draw played to 265 attendees, and Over Time drew a crowd of 189 for their show, with Melissa Cox & Mythica hosting 81 (inside due to rain) and finishing out August, Bad JuJu entertained a nice size crowd of 210 spectators.



- **Super Summer Playground** was well received for our first August registration opportunity hosting 34 children over two (2) weeks. Typically, our six week program had concluded by August. In total, this summer we brought in approximately $12,860 for our Super Summer Playground, $680 in Jr. Camp Counselor fees and $1,200 in extended care fees.

- **Summer Field Hockey Leagues** reported Dover High School as the Summer Field Hockey High School League Champions and State Farm was announced as the Women's Summer Field Hockey League Champions.

- **Mens Summer Softball League** reported Northern Division Champions as First State Crane / Wells Fargo / Delaware Heart & Vascular and the Southern Division Champions as Ralph's Appliances.

- **Dress Barn** opened its doors in the North Dover Shopping Center.



Dress Barn 1033 N DuPont Hwy

- South Dover **McDonalds** opened on August 30, 2013 following a tear-down and rebuild of the restaurant.

- Construction of **Home 2 Suites** got underway at the property owned by Hub Associates at the southwest corner of East Loockerman Street and South DuPont Highway.

Personnel and Training Updates

- Maretta Purnell attended the Conflict Management Skills for Women Seminar on August 14, 2013.
- August 23, 2013 was the last day of employment for Janelle Cornwell (Planner II) in the City's Planning Department. Janelle accepted a position in the Kent County Department of Planning. The Department has begun the hiring process to fill this position.
- On August 13, 2013, Wesley Davis began part-time employment at the John W. Pitts Recreation Center as a Service Center Clerk.
- In August Sherwanda Rachal-Speaks attended Food Bank of Delaware training and Purchase of Care training.

Planning, Inspections & Recreation Revenue

Revenue Stream	FY '14 Budget		FY '14 Actual (YTD)	
Business License	$1,460,000	$	1,373,982	94%
Trailer License	$20,500	$	14,883	73%
Building Permits	$400,000	$	184,065	46%
Cert. of Occupancy	$9,000	$	1,330	15%
Public Occupancy	$10,000	$	200	2%
Lodging House	$14,000	$	28	0%
Plumbing/Heating/Air	$75,000	$	14,593	19%
Sprinkler	$25,000	$	3,996	16%
Rental Inspection Fee	$345,000	$	2,018	1%
Miscellaneous	$20,000	$	5,133	26%
Fire Protection Fees	$31,000	$	7,000	23%
Vacant Building Reg.	$60,000	$	41,500	69%
Total P&I Revenue	**$2,469,500**	**$**	**1,648,728**	67%
Recreation	$133,000		$21,803	16%

Looking Forward…..

- Back Pack give-a-way
- Continued progress on Garrison Energy Center
- Dover High School moves forward, as the Capital School District and City staff address site issues
- Dover hosts Social Media Workshop for area recreation providers
- Fall softball leagues

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 August 2013, Planning Staff was involved with review of 66 Permits and19 Certificates of Occupancy permits (2013 Year to Date total of 626 Permits and COs compared to 615 year-to-date in 2012). Planning Staff also reviews new applications for Business Licenses and Rental Dwelling Permits.

FEMA conducted a Community Assistance Visit on August 8, 2013 to review activities associated with the Special Flood Hazard Areas (100-year floodplain) in the City including tours of specific properties, review of permits issued, review procedures, and to provide technical assistance. The Community Assistance Visit is part of the City's participation in the National Flood Insurance Program. A summary report of the visit is expected in the Fall 2013.

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.

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 including a HAWK signal design for a pedestrian crossing of Route 8 and a sidewalk construction project on the north side of Route 8. In August, Planning Staff continued the monthly coordination meetings on the project with the various involved departments, agencies and project design professionals and managers. The meeting held on August 22, 2013 was attended by 20 people.

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 Preliminary Final Site Plan approval for the Garrison Energy Center Phase 1 was granted on March 8, 2013. It is anticipated that the Final Site Plan documents will be granted final approval in early September. Additional Foundation Building Permits for the project were received in late August for review. The Final Letter of Agreement for the Tree Mitigation Plan between Calpine Corporation and the City of Dover was signed August 12, 2013. The implementation of the Tree Mitigation Plan will involve the Garrison Energy Center (Calpine) planting 378 trees along designated City trees and within multiple City Parks including Schutte Park.

BOARD AND COMMISSION ACTIVITY

Planning Commission

The Planning Commission met on August 15, 2013 and took the actions summarized listed below. The next Planning Commission meeting is scheduled for September 16, 2013.

- **S-11-11 Lands of Downtown Dover Partnership at 120 South Governors Avenue -** Approval of a one year extension for S-11-11 Site Development Master Plan and Architectural Review Certificate for Lands of Downtown Dover Partnership at 120 South Governors Avenue.
- **C-12-05 Transitional Housing for Dover Interfaith Mission for Housing, Inc at 319 West Water Street -** Approval of the Annual Review of Conditional Use application C-12-05 Transitional Housing for Dover Interfaith Mission for Housing, Inc. located at 319 West Water Street was granted.
- **C-11-03 Revised Governors Club Café at 144 Kings Highway -** Approval of Annual Review of Conditional Use Site Development Plan to permit the establishment of a café/sandwich shop (restaurant use) serving alcohol in a portion of the first floor of an existing building.
- **S-11-08 Loockerman East: Lands of Hub Associates, LLC -** Approval of changes to architecture for the Site Plan for the redevelopment of four parcels of land on Loockerman East, Lands of Hub Associates LLC.

- **SB-13-04 Lands of John & Dorothea Link and Bradley Holden at 186-188 Pennsylvania Avenue: Minor Subdivision Plan -** Approval of a Minor Subdivision to allow for the creation of two (2) parcels of land.
- **Z-13-01 Lands of KW Lands at 1570 North DuPont Highway: Rezoning from RC and C-4 with SWPOZ to IO with SWPOZ -** Recommended approval to the City Council on Z-13-01 Lands of KW Lands at 1570 North DuPont Highway: Rezoning from RC and C-4 with SWPOZ to IO with SWPOZ.
- **Z-13-02 Lands of Walker Woods Properties, LLC and Milford Housing Development Corporation at Walker Woods: Rezoning from RG-3 and ROS to RG-2 -** Recommended approval to the City Council on Z-13-02 Lands of Walker Woods Properties, LLC and Milford Housing Development Corporation at Walker Woods: Rezoning from RG-3 and ROS to RG-2.
- **S-13-10 North Street Pocket Park at 301 South Governors Avenue -** Approval of Site Plan and Architectural Review Certification to allow for the construction of a park consisting of paving and landscape areas with the condition of the pillar being removed and the bicycle parking rack and benches being installed. Park to be located at 301 South Governors Avenue.
- **C-13-05 The Redeemed Christian Church of God Eagles' Wings Chapel at 896 South State Street** Approval of a Conditional Use Site Plan for the establishment of a church within the existing 2,030 SF building along with the waiver for the elimination of upright curbing and the waiver for consideration of combined spaces parking provision.
- **C-13-06 Great Expectation Kinder Kollege: Large Family Day Care Home at 688 Independence Boulevard -** Denial of a Conditional Use Site Plan for the establishment of a Large Family Day Care Home within the existing single family residence.
- **C-13-07 Solid Rock Baptist Church Community Center at 105 North West Street -** Approval of a Conditional Use Site Plan to allow for the construction for a 4,157.4 SF two story community center building along with the waiver requests for the partial elimination of curbing, combined parking spaces and the reduction in parking spaces and increasing the bike parking to be located at 105 North West Street.

Board of Adjustment

The Board of Adjustment met on August 21, 2013. The next regular scheduled meeting of the Board of Adjustment was scheduled for September 18, 2013. The following applications were considered.

- **V-13-10 1340 W. North Street—The Proctor and Gamble Dover Wipes Co. -** Variance approval to allow for the reduction in the overall number of parking spaces to 306 (as shown on the plan).
- **V-13-11 34 Winged Foot Court: Lands of Timothy Bennett** –Variance approval to allow for the existing structure to encroach into the side yard by 5 feet. The variance is expressly limited to the existing structure. Any new construction on the property must conform to the required setback.

Historic District Commission

The Historic District Commission did not meet on August 22, 2013. The next Historic District Commission meeting is scheduled for September 19, 2013.

COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

CDBG FY12 Projects

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* – Minor painting was started on the home and the fence was fixed in July. No further improvements occurred in August. Staff will proceed with the demolition process.
- *312/314 West Division Street* – The demolition of the duplex was completed by the property owner.
- *423 Cecil Street* — The demolition of the home is completed.
- *427 West Division Street* — The asbestos abatement was completed by AIG Services. The demolition bid was awarded to Larimore Construction, which should begin the demolition of the structure in early September.
- *528 Fulton Street* — The demolition of the home is completed.
- *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 Avene*—City Council approved the demolition of the 5 vacant structures. A pre-demolition meeting will occur on September 6th.
- *123 Blue Beach Drive*—pool is still covered but has stagnant water on top. The pool and pump house is scheduled to be presented before Council on September 9, 2013, with the recommendation from staff to have the pool and pump house demolished.
- *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*—Notice sent to the lien holders that the property will be presented to City Council on September 9, 2013 as a dangerous building and staff will recommend that the building be demolished.
- *834 S State Street*—Demolition to the rear of the home is complete and renovations have begun.
- *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.
- *Vacant Buildings*—During the month of July, 20 additional buildings were registered as vacant, and $9,000.00 in vacant building registration fees were collected.

312-314 West Division – Demolished



Code Enforcement Activity—August

Case Type	# cases current month	# cases YTD	% staff initiated current month	% staff initiated YTD
No valid Rental Permit	7	146	86%	97%
No valid Building Permit	5	51	100%	92%
Tall grass and weeds	74	668	57%	79%
Unregistered vehicle	1	51	100%	92%
Abandoned vehicle	11	77	100%	87%
Annual Housing Inspection	19	259	53%	86%
Property Maintenance – Exterior	44	498	30%	89%
Electric Termination	24	183	100%	96%
Dover Code of Ordinances	70	437	81%	74%
Zoning	14	90	43%	73%
Total Cases	**269**	**2209**		
Total # of Inspections For Month	**341**			



528 Fulton Street

Fire Marshal's Office, Building Inspections & Licensing Summary

LIFE SAFETY				
Inspections	**AUG 13**	**FYTD 14**	**AUG 12**	**FYTD 13**
Fire Protection Inspections (New & Existing)	49	377	43	65
Fire Code Inspections	28	498	197	298
Inspection Deficiencies	100	280	114	130
Certificate of Occupancy	12	66	4	6
Accidental	$32,500	$132,450	$0.00	$0.00
Incendiary	$8,000	$34,600.00	$ 11,000.00	$11,000.00
Undetermined	$40,500	$271,000.0	$0.00	$1000.00
PERMITTING AND LICENSING				
Permits Issued	**AUG 13**	**FYTD 14**	**AUG 12**	**FYTD 13**
Administrative Permit	1	3	4	8
Building Addition/Renovation Permits	38	75	41	78
Building Permits	17	37	17	32
Demolition Permits	5	13	11	14
Fence Permits	5	19	11	18
Fire Prevention Permits	11	22	4	14
Mechanical Permits	17	47	26	85
Plumbing Permits	32	62	42	44
Sign Permits	29	305	32	43
Swimming Pool Permits	1	5	1	9
Business Licenses	254	1037	194	626
Merchant Licenses	75	245	41	209
Contractor Licenses	252	681	122	453
Lodging House Licenses	0	0	1	0
Mobile Homes	61	186	54	110
Public Occupancy	4	11	6	11
Rental Dwelling	27	50	24	24
BUILDING INSPECTIONS				
Inspections	**AUG 13**	**FYTD 14**	**AUG 12**	**FYTD 13**
Building	354	651	381	637
Plumbing/Mechanical	278	550	371	742
Certificate of Occupancy	19	30	12	19

Fire Marshal's Office—At a Glance

Number of Fires Requiring FM Response for July 2013

- 5 Accidental
- 2 Incendiary
- 1 Undetermined

20 hours of investigation time

Active Fire Investigation—

Number of Complaints – 13

Recreation Division

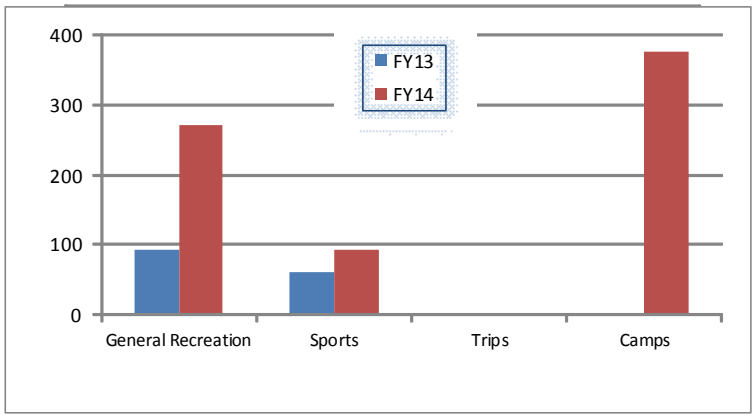


Open gym



Open Gym

Enrollment Summary: August 2012 vs. August 2013

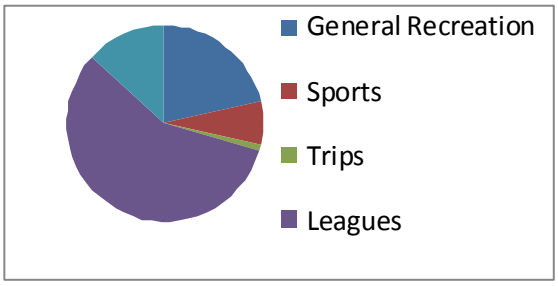


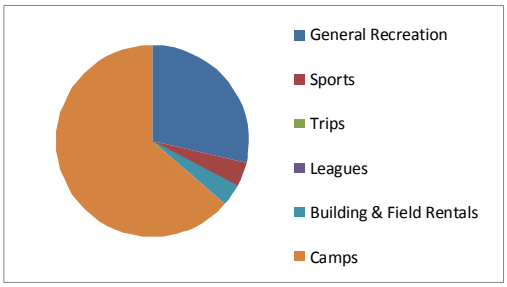
Category	FY13	FY14
General Recreation	92	271
Sports	61	95
Trips	0	0
Camps	0	376

Summer Camp Wrap-Up

The City completed its camp program for the summer, including Camp Small Wonder, Sports Camps, and Super Summer Playground. After implementing significant changes to Super Summer Playground, preliminary evaluation indicates that the changes were a success. Staff will work to continue improving the program for next summer.

Revenue Breakdown: August 2012 verses August2013





General Recreation	**1485.00**
Sports	**475.00**
Camps	**0.00**
Trips	**70.00**
Leagues	**3960.00**
Building & Field Rentals	**927.00**

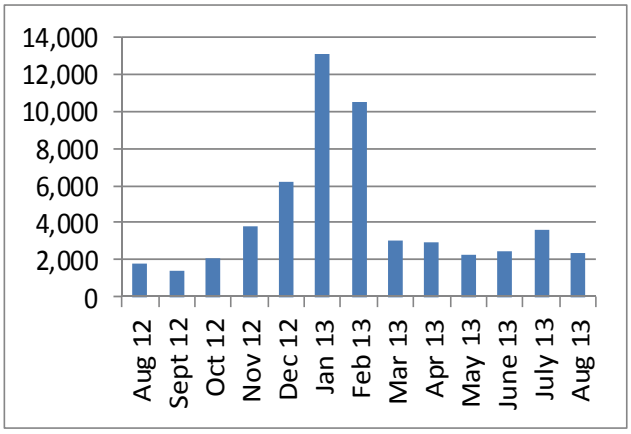
General Recreation	**1886.50**
Sports	**600.00**
Trips	**70.00**
Leagues	**5650.00**
Building & Field Rentals	**1780.45**
Camps	**1,010.00**



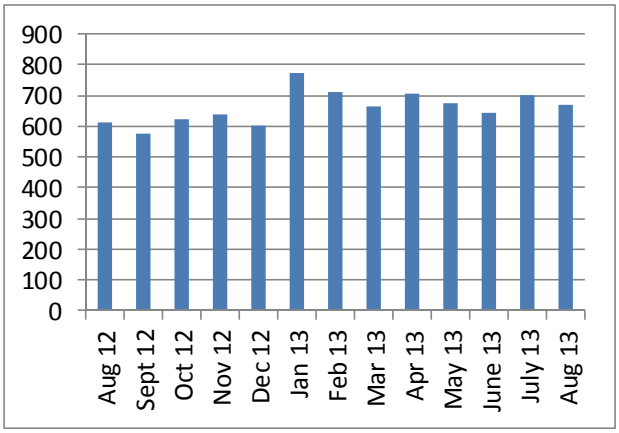


John W. Pitts Recreation Center – August 2013

Total Program Attendance



Facility Usage By The Hour



Facility Usage By The Hour	AUG 13		FYTD 14		AUG 12		FYTD 13
Open Gym	360		579.5		509.75		894.75
Fitness Classes	44		88.5		33		62
Leagues	50		87		24		56
Camps	177		555		12		49
Sports Classes	14		26		19.5		35.5
Meetings & Rentals	17		26		7		40
Enrichment Classes	6.5		8.5		4		4
Total Facility Usage Hours	668.5		1,370.5		609.25		1,141.25

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

Daily Program Attendance**	AUG 13		FYTD 14		AUG 12		FYTD 13
Total	2,337		5,990		1,752		3,745
Open Gym	380		722		671		1,251
Fitness Classes	244		697		179		363
Leagues	1,163		2,756		650		1,440
Camps	290		1,308		48		254
Sports Classes	98		181		137		271
Meetings & Rentals	140		299		57		151
Enrichment Classes	22		27		10		15

Since our opening in late April 2008, we have had 277,234 guests at the John W. Pitts Recreation Center.

August Open Gym Registrations and Packages Sold

Packages Sold:	August	YTD
Daily:	22	$66
Individual Quarterly	0	$ 0
Individual Annual:	0	$ 0
Family Quarterly:	0	$ 0
Family Annual:	0	$ 0
Total Revenue:		**$123**

Monthly Report

August 2013

Economic Development Office

2013_8 Economic Development Monthly Update

- Weekly conference calls with Calpine
- Teleconference with Barb DeHaven and project manager with Project Niox discussing infrastructure timeframe at Garrison Tract
- Met with Stanley Merritt, Global Manager for Sustainable Growth, for the DuPont Company, to discuss Sun Park visit
- Meeting with Shane Breakie to discuss Chesapeake Utilities gas proposal for Garrison Tract
- Interview with News Journal to discuss the Dover Mall
- Attended Delaware Health Facilities Authority meeting
- Reviewed memorandum for economic development incentives between the city and Uzin Utz
- Met with Jeff Flynn from Wilmington Economic Development office to discuss proposed economic development initiatives
- Met with Senator Bushweller and the owners of Carroll's Plaza to discuss issues between the State and the owner of the building
- Provided Uzin Utz water pressure and capacity information
- Met with Compliance Environmental to discuss Phase I environmental study timeframe and cost for Lot 12 at the Garrison Tract
- Conference call with William Sasso, attorney for Uzin Utz, to discuss memorandum between city and Uzin Utz
- Provided seismic map information for Lot 12
- Provided building restrictions based on city code and height restrictions for Lot 12 based on LS Power's lease
- Attended Redner's Market grand opening in former Super Fresh location
- Met with Marvin Hill to discuss lease extension for farmland at Garrison Tract
- Conducted Sun Park Tour with executives and scientists from DuPont Company
- Attended DEEDS committee environmental impact subcommittee meeting
- Attended Parks & Recreation Committee meeting and provided update on employment statistics
- Conference call with city manager and president of Uzin Utz regarding clawback changes to Memorandum of Agreement
- Attended Central Delaware Chamber of Commerce Board Meeting
- Researched parking permits for North Street lot for the Downtown Dover Partnership
- Conference call with site development marketing company to discuss marketing vacant lots at Garrison Tract
- Conference call with Mayor, Councilman Hutchison, and Councilman Bonar with William Sasso, attorney for Uzin Utz, to discuss future steps in developing Memorandum between the parties
- Email exchange with the search company looking for a location for Ferguson Plumbing Company in downtown Dover
- Attended DSU Convocation Center Feasibility Study Advisory Group meeting
- Conference call with Barb DeHaven, DEDO, to discuss project Niox and provided infrastructure information to DEDO and Project Niox project manager
- Met with EDIS and provided contact information for several projects including Uzin Utz
- Attend consortium meeting to plan Kent Economic Summit
- Met with Nick Adams, VP of M& T Bank, regarding banking issues between city and M&T
- Conference call with new owners of The Greene Turtle Restaurant to discuss tree planting and security issues

- Met with Mike Gull from R Grubb Associates at the Garrison Tract to review archeological survey for the Calpine project
- Met with Dave McGuigan to review moving trailers at 680 Forest Street from DNREC well monitoring site and made arrangements with city electric department to have trailers moved
- Interview with Chris Flood, State News, regarding Uzin Utz
- Met with Senator Bushweller and provided lease information regarding the Inner City Cultural League
- Met with Gerri Street to discuss incentives for EZPass Building
- Interview with Dover Post regarding economic development initiatives at the Garrison Tract and city-wide
- Attended DDP Board meeting
- Discussed with DEDO and R&R Commercial Realtors an inquiry regarding a Japanese company locating in the Dover market
- Conference call with Tim McLaughlin, DEDO, to discuss final plans for contract between the State and Uzin Utz with regard to State of Delaware incentives
- Meeting with Gordon Schweitzer from U of DE to discuss energy assessment at Playtex
- Provided Project Niox energy consultant with power demand information and cost information

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 **3 Contacts YTD**

2013_8 Downtown Dover Partnership

- Provided technical assistance to four (4) prospective small business individuals on overall business development within the Downtown Dover Business District
- Continuing technical assistance to eight (8) prospective small business individuals on locating available space within the downtown district, three (1) have signed a lease to occupy a vacant space within downtown
- Coordinated and implemented ongoing logistics for the Farmers Market Program in August' 13
- Coordinated media (newspaper announcement), website and social media press releases of series of Special Events which occurred during August'13 in downtown Dover
- In collaboration with the SCORE Chapter Delaware coordinated a Press Release Plan to promote the series of eleven (11) small business development trainings on Business Development Basics for the next quarter
- Represented the Downtown Dover Partnership at the Kent County is Open for Business Forum.
- Provided Technical Assistance to the Kent County Consortium in the development of the Kent County Economic Summit scheduled for September 24th. (Ongoing Project)
- Continued working with the DDP Executive Director on the development of the Recruitment Materials (information folders) for the program.
- Continued working with the DDP Executive Director on the development of Fund Raising program which included meeting with Citizens Bank and Proforma Preferred Solutions
- Continued working with the DDP Executive Director on the assessment of the parking lots within the downtown for future signage project
- Represented the Downtown Dover Partnership/Economic Development Office on the Delmarva Black Chamber - Capacity Building Sub Committee.
- Continued working with Data Obsessions drafting the DDP's revamped Website Home Page
- Secured commitment from property owners of vacant buildings eligible for the Pop Up Project' 13 sponsored by the Delaware Economic Development Office Phase II
- Provided technical assistance to Pressley Ridge in the development of the scheduled "5k Walk" to benefit foster care children Phase II
- Provided Delaware State University technical assistance on disseminating information for their "Community Service Student Project"
- Continued working with the DDP Marketing/Promotion Committee on development and creation of the scheduled fall events including "Capital Holidays Celebration" and "Winter Wonderland".
- Provided and assistance Merchants on the west side of dover in coordinating and facilitating the "Dover Urban Music Festival"
- Attended and prepared Press release for the Redner's Super Market Grand Opening on August 8th.
- Continued working on updating the Downtown Dover Merchant's Directory.
- Continued reviewing the FY'13 Rural Micro Entrepreneur Assistance Program RFP submitted to us by the USDA for consideration of submission.
- Provided the Delmarva Black Chamber technical assistance on disseminating information of the "Access to Capital Credit Forum"
- Continued working with the Center for Mental for Wellness on development and implementation of the scheduled Coming out of the Darkness Suicide Prevention 5k Walk.

PETITION TO ANNEX AND REZONE PROPERTY
First Reading Before the Dover City Council
October 14, 2013

Applicants/Owners:	Raul Juarez
Property Address:	508 Acorn Lane
Tax Parcel ID #:	ED-00-068.15-01-10.00-0001
Size:	1.315 acres
Present Use:	Residential
Proposed Use:	Residential

Comprehensive Plan Designation: Category 1 – High Priority Annexation Areas

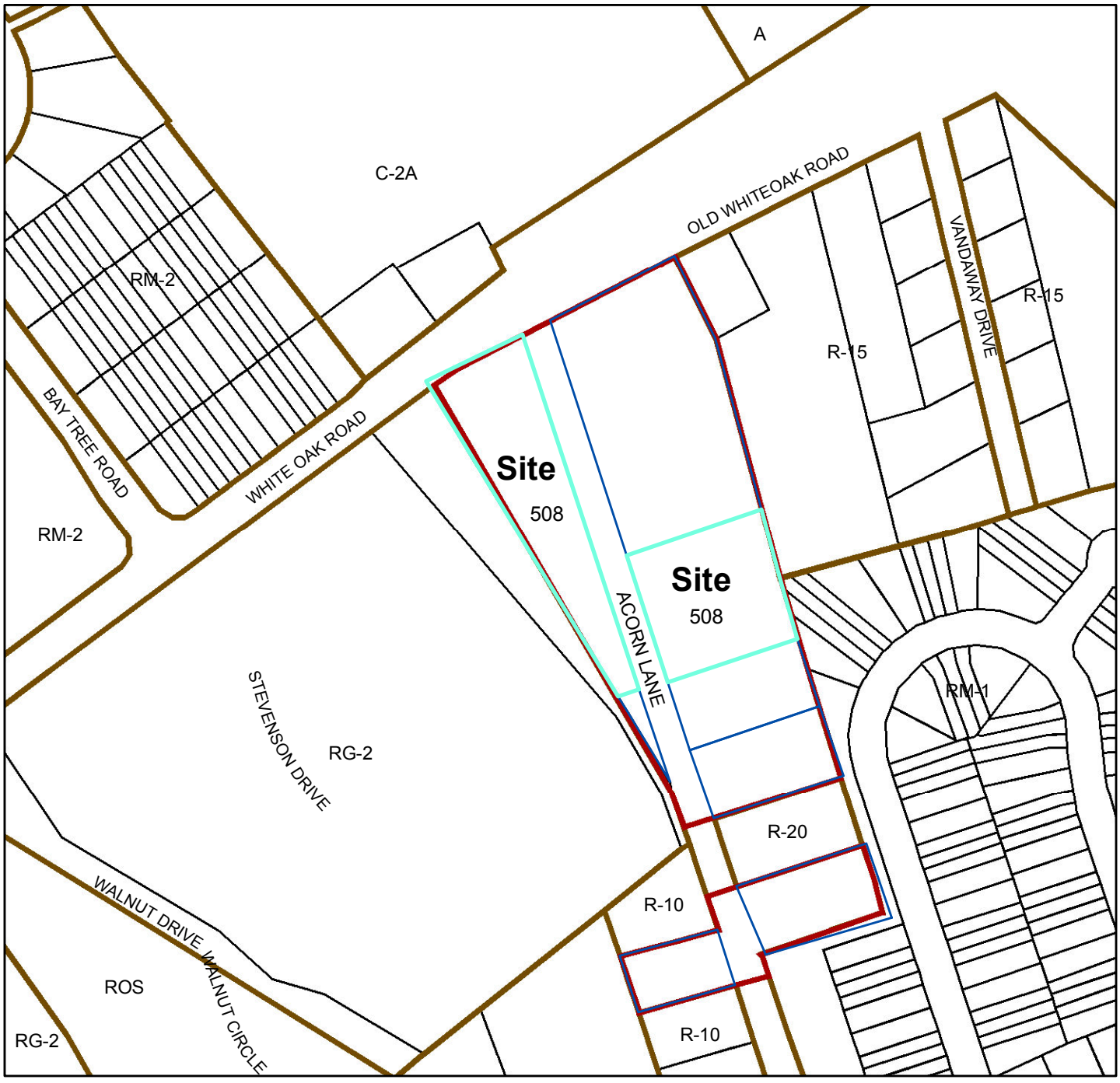
Comprehensive Plan Land Use Designation: Residential Low Density

Present Zoning:	RS1 (Single Family Residential)
Proposed Zoning:	R-8 (One Family Residence)
File Number:	AX-13-02

City of Dover

Department of Planning & Inspections

Application No.: AX-13-02



Plan Title: Lands of Juarèz
Location: 508 Acorn Lane
Plan Type: Annexation
Tax Parcels: ED-00-068.15-01-10.00-0001
Proposed Zoning: R-8
Proposed Land Use Classification: Residential Low Density
Annexation Classification: Category 1 Priority
Owner: Raul Juarèz
Date: 10-1-13

Legend

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

0 150 300 600 Feet

FIRST READING

CITY OF DOVER PROPOSED ORDINANCE #2013-16

AN ORDINANCE AMENDING THE ZONING ORDINANCE AND ZONING MAP OF THE CITY OF DOVER BY CHANGING THE ZONING DESIGNATION OF PROPERTY LOCATED AT 508 ACORN LANE

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

WHEREAS, it is deemed in the best interest of zoning and planning to change the permitted use of property described below from RS-1 - Single Family Residence (Kent County zoning classification) to R-8 - One-Family Residence (City of Dover zoning classification).

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

1. That from and after the passage and approval of this ordinance the Zoning Map and Zoning Ordinance of the City of Dover have been amended by changing the zoning designation from RS-1 - Single Family Residence (Kent County zoning classification) to R-8 - One-Family Residence (City of Dover zoning classification) on that property located at 508 Acorn Lane, consisting of two (2) parcels totaling 2.45+/- acres (Parcel No. 1: located on the westerly side of Acorn Lane, containing 1.315+/- acres; and Parcel No. 2: located on the easterly side of Acorn Lane, containing 1.135+/- acres), owned by Raul M. Juarez.
(TAX PARCEL: ED-00-068.15-01-10.00-000; COUNCIL DISTRICT: 3; PLANNING REFERENCE: AX-13-02)

ADOPTED: *

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ACTIONS HISTORY

October 14, 2013 - Scheduled for First Reading/Referral

Draft

PETITION TO ANNEX AND REZONE PROPERTY
First Reading Before the Dover City Council
October 14, 2013

Applicants/Owners:	City of Dover
Property Address:	West side of Acorn Lane
Tax Parcel ID #:	ED-00-068.15-01-12.00-0001
Size:	0.075 acres (3,264 SF)
Present Use:	Vacant
Proposed Use:	Vacant

Comprehensive Plan Designation: Category 1 – High Priority Annexation Areas

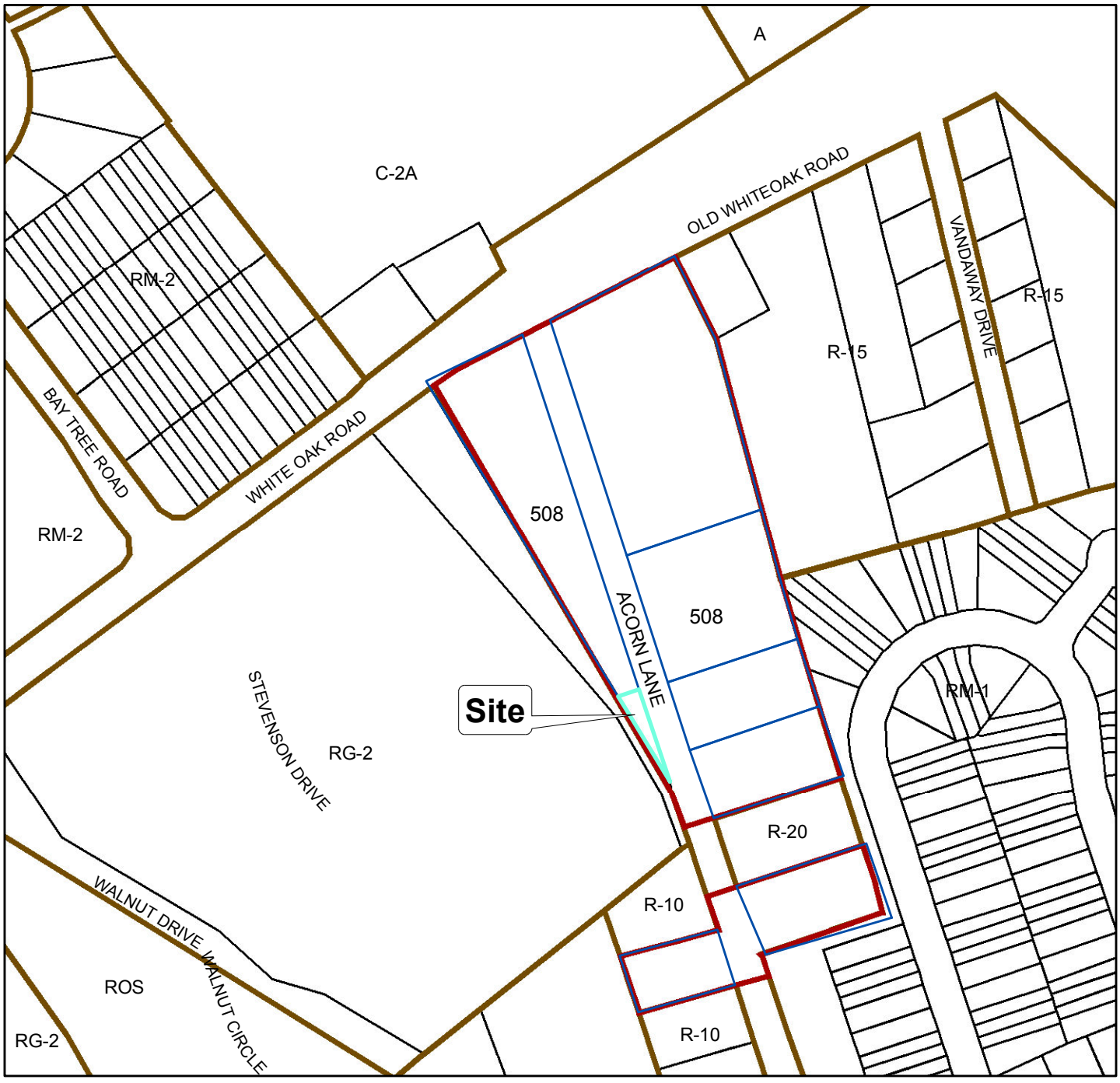
Comprehensive Plan Land Use Designation: Residential Low Density

Present Zoning:	RS1 (Single Family Residential)
Proposed Zoning:	R-8 (One Family Residence)
File Number:	AX-13-03

City of Dover

Department of Planning & Inspections

Application No.: AX-13-03



Plan Title: Lands of City of Dover
Location: Westside of Acorn Lane
Plan Type: Annexation
Tax Parcels: ED-00-068.15-01-12.00
Proposed Zoning: R-8
Proposed Land Use Classification: Residential Low Density
Annexation Classification: Category 1 Priority
Owner: City of Dover
Date: 10-10-13

Legend

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

0 150 300 600 Feet

FIRST READING

CITY OF DOVER PROPOSED ORDINANCE #2013-17

AN ORDINANCE AMENDING THE ZONING ORDINANCE AND ZONING MAP OF THE CITY OF DOVER BY CHANGING THE ZONING DESIGNATION OF PROPERTY LOCATED ON THE WEST SIDE OF ACORN LANE

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

WHEREAS, it is deemed in the best interest of zoning and planning to change the permitted use of property described below from RS-1 - Single Family Residence (Kent County zoning classification) to R-8 - One-Family Residence (City of Dover zoning classification).

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

1. That from and after the passage and approval of this ordinance the Zoning Map and Zoning Ordinance of the City of Dover have been amended by changing the zoning designation from RS-1 - Single Family Residence (Kent County zoning classification) to R-8 - One-Family Residence (City of Dover zoning classification) on that property located on the westerly side of Acorn Lane, consisting of 0.075+/- acres (3,264 s.f.), owned by the City of Dover.
(TAX PARCEL: ED-00-068.15-01-12.00-000; COUNCIL DISTRICT: 3; PLANNING REFERENCE: AX-13-03)

ADOPTED: *

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ACTIONS HISTORY

October 14, 2013 - Scheduled for First Reading/Referral

Draft