REGULAR COUNCIL MEETING
A G E N D A
REVISED

(Public Hearing - Appeal of Notice to Vacate - 20 North New Street, 37 South New Street, and 29 South New Street, Owned by House of Pride Has Been Deleted)

AUGUST 12, 2013 - 7:30 P.M.

CITY HALL COUNCIL CHAMBERS
15 LOOCKERMAN PLAZA
DOVER, DELAWARE

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

The "Open Forum" segment is provided to extend the opportunity to the general public to share their questions, thoughts, comments, concerns, and complaints. Discussion of any item appearing on the agenda as a public hearing is prohibited during the Open Forum as an opportunity will be provided during consideration of that item. Citizen comments are limited to three (3) minutes. Council is prohibited from taking action since they are not in official session; however, they may schedule such items as regular agenda items and act upon them in the future.

INVOCATION BY BISHOP THOMAS L. HOLSEY

PLEDGE OF ALLEGIANCE LED BY COUNCILMAN PERZA

AGENDA ADDITIONS/DELETIONS

* **CONSENT AGENDA**

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

* **1. Adoption of Minutes - Regular Council Meeting of July 22, 2013**

2. Recognition of Service - Goldie Legates - Election Board (February 2004 - May 2013)

3. Proposed Tributes
- **A. No. 2013-03 - Bernard "Bernie" Charles Mattes**
- **B. No. 2013-04 - John J. Friedman**

4. National Park Service Progress Report on the First State Historical Monument ***(Russ Smith, Superintendent)***

5. Public Hearing - Violation of Dangerous Building Ordinance - Properties Located at 222 and 238 Railroad Avenue, Owned by Downtown Dover Development Corporation

(Staff Recommends Declaring the Five (5) Buildings on this Property Dangerous; Ordering the Buildings Demolished by August 22, 2013 by the Owner or Equity Owner at Their Own Risk; and Ordering the City Manager with the Assistance of the City Solicitor to Cause the Cost of Repairs or Demolition to Be Charged Against the Land on Which the Building Exists as a Municipal Lien or Cause Such Cost to Be Added to the Tax Duplicate as an Assessment, or to Be Levied as a Special Tax, or to Be Recovered in a Suit at Law Against the Owner)

* **6. Utility Committee Report - July 22, 2013**

A. TEA/NAES Report (March and April)

(Committee Recommended Acceptance of the Reports)

* **7. Legislative, Finance, and Administration Committee Report - July 22, 2013**

A. Proposed Amendments to the City of Dover Investment Policy

(Committee Recommended Approval of the Proposed Amendments)

B. Certified Local Government Application *(Request of Councilmen Lynn and Slavin)*

(Committee Recommended That Staff Move Forward With the Certified Local Government Application)

C. Proposed Amendments to Chapter 58 - Human Relations Commission

(Committee Recommended That Staff Be Authorized to Draft an Ordinance That Would Provide for City Council to Affirm the 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; 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)

8. Safety Advisory and Transportation Committee Report - July 24, 2013

* **A. Requests for Fifteen (15) Minute Parking**

a-1. Loockerman Street

a-2. Governors Avenue Behind Bayard Plaza

(Committee Recommended That the Requests for 15-Minute Parking Be Referred Back to the City Manager for Further Review and to Obtain Input from the DDP, Downtown Businesses, and Other Interested Parties and, If There Is Favorable Consensus for the Request, Staff Will Implement the Change to the Time Limits (Either 15-Minute or 30-Minute) for the Referenced Parking Spaces on Loockerman Street and Governors Avenue)

B. Discussion - Left-Turn Restrictions at Loockerman Street and Governors Avenue

(Committee Recommended That a Public Hearing Be Scheduled for the Safety Advisory and Transportation Committee Meeting on August 28, 2013 to Receive Public Comments on the Proposed Left-Turn Restrictions at Loockerman Street and Governors Avenue and That Staff Be Authorized to Properly Advertise the Public Hearing)

8. Safety Advisory and Transportation Committee Report - July 24, 2013 (Continued)

* **C. Debriefing/Post-Mortem on Firefly Music Festival *(Presentations by the Department of Planning and Inspections and the Dover Police Department)***
(Committee Action Not Required)

* **D. Update - Dover High School Construction**
(Committee Action Not Required)

* **E. Briefing on Delaware Department of Transportation (DelDOT) Projects**
(Committee Action Not Required)

* **F. Briefing on Dover/Kent County Metropolitan Planning Organization (MPO) Projects**
(Committee Action Not Required)

* **9. Monthly Reports - June 2013**

A. Chief of Police
B. City Assessor
C. City Manager
D. City Planner
E. Economic Development Office

10. Evaluation of Bids

A. Demolition - 222 and 238 Railroad Avenue
(Staff Recommends Awarding the Contract for Demolition of the Structures at 222 and 238 Railroad Avenue to Delaware Mulch & Stone, Inc. for $58,000, as Specified in Bid #13-0036PI)

B. Village of Westover Paving - Phase VI
(Staff Recommends Awarding a Unit Price Contract, Based upon Bid #14-0001PW, for the Village of Westover-Phase VI Paving Improvements Project to George & lynch, Inc. All Work Will Be Paid for at the Unit Prices Bid for Work Completed and Accepted by the City of Dover. The Estimated Value of the Work to Be Completed is $132,824.25)

11. Final Authorization of Sale - Lot #12 Garrison Oak Technical Park (GOTP)

12. Resolution Ratifying and Confirming Sale of the City of Dover, Delaware Water and Sewer Revenue Bonds Series 2013 and Related Matters

* **13. Appointment Recommended by Mayor Carey - Election Board - John J. Davis - Three-Year Term to Expire May 2016 *(To Fill the Expired Term of Goldie Legates)***

14. Final Reading - Proposed Ordinance #2013-11
The First Reading of the following Proposed Ordinance was accomplished during the Council Meeting of July 22, 2013. Copies of the proposed ordinance are available at the entrance of the Council Chambers.

A. Proposed Ordinance #2013-11 Amending Chapter 1 - General Provisions, Section 1-9 - Sponsoring, Consideration, Passage and Effective Date of Ordinances and Charter Amendments, Subsection (c) - Sponsors

15. Council Members' Announcements

/tm
S:\AGENDAS-MINUTES-PACKETS\Council-Agendas\2013\08-12-2013 REVISED.wpd

THE AGENDA ITEMS AS LISTED MAY NOT BE CONSIDERED IN SEQUENCE. THIS AGENDA IS SUBJECT TO CHANGE TO INCLUDE THE ADDITION OR THE DELETION OF ITEMS, INCLUDING EXECUTIVE SESSIONS.

REGULAR COUNCIL MEETING

The Regular Council Meeting was held on July 22, 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.

Ms. Ellen Wasfi, 286 Pine Valley Road and member of the Dover Human Relations Commission (DHRC) referred to action taken by the Legislative, Finance, and Administration Committee held earlier in the evening in regard to the DHRC and noted that the recommendation did not include meetings being held on a monthly basis. She advised members that currently, during each DHRC monthly meeting, time is set aside specifically for public comments, allowing citizens the opportunity to express their concerns regarding issues involving the community. These comments are often a stimulus for action taken and forums scheduled by the DHRC. As an example, she stated that on February 22, 2012, several members of the Dover community appeared before the DHRC to express their concern about crime and racist flyers distributed in downtown Dover, which led to lengthy discussion on both issues. In addition, she stated that in May 2013, members of the community commented on the lack of diversity in hiring practices and the awarding of contracts by companies engaging in economic development in Dover in compliance with the Supplier Diversity Program. Ms. Wasfi stated that these issues came out of a monthly meeting of the DHRC and indicated that she would be concerned if Council mandates that the DHRC should not meet on a monthly basis. Secondly, she stated that the Committee recommended that all DHRC meetings be held in the Council Chambers and advised members that some of the most valuable work done by the DHRC had been at outreach meetings held in different areas of the community, which provides those living in the community the opportunity to relay their concerns and request assistance in addressing those concerns.

Mr. William Washington, 8 Mishoe Street, advised members that he moved to Dover in 1999, at which time there was a lot of crime and homeless people. Soon after moving here, he began working at the Salvation Army, which provided a men's shelter. He advised members that there was a bad winter storm that year and that the homeless were found throughout the community and were provided a place to stay at the shelter. He stated that this program worked. The next year, the program was eliminated and he questioned why programs that work are "struck down." He noted that the youth in the community have nowhere to go and nothing to do but to hang out in the streets, at all hours. He felt that there was a need for a police force that patrols neighborhoods on foot since more can be seen and stopped by patrolling an area on foot. Mr. Washington urged members to take action before it is too late and Dover becomes like Philadelphia, where there is a murder every day.

Mr. Gerald Derry, 1449 Nathaniel Mitchell Road, stated that although he concurred with the concerns of Mr. Washington, he noted that there were community centers, such as the YMCA, bowling alleys, etc., and activities available for the youth; however, they choose not to participate in these activities.

Mr. EShed Alston, 406 Arnold Court, referred to action taken by the Legislative, Finance, and Administration Committee held earlier in the evening in regard to the Dover Human Relations Commission (DHRC) and questioned why members would want to lessen the number of DHRC meetings and felt that this would be best for people that are disenfranchised. He stated that he represented disenfranchised people and advised members that more was needed, not less, and questioned why the City had adopted a mind set not to listen to the people that are affected, noting that those affected made it clear that more attention was needed for these issues and not less. He felt that the City's intent was to undermine the disenfranchised black community, explaining that people had relayed their issues and concerns and it appeared that the City was ignoring this information. He stated that most DHRC members and City Council members are Caucasians and most of those people that had relayed their concerns were not Caucasians, noting that this represented a racial divide. He reiterated that the disenfranchised black community had made it clear that they need a more active and effective Human Relations Commission. Mr. Alston reminded members that the reason this issue was currently being considered was because there were false statements that there were no complaints made to the DHRC and he presented four (4) examples. He requested that members consider that we are all children of the same God and bleed the same color red and that the black community is in need of more and not less.

Mr. Reuben Salters, 109 Bertrand Drive, noted that recent tragedies involving the youth, such as murders, are occurring both locally and throughout the country. He stated that Dover remains small enough for people to come together to take action to reverse this pattern. However, he indicated that the youth need to have activities and places offered to them. He suggested that the schools be encouraged to open during the summer to provide activities for the youth so that Dover does not fall into the trap of neglecting the youth and then blaming the children for things for which adults are responsible. He felt that City Council, along with staff, have the intelligence and means to assure that the children of Dover are properly cared for both educationally and recreationally so that the youth will be less of a problem and have an opportunity to become law abiding citizens.

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

Council President Bonar noted the recent death of Mr. John J. Friedman (previous Chairman and member of the City of Dover Planning Commission) and requested a moment of silence, after which he announced that services for Mr. Friedman would be held on Saturday, August 3rd, at 1:00 p.m., at the Calvary Assembly of God Church located at 1141 East Lebanon Road in Dover.

AGENDA ADDITIONS/DELETIONS

Council President Bonar stated that due to the absence of Mrs. Goldie Legates, Item #5A - Recognition of Service for Goldie Legates - Election Board, was removed from the agenda.

Mr. Hutchison moved for approval of the agenda as amended, seconded by Mrs. Williams and unanimously carried.

Council President Bonar advised members that Mr. Perza had requested the removal of Item #7A - Proposed Splash Park (Parks, Recreation, and Community Enhancement Committee Report of July 8, 2013) from the consent agenda.

Mr. Slavin moved for approval of the consent agenda as amended, seconded by Mr. Hutchison and carried by a unanimous roll call vote (Anderson absent).

ADOPTION OF MINUTES - REGULAR COUNCIL MEETING OF JULY 8, 2013

The Minutes of the Regular Council Meeting of July 8, 2013 were unanimously approved by motion of Mr. Slavin, seconded by Mr. Hutchison and bore the written approval of Mayor Carey.

REMARKS BY TSUNEAKI IGUCHI, MAYOR, CITY OF IWANUMA, JAPAN

Mayor Carey introduced Mayor Tsuneaki Iguchi, City of Iwanuma, Japan. Speaking in Japanese, as translated, Mayor Iguchi thanked the City for giving him this opportunity to come before City Council. During his last visit, 10 years ago, he and the then Mayor Hutchison made an agreement for each City to declare the other as a Friendship City. Since 2000, every March, Japanese students have come to City of Dover as a part of the Student Exchange Program, with the exception of 2011, when there was a great earthquake in northeast Japan which prevented the students from coming since they were scheduled to depart the day after the earthquake. He assured members that in March 2014, more students would be sent to Dover and thanked the City for accepting these students.

On behalf of the City of Iwanuma, Mayor Iguchi thanked the City of Dover for the support and assistance provided by the United States, State of Delaware, and City of Dover during and following the great northeast earthquake. He informed members that the City of Iwanuma was the fastest recovering City in the large area affected by the earthquake, for which they are very proud. He stated that Japanese Prime Minister Abe recognized this of Iwanuma and gave them encouragement. Mayor Iguchi stated that Vice-President Joe Biden visited Iwanuma following the earthquake and encouraged those students that were unable to participate in the exchange program in March 2011.

Mayor Iguchi advised members that when the exchange students arrive each year, they indicate their love for Mayor Carey and state that he is very different from their Mayor. He again thanked members for all their support and asked that they continue to keep the City of Iwanuma in their thoughts as they continue to recover.

Mayor Carey introduced Ms. Miki Smith, who served as the interpreter, and thanked her for her assistance.

PRESENTATION BY LUTHERAN SENIOR SERVICES OF DOVER, INC. - PAYMENT IN LIEU OF TAXES (PILOT)

Mr. Gary Coy, Executive Director of Lutheran Senior Services of Dover, Incorporated, presented Mayor Carey with a contribution in the amount of $27,227 as payment in lieu of taxes (PILOT) for expenses associated with City services provided to Lutheran Senior Services throughout the year.

Mayor Carey expressed his gratitude and thanked Mr. Coy and Lutheran Senior Services for their contribution.

Mr. Coy noted that Lutheran Senior Services is very appreciative of the City of Dover for the services provided for both Luther Towers and Luther Village. He reminded members that Lutheran Senior Services has now built six (6) buildings for low-income seniors and provides safe, affordable housing. He indicated that it was anticipated that construction would begin this Fall on a seventh building and that they look forward to working with the City in future endeavors.

In addition to this PILOT, Council President Bonar stated that each year on the Fourth of July, Luther Towers provides the Fourth of July Committee with approximately 75 chairs to seat the National Guard each year.

CERTIFICATE OF APPRECIATION - DELAWARE LEAGUE OF LOCAL GOVERNMENTS' 50TH ANNIVERSARY

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

Certificate of Appreciation

presented to the

Delaware League of Local Governments

for

50 years of dedicated support for municipalities through legislative advocacy at the state and federal levels.

The Mayor, Council, and Staff of the City of Dover appreciate your continued commitment to Dover and the surrounding communities.

July 22, 2013

Mayor Carey presented the Certificate of Appreciation to Mr. George Wright, Executive Director of the Delaware League of Local Governments.

On behalf of the 57 towns, cities, and villages and the three (3) counties within the State of Delaware, Mayor Wright accepted the Certificate of Appreciation. He relayed special appreciation to the City of Dover for their generous support since the early 1970's by providing office space. He

noted that the first President of the League was the Late Mayor Crawford Carroll and that several members of City Council had also served as President. He indicated that the past five (5) years had been difficult due to various federal and state budget cuts.

Mr. Hutchison personally thanked Mayor Wright for his service, noting that he had served as the foundation for the League of Local Governments throughout the State of Delaware. He stated that Mayor Wright had been a great friend and leader.

RECOGNITION OF SERVICE - DAVID A. LEWIS, JR. - PARKS, RECREATION, AND COMMUNITY ENHANCEMENT COMMITTEE (MAY 2006 - MAY 2013) AND DOVER PUBLIC LIBRARY ADVISORY COMMISSION (MARCH 2008 - MAY 2011)

On behalf of members of Council, Mayor Carey presented Mr. David A. Lewis, Jr. with a Dover Cup in recognition of his service on the Parks, Recreation, and Community Enhancement Committee from May 2006 through May 2013, and the Dover Public Library Advisory Commission from March 2008 through May 2011.

Mr. Lewis thanked members for the recognition and relayed his appreciation to Councilwoman Williams for leading him in the direction to serve as a member of the Parks, Recreation, and Community Enhancement Committee. He stated that, with the assistance of former Councilmen Ruane and McGlumphy and the late Councilwoman Russell, he learned how to serve as a member and enjoyed his tenure. He also thanked his wife, Felicia; his son, Keith; and his daughter, who was unable to join him. He thanked the Mayor for his open door policy and City Council and Mrs. Ann Marie Townshend for their assistance.

PROPOSED RESOLUTION NO. 2013-20 - RONALD SHOMO

The City Clerk read a proposed Resolution recognizing Mr. Ronald Shomo for his faithful and exemplary service as an active member of the City of Dover Planning Commission from June 14, 2010 through June 17, 2013.

Mr. Lynn moved for adoption of the Resolution, seconded by Mr. Hare, and by a unanimous roll call vote (Anderson absent), Council adopted Resolution No. 2013-20, as follows:

WHEREAS, Ronald Shomo was appointed to the City of Dover Planning Commission on June 14, 2010 and has served with diligence and distinction in this capacity as an advocate for sound land use planning in the public interest, ensuring fundamental fairness and careful forethought in the planning and development of the Capital City; and,

WHEREAS, Ronald Shomo has influenced the pattern and appearance of development in Dover through his contributions as a Planning Commissioner to the implementation of the 2008 Comprehensive Plan and his participation in the development of numerous amendments to the City of Dover Zoning Ordinance including the AEOZ and ROS zones, and amendments to the environmental provisions, the application procedures, and other site development improvements; and,

WHEREAS, Ronald Shomo completed his service on the City of Dover Planning Commission on June 17, 2013.

NOW THEREFORE BE IT RESOLVED that the Mayor, Council and Planning Commission do hereby express their sincere appreciation to Ronald Shomo for his faithful and exemplary service to the Citizens of the City of Dover as an active member of the City of Dover Planning Commission.

BE IT FURTHER RESOLVED that the Mayor, Council and Planning Commission wish Ronald Shomo success in all future endeavors and direct the City Clerk to make this resolution a part of the permanent records of the City of Dover as a lasting symbol of appreciation and gratitude to Ronald Shomo.

ADOPTED: JULY 22, 2013

Mayor Carey presented the Resolution to Mr. Shomo and relayed appreciation for his service to the City of Dover and the community and noted that he will be continuing to serve the City as a member of the Greater Dover Arts Council.

Mr. Shomo indicated that it was quite an experience serving as a member of the Planning Commission and relayed his hope that Dover appreciated its outstanding City planners. He also thanked Dover, noting that 42 years ago when the Dover Symphony first started, he soon became Director of the Orchestra and continued to serve in that capacity for 20 years. In addition, he noted that he worked in the Dover High School Band Program, which began with 30 members in the band and had 230 members during his last year there. Mr. Shomo thanked his wife, Ruth, for her understanding and support, explaining that he was often gone during the evenings due to rehearsals.

Mr. Lynn thanked Mr. Shomo for his dedication to the community over many years and his family for sharing him. He noted that the community was better as a result of his commitment.

PARKS, RECREATION, AND COMMUNITY ENHANCEMENT COMMITTEE REPORT - JULY 8, 2013

The Parks, Recreation, and Community Enhancement Committee met on July 8, 2013 with Chairman Dixon presiding.

Proposed Splash Park

Mrs. Ann Marie Townshend, Director of Planning and Community Development, reminded members that when the North Dover Athletic Pool was removed and swimming became restricted at Silver Lake, the City determined that there was a need to begin planning for water recreation. After conducting research, it was determined that a Splash/Spray Park would be a viable option for providing water-based recreation without the costs and liabilities that would be associated with operating a public pool, explaining that since a Splash/Spray Park would not hold water, it would not require a life guard and would not have the same liability issues as a pool.

Mrs. Townshend stated that once the City made the determination for a Splash/Spray Park, park locations were evaluated. Although there was discussion of locating the Splash Park at Silver Lake, it was staff's belief that there were constraints, making it infeasible. The City was also in the process of developing a master plan for Schutte Park, and the decision was made that this would be the appropriate location for the Splash Park.

Mrs. Townshend noted that the Splash Park was added to the Parks and Recreation Capital Improvement Plan (CIP); however, due to the City's fiscal constraints, it was moved to out years for design in FY15, in the amount of $20,000, and construction in FY16, in the amount of $280,000. She stated that the location at Schutte Park has been discussed with the City Manager, and it has been determined that a public process to evaluate appropriate locations should be undertaken, with a location ultimately to be approved by City Council following a recommendation of the Parks, Recreation and Community Enhancement Committee. She indicated that the City Manager felt that the park should be more centrally located and accessible by walking. Mrs. Townshend indicated that the City has three (3) parks, Schutte Park, Dover Park, and Silver Lake Park. At this time, staff felt that public opinion as to the best location should first be determined and then the City could address infrastructure issues and other concerns so that the design process could begin, with the following schedule being proposed for the Splash Park project: FY14 - Outreach and Siting, FY15 and FY16 - Design and Construction.

Staff recommended that public outreach and the feasibility of potential locations be performed to determine the most suitable location for the proposed Splash Park so that the design can proceed in FY15, with a recommendation being made to the Committee regarding the proposed location following the public outreach.

Responding to Mr. Caldwell, Mrs. Townshend advised members that although there are no other splash parks within the State of Delaware, there are in Pennsylvania (near Delaware) and Maryland. Mr. Caldwell relayed concern regarding the initial and ongoing costs, explaining that there would be costs for maintenance, employees, equipment, etc. He also relayed concerns regarding security and safety.

Mrs. Horsey referred to an article she read in the *Wilmington News Journal* regarding some type of water fountains located throughout the City of Wilmington. She felt that the City of Wilmington may be able to provide additional information regarding costs, design, etc. She indicated her support for obtaining public input regarding the location of the park.

In response to Mr. Dixon, Mr. Scott Koenig, City Manager, indicated that the proposed Splash Park was one of those "nice to have" projects and would not be a revenue generator. He felt that the age group of users of the park needed to be determined since this would determine the actual design of the park.

Regarding costs, Mrs. Townshend explained that instituting a charge for use of the park would only drive costs up since there would be a need for the City to hire someone to ensure users have made payment for use of the park, which was not the original intention.

Mr. Koenig reiterated that staff should be directed to determine if the City was addressing the needs of the right age group and if such a park would be the best method to address the needs of that group. He stated that once that is determined, along with the location, the cost issues would be addressed and explained the possibility that the initial set-up costs may be significant. In addition, he stated that security concerns and issues such as what would happen to the park after hours would need to be further researched before the park could be designed.

In response to Mr. Caldwell's previous concerns, Mr. Koenig confirmed that the City needed to determine whether a splash park was an option desired by the community, noting that currently, there were no water-related activities in the City and that a splash park would be the least expensive option, compared to cleaning up Silver Lake or consideration of a public swimming pool. He explained that there was also a question as to how often such a park would be used.

Concurring with Mr. Caldwell's concerns regarding costs, Mr. Dixon reminded members that the City recently expended funds for basketball courts on Kirkwood Street as well as a playground and park on New Street, which are now seldom used.

The Committee recommended that staff be instructed to move forward with the proposed Splash/Spray Park by performing public outreach and examining local parks to determine the most suitable location, taking the concerns expressed by the Committee into consideration, and subsequently presenting the findings to the Committee.

During the Council Meeting, Mr. Perza questioned if the Committee's recommendation would require any budgetary expenditure. Responding, Mrs. Townshend assured members that there would be no budgetary expenditure at this time.

Mr. Lynn moved for approval of the Committee's recommendation that staff be instructed to move forward with the proposed Splash/Spray Park by performing public outreach and examining local parks to determine the most suitable location, taking the concerns expressed by the Committee into consideration, and subsequently presenting the findings to the Committee. The motion was seconded by Mr. Slavin and carried with Mr. Perza voting no.

Future Use of the Dover Park Recreation Center

Mr. Scott Koenig, City Manager, advised members that since the opening of the John W. Pitts Center in April 2008, the demand for use of the Recreation Center building at Dover Park had declined. Although the City continued to rent the Dover Park Recreation Center out for parties, the Pitts Center became the primary focus of the City's recreation programming. He noted that the Recreation Center, which had been a hub of community activity during previous years, no longer served the purposes of the City's recreation programming and that programs that were scheduled for the Recreation Center were frequently cancelled due to low attendance.

Mr. Koenig also advised members that the building, which was constructed in 1974, had become dated and in need of investment to maintain functionality. He stated that staff offices continued to be located at the Recreation Center until August 2012, when all Recreation staff were relocated to

the Pitts Center. He indicated that the City had discontinued rental of the building and that the FY2013 budget included $30,000 in the Capital Improvement Plan (CIP) to replace the roof of the building, explaining that the roof had routinely been patched to repair leaks.

Mr. Koenig reminded members that during FY2013, there was discussion about potentially renting the building out to a non-profit organization. Before investing funds to replace the roof and pursuing the potential of leasing the building to a non-profit organization, staff felt it was important to do a full assessment of the building to determine what other investments would be necessary to make the building functional, as all of the building's systems were dated and in need of some update. As a result, he stated that Compliance Environmental, Inc., was retained to do a Building Condition Survey. Members reviewed the "Report of Findings from a Building Condition Survey" dated May 6, 2013. Mr. Koenig noted that Table 1 in Attachment A included a summary of the recommended repairs as well as cost estimates. He advised members that although the Building Condition Survey did not include a structural engineering report, if City Council wished to keep the building and renovate it, staff would recommend that a structural engineering report be obtained prior to any renovations. However, based on the information contained in the Building Condition Survey, he stated that staff recommended demolition of the structure and noted that the costs associated with demolition, estimated at $20,000 for Asbestos Removal and $30,000 for Demolition (bids would require City Council approval), were not currently budgeted.

Staff recommended that the Recreation Center building at Dover Park be demolished.

Mr. Caldwell indicated his concerns regarding the demolition of the building and felt that this would cause the City to lose funds. Responding, Mrs. Townshend advised members that the YMCA was currently using the building for their Summer Camp Program and that they had a separate reservation for fields and pavilions. She noted the benefit of having a presence in the park since there had been problems with vandalism (broken windows) and that the City had been spending money to maintain the building. One of the benefits of the YMCA utilizing the building was that the associated agreement included a provision that the YMCA was responsible for paying the utility bill.

Mrs. Townshend stated that the City would need to make a significant investment to complete the renovations that would be required to the building and that it would be less expensive to demolish it. She explained that not only had the design of the building caused the City a great deal of money, but there were other concerns with the building, such as lead paint and asbestos issues, as mentioned in the Building Survey Report.

Mrs. Horsey indicated that she typically opposes the demolition of buildings; however, she was aware of the substantial costs the building had caused the City, as well as the issues included in the Building Survey Report.

Mr. Koenig noted that it would cost the City approximately $150,000 to $170,000 in order to address those issues listed in the Building Survey Report. If Council decided to move forward with addressing those issues, he explained, the next question would be for what purpose the City would use the building and what type of security would be utilized. If the building were demolished, he indicated that staff would need to develop an alternative plan for the use of the site.

In response to concerns that the City would discount the park if the building were removed, Mrs. Townshend assured members that this was not staff's intent, explaining that the City's best tennis courts are located there and continued to be used, a church softball league played there, the YMCA used the multi-purpose field this year for its soccer program, etc. Noting that it was a beautiful City park, she explained the need for staff to determine how to increase use of the park and develop a plan to make it a community asset.

The Committee recommended moving forward with the demolition of the Dover Park Recreation Center building, based on the reports provided, as recommended by staff.

Mr. Dixon noted that since the Committee meeting, several members of the community had relayed opposition to the demolition of the Dover Park Recreation Center building, as recommended by the Committee. As a result, he felt that the matter should be referred back to the Committee for further discussion.

Mr. Dixon moved to refer the consideration of the future use of the Dover Park Recreation Center back to the Parks, Recreation, and Community Enhancement Committee for further discussion, seconded by Mr. Slavin.

Responding to Mr. Hutchison, Mr. Koenig stated that the building was constructed in 1974 and that the report prepared by Compliance Environmental, Inc. identified approximately $110,000 worth of improvements needed related to environmental conditions. In addition, he stated that there would be additional costs associated with American Disabilities Act (ADA) requirements, resulting in a minimum total cost of $150,000 for the building to become operational.

In response to Mr. Slavin, Mr. Koenig confirmed that the building was currently being used for summer camp by the YMCA, which served approximately 50 children.

In response to Mr. Lynn, Mr. Koenig indicated that, to his knowledge, there was no conscientious effort to delay maintenance on the building. In recent years, the building had been utilized by City staff and as office space for the League of Local Governments. Some of the issues with the building included an aged roof and windows, the presence of asbestos, etc. Several of these issues were simply due to the initial construction of the building, explaining that the type of windows installed were common for that period, as well as the use of asbestos material. He indicated that the building was antiquated in terms of its layout, explaining that the architecture was more prevalent for that period of time and for several years the building had not been able to be used as a functioning recreational center, other than for special events.

Responding to Mrs. Williams, Mr. Koenig stated that no one had approached the City regarding the purchase of the building, which he felt could not be done due to the building's location within a City Park. However, he stated that there had been discussions with a non-profit organization who indicated interest in the building and that staff had been contacted by several other non-profit organizations who had also expressed interest. He explained that staff's concern regarding use of

the building by a non-profit group was that it would be necessary for the City to advertise and go through a Request for Proposals (RFP) process and to develop some type of criteria for evaluating those proposals. In addition, he relayed his reluctance to allow any long-term tenant use of the building without renovations.

With regard to a non-profit organization utilizing the building, Mr. Koenig indicated his concerns as to how the City would control the programming and the use of the balance of the park outside of the building, etc.

Mrs. Williams noted that in 1994, when the 801 Shelter was in the same condition as the Center, application was made to the Delaware State Housing Authority for a grant to reconstruct the building. The grant received was $220,000 and included preconstruction design, etc. She questioned if there had been any effort to seek a partner that could help the City with the Center in this way. Responding, Mr. Koenig stated that staff had not researched this possibility nor pursued any discussions regarding grants or loans associated with improvements to the building.

Mrs. Townshend indicated her feeling that, although staff could explore the possibility of obtaining grant monies, the challenge would be what the function of the building would be if restored. She explained that if the plan would be for the City to run programs, this would result in an increase over the current level of service. Regarding Mrs. Williams' suggestion for some staff to be transferred from Schutte Park, Mrs. Townshend explained that, from an administrative standpoint, it had been determined to be more efficient for staff to be centrally located in one building and that it would be necessary to review the best way to provide staff at the Center.

Mr. Perza noted that demolition of the building would cost approximately $20,000 and refurbishing the building would cost approximately $150,000. He questioned if staff had determined costs for constructing an entirely new building at the site. Responding, Mr. Koenig felt that the costs for new construction would be comparable if considering the life cycle; however, he relayed concern that those costs would be substantial. Mr. Perza referred to the parks utilized when he was a child in the Mayfair, Crossgates, and Sherwood neighborhoods and advised members that there was no building at these parks and they still served their purpose. Although he understood the purpose of such community buildings, he did not feel that having a building in a park was an absolute necessity.

Should Council refer this matter back to the Committee, Mr. Slavin encouraged members to explore the possibility of a public/private partnership for the building as a potential solution. He advised members of his familiarity with public/private partnerships in his position with the State, explaining that there are 40 properties managed, with about a dozen of those being occupied by non-profit organizations who pay nominal rent, sometimes only $1 per year, and pay for their utilities. The State then uses their not-for-profit status as a partnership to attract private funding. He assured members that this was a model that had proven useful and stated his willingness to explain to the Committee how this is accomplished.

Responding to Mr. Hare, Mrs. Townshend confirmed that for the past several years recreational programs scheduled for the Center had to be cancelled due to the lack of registration. If there were participation and registration for these programs, the future use of the building would not be an issue

and the City would be considering expanding the programming to have it function as a drop-in recreation center; however, she stated that it had been at least 15 years since the Center had functioned in that way.

Mr. Lynn stated that whether or not there are activities occurring at the Center was not related to whether or not the City chooses to make the necessary repairs. He also suggested that the programs that have been offered may not suit the needs of the surrounding community. He felt that there may be a programming issue rather than a participation issue leading to the lack of the use of the Center.

Council President Bonar noted the receipt of several letters and emails in opposition to the demolition of the building, including a message from Councilman Anderson encouraging members to defer action and consider seeking a partnership with a non-profit organization.

Mrs. Williams suggested that staff be instructed to research the possibility of a public/private partnership or develop a recommendation for obtaining funds to either renovate or replace the building prior to the Committee's review.

Mrs. Townshend requested that staff be provided additional time to conduct the research and provide recommendations to the Committee in September.

The motion to refer the matter back to the Committee, with the proviso that staff research methodologies for funding repair or replacement or finding a public/private partnership to keep the Recreation Center in operation was unanimously carried.

Mr. Perza questioned the possibility of the Committee meeting being held at the Center when this matter is further considered by the Committee during their meeting in September. He felt it would prove to be beneficial to actual be at the site when discussing matters related to the building.

Mr. Lynn moved for acceptance of the Parks, Recreation, and Community Enhancement Committee Report, seconded by Mr. Slavin and unanimously carried.

LEGISLATIVE, FINANCE, AND ADMINISTRATION COMMITTEE REPORT - JULY 8, 2013

The Legislative, Finance, and Administration Committee met on July 8, 2013 with Chairman Lynn presiding.

Proposed Amendments to Chapter 58 - Human Relations Commission

During their meeting of June 10, 2013, Council approved the Committee's recommendation of May 28, 2013 that the Chair of the Legislative, Finance, and Administration Committee schedule a Special Meeting for the purpose of discussing recommendation Items #1-5 included in the Committee Action Form (CAF) pertaining to the Dover Human Relations Commission (DHRC).

During the Committee meeting of June 24, 2013, Mr. Hutchison stated that since the creation of the DHRC in 2002, it had served a very important part in addressing some critical issues in the City; however, based upon past performance, there were some issues and concerns which needed to be reviewed and addressed. He voiced his concerns regarding the size of the Commission, stating that

15 members were too many, and the serious problem of retaining members, noting the Mayor and Council had received resignations from numerous members. The Committee reviewed each of the five (5) recommended items and then opened the floor for public comments. After much discussion, members tabled the matter until the next meeting to allow the opportunity for members to obtain and review the DHRC by-laws, the number and type of complaints received, and research regarding the City Solicitor's review of the formation of the DHRC

The Committee removed the matter from the table.

Mr. Hare reiterated his desire to reduce the membership of the Commission to nine (9) members, to include two (2) members from each Council district and one (1) at-large, similar to the Planning Commission membership, feeling that each Council district should be represented and that all members should be City of Dover residents.

Concurring, Mr. Dixon felt that it would be more beneficial for the Commission to be comprised of representatives from each election district to create a balance. He stated his opinion that the Commission should provide training to City officials, as the Delaware State Human Relation Commission (SHRC) does for State officials, to ensure the fair treatment of all people.

Mr. Rushe questioned if there was a need for the Commission to meet on a monthly basis and suggested that their meeting requirements be reduced to quarterly or on an as needed basis.

Bishop Gregory Gordon, 56 South New Street, felt that the three (3) minute time limit was insufficient for public testimony. He reminded members that the DHRC was a link between the City and the citizens of Dover that afforded the citizens the ability to come before a body that would listen and take action. He noted that many DHRC members took a personal vested interest in the problems relayed to them and would advise citizens of solutions or direction regarding how to alleviate their problem. Bishop Gordon advised members of concerns regarding equality for those merchants located on the west end of Loockerman Street beyond Governors Avenue, noting that they were not provided the same funding as businesses located east of Governors Avenue. In addition, he noted that previously there was no ability to display street banners on the west end of Loockerman Street, although subsequently changes were made that allowed for banners to be hung in this area.

Mr. EShed Alston, 406 Arnold Court, concurred with the objections of Bishop Gordon regarding the three (3) minute time limit for public testimony. He explained his main concern was how the DHRC, the City administration, or City Council "dropped the ball" which resulted in two (2) dead children (Connelly and Clark). He expressed his belief that in these cases contemporaneous records exist and have been obstructed. He referred to records he had obtained that he felt raised pertinent issues, such as whether direction came from the City of Dover or Delaware Department of Justice, and questioned who was running the City of Dover. He stated that initially, in September 2012, a contemporaneous record was made that was obstructed by the City of Dover and indicated that he alleged and intended to prove beyond any reasonable doubt that the City of Dover was well aware of what was going on and obstructed it. Mr. Alston stated that there had been obstruction of justice, collusion, and conspiracy to collude, which were serious charges that he could prove.

Ms. Gail Tolbert, member of the White Oak Homeowners Association, stated that with the exception of Councilman Lynn and an additional representative, no other members of Council visit the area during elections, which she stated made it difficult when she attempted to encourage new residents to vote. She questioned why no one knows who they are when there is a problem in that area. She indicated that there were residents moving in and out of the White Oak and Towne Point subdivisions and requested that all elected officials visit the residents in the area.

Ms. Rochelle Jackson requested that Bishop Gordon be provided her allotted time to speak.

The committee suspended the rules to allow the public additional time beyond the allotted three (3) minutes to speak.

Bishop Gordon noted that the City had expended funds to beautify the downtown area and had erected buildings, created parks, etc.; however, he questioned what was being done for others in the area that do not have jobs. He felt that the DHRC had pulled together, with the assistance of his ministry, to develop what is called "Second Chance Partners." The DHRC was able to hold a bank of people with employable gifts that could be used to support their family. By offering such opportunities, he advised members that 300 people had been able to acquire jobs through his ministry and that the DHRC had been very instrumental in providing him with direction in this regard. Bishop Gordon explained that some of the "Second Chance" employers accept the individuals with their backgrounds, knowing that they had come through his ministry and its teachings and that they were trying to rehabilitate themselves. Bishop Gordon indicated that these individuals were drug tested and offered drug prevention scenarios. Although his ministry assists the homeless, he explained that some people do not want to change; therefore, there would always be a homeless presence. However, he assured members that there were some individuals that need and want the help offered. In relaying his support of the DHRC, he requested those in the audience that felt that the Commission was necessary to stand and noted that there were 11 people who stood in support.

Mr. Rushe felt that members did not wish to eliminate the DHRC but desired to make it better. Noting that the Dover Code currently provided for 15 members to serve on the Commission, it was his feeling that the Commission could be better structured with fewer members serving and questioned the meeting requirements (monthly, quarterly, etc.).

Responding, Bishop Gordon felt that the DHRC should meet more often than monthly and did not feel that it would be beneficial to reduce the membership. He requested that members look into their hearts and, while they are eating lavish meals (such as Thanksgiving) in their big, nice homes, with several family members and friends, that they consider the person eating a can of spam with some dried toast and sharing it with their family. He stated that the DHRC wholeheartedly understood these types of situations and that members had helped facilitate meals for others. With this kind of help being provided, Bishop Gordon stated that rather than reducing the membership, he felt there was a need for the Commission to have 30 members.

Noting the passion of Bishop Gordon, Mr. Alston felt that it would be a different Commission if someone like Bishop Gordon served as a member or someone like himself with legal training. He suggested that City Council recruit the "Gordons" and "Alstons" in the community since they had

the skills and passion to do the things that were not being done. He stated that the problems were not due to economics or politics but rather issues of "will or will not" and, in this case, it had been a "will not." He questioned if members had the will to make a change or not. He noted that if there were no change, the status quo would continue. If members did not take action to resolve these issues, he stated that such matters would be reviewed and resolved by a court.

Dr. Jahi Issa, 1300 S. Farmview Drive, explained that his intent and that of others in attendance was not to embarrass the City but rather to make Dover a better place for all citizens. He felt that if any citizen felt unsafe, it was the right of the elected official to alleviate this feeling. It was his opinion that members of City Council wished to ignore the complaints made rather than addressing the issues. He suggested that members take the issues seriously and not run from them.

Dr. Issa advised members of complaints made to the DHRC and, although the minutes of the meeting were not available, he had a video of a legitimate DHRC meeting that everyone was "pretending never happened." He stated that the complaints consist of murders and attempted murders by the individuals that lived at 30 Governors Avenue and were brought to the attention of the Mayor, with names and addresses. He expressed hope that there would be a proper investigation or citizens would be allowed to create a task force and launch an investigation so that they did not have to walk the streets in fear. He noted that white citizens did not have this fear; however, black citizens were familiar with this ugly, age-old fear.

Responding and taking offense to certain comments, Mr. Hare assured Dr. Issa that such fear was not relative to citizens being black or white. He explained that recently, while his grandchildren were visiting, his home was broken into and burglarized while everyone was sleeping and that he, a white man, had fear, along with several others in the neighborhood. He stated that it was not just the black residents in the community or those who live in certain locations in the City that had fear of certain things, explaining that such actions were taking place all over the City and to all people. He stated that the burglary incident at his house was not taken to the DHRC but rather reported to the Dover Police Department.

In response to Mr. Hare, Dr. Issa explained that he was referring to murders and attempted murders that were being covered up and that the fears of black residents were a totally different, historical reality.

Mr. Doug Beatty, 50 N. Draper Circle, Magnolia, stated that he served as a talk show host during the weekends for WGMB radio. He referred to Page 13 of the DHRC Response to Action Form, dated June 24, 2013, which was an email from Councilman Anderson indicating that Dr. Issa was traveling in dangerous company with the War on the Horizon website radicals and this posed a danger. Mr. Beatty advised members that the gentleman known as "Irritated Genie" on this website interviewed himself, Dr. Issa, Henery Fordham, and Johnny Clark's mother when no one else would touch the story. Mr. Beatty stated that War on the Horizon was not the first choice of media outlets and that other media outlets and law enforcement agencies were contacted before this website was approached. He stated his understanding that Council's sensibilities might be shocked by the website; however, he felt the content was "nothing" compared to the feelings experienced by someone who had worn a badge and risked their life to uphold the oath of office when they review what happened to Henery Fordham. He questioned why no one could catch the two (2) individuals

involved, noting that he had personally given the first and last name, address, and landlord's name of one of them to the Mayor. Mr. Beatty stated that if he had to obtain a Facebook picture of this individual he would. He noted that it was not his wish to embarrass the City or cause trouble. He indicated that he had been asked to help in this situation and no one else would listen to those involved. He urged members of Council to retain the DHRC, request an investigation into the lynching incidents, and determine what happened to Henery Fordham.

For the record, Mr. Alston stated that he was an honorably discharged American veteran and would not allow anyone to speak to him disrespectfully. Responding, Mr. Hare apologized.

Mr. Hutchison stated his opinion that the DHRC served as a very important body for the City, that there should be four (4) mandatory meetings each year (quarterly), and that all other meetings should be called based upon complaints. In addition, he felt that reducing the membership to seven (7) to nine (9) would be sufficient and allow the membership to work together regarding concerns related to the community.

In regard to the meetings, Mr. Rushe suggested, in addition to specifying a minimum number of meetings being held, that the current by-laws be continued that would allow any three (3) members to call a meeting.

Mr. Dixon reiterated his desire for the Commission to provide training to the leadership of the City to provide an understanding of the mission of the DHRC.

Based on the discussion, Mr. Slavin noted that there was a desire to have a large membership on the Commission; however, the past experience was that some members do not attend meetings. He felt that the Commission should be involved with education on issues seminal to the City and its residents. He suggested that the model they could adopt would be to have a series of mandatory meetings, have the ability to call a meeting if the need arose, and to establish a series of workshops that could be held throughout the year. He stated that the workshops could be sponsored by the Commission but not necessarily "meetings of the Dover Human Relations Commission," which he felt could be accomplished without having a quorum of the Commission since they would only be sponsoring the workshop.

Chairman Lynn reminded members that the recommendation as presented by Councilman Hutchison was for the Legislative, Finance, and Administration Committee to examine the role and performance of the Dover Human Relations Commission to determine the following: 1) if the Commission is fulfilling its purpose; 2) if there is evidence of a continued necessity for the Commission, or if it is a duplication of services provided by other agencies, committees, etc. within the City and/or State of Delaware; 3) the possibility of amending Sec. 58-33 (c) - Meetings, of the Dover Code to limit the Commission to meeting on an as needed basis, in the same manner as many other City committees, commissions and boards, including the Awards Committee, Election Board, Ethics Commission, and Property Maintenance Code Board of Appeals; 4) the possibility of amending Sec. 58-32 (b) - Composition; appointment, of the Dover Code to reduce the membership of the Commission from fifteen (15) to seven (7), which would maintain the threshold originally proposed during the Dover Community Meeting of December 4, 2001; and 5) direct staff to prepare a Proposed Ordinance reflecting the recommendations of the Committee.

As a result of the discussions regarding this matter, Chairman Lynn expressed his opinion that the responses to the above recommendations were as follows:

1) To some extent, the Commission was fulfilling its purpose.
2) There was continued evidence of necessity for the Commission.
3) Additional discussion was required regarding the Commission meetings.
4) Additional discussion was required regarding the desired number of members for serving on the Commission.
5) Members needed to provide further direction in order for staff to prepare any necessary ordinance amendments.

He questioned if there were any suggestions as to how the desires of the Committee could be "distilled down" and put into an appropriate format for staff to develop any necessary ordinance amendments for Council's consideration.

Responding, Mr. Slavin felt that there was not enough time left during the meeting for members to further discuss the issues and develop a recommendation. Given the importance of this issue and to allow more time for discussions, he suggested that this matter be brought back at the next scheduled Committee meeting.

The Committee tabled the matter and requested that it be put on the agenda for the next Legislative, Finance, and Administration Committee Meeting.

At the request of Mr. Rushe, those members of the Dover Human Relations Commission that were in attendance stood (two (2) members). Noting that several of the DHRC members were not in attendance, he urged all DHRC members to attend the next meeting in order for them to provide their input, feeling that it would be beneficial for members in making a final determination.

Chairman Lynn requested that Mr. Sudler reach out to the membership and request their attendance during the next Committee meeting in order for them to state their feelings regarding the issue.

Mr. Slavin indicated that anyone who wished to directly discuss this issue with any member of Council should feel free to do so.

Council took no further action.

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

UTILITY COMMITTEE REPORT - JULY 22, 2013

The Utility Committee met on July 22, 2013 with Chairwoman Williams presiding. Except for the following time sensitive issue, the Committee Report from July 22, 2013 will be presented to Council during their Regular Meeting of August 12, 2013 for review and consideration.

Proposed Amendments - Water/Wastewater Capital Improvement Projects (CIP)

Mr. Scott Koenig, City Manager, reminded members that during their meeting of February 13, 2012, information was provided regarding the Calpine project at the Garrison Oak Technical Park. Staff requested support for City funding for infrastructure improvements up to a target of $6M. At the time of the request, it was not known how much of this amount would need to be allocated for streets, storm water, water, and wastewater. This $6M was included in the FY13 Capital Improvement Plan (CIP) as a placeholder and was divided up as follows: $2M for streets and storm water, $2M for water, and $2M for wastewater, and these projects were budgeted in the FY13 CIP.

Mr. Koenig stated that there were tenants, including LS Power, that did not require utility infrastructure associated with the City supplying utilities; however, the remainder of the park was intended to be an industrial, manufacturing park that would have tenants with various demands. He reminded members of the discussion that occurred in February 2012 when the Calpine Project was considered. He noted that the first energy block proposed to be built by Calpine consisted of 309 MW and that there was a potential for a second 309 MW, for a total of 618 MW of power production. He explained that this demand was driving the actual build-out and the proposals for the water infrastructure associated with the project. As staff had moved forward in the planning of the wastewater infrastructure, demands had been tagged to various lots located within the development in order to provide a profile of the types of companies that the City hoped to have located at the Garrison Farm.

Mr. Koenig reminded members that the $6M included in the CIP was based on discussions with Calpine regarding infrastructure improvements associated with the Calpine Project and development of the Garrison Farm. He stated that since then, staff had been reviewing a detailed engineering analysis of the actual needs, explaining that staff needed to determine what would be required of the City when Calpine had indicated a peak demand of over 2M gallons per day in order for the City to provide fire protection and elevated storage, and to make this demand work with the remainder of the system. As a result, staff had developed proposed revisions to the CIP that would allow the City to move forward with the construction on the infrastructure projects since bids were now beginning to be received.

Mr. Koenig indicated that development of the conceptual design and technical specifications of the elevated water tank by the URS Corporation was approved by Council in September 2012 in the amount of $49,000 and this was completed in April 2013. The original scope of the water project was changed to increase the pipe size and tank size. The tank was originally estimated for 1 million gallons and the pipe was a 12-inch main. The size needed, based on requirements of the Calpine project, is a 1.5 million gallon tank and a 16-inch main. He explained that these factors, as well as the soil condition, had resulted in a revised project estimate of $4,235,000.

Mr. Koenig reminded members that the design of the wastewater facilities by Pennoni Associates, Inc. was approved by City Council in September 2012 in an amount not to exceed $365,000 and would be completed by August 2013. This firm was tasked with pump station design, analysis and design of existing force main and gravity sewer, analysis and upgrade design to existing PS #5, and abandonment and design of existing PS #14. He stated that in order to facilitate the tie into the County system, it would be necessary for this project cost estimate to be increased to $3,224,200.

Mr. Koenig advised members that the streets and storm sewer design was close to completion by Becker Morgan Group. He stated that, based on current information, staff anticipated this project to be within the estimate of $2M.

Mr. Koenig explained that in order to cover the increased estimated costs of these projects, which now totaled $9,459,200, staff had revised the CIP. If other funding sources were to become available or actual costs were lower, he assured members that staff would replenish the projects affected by priority of need. He reviewed the proposed revisions to Water/Wastewater Capital Improvement Plans FY13 and FY14, as follows:

Project	Current Estimate	Revised Estimate
GOTP - Water System Improvements - Bond	$2,000,000	$4,235,000
Transfer Water Quality Improvements - FY13	250,000	
Transfer Water Quality Improvements - FY14	905,000	
Transfer Emergency Generators - FY14	80,000	
Transfer - WW System Improvements - Bond - FY13	1,000,000	
Total GOTP - Water System Improvements	$4,235,000	
GOTP - Wastewater System Improvements - Bond	$2,000,000	$3,224,200
Transfer to GOTP - Water Infrastructure - FY13	(1,000,000)	
Transfer Wastewater Impact Fees - FY14	1,000,000	
Transfer Inflow Infiltration Improvements - FY14	1,013,800	
Defer purchase of Jet Truck - FY14	210,400	
Total GOTP - Wastewater System Improvements	$3,224,200	

Mr. Koenig indicated that the proposed amendments would contain the project costs within the approved budget by deferring other system improvements until they could either be re-budgeted or by moving money back into the projects through possible savings in other projects, additional financing, etc. He explained that if the City were to seek State Revolving Funds and other means of financing these projects, additional engineering studies would most likely be required, which would jeopardize the timelines that had been discussed with Calpine and other new tenants. He advised members that recently there had been a substantial increase in the level of interest in the Park and, as a result, there had been several meetings with potential tenants.

Staff recommended approval of the Revised Capital Improvement Plan for FY14. Due to time constraints, staff requested that this item be considered by City Council during the meeting being held later in the evening.

In response to Mr. Slavin, Mr. Koenig concurred that he had major concerns with deferring capital improvement projects. In regard to staff's request that this matter be considered by City Council during the meeting scheduled for later in the evening, Mr. Koenig noted that the bids for the Garrison Water Storage Tank would also be presented to City Council for consideration later in the evening and, according to discussions with Mrs. Donna Mitchell, Treasurer/Controller, it would be necessary to amend the CIP prior to taking action on the storage tank. He indicated that if approval for the CIP amendments was not granted, no action would be taken on the storage tank.

Mr. Slavin relayed his concerns regarding the difference between the estimated and actual costs and the difficult position Council was put in due to the statements and pronouncements made during the budget hearings. Responding, Mr. Koenig stated that he shared these concerns; however, he reminded members that when Calpine comes on line, Calpine will become the City's largest customer and substantial revenues would be generated. He explained that the revenue generated by the Calpine project would help fund additional projects in the future and that these revenues would be realized in June 2015.

Responding to Mr. Slavin regarding the $1M in wastewater impact fees in FY14, Mrs. Mitchell explained that the impact fee reserve for wastewater in the Water/Wastewater Five (5) Year Forecast was $3.6M. These impact fees had been used for growth portions of projects, resulting in an amount of $1.6M at the end of the five (5) years. She indicated that this amount was now at $600,000 since another $1M would be taken for this project.

Mrs. Williams questioned if staff had contacted the State of Delaware regarding the possibility of increasing Payment in Lieu of Taxes (PILOT) amounts paid by the State. Responding, Mr. Koenig stated that staff had not discussed the possibility of an amendment to the amount of PILOT payments from the State because it was his understanding that this was determined by a legislated formula. Since the State would benefit greatly from the development of the Garrison Park, Mrs. Williams urged staff to contact the Governor and local legislators regarding their financial assistance in this matter. In regard to Calpine, Mr. Koenig stated that Calpine selected the Garrison Park for utility and land planning reasons, explaining that the City had enough water and land, as well as appropriate land use to serve them. He assured members that it was Calpine's intent to make money.

Mr. Koenig assured members that staff was tasked with maintaining the current system as well as growing the system. He explained that the City would need to make a choice and determine if the project warranted the system being expanded in this way. In making this decision, he noted that utility growth assists the City in spreading the burden of actual maintenance among more customers.

Responding to Mr. Slavin, Mr. Koenig stated that the related bids were received on June 27, 2013 and were valid for 90 days.

Mr. Hutchison reminded members that the Garrison Farm is owned by the City because of a $2M gift from the State of Delaware.

Mr. Koenig stated that additional financing was not considered by staff because the five (5) year forecasting models proposed to City Council did not include any additional debt service associated with additional financing. The requested amendments would maintain the current debt service and financing plans that had been presented to Council for the five (5) year projections.

Responding to Mr. Perza, Mr. Koenig did not feel that members could earmark future revenues to replace funds that would be transferred by deferring capital improvement projects. He suggested the possibility of members taking such action during adoption of the City's budget.

The Committee recommended approval of Revised Capital Improvement Plan for FY14 as recommended by staff.

During the Council Meeting, Mr. Koenig reviewed the material that was provided, reviewed, and discussed by the Committee during their meeting held earlier in the evening.

In response to Mr. Hutchison, Mr. Koenig stated that at this point, the City had expended a total of $400,000 for infrastructure improvements.

Mrs. Williams moved for approval of the Committee's recommendation for approval of the Revised Capital Improvement Plan for FY14, as recommended by staff. The motion was seconded by Mr. Hutchison and carried by a roll call vote of six (6) yes (Dixon, Perza, Williams, Hare, Hutchison, and Bonar), two (2) no (Lynn and Slavin), and one (1) absent (Anderson).

Mrs. Williams moved for acceptance of the Utility Committee Report, seconded by Mr. Hare and unanimously carried.

LEGISLATIVE, FINANCE, AND ADMINISTRATION COMMITTEE REPORT - JULY 22, 2013

The Legislative, Finance, and Administration Committee met on July 22, 2013 with Chairman Lynn presiding. Except for the following time sensitive issue, the Committee Report from July 22, 2013 will be presented to Council during their Regular Meeting of August 12, 2013 for review and consideration.

Proposed Amendment to Pricing for Sale of Garrison Oak Technology Park Lots

Mr. Scott Koenig, City Manager, reminded members that in June 2013, Council authorized him to negotiate land prices at Garrison Oak Technology Park at a beginning price of $35,000 per acre and to decrease that price by up to $5,000 per acre, which would result in a net price of $30,000 per acre. He stated that the proposed amendment to the pricing for sale of the Garrison Oak Technology Park lots was the result of a meeting at the Delaware Economic Development Office (DEDO) on July 10, 2013. He advised members that at that time he, along with Mayor Carey and Mr. Bill Neaton, Economic Development Director, met with a company that was interested in the Garrison Farm. He stated that, as the discussion progressed, the potential buyer requested a substantial reduction in the per acre land price, which he was not authorized to grant. As a result, it was suggested that the matter be presented to the Committee for review and recommendation and that it be immediately forwarded to City Council in order to provide the company with an answer.

Mr. Koenig advised members that the interested buyer is a manufacturing company which originated overseas and now wishes to expand their American market. They were interested in purchasing approximately 10 acres of the Garrison Farm in order to build an $8M-$10M facility that would

initially propose to create 15 jobs with the intent to increase to 23 jobs. He stated that the facility would become the hub of their manufacturing facility for the area. He indicated that, as discussions progressed, the company requested that the land be provided free of charge, which he had no authorization to grant.

Staff recommended that the City Manager be granted additional latitude in the negotiation process to work with the company if it was the opinion of members that this could prove beneficial in moving forward.

Responding to Mr. Hare, Mr. Koenig stated that representatives of the company would not disclose the other areas that the City is competing against. He stated that the State of Delaware had offered several incentive packages regarding workforce development and that Kent County and the City provide tax abatements. He stated that, ultimately, the question was if the City would consider giving free land if other sites high on this company's list were doing so, or if the City would significantly reduce the price of the land.

Should the City choose to provide the land essentially free, Mr. Koenig stated that it would take the City approximately 20 years to recover that value through taxation; however, the land was transferred to the City from the State and the City had no mortgage on the land. Also, the City was in the process of developing the infrastructure for the land and the request would provide the City an additional tenant. He explained that if approved, a transfer document must be prepared that would guarantee that the land would not transfer until the company obtained a building permit and began construction.

Mr. Hare suggested that an additional clause be included in the transfer document indicating that if the company did not remain at the site for 20 years, the property and all improvements would revert back to the City.

Responding to Mr. Slavin, Mr. Koenig explained that, in accordance with the Freedom of Information Act, this matter did not qualify for discussion in executive session since the strategy session was in relation to the sale of property and not the acquisition. He concurred that it puts the City in a terrible position as it relates to negotiations since all information is made public.

In response to Mr. Lynn, Mr. Koenig confirmed that the lots were appraised by Mr. Phil McGinnis, McGinnis Commercial Real Estate Company, and Mr. Charlie Rodriguez, R & R Commercial Realty, who estimated its worth at between $32,000 and $33,000 per acre. He stated that the total gift value of the property would be approximately $330,000. Representatives of the company had indicated an intent to fill the jobs that would be created with local talent. He stated that there was no discussion regarding the jobs that would be provided in the construction of the facility.

Mr. Lynn indicated that he would be more receptive to the request if staff included in the negotiation process that it be mandatory to use local construction companies, local workers, etc.

Mr. Koenig assured members that the final sale (contract) would require Council's approval.

Mr. Shevock suggested the possibility of negotiating a 20-year lease rather than giving the company the land, with the option to purchase after the 20 years. Responding, Mr. Koenig stated that owning the land had been one of the company's criteria.

Responding to Council President Bonar, Mr. Koenig stated that any revenues derived from water and sewer would be minimal, explaining that the company was a very low utility user and manufactured a "dry" product.

The Committee recommended that the City Manager be authorized to negotiate the sale of the lots at Garrison Oak Technology Park within any parameter he chooses, with the stipulation that the result will require final approval of City Council.

Mr. Hare moved for approval of the Committee's recommendation, seconded by Mr. Hutchison.

Mr. Hare reiterated that the final sale (contract) must be presented to City Council for final approval and that the motion would simply allow the City Manager to negotiate without limitations.

Mr. Slavin reiterated his feeling that since the discussion was regarding the sale of property, any discussion would be exempt from public session in accordance with FOIA. Responding, City Solicitor Rodriguez indicated that since the matter involved negotiating a price, he was not sure if it would qualify to be discussed in executive session.

Mr. Lynn reiterated his desire for staff to include in the negotiation process that it be mandatory that the jobs created as a result of the facility be filled with local Kent County/Dover residents and that the contractors used to build the facility, such as electricians, plumbers, etc., be Dover/Kent County companies.

Mr. Slavin suggested that the lower the selling price, the more claw back should be included in the contract to protect the City's interest.

The motion to approve the Committee's recommendation authorizing the City Manager to negotiate the sale of the lots at Garrison Oak Technology Park within any parameter he chooses, with the stipulation that the result will require final approval of City Council was carried by a roll call vote of seven (7) yes (Dixon, Lynn, Slavin, Williams, Hare, Hutchison, and Bonar), one (1) no (Perza), and one (1) absent (Anderson).

QUARTERLY REVENUE REPORT

Members were provided the Revenue Report as of June 30, 2013 (preliminary).

By consent agenda, Mr. Slavin moved for acceptance of the Quarterly Revenue Report as of June 30, 2013 (preliminary), seconded by Mr. Hutchison and carried by a unanimous roll call vote (Anderson absent).

EVALUATION OF PROPOSALS - GARRISON WATER STORAGE TANK (1.5 MG)

Mr. Scott Koenig, City Manager, advised members that the Garrison Water Storage Tank Project proposes designing and installing a new one and one-half million gallon (1.5 MG) elevated water

storage tank. This new well, located within Garrison Oak Technical Park, will be a primarily used for the forthcoming tenants in the park. He indicated that the tank will provide water necessary for demand and fire protection in the general area east of Delaware Route 1. He advised members that Staff decided to utilize a design/build method to construct this elevated water storage tank, explaining that the contractors will be responsible for submitting designs that meet the requirements outlined in the Request for Proposals (RFP #13-0037DPW), as well as all applicable regulations. The specific work for this project includes the design and construction of a new 1.5 MG composite elevated water storage tank and associated piping valves, appurtenances, excavation, backfill, testing, startup, paving, fencing, and site restoration.

Mr. Koenig advised members that four (4) proposals were received, which were reviewed and analyzed, with one (1) of the proposers withdrawing their submission in accordance with the City's purchasing policy. Based on the average score of the evaluations, as well as the proposed cost, staff recommended awarding the contract to CB & I, Inc. in an amount not to exceed $3,487,660.

Responding to Mr. Lynn, Mr. Koenig stated that although the Water Storage Tank will primarily serve Calpine, since they will be the largest customer, it will serve the needs of the entire City based on the ability to provide elevated water storage for fire protection, as well as system pressure. Calpine will contribute impact fees that are capped at 100 EDU's and will be paying water revenues associated with their use. Mr. Koenig explained that if this water tank were not provided, Calpine's water use would drain the City.

Mr. Slavin stated that although he was not in opposition to this particular project or Calpine and felt that they would prove beneficial to the City, he could not justify voting in favor of the recommendation after taking the position he took on the City's budget regarding future expenses.

Mrs. Williams moved for approval of staff's recommendation to award the contract to CB&I, Inc., in response to RFP #13-0037DPW, for an amount not to exceed $3,487,660. The motion was seconded by Mr. Hutchison and carried by a roll call vote of seven (7) yes (Dixon, Perza, Williams, Hare, Hutchison, and Bonar), two (2) no (Lynn and Slavin), and one (1) absent (Anderson).

EVALUATION OF PROPOSALS - JANITORIAL SERVICES AT SPECIFIC CITY BUILDINGS

Mr. Scott Koenig, City Manager, explained that the Facilities Management Division of the Department of Public Works is responsible for custodial services at the Electric Department (Buttner Place), J.W. Pitts Center (Electric Avenue), Public Works (William Street), Weyandt Hall (Reed Street), City Hall (Loockerman Plaza) and the Library (Loockerman Plaza). He noted that the FY 2013 budget included five (5) custodians to service these locations; however, during the year, two (2) of the five (5) custodians resigned and/or retired. Due to this staffing shortage, it was decided to contract out custodial services for the City buildings located outside of the downtown campus. The proposal for these services was advertised to the public as a Request for Proposal (RFP #13-0035PW).

Mr. Koenig advised members that four (4) proposals were received, which were reviewed and analyzed. Based on the average score of the evaluations, which included evaluation of the proposed cost, staff recommended awarding the contract to Mid-Atlantic Services, A-Team Corp. in the

amount of $51,115.96. *(It was noted that staff's recommendation the Action Form incorrectly reflected an amount of $51,108.00, rather than $51,115.96.)* The contract would cover the 44 weeks necessary to complete work this fiscal year at the proposed locations of the Electric Department, John W. Pitts Recreation Center, and Public Works well as vacation coverage or similar for internal custodial staff at City Hall, the Library, and Weyandt Hall.

Responding to Mr. Perza, Mr. Koenig stated that by outsourcing these custodial services, the City would save over $40,000 per person (considering salary and benefits). He confirmed that by outsourcing, two (2) vacant positions had been excluded from the City's current budget.

In response to concerns of Mr. Dixon, Mr. Koenig assured members that no employees would be losing their jobs as a result of this contract and that the other three (3) custodians would remain employed by the City.

Mr. Hare moved for approval of staff's recommendation to award the contract to Mid-Atlantic Services, A-Team Corp., in response to RFP #13-0035PW, in the amount of $51,115.96 for FY 2014. The motion was seconded by Mrs. Williams and carried by a unanimous roll call vote (Anderson absent).

REAPPOINTMENT RECOMMENDED BY MAYOR CAREY - ETHICS COMMISSION - THOMAS C. JACKSON - FIVE-YEAR TERM TO EXPIRE JULY 31, 2018

Mayor Carey recommended the reappointment of Mr. Thomas C. Jackson to serve on the Ethics Commission for a five-year term to expire July 31, 2018.

By consent agenda, Mr. Slavin moved for approval of the reappointment of Mr. Thomas C. Jackson, as recommended by Mayor Carey. The motion was seconded by Mr. Hutchison and carried by a unanimous roll call vote (Anderson absent).

REZONING REQUEST/FIRST READING OF PROPOSED ORDINANCE #2013-12 - PROPERTY LOCATED AT 1570 N. DUPONT HIGHWAY, OWNED BY KW LANDS

Mrs. Ann Marie Townsend, Director of Planning and Community Development, advised members that a request was received to rezone property located at 1570 N. Dupont Highway (west side of North Dupont Highway, east of Crawford Carroll Avenue, and north of but not adjacent to Rustic Lane), consisting of $12.6127^{+/-}$ acres, owned by KW Lands. The property is currently zoned RC (Recreation and Commercial) and C-4 (Highway Commercial) with a portion subject to the SWPOZ (Source Water Protection Overlay Zone). The proposed zoning is IO (Institutional and Office) with a portion subject to the SWPOZ (Source Water Protection Overlay Zone). (TAX PARCEL ED-05-057.00-01-05.00-000; PLANNING REFERENCE Z-13-01; COUNCIL DISTRICT 4).

Mrs. Townshend indicated that this property was known as the Sheraton Hotel. She stated that Delaware State University had entered into a lease and that the current RC zoning classification did not permit the University use; therefore, this rezoning request was being brought forward as a part of that transition.

In response to Mr. Perza, Mrs. Townshend stated that the rezoning request included the Hampton Inn property. She explained that the IO zoning classification allowed for hotels and, currently, the property was split zoned. In discussions with the applicant, staff felt it would be better to have one (1) zoning classification for the entire block rather than a "hodgepodge."

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

By motion of Mr. Hare, seconded by Mr. Hutchison, Council unanimously referred the request to the Planning Commission on August 19, 2013 and set a public hearing before City Council on September 9, 2013 at 7:30 p.m.

In accordance with Section 1-9 of the Dover Code, Council acknowledged the First Reading of Proposed Ordinance #2013-12 as read by the City Clerk, by title only, as follows:

> AN ORDINANCE AMENDING THE ZONING ORDINANCE AND ZONING MAP OF THE CITY OF DOVER BY CHANGING THE ZONING DESIGNATION OF PROPERTY LOCATED AT 1570 NORTH DUPONT HIGHWAY

REZONING REQUEST/FIRST READING OF PROPOSED ORDINANCE #2013-13 - PROPERTY KNOWN AS WALKER WOODS AND WALKER WOODS PHASE 2 LOCATED AT 28-152 HARMONY LANE, 3-9 KLEIN COURT, AND 1357-1383 WALKER ROAD, OWNED BY WALKER WOODS PROPERTIES, LLC AND MILFORD HOUSING DEVELOPMENT CORPORATION

Mrs. Ann Marie Townshend, Director of Planning and Community Development, advised members that a request was received to rezone property known as Walker Woods and Walker Woods Phase 2 Located at 28-152 Harmony Lane, 3-9 Klein Court, and 1357-1383 Walker Road (north side of Walker Road adjoining Harmony Lane), consisting of $9.0722^{+/-}$ acres, owned by Walker Woods Properties, LLC and Milford Housing Development Corporation. The property is currently zoned RG-3 (Group Housing) and ROS (Recreational and Open Space). The proposed zoning is RG-2 (General Residence). (TAX PARCELS ED-05-067.18-01-12 THROUGH ED-05-067.18-01-45 AND ED-05-067.18-01-47 THROUGH ED-05-067.18-01-66.01; PLANNING REFERENCE Z-13-02; COUNCIL DISTRICT 4).

Mrs. Townshend stated that Walker Road Phase 2 consisted of individual lots and townhouses and that Milford Housing Development Corporation was requesting flexibility to potentially convert some properties into apartments, explaining that it was their desire to totally redevelop the area. She advised members that although the RG-3 zoning classification allowed for group housing, it is specific to townhouses, which would not allow for the apartment-style units.

Responding to Mrs. Williams, Mrs. Townshend stated that the Milford Housing Development Corporation conducted work statewide in an effort to provide affordable housing to individuals. She explained that the Corporation was not a Housing Authority but rather a non-profit housing provider.

In response to Mr. Perza, Mrs. Townshend stated that if the rezoning request were approved, the Milford Housing Development Corporation would bring forward a site plan to the Planning Commission which may involve some demolition as well as the use of some of the units. She stated that the individual lots are owned by Walker Woods Properties, LLC, explaining that it was

subdivided several years ago with the intent of selling lots; however, that did not occur. She assured members that the signatures of all property owners are required for rezoning requests.

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

By motion of Mr. Dixon, seconded by Mr. Slavin, Council unanimously referred the request to the Planning Commission on August 19, 2013 and set a public hearing before City Council on September 9, 2013 at 7:30 p.m.

In accordance with Section 1-9 of the Dover Code, Council acknowledged the First Reading of Proposed Ordinance #2013-13 as read by the City Clerk, by title only, as follows:

> AN ORDINANCE AMENDING THE ZONING ORDINANCE AND ZONING MAP OF THE CITY OF DOVER BY CHANGING THE ZONING DESIGNATION OF PROPERTY KNOWN AS WALKER WOODS AND WALKER WOODS PHASE 2 LOCATED AT 4 28-152 HARMONY LANE, 3-9 KLEIN COURT, AND 1357-1383 WALKER ROAD

FIRST READING - PROPOSED ORDINANCE #2013-11

Council President Bonar reminded the public that copies of the proposed ordinance were available at the entrance of the Council Chambers or could be obtained from the City Clerk's Office. Final action by Council on the proposed ordinance would take place during the Council Meeting of August 12, 2013.

Mr. Lynn reminded members that proposed Ordinance #2013-11 would reduce the number of sponsors required for an ordinance from three (3) to two (2) and would remove Council-appointed staff from the exceptions.

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

> PROPOSED ORDINANCE #2013-11 AMENDING CHAPTER 1 - GENERAL PROVISIONS, SECTION 1-9 - SPONSORING, CONSIDERATION, PASSAGE AND EFFECTIVE DATE OF ORDINANCES AND CHARTER AMENDMENTS, SUBSECTION (C) - SPONSORS

FINAL READING - PROPOSED ORDINANCE #2013-10

The First Reading of Proposed Ordinance #2013-10 was accomplished during the Council Meeting of July 8, 2013.

Proposed Ordinance #2013-10 Amending Chapter 2 - Administration, Article IV - Officers and Employees, Division 7 - General Employee Pension Plan, Section 2-331 - Form of Benefits (Civil Marriage)

Mr. Lynn moved that the Final Reading of the proposed ordinance be acknowledged by title only, seconded by Mr. Dixon and unanimously carried.

Mr. Scott Koenig, City Manager, reminded members that Proposed Ordinance #2013-10 would amend the Dover Code to allow for spouses and children of civil marriage as eligible survivors of pension participants. He stated that these amendments were required to comply with State law. Essentially, he stated that the amendment replaces "civil union" language with "civil marriage" language.

By motion of Mr. Slavin, seconded by Mr. Lynn, Council adopted Ordinance #2013-10 by a roll call vote of six (6) yes (Dixon, Lynn, Slavin, Williams, Hare, and Bonar), two (2) no (Perza and Hutchison), and one (1) absent (Anderson), as follows:

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

That Chapter 2 - Administration, Article IV - Officers and Employees, Division 7 - General Employee Pension Plan, Section 2-331 - Form of Benefits, be amended to read as follows:

Sec. 2-331. - Form of benefits.

(a) *Normal form*. A monthly benefit shall be payable on the first day of the second month preceding the date on which application for such benefit is filed. Payment will be retroactive to the retirement date. Payments of benefits shall be payable monthly thereafter during his lifetime, and terminating with the last payment on the first day of the month of the death of the participant.

(b) *Death of participant, etc*. Upon the death of a participant who has retired, or who is eligible to be retired under any of the provisions of this division, payment shall be made to his eligible survivors in the amount of 50 percent of the monthly payments to which the participant was or would have been entitled. Upon the death of a participant who has completed a minimum of 20 years of service but is not yet eligible to retire because of age, payment shall be made to his eligible survivors in the amount of 50 percent of the monthly payment that would have resulted by using his service time; however, the benefit is to be computed at a reduced rate of one-half percent for each month the participant was under the correct age for normal retirement. In no instance shall actual monthly payments be less than $200.00, to be effective July 1, 2000. Upon the death of both the participant and eligible survivor, if the benefit payments received in aggregate are less than the member's contributions, the balance of the member's contributions, plus 5 percent interest, will be paid to the surviving beneficiary designated or his estate if no designation has been made and submitted to the pension board. The amount of benefit payments received and the amount of the member's contributions shall be determined from the record of the pension board of trustees

(c) *Eligible survivor*. An eligible survivor shall be one of the following in the order of preference listed:

(1) *Spouse*. The participant's spouse who was married to the participant for at least one year. Surviving spouse shall be required to provide supporting documents of marriage.

(2) *Children, unmarried*.

a. The surviving children, biological or legally adopted, of the participant, who have not attained their 18th birthday.

b. If said child is attending school on a full-time basis and provides proof of attendance each year of eligibility, with the payment due for the month in which he ceases to attend school on a full-time basis or with the payment due for the month in which his 22nd birthday shall occur, whichever shall occur first.

(d) *Commencement of payment*. Benefits payable to eligible survivors shall commence on the first day of the month following the date of the participant's death.

(e) *Benefits payable*. Benefits payable to eligible survivors shall cease:

(1) *Spouse*. With respect to an eligible survivor who is a spouse, with the payment due for the month in which their remarriage or death shall occur, whichever occurs first.

(2) *Children*. With respect to an eligible survivor who is a child(ren), with the payment due for the month in which his 18th birthday or death shall occur, whichever shall occur first. Payments shall be made in accordance with subsections (2)a. and b.

(f) *Eligibility for benefits*. The eligibility of any person or persons to receive payment of benefits as an eligible survivor shall be determined conclusively by the pension board based on application of such person or persons and any other information which the pension board deems to be appropriate.

ADOPTED: JULY 22, 2013

COUNCIL MEMBERS' ANNOUNCEMENTS

Mr. Slavin thanked Mrs. Mitchell for the submission of the Quarterly Revenue Report, which was accepted by Council earlier in the evening. Noting that the amounts provided were preliminary, he stated that if the numbers provided had been the current figures, the City would have completed last fiscal year short by $600,000 (of the City's estimate) and begin the current fiscal year short by $1.3M. Until these numbers are finalized, Mr. Slavin requested that the report be provided to Council monthly rather than quarterly so that members are kept abreast of this issue.

Mr. Perza relayed appreciation to City staff for the job conducted during the rain event last week. He stated that he received many calls from residents with concerns regarding flooding and water issues. Although the residents were frustrated due to the amount of rain, they were very pleased with the City's response.

Mr. Dixon thanked City Council for providing the Parks, Recreation, and Community Enhancement Committee the opportunity to reconsider the future use of the Dover Park Recreation Center.

Referring to his recent appointment as the Public Advocate for the State of Delaware, Mr. Bonar indicated that he would continue to serve as Council President. He announced that he would not seek re-election and that this would be his last term serving as a member of City Council.

By unanimous consent, the meeting adjourned at 9:02 p.m.

TRACI A. McDOWELL
CITY CLERK

All orders, ordinances, and resolutions adopted by City Council during their Regular Meeting of July 22, 2013, are hereby approved.

CARLETON E. CAREY, SR.
MAYOR

/TM/jg
S:\AGENDAS-MINUTES-PACKETS\Council-Minutes\2013\07-22-2013.wpd

First State

National Park Service
U.S. Department of the Interior

National Monument
Delaware



From First Settlement to First State

Each of the original thirteen British colonies has its own story to tell. While not as well known as the stories of Jamestown or Plymouth Rock, that of Delaware is unequalled in its complexity and drama.

The colony was born amidst a struggle for empire among three great powers: Sweden, The Netherlands, and Great Britain and, from that struggle, developed an independent spirit that ensured that it maintained its individual character and identity.

The Dutch were the first to arrive in 1631 at what is now Lewes (loo' is), Delaware. Their colony met a tragic fate within a year as Indians wiped out the entire settlement. However, that Dutch occupation was later legally decisive in keeping Delaware separate from Maryland.

The next arrivals had better luck with the native inhabitants. In 1638 the Swedish ship, *Kalmar Nyckel*, made landfall at what has become known as The Rocks, a natural outcropping that served as a wharf. The Lenni Lenape people welcomed them and their relations proved to be relatively peaceful.

These settlers were not cavaliers seeking treasure or religious zealots seeking a land where they could live according to their beliefs. They were the common folk of Sweden and Finland. They had no illusions of riches and no reason to flee their homeland.

Little supported from home and left to their own devices, the settlers developed independently among the natives. To the autocratic Director of New Sweden, Johan Printz, they claimed the right to be secure in "life and property." This bold action resulted in the execution of one of their number.

As the Swedes, then the Dutch, then the English, then the Dutch, then the English again gained control of the Delaware Valley, the inhabitants pledged allegiance to the current victor and went about the daily business of survival.

With English rule came William Penn who was granted the "three lower counties" on the Delaware soon after being granted Pennsylvania by Charles II. The Delaware Valley settlers welcomed Penn at New Castle in 1682.

However, they came to resent being dominated by the Quaker-led Assembly that refused to vote money to fight pirate raids. As a result, they separated from the Pennsylvania Assembly in 1704 and set up their own legislature in New Castle, but remained Part of Pennsylvania under William Penn.

By the 1770s, Scots-Irish, Welsh, Africans, and Germans had further diversified a population that continued to guard their rights of self-rule. On June 15, 1776, Delaware separated from Great Britain. Soon after, on July 1st, Caesar Rodney rode overnight from Dover to Philadelphia to cast the vote that turned the Delaware delegation in favor of independence.

Eleven years after the Declaration of Independence on December 7, 1787, Delaware earned the title of the First State by being the first to ratify the United States Constitution and endorse its principles for a more perfect union.



11 year-old Queen Christina occupied the Swedish throne when Swedish settlers first landed at what later became Wilmington. The settlers named their fort in her honor.

"We the Deputies of the People of the Delaware State, in Convention met, having taken into our serious consideration the Federal Constitution proposed and agreed upon by the Deputies of the United States . . . Have approved, assented to, ratified, and confirmed, and by these Presents, Do, in virtue of the Power and Authority to us given for that purpose, for and in behalf of ourselves and our Constituents, fully, freely, and entirely approve of, assent to, ratify, and confirm the said Constitution."

With these words, Delaware became the first state to ratify the Constitution on December 7, 1787.



New Castle Court House: Courtesy of Stephanie Lee Shaw
US Constitution: National Archives

Experience Delaware's Colonial Past





Interior of New Castle Court House, Courtesy of Stephanie Lee Shaw
1738 map showing pre-Delaware borders, Library of Congress

First State National Monument boundary encompasses a little over 1,000 acres of federal, state, and city lands in Kent and New Castle Counties in Delaware. Starting from north to south, you can experience the park chronologically. Programming and visitor services are provided by National Park Service partners.

The Woodlawn Tract

The Woodlawn Tractis located at the northernmost tip of Delaware in the beautiful Brandywine Valley. The property provides a taste of what Delaware was like when first contact took place between Indians and Europeans. It is a small part of a large manor established by William Penn and reflects early Quaker settlement patterns.

The Woodlawn Tract has been preserved by the Woodlawn Trust founded by philanthropist William Bancroft in 1901.

No NPS facilities.
Visitors are encouraged to go to the nearby Brandywine SpringsState Park Nature Center. (302) 577-3534, http://www.destateparks.com/park/brandywine-Creek/amenities.asp. Trail maps may be obtained at http://www.woodlawntrustees.com/html/trails.html

New Castle Court House

The court house was the first capital of the state and its State House (1776-1777). In June, 1776, it is where both the state of Delaware was created when it separated from Pennsylvania and the legislature acted to become independent from Great Britain.

No NPS facilities.
The Delaware Division of Historical and Cultural Affairs operates the New Castle Court House Museum. (302) 323-4453, http://history.delaware.gov/museums/ncch/ncch_main.shtml

New Castle Green

The Green is the center of New Castle's government and business district. It is surrounded by historic buildings dating to the 17th, 18th, and 19th centuries. In addition to the court house, the Sheriff's House, the Arsenal and the Academy buildings (1809 and 1789, respectively), and Immanuel Episcopal Church (1689) surround the Green.

No NPS facilities.

Dover Green

The Green is the heart of Dover's historic district. Laid out in 1717 as the city of Dover's central square, The Green is where the Delaware delegates met in 1787 to become the first state to ratify the US Constitution. The tavern where they met is gone but The Green continued to play an important role in civic life as a place to gather, rally, review troops, and hold patriotic events. The focal point of The Green is the Old State House, begun in the same year that Delaware ratified the Constitution.

No NPS facilities.
The First State Heritage Park provides tours of the historic area. (302)739-9194, http://www.destateparks.com/park/first-state-heritage/



Planning Your Visit

A New National Park

First State National Monument is a new national park which consists of four areas partners. The National Park Service will soon begin a public process to develop a management plan to determine the management direction of the park. At present, there are no NPS facilities and limited staff.

For a Safe Visit

Be aware that land within the national monument is a mix of federal, state, and city land. Be careful crossing streets. Lock all valuables out of sight in your car.

Getting to the First State National Monument

Directions to our partners at:

The Woodlawn Tract, near Wilmington:

Directions to Delaware's Brandywine Creek State Park, adjacent to the Woodlawn Tract. From I-95, take exit 8 (US-202 N/Concord Pike) Merge onto US-202 N/Concord Pike. Left after Concord Mall onto Beaver Valley Road. Left onto Thompson's Bridge Road.Left onto Adams Dam Road., 47 Adams Dam Rd Wilmington, DE 19807
Latitude/Longitude: 39.8000, -75.5813

New Castle Court House Museum and The Green, New Castle

From New York and north: From I-95 S, Merge onto SR 141 via exit 5A toward US 13/New Castle. Turn left at SR 273. Turn slight right onto Delaware Street.

From Washington and south: From I-95 N, Take Exit 5A toward US 13/New Castle. Turn left at SR 273.Turn slight right onto Delaware Street.
211 Delaware Street New Castle, DE 19720
Latitude/Longitude: 39.6600, -75.5636

Dover Green, Dover

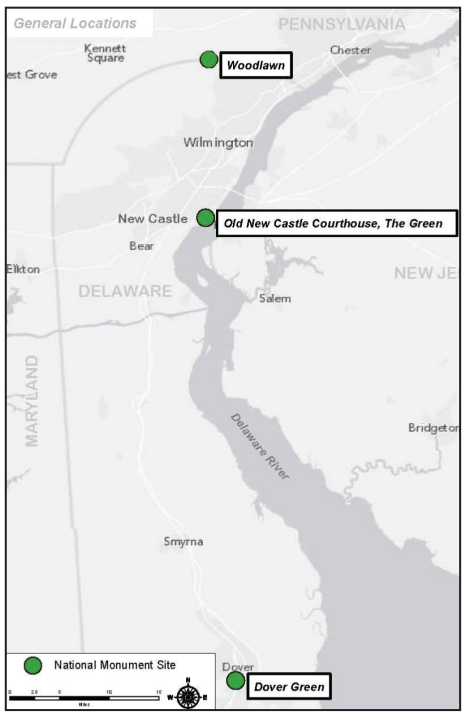
From New York, Philadelphia and north: From I-95 S: Take the SR 7 Exit 4A. Merge onto SR-1 S. Take exit 98 for SR-8 (toward Downtown Dover/ Little Creek). Turn right onto N Little Creek Road (SR-8). Turn left onto S State Street.

From Washington and west: Take US-50 E; Take US-301 N toward Wilmington. Turn right onto MD-302/Barclay Rd. MD-302/Barclay Road becomes Arthursville Rd/SR-11. Turn right onto SR-44/Main Street. Turn left onto SR-8/Halltown Rd. Turn right onto S State Street.
The Green, Dover, DE 19901

For More Information

First State National Monument
National Park Service
c/o New Castle Court House Museum
211 Delaware Street
New Castle, DE 19720
(302) 824-3530
www.nps.gov/frst

First State National Monument is one of the newest of more than 400 parks in the National Park System. With First State, Delaware has its first national park and there are now national parks in all 50 states. To find a national park close to you, go to www.nps.gov.



ACTION FORM

PROCEEDING: City Council
DEPARTMENT OF ORIGIN: Planning & Inspections **DATE SUBMITTED**: July 17, 2013
PREPARED BY: Tim Taraila, Code Enforcement Supervisor; Ann Marie Townshend, AICP, Director of Planning and Community Development
SUBJECT: 222 & 238 Railroad Ave, Dover, Delaware – Violation of Dangerous Building Ordinance
REFERENCE: Chapter 22, Article XI – Dangerous Buildings, Sec. 22-385 - Hearing before Council and Chapter 22, Article XI - Dangerous Buildings Case # 13-688
RELATED PROJECT: N/A
APPROVALS: Scott D. Koenig, P.E., City Manager
EXHIBITS: PowerPoint Presentation and File Photos to be presented at the Council meeting.
EXPENDITURE REQUIRED: $58,000 **AMOUNT BUDGETED**: $140,000 Budgeted for all demolitions Citywide in the FY-2014 Budget. Balance of $124,300 remaining as of July 25, 2013. **FUNDING SOURCE (Dept./Page in CIP & Budget)**: 110-1600-534-30-33.
TIMETABLE: As soon as possible.
RECOMMENDED ACTION: 1. Declare the five buildings on this property dangerous. 2. Order the buildings demolished by **August 22, 2013** by the owner or equity owner at their own risk. 3. Order the City Manager with the assistance of the City Solicitor to cause the cost of repairs or demolition to be charged against the land on which the building exists as a municipal lien or cause such cost to be added to the tax duplicate as an assessment, or to be levied as a special tax, or to be recovered in a suit at law against the owner.

BACKGROUND AND ANALYSIS

The property is owned The Downtown Dover Development Corp (Downtown Dover Partnership). The property consists of 5 separate buildings. The structures were condemned as unfit for human habitation on March 8, 2013, due to the degree of deterioration of the structures. Currently the structures are vacant, with no utilities and in a serious state of disrepair. The property is part of an environmental clean-up under DNREC's Brownfields Program. DNREC will pay for the asbestos abatement for the project, but will not pay for the demolition costs. The Downtown Dover Partnership does not have the funds to demolish the structures. Demolition of the structures is important to the overall environmental clean-up of the site. DNREC's funding of the asbestos abatement will save the City and DDP signficiant cost associated with the asbestos abatement on the property. Following demolition, the City will bill the DDP for the demolition charges. A portion of the charges will be paid with funds available for West Side Redevelopment, and a lien will be placed against the property for the balance.

UTILITY COMMITTEE

The Utility Committee Meeting was held on July 22, 2013 at 5:00 p.m. with Chairwoman Williams presiding. Members present were Mr. Perza (arrived at 5:05 p.m.), Mr. Slavin, Mr. Blakeman, and Mr. Snaman. Members of Council present were 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.

Proposed Amendments - Water/Wastewater Capital Improvement Projects (CIP)

Mr. Scott Koenig, City Manager, reminded members that during their meeting of February 13, 2012, information was provided regarding the Calpine project at the Garrison Oak Technical Park. Staff requested support for City funding for infrastructure improvements up to a target of $6M. At the time of the request, it was not known how much of this amount would need to be allocated for streets, storm water, water, and wastewater. This $6M was included in the FY13 Capital Improvement Plan (CIP) as a placeholder and was divided up as follows: $2M for streets and storm water, $2M for water, and $2M for wastewater, and these projects were budgeted in the FY13 CIP.

Mr. Koenig stated that there were tenants, including LS Power, that did not require utility infrastructure associated with the City supplying utilities; however, the remainder of the park was intended to be an industrial, manufacturing park that would have tenants with various demands. He reminded members of the discussion that occurred in February 2012 when the Calpine Project was considered. He noted that the first energy block proposed to be built by Calpine consisted of 309 MW and that there was a potential for a second 309 MW, for a total of 618 MW of power production. He explained that this demand was driving the actual build-out and the proposals for the water infrastructure associated with the project. As staff had moved forward in the planning of the wastewater infrastructure, demands had been tagged to various lots located within the development in order to provide a profile of the types of companies that the City hoped to have located at the Garrison Farm.

Mr. Koenig reminded members that the $6M included in the CIP was based on discussions with Calpine regarding infrastructure improvements associated with the Calpine Project and development of the Garrison Farm. He stated that since then, staff had been reviewing a detailed engineering analysis of the actual needs, explaining that staff needed to determine what would be required of the City when Calpine had indicated a peak demand of over 2M gallons per day in order for the City to provide fire protection and elevated storage, and to make this demand work with the remainder of the system. As a result, staff had developed proposed revisions to the CIP that would allow the City to move forward with the construction on the infrastructure projects since bids were now beginning to be received.

Mr. Koenig indicated that development of the conceptual design and technical specifications of the elevated water tank by the URS Corporation was approved by Council in September 2012 in the amount of $49,000 and this was completed in April 2013. The original scope of the water project

was changed to increase the pipe size and tank size. The tank was originally estimated for 1 million gallons and the pipe was a 12-inch main. The size needed, based on requirements of the Calpine project, is a 1.5 million gallon tank and a 16-inch main. He explained that these factors, as well as the soil condition, had resulted in a revised project estimate of $4,235,000.

Mr. Koenig reminded members that the design of the wastewater facilities by Pennoni Associates, Inc. was approved by City Council in September 2012 in an amount not to exceed $365,000 and would be completed by August 2013. This firm was tasked with pump station design, analysis and design of existing force main and gravity sewer, analysis and upgrade design to existing PS #5, and abandonment and design of existing PS #14. He stated that in order to facilitate the tie into the County system, it would be necessary for this project cost estimate to be increased to $3,224,200.

Mr. Koenig advised members that the streets and storm sewer design was close to completion by Becker Morgan Group. He stated that, based on current information, staff anticipated this project to be within the estimate of $2M.

Mr. Koenig explained that in order to cover the increased estimated costs of these projects, which now totaled $9,459,200, staff had revised the CIP. If other funding sources were to become available or actual costs were lower, he assured members that staff would replenish the projects affected by priority of need. He reviewed the proposed revisions to Water/Wastewater Capital Improvement Plans FY13 and FY14, as follows:

Project	Current Estimate	Revised Estimate
GOTP - Water System Improvements - Bond	$2,000,000	$4,235,000
Transfer Water Quality Improvements - FY13	250,000	
Transfer Water Quality Improvements - FY14	905,000	
Transfer Emergency Generators - FY14	80,000	
Transfer - WW System Improvements - Bond - FY13	1,000,000	
Total GOTP - Water System Improvements	$4,235,000	
GOTP - Wastewater System Improvements - Bond	$2,000,000	$3,224,200
Transfer to GOTP - Water Infrastructure - FY13	(1,000,000)	
Transfer Wastewater Impact Fees - FY14	1,000,000	
Transfer Inflow Infiltration Improvements - FY14	1,013,800	
Defer purchase of Jet Truck - FY14	210,400	
Total GOTP - Wastewater System Improvements	$3,224,200	

Mr. Koenig indicated that the proposed amendments would contain the project costs within the approved budget by deferring other system improvements until they could either be re-budgeted or by moving money back into the projects through possible savings in other projects, additional financing, etc. He explained that if the City were to seek State Revolving Funds and other means of financing these projects, additional engineering studies would most likely be required, which

would jeopardize the timelines that had been discussed with Calpine and other new tenants. He advised members that recently there had been a substantial increase in the level of interest in the Park and, as a result, there had been several meetings with potential tenants.

Staff recommended approval of the Revised Capital Improvement Plan for FY14. Due to time constraints, staff requested that this item be considered by City Council during the meeting being held later in the evening.

In response to Mr. Slavin, Mr. Koenig concurred that he had major concerns with deferring capital improvement projects. In regard to staff's request that this matter be considered by City Council during the meeting scheduled for later in the evening, Mr. Koenig noted that the bids for the Garrison Water Storage Tank would also be presented to City Council for consideration later in the evening and, according to discussions with Mrs. Donna Mitchell, Treasurer/Controller, it would be necessary to amend the CIP prior to taking action on the storage tank. He indicated that if approval for the CIP amendments was not granted, no action would be taken on the storage tank.

Mr. Slavin relayed his concerns regarding the difference between the estimated and actual costs and the difficult position Council was put in due to the statements and pronouncements made during the budget hearings. Responding, Mr. Koenig stated that he shared these concerns; however, he reminded members that when Calpine comes on line, Calpine will become the City's largest customer and substantial revenues would be generated. He explained that the revenue generated by the Calpine project would help fund additional projects in the future and that these revenues would be realized in June 2015.

Responding to Mr. Slavin regarding the $1M in wastewater impact fees in FY14, Mrs. Mitchell explained that the impact fee reserve for wastewater in the Water/Wastewater Five (5) Year Forecast was $3.6M. These impact fees had been used for growth portions of projects, resulting in an amount of $1.6M at the end of the five (5) years. She indicated that this amount was now at $600,000 since another $1M would be taken for this project.

Mrs. Williams questioned if staff had contacted the State of Delaware regarding the possibility of increasing Payment in Lieu of Taxes (PILOT) amounts paid by the State. Responding, Mr. Koenig stated that staff had not discussed the possibility of an amendment to the amount of PILOT payments from the State because it was his understanding that this was determined by a legislated formula. Since the State would benefit greatly from the development of the Garrison Park, Mrs. Williams urged staff to contact the Governor and local legislators regarding their financial assistance in this matter. In regard to Calpine, Mr. Koenig stated that Calpine selected the Garrison Park for utility and land planning reasons, explaining that the City had enough water and land, as well as appropriate land use to serve them. He assured members that it was Calpine's intent to make money.

Mr. Koenig assured members that staff was tasked with maintaining the current system as well as growing the system. He explained that the City would need to make a choice and determine if the project warranted the system being expanded in this way. In making this decision, he noted that utility growth assists the City in spreading the burden of actual maintenance among more customers.

Responding to Mr. Slavin, Mr. Koenig stated that the related bids were received on June 27, 2013 and were valid for 90 days.

Mr. Hutchison reminded members that the Garrison Farm is owned by the City because of a $2M gift from the State of Delaware.

Mr. Koenig stated that additional financing was not considered by staff because the five (5) year forecasting models proposed to City Council did not include any additional debt service associated with additional financing. The requested amendments would maintain the current debt service and financing plans that had been presented to Council for the five (5) year projections.

Responding to Mr. Perza, Mr. Koenig did not feel that members could earmark future revenues to replace funds that would be transferred by deferring capital improvement projects. He suggested the possibility of members taking such action during adoption of the City's budget.

Mr. Perza moved to recommend approval of the Revised Capital Improvement Plan (CIP) for FY14, as recommended by staff. The motion was seconded by Mr. Blakeman and carried with Mr. Slavin voting no. *(Due to time constraints, this item was placed on the Council Agenda for the meeting being held later in the evening.*)

TEA/NAES Report (March and April)

The TEA/NAES Monthly Reports for March and April 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.

In response to Mr. Blakeman, Mrs. Donna Mitchell, Controller/Treasurer, confirmed that the report for FY2013-14 would be the current company's forecast. She noted that the forecast report submitted during the budget presentations was based on The Energy Authority (TEA) forecasts (rather than PACE Global). Regarding the PJM - Energy and Transmission Fees on the Variance Report, Mrs. Mitchell stated her recollection that there was a change in PJM Fees after the City's budget for last fiscal year was approved; however, she assured members that she would validate that this was the case.

Responding to Mrs. Williams, Mr. Scott Koenig, City Manager, stated that Unit 3 ran from Tuesday through Saturday and the Combustion Turbine (CT) also ran. He stated that there was a valve issue involving Unit 1, which was off-line until Friday evening, and Unit 2 was in "spinning" reserve during most of that time, resulting in the City running at full power.

Mrs. Williams questioned the City's ability to transfer additional revenues acquired in the Electric Fund to the Water/Wastewater Fund to address the funds required in regard to the proposed CIP amendments previously considered by members. Responding, Mrs. Mitchell stated that although Council had the authority to transfer funds from the Electric Fund to the Water/Wastewater Fund, such a transfer would not be policy compliant.

Mr. Blakeman moved to recommend acceptance of the TEA/NAES Monthly Reports for March and April 2013, seconded by Mr. Perza and unanimously carried.

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

Meeting adjourned at 5:39 p.m.

Beverly C. Williams
Chairwoman

BCW/TM/jg/js/mk/dd
S:\AGENDAS-MINUTES-PACKETS\Committee-Minutes\2013\07-22-2013 UTILITY .wpd

LEGISLATIVE, FINANCE AND ADMINISTRATION COMMITTEE

The Legislative, Finance, and Administration Committee meeting was held on July 22, 2013, at 6:00 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, Mr. Hutchison, and Council President Bonar. Mayor Carey was also present.

AGENDA ADDITIONS/DELETIONS

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

Proposed Amendment to Pricing for Sale of Garrison Oak Technology Park Lots

Mr. Scott Koenig, City Manager, reminded members that in June 2013, Council authorized him to negotiate land prices at Garrison Oak Technology Park at a beginning price of $35,000 per acre and to decrease that price by up to $5,000 per acre, which would result in a net price of $30,000 per acre. He stated that the proposed amendment to the pricing for sale of the Garrison Oak Technology Park lots was the result of a meeting at the Delaware Economic Development Office (DEDO) on July 10, 2013. He advised members that at that time he, along with Mayor Carey and Mr. Bill Neaton, Economic Development Director, met with a company that was interested in the Garrison Farm. He stated that, as the discussion progressed, the potential buyer requested a substantial reduction in the per acre land price, which he was not authorized to grant. As a result, it was suggested that the matter be presented to the Committee for review and recommendation and that it be immediately forwarded to City Council in order to provide the company with an answer.

Mr. Koenig advised members that the interested buyer is a manufacturing company which originated overseas and now wishes to expand their American market. They were interested in purchasing approximately 10 acres of the Garrison Farm in order to build an $8M-$10M facility that would initially propose to create 15 jobs with the intent to increase to 23 jobs. He stated that the facility would become the hub of their manufacturing facility for the area. He indicated that, as discussions progressed, the company requested that the land be provided free of charge, which he had no authorization to grant.

Staff recommended that the City Manager be granted additional latitude in the negotiation process to work with the company if it was the opinion of members that this could prove beneficial in moving forward.

Responding to Mr. Hare, Mr. Koenig stated that representatives of the company would not disclose the other areas that the City is competing against. He stated that the State of Delaware had offered several incentive packages regarding workforce development and that Kent County and the City provide tax abatements. He stated that, ultimately, the question was if the City would consider giving free land if other sites high on this company's list were doing so, or if the City would significantly reduce the price of the land.

Should the City chose to provide the land essentially free, Mr. Koenig stated that it would take the City approximately 20 years to recover that value through taxation; however, the land was transferred to the City from the State and the City had no mortgage on the land. Also, the City was

in the process of developing the infrastructure for the land and the request would provide the City an additional tenant. He explained that if approved, a transfer document must be prepared that would guarantee that the land would not transfer until the company obtained a building permit and began construction.

Mr. Hare suggested that an additional clause be included in the transfer document indicating that if the company did not remain at the site for 20 years, the property and all improvements would revert back to the City.

Responding to Mr. Slavin, Mr. Koenig explained that, in accordance with the Freedom of Information Act, this matter did not qualify for discussion in executive session since the strategy session was in relation to the sale of property and not the acquisition. He concurred that it puts the City in a terrible position as it relates to negotiations since all information is made public.

In response to Mr. Lynn, Mr. Koenig confirmed that the lots were appraised by Mr. Phil McGinnis, McGinnis Commercial Real Estate Company, and Mr. Charlie Rodriguez, R & R Commercial Realty, who estimated its worth at between $32,000 and $33,000 per acre. He stated that the total gift value of the property would be approximately $330,000. Representatives of the company had indicated an intent to fill the jobs that would be created with local talent. He stated that there was no discussion regarding the jobs that would be provided in the construction of the facility.

Mr. Lynn indicated that he would be more receptive to the request if staff included in the negotiation process that it be mandatory to use local construction companies, local workers, etc.

Mr. Koenig assured members that the final sale (contract) would require Council's approval.

Mr. Shevock suggested the possibility of negotiating a 20-year lease rather than giving the company the land, with the option to purchase after the 20 years. Responding, Mr. Koenig stated that owning the land had been one of the company's criteria.

Responding to Council President Bonar, Mr. Koenig stated that any revenues derived from water and sewer would be minimal, explaining that the company was a very low utility user and manufactured a "dry" product.

Mr. Slavin moved to recommend that the City Manager be authorized to negotiate the sale of the lots at Garrison Oak Technology Park within any parameters he chooses, with the stipulation that the result will require final approval of City Council. The motion was seconded by Mr. Hare and unanimously carried. . *(Due to time constraints, this item was placed on the Council Agenda for the meeting being held later in the evening.*)

Proposed Amendments to the City of Dover Investment Policy

Mrs. Donna Mitchell, Controller/Treasurer, reminded members that, in accordance with Section 14 of the City of Dover Investment Policy, the policy is reviewed by the Committee at least once every year and that any amendments require the approval of City Council. She noted that the policy was not presented for review in 2012.

Mrs. Mitchell advised members that the policy was reviewed by Staff, the City's Investment Advisor, and the bank to determine if any changes would be necessary. As a result, she noted that amendments were made to the City's Investment Policy and presented for the Committee's review and recommendation. She noted that Section 9.2, on Page 7, cited "paragraph 8.1" in error and that this that should reflect "paragraph 9.1," and that there should be an additional bullet titled "Mortgage Backed Securities." She indicated that these corrections were discovered after the document was submitted but it had since been amended accordingly.

Mr. Hare moved to recommend approval of the proposed amendments to the City of Dover Investment Policy *(Attachment #1)*, seconded by Mr. Shevock and unanimously carried.

Certified Local Government Application

Mr. Slavin advised members that after discussions with Chairman Lynn, it was determined that there was a need for the City to address some of the issues involving the Dover Historic District Commission and to strengthen Council's role in historic preservation. As a result of his employment with the State of Delaware, he was aware of a program called the Certified Local Government (CLG) Program. He introduced Mr. Jesse Zanovich, State Historic Preservation Office, to provide a brief review of the Program.

Mr. Zanovich advised members that the CLG Program is a local, state, and federal partnership that promotes historic preservation on the local level through technical guidance and financial assistance. Members were provided with the CLG Program guidelines which outlined the benefits, requirements and management procedures of Delaware's CLG Program. Mr. Zanovich indicated that grant funding was available to pursue a wide variety of preservation-related projects and activities, which include cultural resource surveys, historic structure reports, preparation of National Register nominations, revising preservation ordinances, creating or amending historic district design guidelines, preparing the preservation section of the City's Comprehensive Plan, etc. In addition, Mr. Zanovich stated that associated grant monies can be used for public outreach, informational workshops and seminars, preservation training for staff, etc. He noted that the CLG grants function on a 60/40 matching basis, explaining that the grant may constitute up to 60% of the project cost, while the applicant provides the remaining 40% through cash and/or donated services and materials.

Based on the current allocation formula, Mr. Zanovich stated that the minimum grant award the City of Dover could expect to receive was $5,000 and that this amount changes year to year since it is based on the federal grant and the number of CLG grant projects received. He advised members that he had reviewed the City's ordinances and that the City already met the program's requirements, such as the establishment of a preservation ordinance, historic district commission, meeting standards for adequate public participation, etc.

Mr. Zanovich assured members that the application process is simple, explaining that the application package is available online and must be submitted by the Mayor. He stated that there are currently five (5) CLG's in Delaware: Wilmington, New Castle County, Delaware City, Lewes, and Milton. He stated that CLG status is a voluntary commitment and that the Mayor can request decertification at anytime. In addition, he stated that grants are voluntary.

At the request of Mr. Slavin, Mrs. Ann Marie Townshend, Director of Planning and Community Development, stated her support for the application and assured members that if it were the desire of City Council, it would become a priority for staff.

Responding to Mr. Slavin, Mr. Zanovich confirmed that the applicant may provide in-kind services which would alleviate any effect on operating budgets.

Mr. Slavin advised members that, due to his role with the State of Delaware, he would recuse himself from voting on this issue.

Mr. Shevock moved to recommend that staff move forward with the Certified Local Government Application, seconded by Mr. Rushe and unanimously carried (Mr. Slavin abstained).

Proposed Amendments to Chapter 58 - Human Relations Commission

During their meeting of June 10, 2013, Council approved the Committee's recommendation of May 28, 2013 that the Chair of the Legislative, Finance, and Administration Committee schedule a Special Meeting for the purpose of discussing recommendation Items #1-5 included in the Committee Action Form (CAF) pertaining to the Dover Human Relations Commission (DHRC).

During the Committee meeting of June 24, 2013, Mr. Hutchison stated that since the creation of the DHRC in 2002, it had served a very important part in addressing some critical issues in the City; however, based upon past performance, there were some issues and concerns which needed to be reviewed and addressed. He voiced his concerns regarding the size of the Commission, stating that 15 members were too many, and the serious problem of retaining members, noting the Mayor and Council had received resignations from numerous members. The Committee reviewed each of the five (5) recommended items and then opened the floor for public comments. After much discussion, members tabled the matter until the next meeting to allow the opportunity for members to obtain and review the DHRC by-laws, the number and type of complaints received, and research regarding the City Solicitor's review of the formation of the DHRC.

Members continued their discussion during the Committee meeting of July 8, 2013. After public testimony, members felt that there was not enough time left during the meeting for members to further discuss the issues and develop a recommendation. Given the importance of this issue and to allow more time for discussions, members tabled the matter and requested that it be put on the agenda for the next scheduled Committee meeting.

Mr. Slavin moved to remove the matter from the table, seconded by Mr. Rushe and unanimously carried.

Chairman Lynn reminded members that, as a result of the discussions regarding this matter, the scope of the discussion at this time should be based on the five (5) parameters provided by staff, as follows: 1) if the Commission is fulfilling its purpose; 2) if there is evidence of a continued necessity for the Commission, or if it is a duplication of services provided by other agencies, committees, etc. within the City and/or State of Delaware; 3) the possibility of amending

Sec. 58-33 (c) - Meetings, of the Dover Code to limit the Commission to meeting on an as needed basis, in the same manner as many other City committees, commissions and boards, including the Awards Committee, Election Board, Ethics Commission, and Property Maintenance Code Board of Appeals; 4) the possibility of amending Sec. 58-32 (b) - Composition; appointment, of the Dover Code to reduce the membership of the Commission from fifteen (15) to seven (7), which would maintain the threshold originally proposed during the Dover Community Meeting of December 4, 2001; and 5) direct staff to prepare a Proposed Ordinance reflecting the recommendations of the Committee.

Chairman Lynn also reminded members that Mr. Sudler was requested to reach out to the membership and encourage their attendance in order for them to state their feelings regarding the issue.

Mr. Slavin explained that the role of the Committee was to make a recommendation to City Council for staff to prepare an ordinance. That process would include two (2) readings of the ordinance and a public hearing; therefore, he assured the public that the Committee's review this evening would not be the last opportunity for public input on the issue.

Mr. Rushe noted that this evening's discussion would be the third on this issue. He indicated his desire to obtain public input on whether or not it would be beneficial to reduce the membership from the current 15 and also to reduce the frequency of the required meetings.

Mr. Paul Fleming, 4 Hemsted Court, read his letter of resignation, dated August 23, 2010, into the record, as follows:

> *"Council President Hogan:*
>
> *In 2004, I was appointed to the Dover Human Relations Commission by then Council President McGlumphy. I have served on the DHRC for over six (6) years along with some very conscientious, courageous, and compassionate commissioners, and I enjoyed my tenure.*
>
> *As you know, I have always advocated for term limits, and I have said many times that there is no shortage of good people.*
>
> *I appreciate being reappointed by you; however, I believe it is time to resign so that I may pursue other interests. Thank you and the City Council for giving me the opportunity to serve the residents of Dover."*

In regard to the idea of reducing the number of Commissioners, Mr. Fleming stated his feeling that it was critical that the DHRC be fully represented, not only by the demographic characteristics of Dover, whether it be race, gender, or religion, but also the region of the City that the member is from. Otherwise, he felt that the people's interests and needs would not be fully met as they relate to the jurisdiction and function of the Commission. Unless all of these criteria were met, he urged members not to reduce the number of Commissioners appointed to serve on the DHRC.

Mr. Fleming stated his desire to have a representative of the Amish community serve, noting that they have needs and interests, as well as suggestions that could be used to help them. He indicated that many of the Amish have moved away from the area and that he would like to prevent further loss of members of this community. In response to Council President Bonar, Mr. Fleming stated that he did not know how many Amish reside within City limits.

Responding to Mr. Lynn regarding the concept of there being two (2) members from each district and one (1) at-large member, for a total of nine (9) members, Mr. Fleming felt that such membership would work if the criteria he previously mentioned was met.

Mr. Fleming provided members with a list of questions for potential candidates ***(Attachment #2)*** and noted that a copy of the ad that the DHRC had used to solicit interest from the community had been included.

Mr. EShed Alston, 406 Arnold Court, read the following statement into the record:

> *"On Monday, July 8, 2013, while attempting entry into the Kent County SPCA building in Camden, at approximately 7:07 p.m., myself and Dr. Issa quickly discovered that all the doors were closed and locked. When Dr. Issa and I finally spoke to a couple of employees there, they told us that we were not welcomed and that we needed to leave (a public meeting that we had to leave). After they told us to leave, that's when they took out the Pit Bull and threatened us with it, the one that wasn't muzzled. She told us 'y'all got to leave now - you're not wanted here and I don't know how long I can hold this Pit Bull'."*

Mr. Alston advised members that he had sciatic nerve damage in his right and left side and damage in both knees, which resulted in his inability to run. Therefore, when addressing whether or not there should be any alterations as to whether there should be considerations for people like him, he requested the opportunity to tell members how it is for him to live in Kent County. He stated that we live in a country where the Michael Vick - Trayvon Martin comparison needs to be made, where a black, multi-millionaire will lose his livelihood and spend two (2) years in prison for killing a dog, yet if a young, black man is killed, nothing happens. He stated that is the perspective of living in Kent County and America. He stated that when he left the meeting two (2) weeks ago, he was confronted with "Bull Connor" and questioned whether hoses would be next.

Mr. Alston stated that he contacted the Department of Justice directly because when he contacted the Camden Police Department, he was advised that they would not take the complaint since they did not feel there was a hate crime, racial profiling, or any other problem.

Ms. Rochelle Jackson, 200 W. Loockerman Street, requested that her allotted three (3) minutes be given to Bishop Gordon.

Bishop Gregory Gordon, 56 South New Street, noted that the DHRC was formed in 2001 by Mayor James Hutchison as a result of the death of a man that caused racial division within the City of Dover. He requested that the DHRC continue to serve as it had in the past with the exception of

the number of members, which he suggested be set at nine (9) total, with a Chair and Co-Chair, and that members come from different ethnic backgrounds and a cross-section of the community, including professional, and business sectors, etc. He suggested that there be five (5) mandatory meetings of the DHRC and that there be another ministry or NAACP, United Way, etc. every other month. He advised members that racial divide is prevalent in Delaware.

Ms. Gail Tolbert, 1001 White Oak Road, questioned if any member of Council or the Mayor was working on any buildings or businesses where the Metro Supermarket was located. She explained that there was a need for a supermarket in the area to serve residents of Luther Towers, White Oak, Edgehill, Manchester, etc. She indicated that there were senior citizens who reside in these areas and also many individuals without means of transportation. She offered to meet with anyone who may be interested to relay the ideas that had been gathered during recent community meetings.

Ms. Deborah Angelini, 200 W. Loockerman Street, noted that the State of Delaware does not recognize common law marriage and requested that this issue be considered as a State law since they now recognized gay rights and law marriages. She also relayed concerns regarding public transportation, specifically the Delaware Area Rapid Transit (DART) bus system. Chairman Lynn noted that since these comments were not directly related to the DHRC, they would be better suited to be relayed during the Open Forum segment of the City Council Meeting scheduled for 7:15 p.m. later in the evening.

Ms. Ellen Wasfi, 286 Pine Valley Road, advised members that she had been a member of the DHRC since its inception in 2002 and explained that the DHRC was set up to facilitate discussion, promote understanding, air grievances, and bring people together by allowing them to voice their concerns about the direction the City of Dover is going and how it impacts them as residents of the community. In reviewing her records, she provided examples of actions that were taken by the DHRC since 2008, as follows: 1) conducted a forum on the incidents of violence in Dover, with several recommendations initiated by members of the community who attended the forum; 2) held an outreach meeting, in coordination with the Interfaith Housing Task Force, to hear concerns about and from the homeless in Dover; 3) held a forum on the proposed resolution supporting the legalization of same sex marriage three (3) years prior to the actual promotion of the issue; and 4) held a forum on mental health awareness. She noted that this was just a small example of the diversity of interests that are addressed by the DHRC. Noting that her allotted time was expiring, she requested the opportunity to complete the list through 2013. Responding, Chairman Lynn stated that those individuals who had exhausted their time would be provided an opportunity to address members again once those wishing to speak had an opportunity to do so.

Ms. Cathy Gregory, 113 Hazeltine Road, stated that she served as a member of the DHRC and felt that at this particular time the Commission was not fulfilling its obligations. She felt that members of the DHRC needed to revisit the mission statement and go back to the basic seven (7) concepts. She advised members that there was a duplication of services since there is a Delaware State Human Relations Commission; however, she suggested that the DHRC work in tandem with the State so that they are not "disconnected." She indicated that there was a need for a Human Relations Commission, explaining that there must be something that unites the community to determine what is best and needed for the community. She agreed that the number of members should be reduced

from 15 to a maximum of nine (9). Ms. Gregory noted that the way the Commission is currently structured, it is complaint driven; however, some of the issues brought before the Commission were not complaint driven. She explained the importance of following the rules and regulations and the need for the issues to be complaint driven. Lastly, she felt that there was a need to revisit and establish rules and regulations for the public hearings held by the DHRC, explaining that there were public hearings held that she felt were not publicized correctly or conducted in the proper manner.

Ms. Justina Brewington, 4 Grand Hall, stated that she was currently serving as a member of the DHRC and for the first four (4) to six (6) months simply attended and observed. As a result, she questioned if the DHRC was permitted to take action and if members complete anything that they begin. She concurred with monthly meetings and that there should be less than 15 members on the DHRC. She advised members that the downtown area was not the only problem area within the City and that there were problems with homelessness, programs for children, and unemployment throughout the City. She stated that the DHRC should be granted authority to complete projects and should work with members of City Council in this regard.

Mr. Roy Sudler, Jr., Chairman of the DHRC, read a letter, dated July 22, 2013, submitted by Ms. Nauleen Perry who previously served as a member of the DHRC and resigned in February 2010 under the Chairmanship of Dr. Samuel Hoff, as follows:

> *"When I resigned from the Dover Human Relations Commission in February of 2010, it was due in part because I was unaware of the "Non-Attendance" policy of the Commission and missed 3 meetings, which were unavoidable due to my work schedule.*
>
> *However, my primary reason for resigning from the Commission was due to the constant arguing amongst some of the Commissioner's and the Chair (Dr. S. Hoff). From the beginning there was a divide between commissioners. I felt that some Commissioner's had their own agenda that they wanted to bring forth and not listen to what the citizens of Dover wanted. Many times during the meetings it seemed as if rules and bylaws were the only business of the day because we could (not) get pass what should be handled and how.*
>
> *While I felt that there were a few serious issues with the Commission, I am in full support of the Commission and the work that they do. I wish the Commission and all of the Commissioner's great success as they continue to seek to make human relations better for the citizens of Dover."*

Chairman Lynn read a letter submitted by Ms. Dawn Allen-Pyne, dated July 18, 2013, into the record, as follows:

> *"Dear Chairman Lynn,*
>
> *I am addressing this letter to you, as the Chairman of the Legislative, Finance, and Administration Committee. Please ensure this letter is entered into the official record for Monday, July 22, 2013, meeting as I will not be there. It was requested that I provide my personal observations as to the reasons members of the Dover Human Relations Commission (DHRC), especially newly appointed members, do not stay on the commission.*
>
> *Personally, I believe it is for a few reasons: 1) Lack of support for the DHRC as a vital functioning interface for City of Dover residents; 2) Blatant and continuing interference by City Council towards the DHRC activities and events to provide help, support, and guidance to the City of Dover residents; 3) Repeated public comments/statements, that the DHRC is overstepping its bounds and stirring up problems for residents where there are none; and 4) The DHRC lack of authority to take action and its requirement to only submit recommendations to the City Council and Mayor."*

Due to time constraints, Chairman Lynn noted there would not be time for additional public testimony.

Mr. Slavin moved to recommend that staff be authorized to draft an ordinance that would provide for City Council to affirm the 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; that the number of meetings be set at five (5) per year, one (1) in each quarter of the year; 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. The motion was seconded by Mr. Rushe.

Mr. Rushe stated that the current enabling legislation allowed for the DHRC to call a meeting if they felt the need and requested that the motion be amended to recommend that the number of meetings be set for a minimum of five (5) per year and to allow a mechanism for additional meetings for a specific purpose. Mr. Slavin indicated concurrence with this amendment to the motion.

Mr. Hare noted that the filing of a complaint could be reason for an additional meeting. In addition, he noted that members were required to be residents of the City of Dover and stated that one of the current members did not reside within City limits.

On a call for the question, the motion that staff be authorized to draft an ordinance that would provide for City Council to affirm the 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; 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 was seconded by Mr. Shevock and unanimously carried.

Mr. Slavin assured the public that there would be additional opportunities for public testimony during the Committee's review of the proposed ordinance and Council's consideration.

By unanimous consent, the meeting adjourned at 7:03 p.m.

Sean M. Lynn
Chairman

SML/TM/jg/js/mk/dd
S:\AGENDAS-MINUTES-PACKETS\Committee-Minutes\2013\07-22-2013 LF&A.wpd

Attachments
Attachment #1 - Proposed Investment Policy
Attachment #2 - DHRC Candidate Questionnaire

City of Dover, DE

Investment Policy Statement

Dated July 15, 2013

1.0 Governing Authority

It is the policy of the City of Dover to invest public funds under its control in a manner that will provide the highest investment return consistent with the maximum safety of principal, while meeting cash flow needs of the City. The investment program shall conform to all state and local statutes governing the investment of public funds.

2.0 Scope

This Investment Policy Statement (the "Policy") applies to all financial assets of the City of Dover for which the City retains direct or indirect daily control. Funds for which the City has retained outside fund manager(s) shall also be governed by this Policy or, in the case of bond proceeds, related governing bond documents~~, including any Trust Indentures~~.

2.1 Accounts

2.1.1 Cash and Liquidity Accounts: The majority of the City's cash balance available for investment is maintained in the cash and liquidity accounts. These accounts will be managed and invested by investment managers, selected by the City Council through competitive bid, in order to maximize the return to the City while, at the same time, providing for safety of principal and sufficient liquidity for the City to meet its cash needs. The City will manage its short-term investments to ensure sufficient liquidity and prevent their premature sale for the purpose of covering expenditures. Short-term investments should mature at face value in sufficient amounts to meet any liquidity needs.

2.1.2 Reserve Cash (Intermediate) Account: To the extent cash is not expected to be needed on short notice, the City shall invest such funds in the Reserve Cash Account. This fund shall be managed and invested by an investment manager or managers**,** selected by the City Council after a competitive bid, in order to maximize the return on said money to the City while providing for the safety of principal.

All of the City of Dover's funds are accounted for in its Comprehensive Annual Financial Report. Those funds to which this Policy applies include (excluding the Deferred Compensation Plan and Pension Trusts):

2.2 Funds

2.2.1 General Fund
2.2.2 Capital Project Funds
2.2.3 Special Revenue Funds
2.2.4 Enterprise Funds
2.2.5 Internal Service Funds
~~**2.2.6** Trust and Agency Funds~~
2.2.~~7~~6 Any new fund created by the City Council, unless specifically exempted

3.0 Objectives

The primary objectives of the City of Dover's investment activities, in order of importance shall be:

3.1 Safety

Preservation of principal is the foremost objective of the investment program. To attain this objective, funds shall be diversified among securities of high credit quality and liquidity, so that risk of loss of principal is minimized.

3.2 Liquidity

The City's investments shall be made for such periods as to enable the City to meet all operating requirements that may be scheduled or reasonably anticipated.

3.3 Return on Investments

A goal of the investment program shall be to maximize investment return within the constraints of Sections 3.1 and 3.2.

4.0 Delegation of Authority

Authority to manage the City of Dover's investment program is derived from this Policy, which is approved by City Council, and "Dover Code, PART I, Subpart A, Article II, Section 17" (attachment B) which states in part that "The Controller/Treasurer shall be the custodian of all of the City funds."

The City's Controller/Treasurer shall:

1) Review the this Policy annually and recommend changes, if any, to City Council;
2) Be charged with implementing the Policy, and may delegate authority to make investments to an investment advisor. The Controller/Treasurer shall be responsible for all investment transactions and shall establish controls to regulate the activities of the investment advisor, if any.
3) Ensure that records of the City's investment activities are kept for ten-years.

5.0 Prudence, Ethics and Conflicts of Interest

Any official of the City or investment advisor/manager empowered to make investments on behalf of the City of Dover shall comply with the following:

5.1 "Prudent Person" Rule

Investment decisions shall be made with the judgment and care which persons of reasonable intelligence, under circumstances prevailing at the time the investment is made, would exercise in the management of their own investments assuming that their objectives are those shown in Section 3.0 of this policy.

5.2 Ethics and Conflict of Interest

The delegate authorized to make City investments shall act at all times in an ethical manner, and shall not engage in activity that could impair or be perceived to impair their ability to make impartial investment decisions. They shall disclose to the Mayor and City Council any material interests in financial institutions with which the City has financial dealings, and which may be related to the performance of the investment program. Employees and officers shall refrain from undertaking personal investment transactions with the same individual(s) with whom business is conducted on behalf of the City.

6.0 Authorized Institutions and Dealers

All broker/dealers that desire to become qualified for investment transactions with the City shall meet the following:

1. Primary dealers and regional dealers that qualify under Securities and Exchange Commission Rule 15C3-1 (uniform net capital rule)
2. Capital of at least $25,000,000 or capital of $5,000,000 for firms incorporated in the State of Delaware
3. Registered as a dealer under the Securities Exchange Act of 1934
4. Member of the Financial Industry Regulatory Authority (FINRA)
5. Registered to sell securities in the State of Delaware
6. Engaged in the business of effecting transactions in U.S. government, federal agency, and corporate securities for at least five (5) consecutive years

To the extent the City utilizes the services of an outside Investment Advisor, it shall be the responsibility of the Investment Advisor to maintain an approved list of brokers.

7.0 Safekeeping and Custody

To ensure that securities are deposited in an eligible financial institution prior to the release of funds, all trades of marketable securities will be executed by delivery vs. payment ("DVP").

Further, all securities will be held by an independent third-party custodian, in the name of the City, and evidenced by safekeeping receipts in the City's name. The custodian shall provide daily confirmation of held securities as well as a monthly transactions and holdings report.

8.0 Authorized Investments and Trading of Securities

The Controller/Treasurer or authorized delegate may invest only in the types of securities listed below. The maximum stated maturity of any security shall be limited to 10 years at time of purchase, unless otherwise stated. For Agency mortgage backed securities, the maximum maturity shall be defined as the weighted average life ("WAL"). WAL is a convention that estimates the expected weighted amount of time, in years, for the principal amount of an issue to be fully paid. For this sector, WAL shall be limited to 10 years, measured at the original purchase date, provided by Bloomberg Financial Markets.

8.1 United States Government Securities

Marketable securities issued by the U.S. Government and supported by the full faith and credit of the U. S. Treasury either by statue or an opinion of the attorney general of the United States. Up to 100% of the portfolio may be invested in this sector.

8.2 Government Agency Securities

Debt securities issued by government-sponsored enterprises ("GSE"), federal agencies, and federal financing banks; ~~the maximum stated maturity of any investment in this sector shall be limited to 5 years at time of purchase~~. Up to 100% of the portfolio may be invested in this sector.

8.3 Certificates of Deposit and Time Deposits

8.3.1 **Domestic Institutions**: Issued or endorsed by a domestic bank, or a savings and loan association, organized and supervised under the laws of the United States and denominated in U.S. dollars; provided, however, that deposits are fully insured or guaranteed by the Federal Deposit Insurance Corporation ("FDIC").

If not insured by the FDIC:

- The banking institution must have assets of not less than $5 billion; and
- Issuers must have a short-term rating of A-1 by Standard & Poor's and P1 by Moody's and a long-term rating of AA by Standard & Poor's or Aa by Moody's.

The maximum stated maturity of any investment in this sector shall be limited to 5 years at time of purchase. This sector shall not exceed 25% of the total portfolio. No single issuer shall exceed 5% of the City's portfolio.

8.3.2 **Delaware-Domiciled Institutions**: Issued by or endorsed by any bank or savings association domiciled in the State of Delaware and organized and supervised under federal or State of Delaware banking laws which does not meet the requirements of Section 8.3.1 hereto; provided, however, that:

- For each of the latest two years, the bank or association has had a return on total average assets of 0.50% or greater and an average capital ratio (defined as total equity capital to total assets) of at least 1 to 20, or the instrument is secured as set forth in Section ~~8~~ 9, "Collateralization of City Deposits," hereto; and
- Not more than the lesser of $10 million or 25% of an issuer's total equity capital, may be invested in any one issuer. (Investments due to mature in one business day may be excluded from the computation of this percentage.)
- The Board expressly affirms that, consistent with these guidelines, Delaware banks and savings associations should be considered as a source of investment.
- The maximum stated maturity of any investment in this sector shall be limited to 5 years at time of purchase. This sector shall not exceed 20% of the total portfolio. No single issuer shall exceed 5% of the City's portfolio.

8.4 Corporate Debt Instruments

Such instruments include commercial paper bankers' acceptances, and non-convertible senior debt securities (bonds and debentures).

8.4.1 ~~Any such instrument must be issued by a U.S. corporation~~; Corporate securities must be denominated/issued in US dollars. Many foreign corporations issue debt/securities in the US market, in US dollars.

8.4.2 No single issuer shall exceed 5% of the City's portfolio.

8.4.3 Commercial Paper shall be limited to a final stated maturity of 270 days. This sector shall not exceed 25% of the total portfolio. Issuers shall be rated at least A-1 by Standard & Poor's and P-1 by Moody's.

8.4.4. Bankers' Acceptances shall be limited to a final maturity of 365 days. This sector shall not exceed 25% of the City's Portfolio. Issuers shall be rated at

least A-1 by Standard & Poor's and P1 by Moody's.

8.4.5 Corporate bonds and debentures shall be limited to a final stated maturity of 5 years. This sector shall not exceed 50% of the total portfolio. Issuers shall hold a long-term rating of at least AA by S&P or Aa by Moody's.

8.5 Repurchase Agreements

The underlying collateral shall consist of U.S. government and/or GSE securities provided, however, that:

8.5.1 All repurchase agreements must be governed by a written master repurchase agreement;

8.5.2 Agreements will be entered into only with respect to underlying securities in which the investment manager may otherwise invest as described above, and only with a recognized U.S. Government/broker or a bank which meets the requirements set out under paragraph Section 8.3.1 or 8.3.2 above;

8.5.3 In the case of repurchase collateral held in book-entry form in the Federal Reserve System, all deliveries of securities must be made, for the transfer thereof, through the Federal Reserve book-entry system to the account designated by the investment manager for such purpose. Securities held in certificated form must be delivered to the investment manager or a custodian as directed by the investment manager.

8.5.4 Any collateral employed under this paragraph shall be counted towards the applicable maximum limits set forth within these guidelines for such type of investment, and such collateral shall be valued at market at not less than 103 percent of the maturity value of the agreement and marked-to-the-market as requested by the investment manager.

8.5.5 Repurchase agreements shall be limited to a maximum maturity of 90 days from date of purchase. No single issuer shall exceed 25% of the City's portfolio.

8.6 Registered Investment Companies (Money Market Funds)

~~Money market funds shall not be permitted to invest in or hold securities other than those approved in this Policy~~. No single fund shall exceed 25% of the City's portfolio. Money market funds shall be rated AAAm by Standard & Poor's. A current prospectus must be obtained before investing in any money market fund, and current holdings reports must be maintained at least each month.

8.7 Mortgage-Backed Securities

Mortgage-backed securities issued by the following: Government National Mortgage Association (GNMA), Federal National Mortgage Association (FNMA) or Federal Home Loan Mortgage Association (FHLMC). This sector shall not exceed 50% of the total portfolio.

8.8 Municipal Obligations

Taxable and tax-exempt securities issued by state and local governments and public authorities in the United States. The maximum stated maturity of any investment in this sector shall be limited to 5 years at time of purchase. This sector shall not exceed 30% of the City's portfolio. No single issuer shall exceed 5% of the City's

portfolio. Issuers shall be rated at least "A" ~~AA~~ by Standard & Poor's and "A" ~~Aa~~ by Moody's. Additionally Issuers in the short term market (under one year) shall be rated at a minimum of "mig-1" or "sp-1" for Moody's and S&P.

8.9 State of Delaware Investments Pool

8.9.1 Delaware Local Government Investment Pool (DELGIP) -The investment in this pool is permitted in relation to the City's cash flow and the guidelines set forth by the State of Delaware. The investment in this pool will not exceed 25% of the total funds available and will be monitored by the City's Finance Department on a monthly basis.

8.9.2 Delaware Local Government Retirement Investment Pool (DELRIP) The investment in this pool is permitted in relation to the City's Post-Retirement Benefits Fund. The investment in this pool will not exceed 25% of the total funds available and will be monitored by the City's Finance Department on a monthly basis.

8.10 Trading Securities

The Controller/Treasurer is hereby authorized to sell securities prior to their stated maturity date in the following circumstances:

1. A security with declining credit may be sold prior to its maturity to minimize loss of principal;
2. A security swap may be executed if it would improve the quality, yield, or target duration of the portfolio;
3. Securities may be sold to provide needed liquidity.

8.11 Internal Control on such transactions

8.11.1 An investment report will be provided to the Council on a quarterly basis.

8.11.2 All investment reporting documents will be provided to the independent auditors.

8.11.3 Investment records will be kept by the City for ten (10) years.

8.11.4 The trading shall not involve any hedge, derivatives and/or borrowing funds for trading purposes.

9.0 Collateralization of City Deposits

If the City deposits funds in any financial institution, those funds will be subject to the following collateralization requirements. The financial institution shall:

9.1 Collateralize the City's daily ledger balance(s) if, for any quarter during the most recent eight quarters the bank has not met both of the following two criteria:

- Return on total average assets of 0.50 percent or greater.
- Average capital ratio (total equity to total assets) of 5.00 percent or greater.

9.2 If either criterion in paragraph 8.1 is not satisfied collateral must be pledged and shall consist of one or more of the following securities:

- U.S. Government securities
- U.S. Government agency securities
- Federal Home Loan Board letters of credit
- State of Delaware securities

- Securities of a political subdivision of the State of Delaware with a Moody's rating of "A" or better

9.3 Ensure that the securities pledged as collateral (except for Federal Home Loan Board letters of credit) have a market value equal to or greater than ~~103~~ 102 percent of the ledger balance(s) in the account(s) marked to market each day.

9.4 Ensure that securities pledged as collateral are housed at the Federal Reserve Bank or a mutually agreed upon third party depository. (The trust department of the winning vendor will not be acceptable.)

9.5 Provide reports on a monthly basis to the City Finance Department detailing the collateral pledged.

9.6 Provide a Call Report (Consolidated Report of Condition and Income, FFIEC 031) on a quarterly basis to the City Finance Department.

10.0 Policy Considerations

If securities owned by the City are downgraded by either Standard & Poor's or Moody's to a level below the quality required by this Policy, it shall be the City's policy to review the credit situation and make a determination as to whether to sell or retain such securities in the portfolio.

If a security is downgraded two grades below the level required by the Policy, the security shall be sold immediately.

If a security is downgraded one grade below the level required by this Policy and matures within 6 months, the security may be held to maturity. The Controller/Treasurer may determine to sell the security if it is determined that there is a probability of default prior to maturity.

If a decision is made to retain a downgraded security in the portfolio, its presence in the portfolio will be monitored and reported monthly to the Controller/Treasurer.

11.0 Internal Controls

The Treasurer is responsible for establishing and maintaining an internal control structure designed to ensure that the assets of the City are protected from loss, theft, or misuse. The Treasurer shall also establish a process for an annual independent review by an external auditor to assure compliance with policies and procedures. The internal controls shall address the following:

- Control of collusion
- Separation of transaction authority from accounting and recordkeeping
- Custodial safekeeping
- Prohibition of physical delivery securities
- Clear, written delegation of authority to subordinate staff members
- Written confirmation of transactions for investments and wire transfers

12.0 Performance Standards

The City of Dover's investment decisions shall be made with the objective of obtaining a rate of return commensurate with the investment risk constraints and the cash flow needs. On a quarterly basis, the Controller/Treasurer shall compare the City's portfolio against the

Merrill Lynch 0-5 Year U.S. Treasury Index, in terms of time-weighted total return and average duration for the period under review.

13.0 Reporting

At the end of each calendar quarter, the Controller/Treasurer will submit a report of all quarter-ending investments to the Mayor and City Council. Reports shall include the following:

- Listing of individual securities held as of last day of reporting period, sorted by sector
- Par, market, and amortized cost values of each security
- Coupon, current yield, and final stated maturity date of each security

14.0 Investment Policy Adoption

The City of Dover's investment policy will be adopted by the City Council after review and recommendation of the Legislative and Finance Committee. The policy will be reviewed at least once every year by the Legislative and Finance Committee, which is charged with considering the existing policy and any recommendations to modify the policy. Any modifications to the policy must be approved by the City Council.

LEGEND

1. Original approval by City Council - November 14, 1988
2. Revised policy approved by City Council - March 7, 2005
3. City Council Approved with No Changes – April 14, 2008
4. Revised policy approved by City Council – July 25, 2011

ATTACHMENT A

GLOSSARY

AGENCIES: Federal agency securities, otherwise known as "Government Sponsored Enterprises."

CERTIFICATE OF DEPOSIT (CD): A time deposit with a specific maturity evidenced by a certificate. Large denomination CD's are typically negotiable.

BANKERS ACCEPTANCE: A short-term credit investment which is created by a non-financial firm and whose payment is guaranteed by a bank.

COLLATERAL: Securities, evidence of deposit or other property which a borrower pledges to secure repayment of a loan. Also refers to securities pledged by a bank to secure deposits of public monies.

COMMERCIAL PAPER: An unsecured obligation issued by a corporation or bank to finance its short-term credit needs. Maturities typically range from one (1) to 270 days.

COMPREHENSIVE ANNUAL FINANCIAL REPORT (CAFR): The official annual report for the City of Dover. It includes five combined statements for each individual fund and account group prepared in conformity with GAAP. It also includes supporting schedules necessary to demonstrate compliance with finance-related legal and contractual provisions, extensive introductory material, and a detailed Statistical Section.

CORPORATE BONDS: A debt security issued by a corporation based in the United States of America. Such bonds usually have a par value of $1,000, have a term maturity, and are traded on a major exchange.

DEALER: A dealer, as opposed to a broker, acts as a principal in all transactions, buying and selling for his own account.

DIVERSIFICATION: Dividing investment funds among a variety of securities offering independent returns, in an attempt to limit risk.

FEDERAL CREDIT AGENCIES: Agencies of the Federal government set up to supply credit to various classes of institutions and individuals, e.g., S&L's, small business firms, students, farmers, farm cooperatives, and exporters.

FEDERAL DEPOSIT INSURANCE CORPORATION (FDIC): A federal agency that insures bank deposits, currently up to $250,000 per deposit.

FEDERAL FUNDS RATE: The rate of interest at which Fed funds are traded. This rate is currently pegged by the Federal Reserve through open-market operations.

FEDERAL HOME LOAN BANKS (FHLB): The institutions that regulate and lend to savings and loan associations. The Federal Home Loan Banks play a role analogous to that played by the Federal Reserve Banks vis-a-vis member commercial banks.

FEDERAL NATIONAL MORTGAGE ASSOCIATION (FNMA): FNMA, like GNMA was chartered under the Federal National Mortgage Association Act in 1938. FNMA is a federal corporation working under the auspices of the Department of Housing and Urban Development (HUD). It is the largest single provider of residential mortgage funds in the United States. Fannie Mae, as the corporation is called, is a private stockholder-owned corporation. The corporation's purchases include a variety of adjustable mortgages and second loans, in addition to fixed-rate mortgages. FNMA's securities are also highly liquid and are widely accepted.

FEDERAL RESERVE SYSTEM: The central bank of the United States created by Congress and consisting of a seven member Board of Governors in Washington, D.C., 12 regional banks and about 5,700 commercial banks that are members of the system.

GOVERNMENT NATIONAL MORTGAGE ASSOCIATION (GNMA or Ginnie Mae): Securities influencing the volume of bank credit guaranteed by GNMA and issued by mortgage bankers, commercial banks, savings and loan associations, and other institutions. Security holder is protected by full faith and credit of the U.S. Government. Ginnie Mae securities are backed by the FHA, VA or FMHM mortgages. The term "passthroughs" is often used to describe Ginnie Mae's.

LIQUIDITY: A liquid asset is one that can be converted easily and rapidly into cash without a substantial loss of value. In the money market, a security is said to be liquid if the spread between bid and asked prices is narrow and reasonable size can be done at those quotes.

LOCAL GOVERNMENT INVESTMENT POOL (LGIP): The aggregate of all funds from political subdivisions that are placed in the custody of the State Treasurer for investment and reinvestment.

MARKET VALUE: The price at which a security is trading and could presumable be purchased or sold.

MATURITY: The date upon which the principal or stated value of an investment becomes due and payable.

MORTGAGE-BACKED SECURITIES (MBS): An investment instrument that represents ownership of, and is backed by, an individual interest in a pool of mortgages such as those issued by Ginnie Mae or Freddie Mac. Principal and interest from the individual mortgages is used to pay principal and interest on the MBS.

MUNICIPAL NOTES AND BONDS: Securities issued by a state, city, or local government to finance operations or special projects.

PRUDENT PERSON RULE: An investment standard. In some states the law requires that a fiduciary, such as a trustee, may invest money only in a list of securities selected by the custody state--the so-called legal list. In other states the trustee may invest in a security if it is one which would be bought by a prudent person of discretion and intelligence who is seeking a reasonable income and preservation of capital.

QUALIFIED PUBLIC DEPOSITORIES: A financial institution which does not claim exemption from the payment of any sales or compensating use or ad valorem taxes under the laws of this state, which has segregated for the benefit of the commission eligible collateral having a value of not less than its maximum liability and which has been approved by the Public Deposit Protection Commission to hold public deposits.

RATE OF RETURN: A measure of worth, either at security or aggregate portfolio level, over a period of time. There are many return conventions, including but not limited to yield to maturity at cost, yield to maturity at market, yield to worst, time weighted total return, dollar weighted total return.

REPURCHASE AGREEMENT (RP OR REPO): A holder of securities sells these securities to an investor with an agreement to repurchase them at a fixed price on a fixed date. The security "buyer" in effect lends the "seller" money for the period of the agree-ment, and the terms of the agreement are structured to compensate him for this. Dealers use RP extensively to finance their positions. Exception: When the Fed is said to be doing RP, it is lending money, that is, increasing bank reserves.

REVERSE REPURCHASE AGREEMENT: The purchase of a security by a dealer with the agreement to sell it back to the seller at a fixed price at a later date. Typically used by owners of securities to finance short-term needs without having to liquidate the security.

SAFEKEEPING: A service to customers rendered by banks for a fee whereby securities and valuables of all types and descriptions are held in the bank's vaults for protection.

TIME DEPOSITS: A savings account or CD held for a fixed term or with the understanding that the customer can withdraw only by giving advanced notice.

TREASURY BILLS: A short-term (less than one year) non-interest bearing discount security issued by the U.S. Treasury department to finance the national debt. Most bills are issued to mature in three months, six months, or one year.

TREASURY BOND: Long-term U.S. Treasury securities having initial maturities of more than 10 years.

TREASURY NOTES: A non-interest bearing discount security issued by the U.S. Treasury to finance the national debt. Most bills are issued to mature in three months, six months or one year.

UNIFORM NET CAPITAL RULE: Securities and Exchange Commission requirement that member firms as well as nonmember broker-dealers in securities maintain a maximum ratio of indebtedness to liquid capital of 15 to 1: also called net capital rule and net capital ratio.

Indebtedness covers all money owed to a firm, including margin loans and commitments to purchase securities, one reason new public issues are spread among members of underwriting syndicates. Liquid capital includes cash and assets easily converted into cash.

VARIABLE RATE MASTER DEMAND NOTES: A floating rate security with initial maturities and indexed rates chosen by the investor. The interest rate is adjusted periodically, usually off a standard such as that prevailing on a Treasury Bill or the prime interest rate.

YIELD: The rate of annual income return on an investment, expressed as a percentage.

INCOME YIELD is obtained by dividing the current dollar income by the current market price for the security.

NET YIELD or YIELD TO MATURITY is the current income yield minus any premium above par or plus any discount from par in purchase price, with the adjustment spread over the period from the date of purchase to the date of maturity of the bond.

ATTACHMENT B

Dover, Delaware, Code of Ordinances >> PART I - CHARTER AND RELATED LAWS

PART I - CHARTER AND RELATED LAWS [1]

Subpart A - CHARTER

PREAMBLE [3]

We the people of the City of Dover, under the constitution and laws of the state of Delaware, in order to secure the benefits of local self-government and to provide for an honest and accountable council-manager government, do hereby adopt this charter and confer upon the city the following powers, subject to the following restrictions, and prescribed by the following procedures and governmental structure. By this action, we secure the benefits of home rule and affirm the values of representative democracy, professional management, strong political leadership, citizen participation, and regional cooperation.

ARTICLE I. - POWERS OF THE CITY

ARTICLE II. - MAYOR AND COUNCIL

Sec. 17. - Controller/treasurer.

At the annual meeting the council shall elect a controller/treasurer to hold office until the next annual meeting of the council, or until his/her successor has been duly chosen and qualified, but subject to removal at any time by the council.

The controller/treasurer shall be the custodian of all the city funds and shall deposit them in a banking institution designated by the council.

(Amd. of 7-12-2005 (S.B. 126); Amd. of 7-8-2009 (S.B. 165, § 15))

DOVER HUMAN RELATIONS COMMISSION

April 25, 2007

Candidate Questionnaire

1. What volunteer service(s) have you performed?

2. Why do you want to serve on this commission?

3. What relevant experience, if any, have you had in the human relations area?

4. How would you define good human relations in a community?

5. What do you think is the most important social service needed in Dover?

6. What area of human relations (in Dover) do you think needs improvement and why?

7. How would you propose involving community groups in the activities of the Commission?

8. Have you ever attended a meeting of the Dover Human Relations Commission?

9. What do you think the Commission could do to make itself more effective in improving human relations in Dover?



DOVER HUMAN RELATIONS COMMISSION

The Dover Human Relations Commission (DHRC) is seeking to fill a member vacancy and requests applications from citizens of the city who are willing to serve. The Commission is an advisory body created by the Mayor and City Council to promote and develop an environment of fairness and respect among all citizens of Dover. The Commission aims to involve all segments of the community in understanding and appreciating the benefits of positive inter-group relations. Members serve on various committees and are expected to attend monthly meetings, usually scheduled for the fourth Wednesday at 7 pm. Interested persons should send a letter of interest and resume to the Dover Human Relations Commission, c/o City of Dover, P.O. Box 475, Dover, DE 19903-0475.

SAFETY ADVISORY AND TRANSPORTATION COMMITTEE

The Safety Advisory and Transportation Committee Meeting was held on July 24, 2013, at 5:00 p.m. with Chairman Hutchison presiding. Members present were Mr. Perza (arrived at 5:10 p.m.), Mr. Davis, and Mr. Keller. Mr. Dixon was absent. Mayor Carey was also present.

AGENDA ADDITIONS/DELETIONS

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

Requests for Fifteen (15) Minute Parking - Loockerman Street and Governors Avenue Behind Bayard Plaza

Mr. Scott Koenig, City Manager, advised members that a request was received from the Downtown Dover Partnership (DDP) regarding the conversion of three (3), 2-hour, on-street parking spaces located on Loockerman Street, in front of and adjacent to 22-24 West Loockerman Street, to three (3), 15-minute parking spaces. He indicated that the DDP recently purchased the building located at 22-24 West Loockerman Street and that there was a letter of intent for a signed lease with the EZ Pass vendor for the Delaware Department of Transportation (DelDOT) to occupy the building. He stated that the intent of the request was to accommodate some of the EZ Pass retail customers that DelDOT and TransCore anticipated coming to the EZ Pass's new downtown location. The request would alter the availability of parking in the City's downtown business district and could affect multiple properties in the vicinity. Currently, all of the on-street parking in this area had a 2-hour parking limit that was being monitored by the City's parking enforcement staff.

Mr. Koenig stated that an additional request was received from the DDP to convert one (1), 2-hour parking space in front of 212 S. Governors Avenue (adjacent to the new Bayard Plaza) to a 15-minute loading zone/parking space. He stated that the intent of this request was to facilitate more than one (1) business in the area.

Regarding both requests, Mr. Koenig explained staff's concern regarding the ability to "police" the proposed 15-minute time limit since City staff was currently not visiting these spaces on such a schedule and the City's manpower authorizations would not allow for a 15-minute schedule; therefore, compliance would probably be determined by the honor system. Additionally, if further requests were received, the parking configuration and character of the downtown area could be significantly altered and negatively affect some downtown businesses.

Staff recommended reviewing the request, as well as input from the DDP, downtown businesses, and other interested parties prior to making a formal recommendation. If there was favorable consensus for the request, staff would implement the change to the time limits on the referenced parking spaces.

Responding to Mr. Hutchison, Mr. Louis Colon, Executive Director of the DDP, stated that EZ Pass was anticipating 50 retail customers per day, which was the reason for requesting the three (3), 15-minute parking spaces in front of and adjacent to 22-24 West Loockerman Street. Their hours of operation were from 7:00 a.m. to 7:00 p.m. He stated that the request to convert one (1), 2-hour parking space in front of 212 S. Governors Avenue to a 15-minute loading zone/parking space was the result of a request by Amici's Restaurant/Deli and convenience store, explaining that some of their customers order groceries online and there was a need to provide such a loading/parking space to accommodate them. It was anticipated that EZ Pass would be in full operation by January 1, 2014.

In response to Mr. Hutchison, Police Chief Hosfelt stated that enforcement of 15-minute parking would be difficult, explaining that this large area was being regulated by only two (2) employees. He suggested that the other foot patrol employee and motorcycle unit may be used to help in this regard. Responding, Mr. Colon stated that although it may be difficult to enforce, he felt that just having 15-minute parking signs posted would be helpful in deterring extended parking.

Mr. Davis felt that 15 minutes may not provide ample time for EZ Pass customers to complete their business and suggested that the parking limit be extended. He also relayed concern regarding the effect this would have on the eateries along Loockerman Street. Responding, Mr. Colon assured members that there was ample parking available since 138 additional spaces would be available after accommodating the 85 parking spaces for EZ Pass.

In regard to the suggestion to extend the parking limit, Mr. Keller questioned if the requested 15-minute parking should be extended to 30 minutes.

Mr. Koenig suggested, if the Committee recommended approval of staff's recommendation, that staff be authorized to work with EZ Pass to determine if the parking should be 15 or 30 minutes.

Mr. Gary Patterson, member of the DDP Board of Directors, stated his support of the requests and felt that the parking restriction may prove beneficial for the restaurants in the vicinity.

Mr. Davis moved to recommend that the requests for 15-minute parking be referred back to the City Manager for further review and to obtain input from the DDP, downtown businesses, and other interested parties and, if there is favorable consensus for the request, staff will implement the change to the time limits (either 15-minute or 30-minute) for the referenced parking spaces on Loockerman Street and Governors Avenue. The motion was seconded by Mr. Keller and unanimously carried.

Discussion - Left-Turn Restrictions at Loockerman Street and Governors Avenue

Mr. Scott Koenig, City Manager, reminded members that in December of 2012, as requested by City Council, City staff submitted a request to the Delaware Department of Transportation (DelDOT) to review traffic back-ups that are created on Loockerman Street due to left turns being allowed onto Governors Avenue. He stated that DelDOT completed the requested Traffic Engineering Study dated May 9, 2013 and noted that the general conclusion of the study was as follows: *"There will be overall improvement to the intersection operation if a left turn restriction is followed by motorists since the issues seen during the study (motorists running the red light or missing the green phase on W. Loockerman Street) would be eliminated. Therefore, the Department of Transportation has no objection with the City of Dover establishing a left turn restriction at the intersection. As noted in the original request by Dover, the local business community near the intersection should be contacted to get their feedback before deciding if the left turn restriction is put in place by the City."*

At the suggestion of DelDOT, staff recommended that a public hearing be scheduled for the next regular Safety Advisory and Transportation Committee Meeting to receive public comments on the proposed turn restrictions prior to taking formal action regarding the request. Mr. Koenig stated that this would allow staff to advertise the public hearing, post it on the City's website, and send notices to residents in the area.

Mr. Koenig reminded members that left-turn restrictions were in place approximately 10 years ago; however, they were eliminated at the request of the Downtown Merchants Association to give drivers the option to turn onto Governors Avenue. He noted that the study conducted by DelDOT indicated that such a restriction would improve the traffic flow on Loockerman Street by preventing traffic from being backed up to Bradford Street. He explained that it would not reduce the traffic on Loockerman Street and would likely push turning issues to the next intersection at New Street. In discussing this issue at the Downtown Dover Partnership meeting, Mr. Koenig stated that members were reminded that when there was a left-turn restriction, there was more use of the North Street corridor, which provided a better flow of traffic.

Mr. Hutchison questioned if there may be a need to request a total review by DelDOT to conduct a study of all intersections along Loockerman Street in the downtown area. Responding, Mr. Koenig stated that a comprehensive downtown study of traffic issues would require approximately 12-15 months to be accomplished and would require funding.

Mr. Hutchison advised members that many years ago, there were one-way streets in Dover and that it had been anticipated that there would be a need to return to one-way streets in downtown Dover in order to enhance traffic flow. At this time, he encouraged members to move forward with the public hearing regarding left-turn restrictions at Loockerman Street and Governors Avenue, with the understanding that a more comprehensive review would be needed in the near future.

Although he had no objections to a public hearing being held, Mr. Perza relayed concerns that there would be residents wishing to address members regarding other intersections throughout the downtown area.

Mr. Keller moved to recommend that a public hearing be scheduled for the next regular Safety Advisory and Transportation Committee Meeting on August 28, 2013 to receive public comments on the proposed left-turn restrictions at Loockerman Street and Governors Avenue and that staff be authorized to properly advertise the public hearing. The motion was seconded by Mr. Davis and unanimously carried.

Debriefing/Post-Mortem on Firefly Music Festival *(Presentation by the Department of Planning and Inspections and the Dover Police Department)*

Police Chief Hosfelt introduced Mr. Ed Klima, Director of Emergency Services and Loss Control, Dover Motorsports and Dover Downs Hotel and Casino, and explained that City staff had worked together with Mr. Klima on various functions at Dover Downs for the past 10-15 years.

Chief Hosfelt reviewed a Presentation - Special Preparation Instructions & Debriefing/Post-Mortem on Firefly Music Festival ***(Attachment #1)***. He reminded members that when the Firefly Festival comes to Dover, the City has as least twice its normal population, explaining that when this occurs, there is a "city" larger than ours within the City. In reviewing the Festival Map, he advised members that 135 acres are provided for camping, with 100 of those acres within City limits; 75 acres are provided for the festival area with 50 of those acres within City limits; and 35 acres are provided for parking, all of which are located within City limits.

Chief Hosfelt stated that the Firefly Festival area had been divided into four (4) areas, as depicted on the Grid Map developed by Mr. Klima and his staff. He indicated that Area 1 provided for the main entrance to the festival and that concert stages were located in each of the other Areas (2, 3, and 4). Area 4 contained the public safety compound, including law enforcement, fire, inspections, and other support operations.

Chief Hosfelt advised members that although there were complaints, no arrests were made during the Firefly Festival. Considering the number of people in attendance in such a confined space, he stated that the lack of arrests spoke volumes about those who attended, as well as those who were responsible for the event.

Referring to the Dover Police Department Drug, Vice, Organized Crime Unit (DVOC), which was one of the Police agencies involved in assisting with the Firefly Festival, Chief Hosfelt felt that this unit would not be needed next year, explaining his feeling that these resources could be better utilized elsewhere.

Chief Hosfelt acknowledged that there were extreme traffic issues, which resulted from some agencies underestimating the influx; however, he assured members that the traffic issues would be resolved for next year's event. At the conclusion of the Firefly Festival, it was determined that there were other issues in addition to traffic needed to be addressed and corrected for the 2014 Firefly Festival.

Mr. Davis indicated that he assisted with security during the Firefly Festival and that there were approximately 12,000 people in his area by Saturday evening. He stated that there were only 18 port-a-potties which were not being serviced; therefore, there were several people (women and men) that were utilizing the wooded areas to relieve themselves.

Mr. Klima relayed appreciation to the City's Police Chief as well as the Fire Marshal and Emergency Management Coordinator for their assistance, advising members that the Public Safety Planning Committee meets year-round for all major events at Dover Downs and involves public safety personnel from the City, County, and State. He stated that although some feel that events such as the Firefly Festival are a nuisance, they have a huge economic impact on the City, equating to approximately $35M for the local economy from NASCAR and Firefly events. He stated that the other benefit of such events is that all the partners involved become familiar with working together, and this results in any major incidents being well managed.

Mr. Davis stated that the people that attended the event were fantastic, appreciative of the security that was provided, and had very few complaints. He noted that there was a moderate crowd and felt that the event attracted a great group of people.

Mrs. Ann Marie Townshend, Director of Planning and Community Development, noted that the Department of Planning and Inspections/Emergency Management Department submitted a Firefly Music Festival Post Event Report. She advised members that the Dover Code does not address the needs of such an event, explaining that the Code had been set up to address issues related to NASCAR and motor sports events, such as RV campers. As a result, she stated that it was necessary to utilize the Code as it existed but with the understanding that tent camping and other concerns that

do not relate to motor sports were involved. She stated that staff had determined that, from a zoning standpoint, the event had outgrown the discretionary area in the Code. As a result, she indicated that it would be necessary for staff to work on possible Code amendments that would address the temporary event issues since the event is larger than initially anticipated. She advised members that staff had begun reviewing other jurisdictions, such as Kent County, who have a "temporary activity" section.

Mr. Dave Truax, Fire Marshal, reminded members that such an event takes manpower and that there is an associated cost. Although he felt that the manpower that was assigned could be reduced for next year's event, he stressed the importance maintaining such a presence.

Ms. Kay Dietz-Sass, Public Affairs and Emergency Management Coordinator, concurred with the need for all to work together and to do so frequently. She explained that during such events, it is sometime necessary for quick decisions to be made that must be sensible for all parties involved. She stated her feeling that the Firefly Festival would continue to grow.

Mr. Koenig advised members that he had discussed the possibility of a Memorandum of Understanding (MOU) between the City and Kent County with Mr. Mike Petit de Mange, County Administrator, because the event occurs in both jurisdiction. He stated that Dover Downs had been encouraged to have all their property annexed so that such an event would be located within one (1) jurisdiction. However, if the event remained multi-jurisdictional, a MOU would be presented to both City Council and Kent County Levy Court to cover jurisdictional issues.

Chairman Hutchison indicated that his daughter had friends and family who came from Chicago, New York, California, and Florida and attended the event every day and intend to return next year. He relayed appreciation for everyone's cooperation and his pride in the partnership and relationship between all involved, which resulted in a successful event.

Update - Dover High School Construction

Mrs. Ann Marie Townshend, Director of Planning and Community Development, advised members that monthly meetings had continued on the Dover High School Project and several key issues were being discussed. She met with representatives of the Delaware Department of Transportation (DelDOT) and discussed how public outreach, specifically on the HAWK signal, would be conducted. She requested that the September Safety Advisory and Transportation Committee Meeting be used as an opportunity for public outreach and to allow DelDOT to provide a presentation on the HAWK signal.

Chairman Hutchison authorized staff to plan for a presentation on the HAWK signal during the Committee meeting scheduled for September.

Briefing on Delaware Department of Transportation (DelDOT) Projects

Mrs. Ann Marie Townshend, Director of Planning and Community Development, provided on update on Delaware Department of Transportation (DelDOT) Projects, as follows:

DelDOT Repaving Project
Mrs. Townshend noted that the paving on Loockerman Street and Governors Avenue had almost been completed and that these were the last two (2) pieces of the pavement rehabilitation project.

West Dover Connector
Mrs. Townshend advised members that DelDOT had settled on all residential acquisitions on Charles Polk Road and demolitions were in process. She stated that the design for the West Dover Connector was currently being refined, advertisement of the project was scheduled for April 2014, and construction was anticipated to start in the Summer of 2014 and last approximately 30 months.

Route 8/Hazlettville Road Connector
Mrs. Townshend advised members that there had been no change involving the Route 8/Hazlettville Road Connector and that there was no funding in the current CTP for the project.

Briefing on Dover/Kent County Metropolitan Planning Organization (MPO) Projects - Rich Vetter
Mr. Rich Vetter, Executive Director, Dover/Kent County Metropolitan Planning Organization (MPO), advised members that the MPO was working with Delaware State University in an attempt to complete the missing sidewalks along Route 13 from the Sheraton to the University Campus. He stated that a concept plan had been developed and a cost estimate had been provided to DelDOT. Once this is complete, he stated that there will be only one (1) missing sidewalk section, which is located from Chik-fil-A to HH Gregg.

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

Meeting adjourned at 6:06 p.m.

James L. Hutchison
Chairman

JLH/TM/jg/js/mk/dd
S:\AGENDAS-MINUTES-PACKETS\Committee-Minutes\2013\07-24-2013 SA&T.wpd

Attachment
Attachment #1 - Presentation - Special Preparation Instructions & Debriefing/Post-Mortem on Firefly Music Festival

Special Preparation Instructions & Debriefing/Post-Mortem on Firefly Music Festival

Presented at the Safety Advisory & Transportation Committee Meeting July 24, 2013



ATTACHMENT #1
SA&T Committee Meeting of 07/24/2013

Dover Police Mission Statement During Firefly

To secure and deploy the law enforcement resources necessary to protect and serve the interest of the citizens and City of Dover, while preserving the peace and ensuring that pedestrian and vehicular traffic flow in an orderly and systematic manner during the three days involving the Firefly Music Festival Weekend.

Dover Police Objectives During Firefly

To maintain a professional, courteous presence during all activities associated with the event.

Identify, control and/or remove conditions that could threaten the public safety.

Practice pro-active policing ideas while addressing any criminal activity with the appropriate law enforcement response.

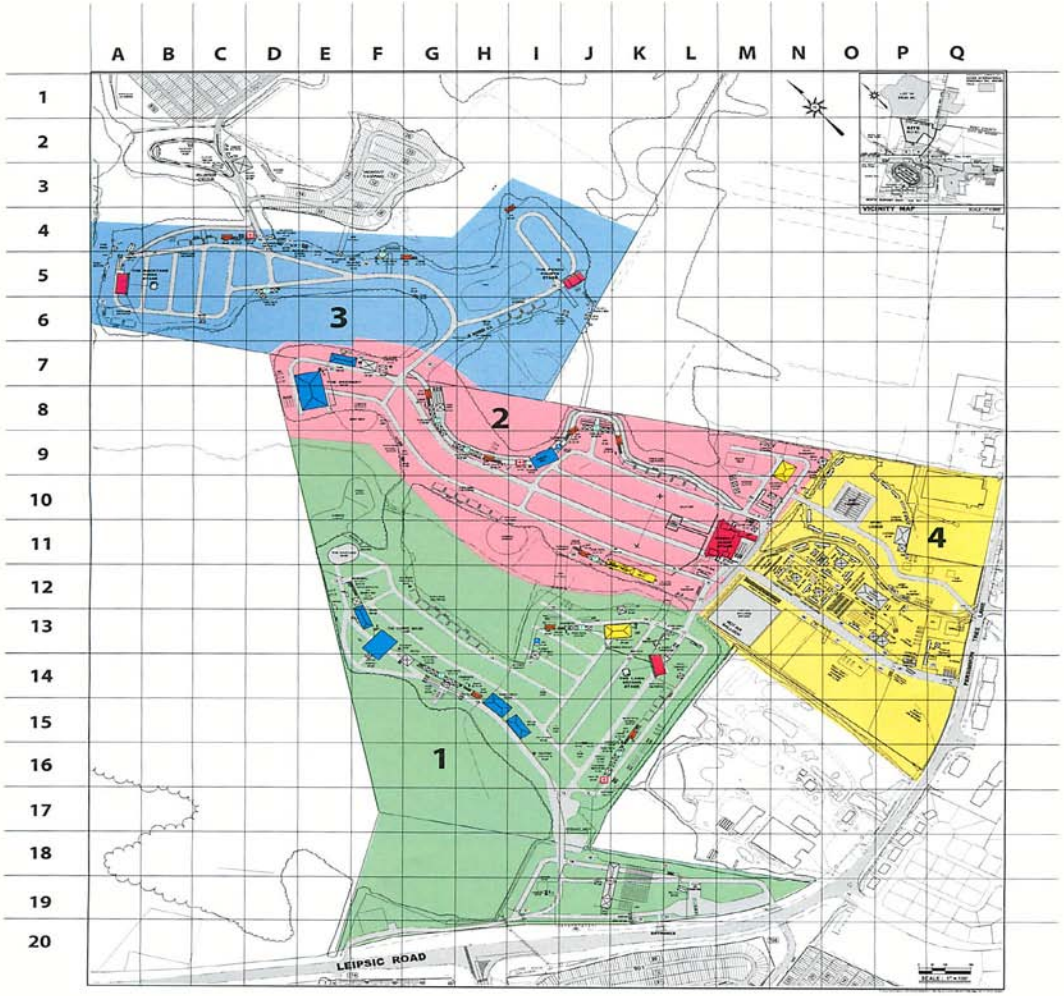
Network with and employ the assistance of other law enforcement agencies as needed to ensure public safety and smooth flow of traffic.

Preparations

- Elevated Threat Level Instructions
- Reflective Traffic Vest Policy
- Strict Enforcement Actions
- Support Dover Downs Security Operations
- Officer Instructions
- Command Post/Secondary Public Safety Compound
- Communications
- Logistics
- Intelligence


THE WOODLANDS
2013 FESTIVAL MAP
VOLUNTEER MAIN TENT
HIDEOUT
PEPSI
THE PORCH STAGE
ART VENDORS
PHOTOBOOTH
THE BACKYARD STAGE
TOYOTA & SPINMEDIA Present SOUNDWAVE
TOMS STYLE YOUR SOLE
ST. JUDE
THE BREWERY Presented by Dogfish Head
THE THICKET
HEINEKEN DOMES
BACKSTAGE LOUNGE
FIREFLY MAIN STAGE
FOREST CINEMA
HAMMOCK HANGOUT
HAMMOCK HANGOUT
THE LOFT
HOT AIR BALLOON
THE VINEYARD
VIP HOSPITALITY Presented by Ketel One
ARTIST SIGNINGS Presented by YES
MERCHANDISE Presented by Gap
THE LAWN STAGE
THE COFFEE HOUSE
GARNIER FRUCTIS SALON
TOYOTA HYBRID HOUSE PARTY
JACK DANIEL'S EXPERIENCE
THE ARCADE
GENERAL STORE Presented by Walgreens
ENTRANCE/EXIT
LOCKERS
WILL CALL
LEGEND
Restrooms
Bar
Food
First Aid
Water Refill Presented by Kimm Kantoon
Stages
Information
ADA
ATM
Customer Service
Shade Tent
VIP
Charging Station
Shuttle
Radio Station
The Post
North Parking
The Infield
Dover International Speedway
The Hub
South Parking
VIP/ ADA
Lot 1
Lot 2
Lot 3
Lot 4
Lot 6
Lot 7
Lot 8
Lot 9
Lot 12
Lot 18
FIREFLY
music festival
GROUNDS
THE HUB
HEADPHONE DISCO
MERCHANTS
OUTFITTERS
FARMER'S MARKET
OUTDOORS GEEK
GENERAL STORE Presented by Walgreens
BEAR NAKED GRANOLA
GARNIER FRUCTIS Campground Salon
SHOWER ENTRANCE
THE HUB
Open 6am-4am daily

GRID MAP


A B C D E F G H I J K L M N O P Q
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20
3
2
4
1
LEIPSIC ROAD

FRIDAY EVENING



POLICE AGENCIES INVOLVED:

Dover Police Department - As the primary law enforcement agency, we managed and deployed other law enforcement agencies as needed and retained law enforcement management responsibility for events that occurred in the jurisdiction of the Dover Police Department. We were also utilized to monitor, direct, and control traffic (pedestrian and vehicle) ingress and egress to the event in conjunction with the Delaware State Police, Delaware Department of Transportation and Dover Downs International Speedway and provided law enforcement/security at the venue.

Delaware State Police - As the secondary law enforcement agency, they managed, deployed and retained law enforcement management responsibility for events that occurred in their jurisdiction. They were also utilized to monitor, direct, and control traffic (pedestrian and vehicle) ingress and egress to the event in conjunction with the Dover Police Department, Delaware Department of Transportation and Dover Downs International Speedway and provided law enforcement/security at the venue.

Dewey Beach Police Department - was utilized to direct and control traffic ingress and egress for the event as well as patrol the parking lot and camping grounds.

Smyrna Police Department - was utilized to direct and control traffic ingress and egress for the event as well as patrol the parking lot and camping grounds.

Capitol Police Department - was utilized to direct and control traffic ingress and egress for the event as well as patrol the parking lot, festival grounds and camping areas.

Georgetown Police Department – was utilized to conduct security at festival grounds cash house.

Seaford Police Department - was utilized to direct and control traffic ingress and egress for the event as well as patrol the parking lot and camping grounds.

POLICE AGENCIES INVOLVED CONTINUED:

Felton Police Department - was utilized to direct and control traffic ingress and egress for the event as well as patrol the parking lot and camping grounds.

Milford Police Department - was utilized to direct and control traffic ingress and egress for the event as well as patrol the parking lot, festival grounds and camping areas.

Wyoming Police Department - was utilized to direct and control traffic ingress and egress for the event as well as patrol the parking lot and camping grounds.

Camden Police Department - was utilized to direct and control traffic ingress and egress for the event.

Delaware State Police EOD – was utilized to respond to and deal with any suspicious packages or items found or left in and around the grounds of the festival area and as well as Dover Downs property.

Delaware Alcohol Tobacco Enforcement (DATE) – staffed the event and provided uniformed and non-uniformed staff to monitor DATE compliance and assist with the interior event security and U/C operations.

Delaware Joint Terrorism Task Force (JTTF) – was utilized to provide undercover operations dealing with security issues in the parking areas and inside of the venue.

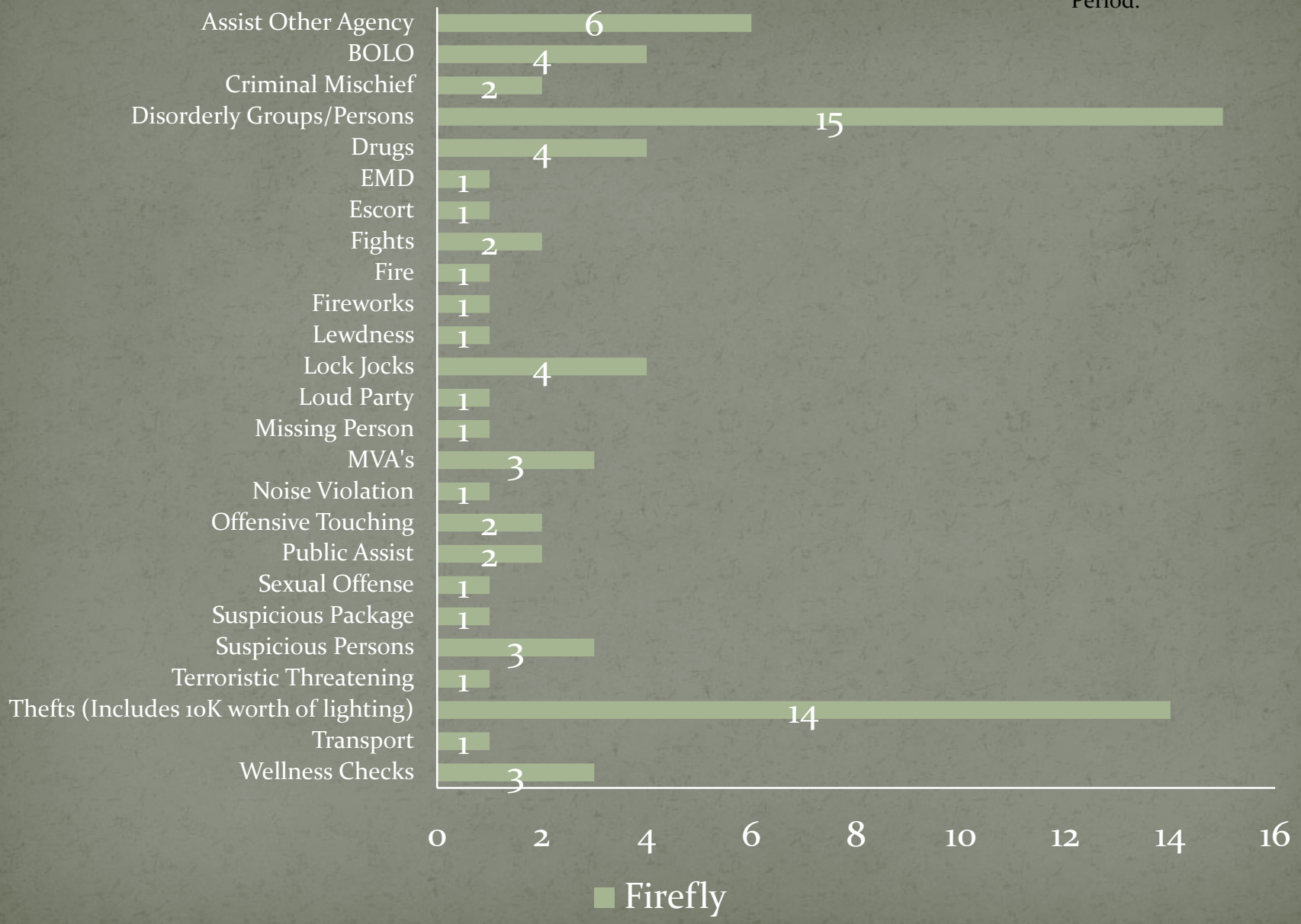
Dover Police Department Drug, Vice, Organized Crime Unit (DVOC) – was utilized to assist with security issues in the venue and the parking areas surrounding the venue. DVOC officers were used to identify any potential drug/crowd related problems.

FRIDAY TRAFFIC



Complaints

1,841 Man Hours Were Used Throughout the Three Day Period.





SATURDAY AFTERNOON

ITEMS REQUIRING IMPROVEMENT:

At the conclusion of the Firefly Music Festival, it was determined that there were several issues that needed to be addressed, dealt with, and corrected for the 2014 Firefly Festival. Some of the issues that arose during the weekend which will be addressed in the upcoming meetings are as follows:

- All agencies involved need to be better prepared to deal with the massive influx of traffic on the day of the event.
- Dover Downs needs to provide security on the bridge for the evening let out of the event.
- Campers need to be allowed to start camping earlier. (IE: Early bird to start Weds after 5)
- Need to know access placards and have a board displaying same (like NASCAR).
- Need ADA pick up or more ADA pick-ups and their locations, times of operations etc.
- Make sure we check ALL sign boards in the surrounding area.
- Make sure we have check in/out book in chronological order according to assignments.
- DELDOT needs to start earlier.
- Need to start parking assignments much earlier than the opening of parking.
- JOC needs dispatch and command officer at same 0600 start time.

ITEMS REQUIRING IMPROVEMENT CONTINUED:

- Add traffic positions, to include a relief team.
- Add positions to pedestrian bridge (2 officers).
- Add position at entrance to Lot 2 (1 officer).
- Need to tele-serve certain complaints.
- Make a check list of material needed for the command post (IE: keys to golf carts).
- Need to be aware of who is scheduled to work regular patrol shifts so they are not overworked and are rested.
- Officers should have directions on their extra duty sheets explaining if they get a car, where to park and if they need credentials where they can get them.
- Officers need maps.
- Need to verify and correct the “special instructions” phone numbers.
- Make sure we have spare radios for any agency that may not have the appropriate frequency in their departmental issued radio.
- At the let out of the event when the bridge is shut down to one lane of vehicle traffic, move the emergency lane to the south side of the bridge, not the north.

QUESTIONS?



Dover Police Department

Monthly Report

To

Mayor and City Council

"To Protect and Serve"

June 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

July 19, 2013

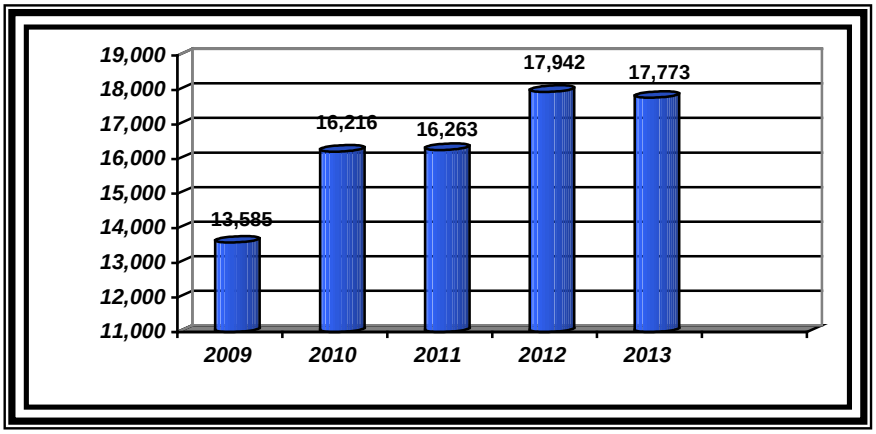
Honorable Carleton E. Carey, Sr., Mayor
Members of Dover City Council
City Hall
Dover, DE 19901

Mayor Carey and Council Members:

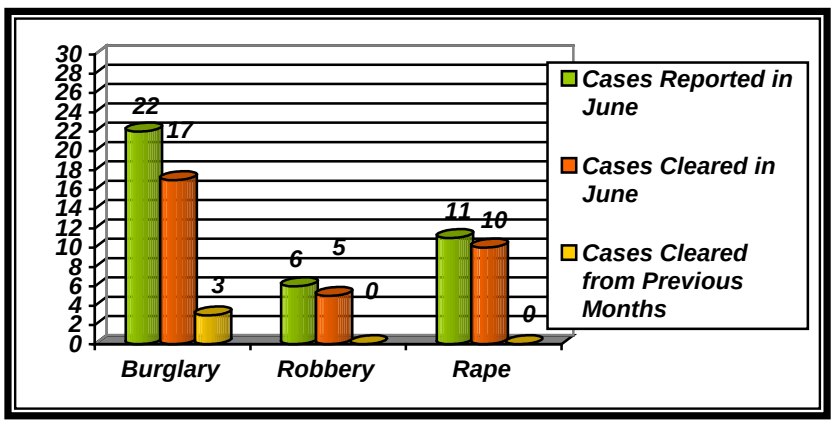
The following is the monthly report for Dover Police Department activities for the month of June 2013:

COMPLAINTS

Total complaints received through June 30, numbered 17,773. This is a decrease of 169 complaints over the same time period last year.



CRIMINAL INVESTIGATIONS

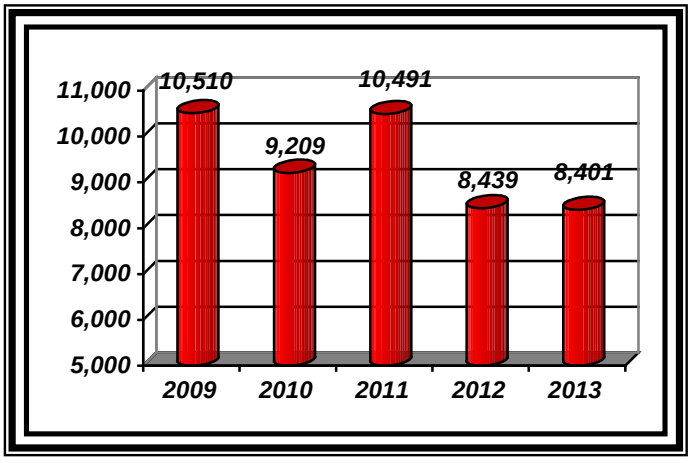


COMMUNITY POLICING/QUALITY OF LIFE SECTION

ENFORCEMENT ACTION	Contacts
ABANDONED VEHICLES	4
ALCOHOL VIOLATIONS/DUI'S	19
ASSIST OTHER	1
WARRANTS ON FILE	0
BIKE ON SIDEWALK	5
CITY PARK VIOLATIONS	7
CRIMINAL ARRESTS	50
DRUG RELATED ARRESTS	15
LOUD MUSIC	29
MISCELLANEOUS VIOLATIONS	41
PARKING VIOLATIONS	29
PEDDLER	0
MEETINGS	124
PROSTITUTION	0
COLLECTION OF DELINQUENT DCO'S	0
WANTED CHECKS/CPC'S	11
TRAFFIC ARRESTS	124
WARNINGS	7
FUGITIVE	20
TOTAL CONTACTS	**486**

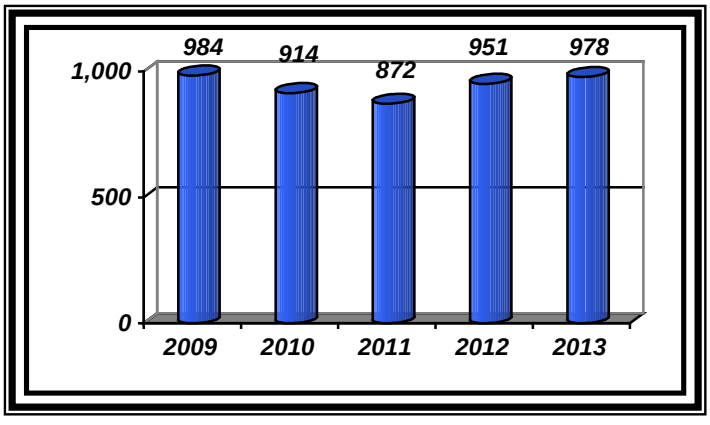
TRAFFIC ARRESTS

The department issued 8,401 traffic citations through this reporting period. This is a decrease of 38 citations over the number issued during the same period last year.

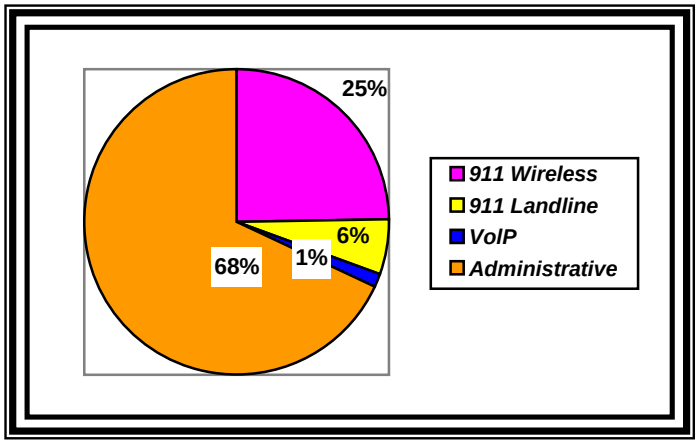


TRAFFIC CRASHES

Through June 30th Dover Police investigated 978 traffic crashes. This is an increase of 27 crashes investigated during the same period last year.



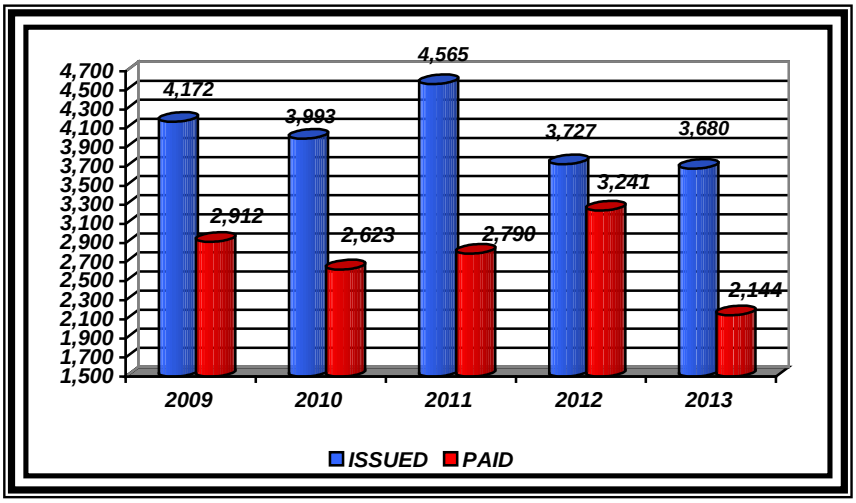
911 CENTER



During the month of June, the Dover Police Department handled a total of 10,904 calls averaging 364 calls per day. Dispatchers handled 2,621 calls on the 911 wireless lines, 652 calls on the 911 landlines, and 210 calls on the Voice Over Internet Protocol lines, the remaining 7,421 were administrative calls.

CITY ORDINANCE SUMMONS

*Through June 30th, we issued 3,680 City ordinance summons, a decrease of 47 summonses over the same period last year. *Note: Of those summonses issued in June, 34 DCO's were issued for handicapped parking violations, 9 for fire lane parking violations, 53 for false alarms (0, for 1-2, 34, for 3-5 alarms, 14, for 6-9 alarms, 2, for 10-15 alarms, and 3 for 16 or more alarms) and 38 for noise violations (32 for vehicle violations and 6 for residence violations).*



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

- *On Saturday June 1, 2013 at approximately 0345 hours, the Dover Police Department received a report of shots fired at a residence located at 8 Welch Drive. Officers responded to the scene and contacted three victims who reported that two unknown suspects driving a white vehicle fired two rounds at two of the victims missing them both and striking a residence occupied by the third victim. The suspects then fled the area in the white vehicle. Based upon the description provided, officers located the suspect vehicle and identified two suspects. During the course of the investigation, officers were able to locate and recover the firearm used in the shooting, a Sig Sauer .40 caliber semi-automatic handgun. No one was injured during the incident. Both suspects were arrested.*

- *On June 2, 2013 at approximately 0236 hours, the Dover Police responded to a report of a large fight inside the Dover Downs Casino. There were reports of a stabbing, but officers were unable to locate a victim. While trying to escort 50-100 people (who were refusing to leave the building) outside into the parking lot, an altercation broke out; however, the Dover Police were able to maintain order after approximately 30 minutes but remained in the area for hours after the fact. A total of four subjects were arrested as a result of the incident, for a variety of charges, ranging from riot to possession of crack cocaine and marijuana, and resisting arrest.*

- *On June 1, 2013, the Dover Police received a call of a possible sexual assault victim in the emergency room at Beebe Medical Center located in Lewes. The 21 year old female victim reported that she had been choked and sexually assaulted, in the unit block of Fairway Lakes Dr., by an acquaintance. Victim suffered several injuries and was treated and released from the hospital. Defendant was apprehended by Dover PD detectives on June 2, 2013 and was committed to James T. Vaughn Correctional.*

- *On June 6, 2013 at 2343 hours, a victim reported that a white male forcibly removed a purse containing $340.00 from her residence located in the I Building of 1300 S. Farmview Ave. The suspect fled from the residence via the sliding glass door. The suspect was then observed running in the area of Woodmill Apts and was apprehended by officers. Officers located money on the suspect.*

- *On June 8, an unknown suspect gained access to a residence on Woodburn Circle via an unlocked door. Once inside, the suspect stole merchandise as well as the victim's 2011 Cadillac DTS from the garage. With the help of On Star, the vehicle was recovered in the downtown area of Dover. The Dover Police are also investigating a series of thefts from unsecured vehicles in the neighborhoods of Woodbrook, Wyoming Ave. and Sherwood.*

- *On May 25, 2013, the Dover Police Department responded to a report of numerous complaints of pry marks and cut screens on rear doors of residences located on Lotus and Pine Streets. Three victims reported that the suspect entered their residence and either removed property or attempted to remove property. The suspect was observed on surveillance footage and by two witnesses. On June 6, 2013 Dover Police arrested a 34 year old male black male for these crimes.*

- *On June 17, 2013 at approximately 1215 hours, the Dover Police responded to the 100 block of Evergreen Dr. to contact a female who had fled from the hospital prior to being evaluated. As officers attempted to contact her, she barricaded herself inside her residence indicating that she had a firearm. Both Dover Police SORT and HNT teams were activated and responded to the scene. Residents of the area were asked to shelter in place and not come out of their homes. The 48 year old female came outside of her house and into the street several times holding a handgun. She threatened to harm herself and was asking that police shoot her. A member of the Hostage Negotiation Team was able to convince her to put the gun down and she was taken into custody by the members of the Special Operations Response Team. Dover Police recovered the handgun and she was transported to Bay Health Medical for evaluation. No criminal charges have been filed at this time.*

- *On Monday June 17, 2013 at approximately 0115 hours, a 23 year old male victim was standing on the corner of Water St. and New Castle Ave with a group of friends when they were approached by a black male wearing a black hooded sweatshirt. The suspect produced a handgun and as people started to run, the victim heard a gunshot and was struck in the lower leg; he was transported to Bay Health Medical center where he was treated and released for his injury.*

- *On June 19, 2013 at approximately 0043 hours, four black male suspects entered a residence located in the 700 block of Bacon Ave. The suspects were armed with handguns and demanded property. They removed a small black safe and fled the residence. Dover Police patrol officers apprehended two of the suspects and recovered the safe. The suspects were charged with home Invasion, robbery and other related charges.*

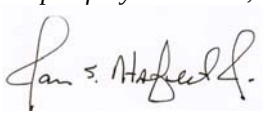
- *On Monday, June 24, 2013 at 1401 hours, Dover Police Patrol Officers responded to the WSFS Bank at 290 S. DuPont Highway for a reported bank robbery. A black 27 year old male suspect was observed by detectives in the area of IHOP Restaurant on S. Little Creek Road and was taken into custody by responding Patrol Officers without incident. The Criminal Investigations Unit responded and learned that the suspect had entered the bank with his head covered and wearing sunglasses. He handed the teller a note indicating he had a bomb, and demanded money. After receiving the cash, he fled the bank on foot.*

- *The Dover Police Criminal Investigations Unit investigated a burglary that occurred on Wednesday, June 26, 2013 at the Zuha Trend located at 207 W. Loockerman Street. The suspect entered the business by throwing a brick through the front window of the business and then removed miscellaneous items and money before fleeing. That afternoon, the suspect was taken into custody and arrested after identifying him from surveillance footage.*

- *On June 29, 2013 at approximately 2315 hours, while walking between houses in the unit block of Ann Ave, a victim was approached by an unknown black male who placed a gun to victims head and removed his cell phone and debit card. Suspect was last seen on Walker Rd walking toward Salisbury Rd.*

- *On June 30, 2013 at approximately 0739 hours, a 22 year old black male suspect forced his way into a residence located in the 200 block of W. Loockerman St. Once inside, he choked the 21 year old victim and then removed their 2 year old child from her custody. He told the victim that she would not see their child again and fled the residence. An Amber Alert was issued and shortly thereafter, the suspect dropped the child off at a relative's house. The child was returned to the mother unharmed. Warrants were obtained for the suspect, who turned himself in the following day.*

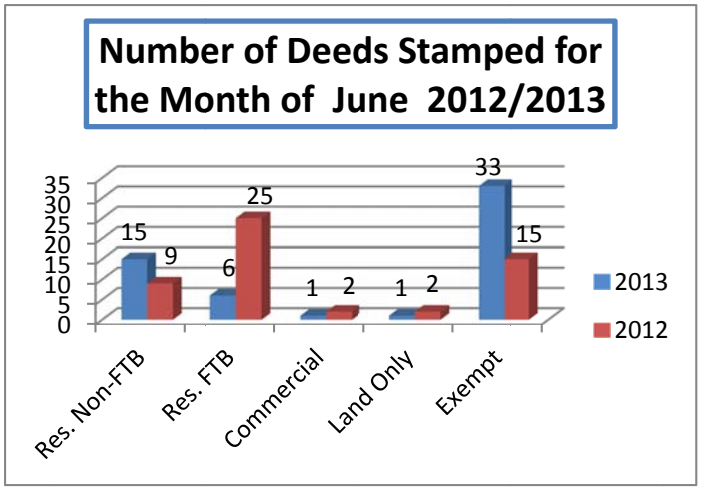
Respectfully Submitted,

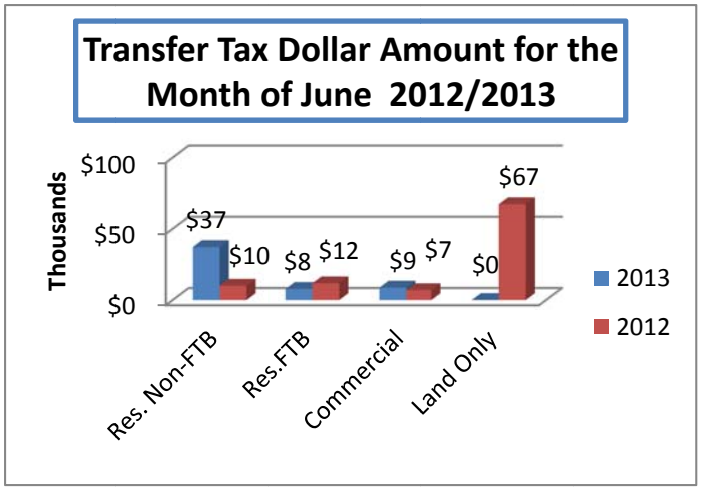


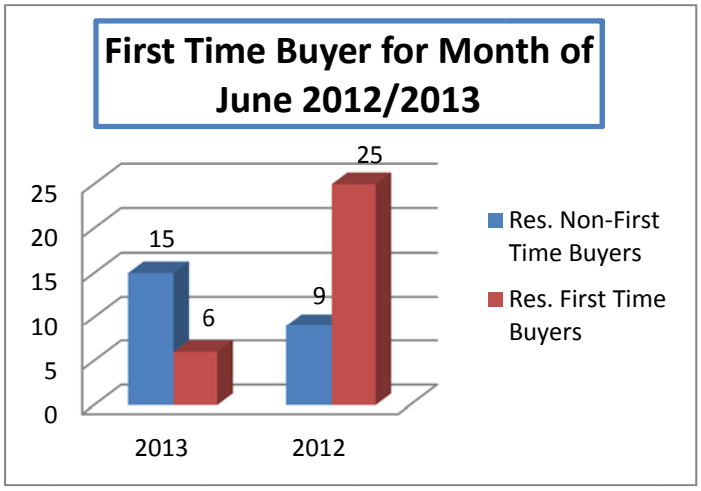
James E. Hosfelt, Jr.
Chief of Police

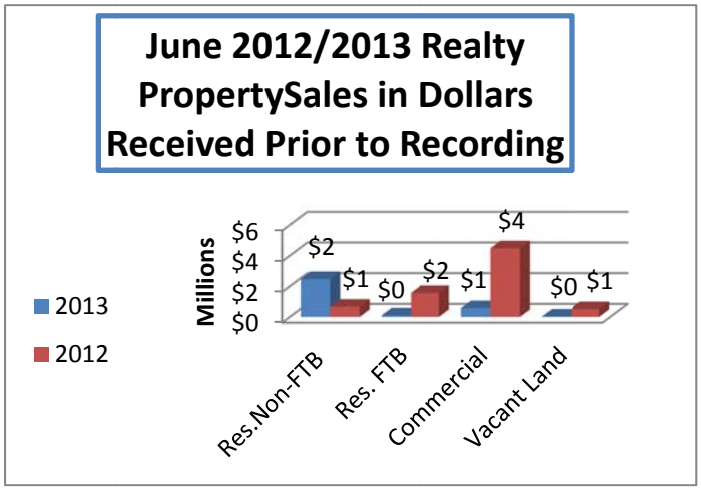
Monthly Report
June 2013

Office of City Assessor









Major Updates

	April - 13	May- 13	June - 13
Assessment Change	**-$254,500**	**$4,007,735**	**- $3,067,535**

Residential Sales Ratio Report

Sales in Study	Total Assessed Value	Total Sale Price	Ratio	PRD
19	**$3,621,100**	**$3,476,375**	**1.04**	**1.02**

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.

Assessor's Office

- Preparing for July 2013 tax billing

CITY OF DOVER
SALES RATIO REPORT

PARID	NBHD	LUC	ADDRESS	UNITS	STYLE	YRBLT	STORIES	SFLA	GRADE	CDU	TOTAL APPR	SALE DT	PRICE	ASR
ED05-057.17-02-03.00	16F	R10	205 MILLCREEK DR	1	5	1994	2	1956	C+	AV	176,200	28-JUN-13	200,000	
ED05-067.01-01-27.00	26A	R10	10 AQUAMARINE CT		5	2013	2	1569	B	VG	245,000	28-JUN-13	224,885	
ED05-067.11-01-65.00	11	R10	910 SCHOOLHOUSE LN	1	16	1971	1	1724	C	AV	149,800	13-JUN-13	132,000	
ED05-067.13-01-60.00	20	R10	31 MUIRFIELD CT	1	14	1974	1	2568	B-	VG	257,600	28-JUN-13	266,500	
ED05-067.14-03-22.00	17B	R10	150 OLD FORGE DR	1	13	1976	2	1080	D+	AV	98,200	28-JUN-13	89,990	
ED05-067.17-01-61.00	20	R10	34 WINGED FOOT CT	1	3	1973	1	1994	C+	AV	223,400	27-JUN-13	239,500	
ED05-067.17-04-66.00	16E	R10	109 SWEETGUM DR	1	6	1993	2	1842	B-	AV	183,300	28-JUN-13	180,000	
ED05-076.05-06-38.00	16C	R10	39 HEATHERFIELD WAY	1	8	1993	2	1847	C+	AV	151,700	25-JUN-13	155,000	
ED05-076.05-07-14.00	22	R10	321 PEBBLE VALLEY PL	1	14	1996	1	2039	B-	GD	254,700	12-JUN-13	225,000	
ED05-076.05-07-33.00	22	R10	223 PEBBLE VALLEY DR	1	5	1995	2	2533	B+	GD	271,400	18-JUN-13	210,000	
ED05-076.05-08-10.00	24	R10	114 FALMOUTH WAY	1	14	1998	1	1882	B-	GD	189,600	17-JUN-13	192,500	
ED05-076.06-08-40.00	17A	R10	145 PERIWINKLE DR	1	13	1995	2	1260	C+	AV	130,700	24-JUN-13	115,000	
ED05-076.09-02-12.00	25	R10	278 TRAFALGAR DR	1	13	2005	2	1848	C+	AV	148,200	20-JUN-13	110,000	
ED05-076.10-01-32.00	16	R10	1261 S FARMVIEW DR	1	14	1987	1	1972	C	GD	179,700	07-JUN-13	160,000	
ED05-076.14-02-11.00	25	R10	208 TRAFALGAR DR	1	13	2004	2	1848	C+	AV	154,100	20-JUN-13	135,000	
ED05-077.06-02-80.00	27	R10	772 E LOOCKERMAN ST	1	3	1953	1.5	2252	C+	AV	185,300	26-JUN-13	149,000	
ED05-077.07-08-27.00	16J	R10	302 BLUECOAT ST		6	2013	1.5	2566	B-	GD	251,800	28-JUN-13	265,000	
ED05-077.11-03-34.00	16I	R10	106 HOLMES ST	1	3	1992	1	1560	C+	AV	164,300	14-JUN-13	152,000	
ED05-086.05-01-11.00-	30	R50	1194 DEATS DR		20	2013	1	2100	C+	AV	206,100	11-JUN-13	275,000	

CITY MANAGER'S MONTHLY REPORT



JUNE 2013

Monthly Highlights

Customer Services

- As of June 30, 2013, we processed 1,860 credit card payments for the month totaling $472,616.63.
- The outstanding property taxes total as of June 30, 2013 is $287,902.89. There are 40 properties in the monition process. At this time the sale date is scheduled for August 2013.

Human Resources

- Continued contract negotiations.

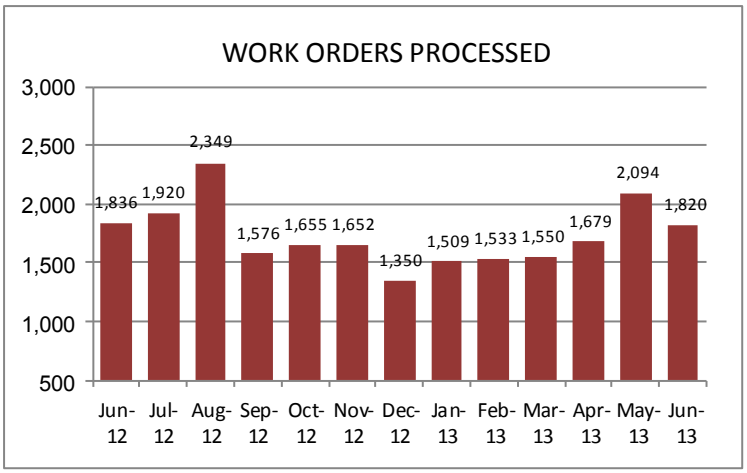
Library

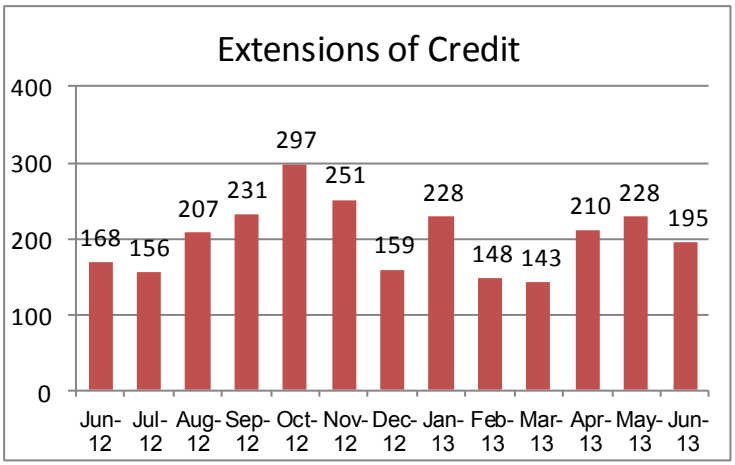
- 397 attended 68 programs for adults.
- 361 attended 28 programs for teens.
- 973 attended 30 programs for children.
- 132 attended 57 programs/classes coordinated through the Job Center .

Public Works

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

CUSTOMER SERVICES





Write-Offs / Electric & Trash Bills

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

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

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

Major Program Updates	Jun 2013	Jun 2012	Difference	FY 2013 Year-to-Date	FY 2012 Year-to-Date
Number of Customers Served	20,702	27,602	(6,900)	273,422	281,916
Final Bills	645	658	(13)	7,546	7,811
Estimated Bills	174	157	17	1,919	1,833
Penalties Posted	$ 16,596	$ 14,171	2,425	$ 231,124	$ 215,268
Extensions of Credit - Amount Extended	$ 84,449	$ 59,762	24,688	$ 989,107	$ 1,622,744
Balance Transfers	$ 6,434	$ 3,392	3,041	$ 48,689	$ 19,663
Utility Collections	$ 20,262	$ 20,748	(486)	$ 270,756	$ 325,118
Special Assessments	$ -	$ 110	(110)	$ 659	$ 549
Miscellaneous Billings	$ -	$ 232,736	(232,736)	$ 1,382,118	$ 1,686,485
CNP through Disconnect Collars	$ 29	$ 38	(9)	369	261
Court Cases	-	-	-	-	-
Tamperings	-	4	(4)	18	57
Taxes Levied (includes carry forward)	$ 287,903	$ 385,328	(97,425)	$ 54,796,534	$ 3,470,714
Billing Adjustments	$ -	$ 325	(325)	$ 54,183	$ 11,700
Total Taxes Collected	$ 70,545	$ 61,755	8,790	$ 70,545	$ -
Taxes Outstanding	$ 217,350	$ 323,559	(106,208)	$ 217,350	$ -
Payments in Lieu	$ -	$ -	-	$ 35,000	$ -
Billing Accuracy (on schedule billings)	99.0%	99.0%	-	99.0%	99.0%
Bills Published on Schedule	99.0%	99.0%	-	99.9%	99.9%
Meters Read on Schedule	99.9%	99.9%	-	99.9%	99.9%
Customer Satisfaction Rating	99.9%	99.9%	-	99.7%	99.7%
Delinquent Accounts Collected	99.7%	99.7%	-	99.8%	99.8%

HUMAN RESOURCES

Category	June 12	July 2012**	Aug 2012	Sept 12	Oct 12	Nov 12	Dec 12	Jan 13	Feb 13	Mar 13	April 13	May 13	June 13	Total
Caucasian*	285	286	282	286	285	283	287	288	291	287	287	283	282	N/A
Minorities*	58	59	58	58	58	57	57	56	56	54	54	53	53	N/A
Hired	6	0	1	5	0	1	6	3	4	0	4	3	1	34
Terminated/ Resigned/ Retired/Other	5	0	5	1	0	4	2	3	1	7	4	8	2	42
Transferred/ Promoted	1	0	0	0	2	2	1	1	4	2	1	1	0	15
Jobs Posted	2	0	4	1	2	4	0	4	1	5	5	5	8	41
Workers Comp. Injuries	1	4	2	2	5	0	4	3	1	2	1	4	3	32
Workers Comp. Hours	139	164	192	160	66	138	341	363	315	259	62	28	0	2227
Insurance Claims	2	3	1	3	3	4	2	5	2	2	2	3	7	39

Full-time Employees: 323 Part-time Employees: 12 (1 Pitts Center, 1 Recreation, 10 Library)
-Numbers do not reflect, temporary, seasonal, relief fire dispatchers, committee or council members.
Positions Hired: Office Assistant II (Planning & Inspections)
Retired/Terminated: Police Lieutenant, Service Center Clerk
Positions Posted: Motor Equipment Operator I (Sanitation), Inspector I (Planning & Inspections), Licensing & Permitting Supervisor, Fire Chief's Assistant,

Recruitment Information (Positions Closed in June)

Position	Total	Female	Male	Unknown	Black	White	Hispanic	Asian/Pacific Islander	American Indian/Alaskan Native	Unknown	In Dover	Out Dover
Motor Equipment Operator I, Sanitation	34	0	29	5	8	21	-	-	-	5	21	13
Inspector I, Planning & Inspections	40	5	33	2	7	30	1	-	-	2	11	29
Licensing and Permitting Supervisor	14	4	9	1	1	12	-	-	-	1	4	10
Fire Chief's Assistant	37	22	11	4	7	25	-	-	1	4	14	23
Customer Service Account Clerk (part-time)	116	90	15	11	52	47	5	1	-	11	50	66
Laborer II	70	5	63	2	21	43	2	1	1	2	51	19

Unfilled/Open Positions by Department*

Unfilled/Open Positions By Department	June 12	July 12	Aug 12	Sept 12	Oct 12	Nov 12	Dec 12	Jan 13	Feb 13	Mar 13	April 13	May 13	June 13
Electric	3	1	2	2	3	3	3	4	4	4	4	4	4
Public Works	16	9	12	13	12	12	14	11	13	17	19	22	22
Police	4	3	4	5	5	5	4	1	1	2	1	0	1
All Other Departments	15	8	9	6	6	7	7	5.5	6.5	7	7.5	5.5	6.5
Totals	38	21	27	26	26	27	26	21.5	24.5	30	30.5	31.5	33.5

**Not used for Budgeting Purposes* ***Organization Change*

[2]**The following has been updated to reflected the Fiscal 2012-13 Budget**

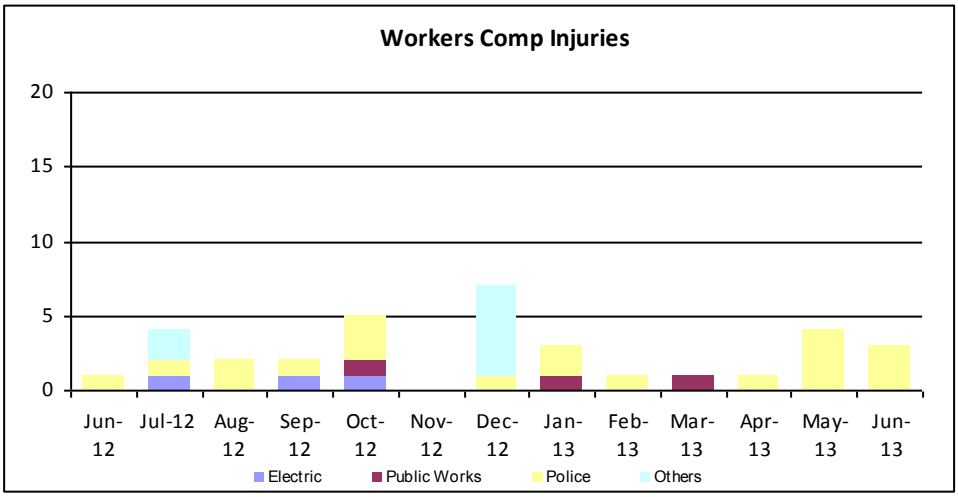
Electric: Electric Director, Electrical Engineer, Senior Lineman, Line Crew Superintendent

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

Police: Police Officer

All Other Departments: Administrative Assistant (Inspections), Building Supervisor (part-time), (2) Service Center Clerk (part-time), Fire Chief's Assistant (Fire-Department), (2) Library Clerk I, Inspector (Code Enforcement)

HUMAN RESOURCES
continued



Electric: 0 Public Works: 0 Police: 3 All Other Depts.: 0

Turnover Statistics

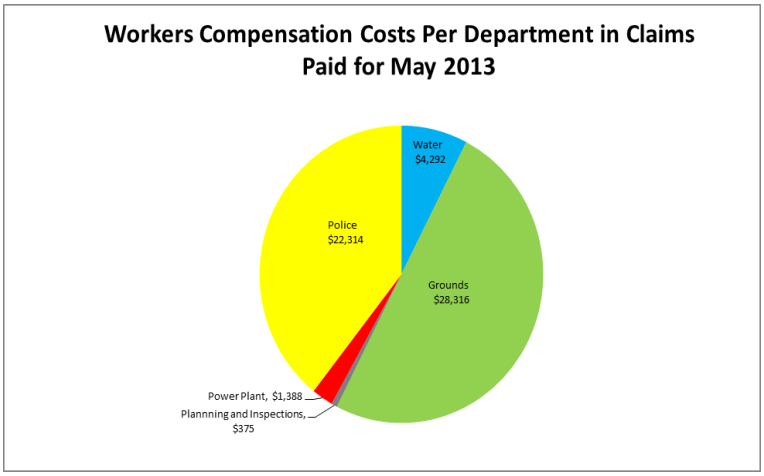
	2010	2011	2012*	2013 * (CYD)
Total Turnover %	5.57	6.75	11.00	7.93
Termination Turnover %	0.27	1.08	0.29	1.47
Resignation Turnover %	2.12	4.05	5.21	2.35
Retirement Turnover %	3.18	1.62	5.50	4.11

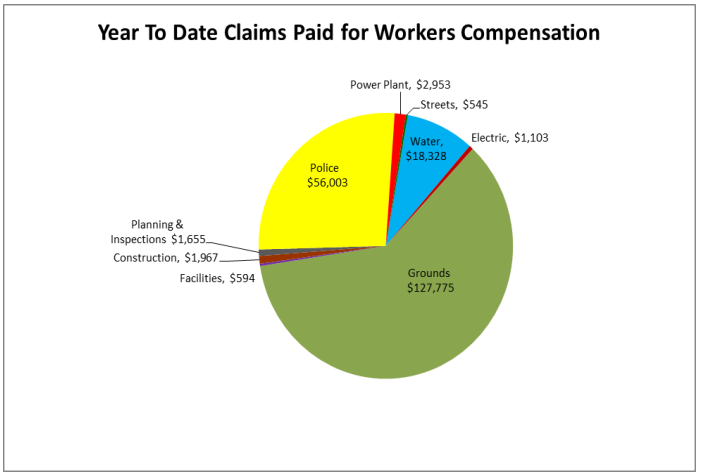
* Healthcare cost sharing implemented

Average Employees

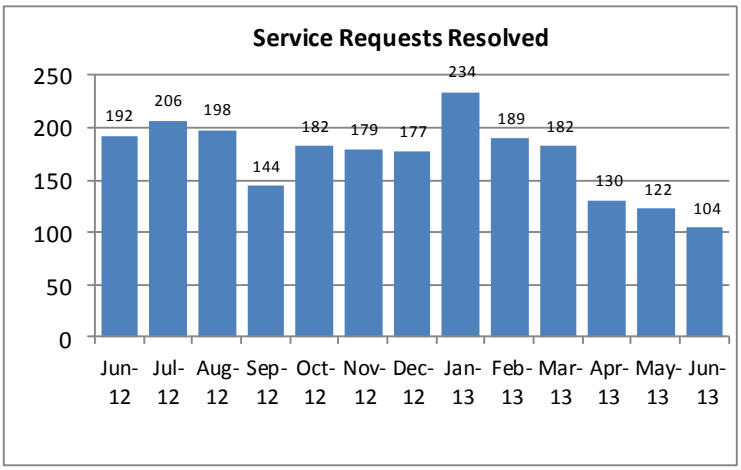
	2010	2011	2012*	2013(YTD)
Total Number of Employees Separating from Service	21	25	38	27
Average Number of Full-time Employees	362	356	333	327
Average Number of Part-time Employees	16	15	12	14

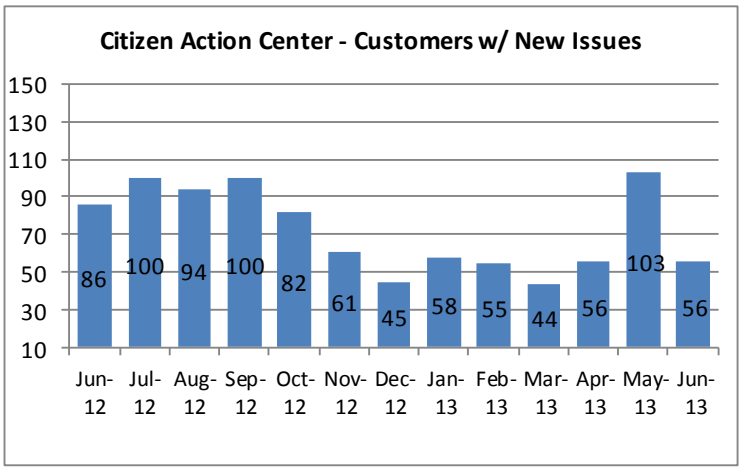
* Healthcare cost sharing implemented

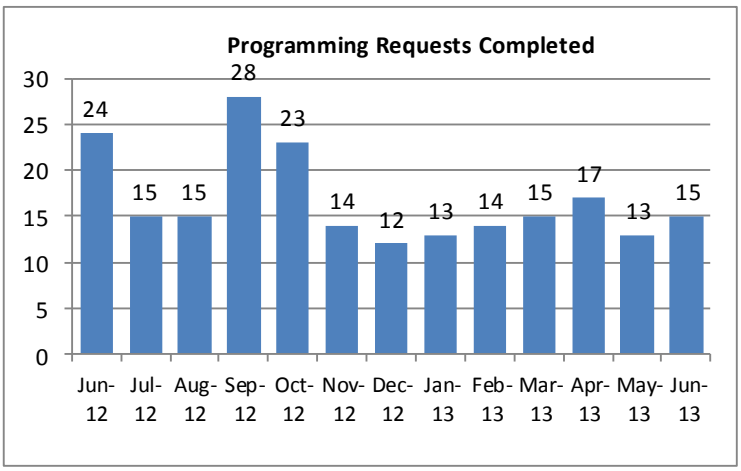


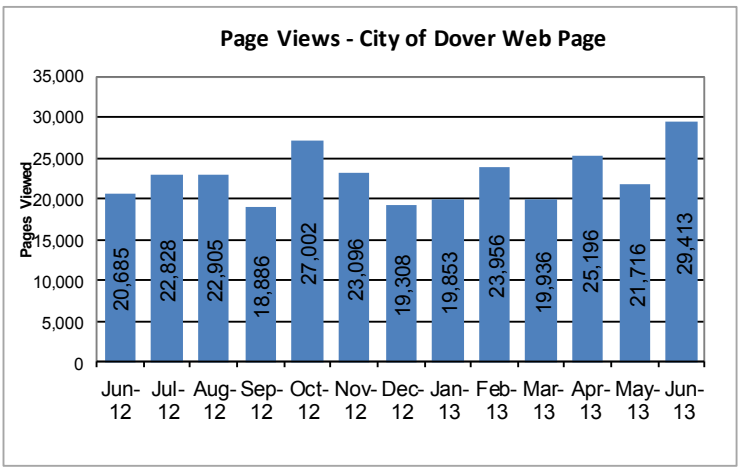


INFORMATION TECHNOLOGY





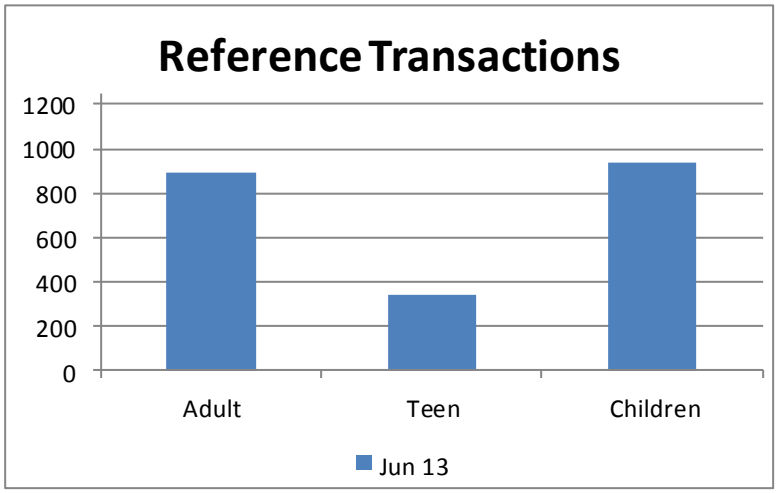




Performance Indicators	Current Month	Last Month	Same Month Last Year
iSeries Availability	100%	100%	100%
Server Availability	100%	100%	100%
AS/400 Connections *(concurrent/authorized users)*	N/A	N/A	N/A
PCs Supported	355	352	352
Scheduled PCs Replaced	-	-	-
Servers Supported	19	15	13
People Trained	46	19	8

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

LIBRARY



Adults – 891 Teens – 338 Children – 941

Circulation	June 13		FYTD 13		June 12		FYTD 12
Dover residents	22,199		230,537		17,264		200,379
Ebooks	1,270		11,770		763		4,499
Kent residents*	17,022		194,298		15,361		171,930
Non-county residents	2,487		25,772		2,594		24,124
Registrations							
Dover residents	401		4,322		219		2,352
Kent residents*	149		1,454		64		842
Non-county residents	10		129		11		105
Other							
Visiting Patrons	29,081		317,634		30,882		366,835
Meeting Room Usage	1,925		14,745		100		980
Photocopier Usage	1,066		15,799		1,106		17,589
Dial-A-Story	N/A		1,911		624		10,300
Computer Usage	4,813		49,954		3,244		47,236
Holds (Total)	6,589		71,772		7,169		83,649

***Breakout of Kent County Residential Statistics**

Circulation	Registrations
Harrington: 257	Harrington: 3
Milford: 201	Milford: 0
Smyrna: 1,481	Smyrna: 12
Outside City Limits: 15,083	Outside City Limits: 134

Total Registered Users: (Card Holders)

City: 20,510 Kent County: 12,841 Outside Kent County: 957

Other Points of Interest:

Inter/Interlibrary: 44 items loaned out
53 items borrowed

Technical services: 1,065 items added
873 items deleted

Volunteers: 383 hours of service completed

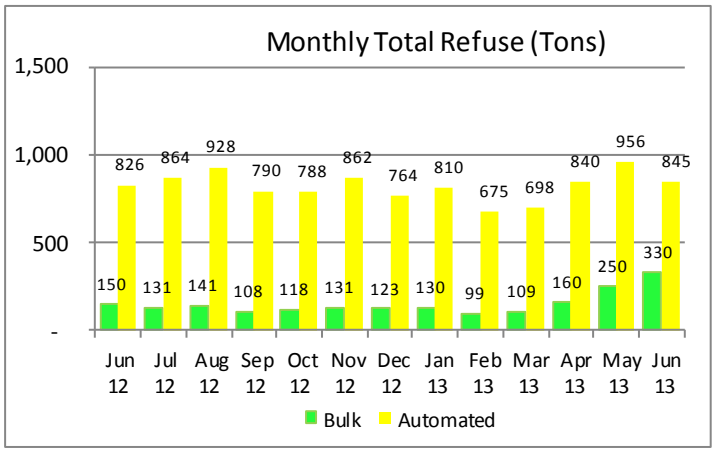
PUBLIC WORKS

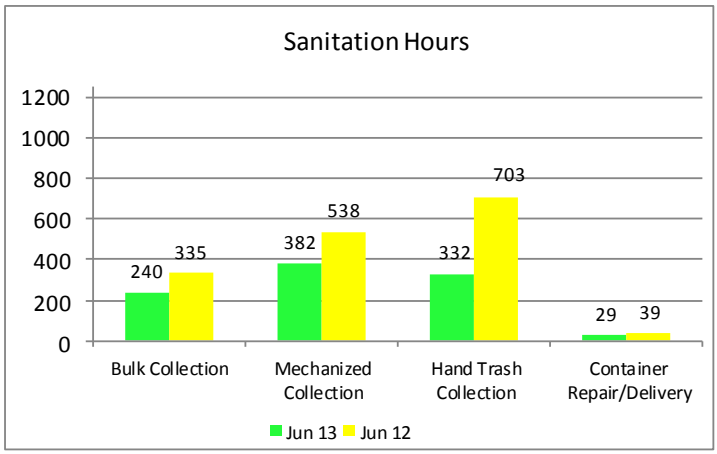
Administration

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





	JUNE 13	FYTD 13	JUNE 12	FYTD 12
Trips to DSWA Sandtown Landfill	224	2,151	179	2,162
Total Tonnage to DSWA	1,174.57	11,639.32	975.71	11,982.70
90-Gallon Containers Delivered	5	274	39	269
300-Gallon Containers Delivered	0	30	3	39
Total Man Hours-containers Delivered	29	490	39	377

CURBSIDE RECYCLING STATS	TOTAL # OF HOUSEHOLDS COLLECTED	TOTAL # OF ACCOUNTS	WEIGHT/LBS.	AVE. LBS.
June 2013	17,480	8,741	263,080	15.05

PUBLIC WORKS
continued

Streets	JUNE 13	FYTD 13	JUNE 12	FYTD 12
Signed Installed	19	277	20	304
Signs Repaired	6	106	11	199
Curbs Painted Yellow (feet)	63	33,137	78	18,551
New Post Installed	0	35	7	69
Storm Catch Basins Repaired	10	11	3	48
Storm Catch Basin Repairing (Hrs.)	69	70	18	157
Storm Catch Basins Cleaned	25	6,294	16	1,999
Storm Catch Basins Cleaning (Hrs.)	15	1,094	46	976
Hot Mix Patching (Tons)	0	236	62	188
Hot Mix Patching (Hrs.)	0	283	0	660
Cold Mix Patching Hrs.)	1	547	37	596
Concrete Work (Hrs)	0	435	0	659
Concrete Patching (Cubic Yards)	0	4	0	1
Ditch Work (Hrs).	17	151	0	70
Street and Alley Maintenance (Hrs)	36	1,446	168	1,696
Street Sweeping (Miles)	1,671	12,039	1,084	11,236
Street Sweeping (Cubic Yards)	306	3,074	260	2,489

Grounds

Arborist Crew	JUNE 2013
Trees Trimmed	16
Trees Removed	3
Stumps Removed	5
Root Prunings	17*

*Part of the sidewalk replacement program.

- The majority of the time was spent mowing grass.

Beautification Crew

- Greenhouse maintenance including watering, fertilizing and cutting back annuals, perennials.
- Continue tilling, raking and planting annual/perennial beds,
- Weeded the roof-top garden on the new library.
- Replanted several beds due to plant losses due to excessive rainfall.
- Weeded at the new library .

Mowing Crew

- Record rainfall for the month and we could not keep up with mowing even with both arborist mowing most of the time (3 people short on mowing crews) .

Athletic Field Maintenance

- Continue work on all six softball fields including dragging infields, marking foul lines, spraying weeks in the warning tracks, under fences and pumping off excessive rainfall.
- Playground inspections for unsafe playground equipment and surface maintenance .

Geographic Information Systems (GIS)

- Printed multiple posters for DDP and Economic Development.
- Updated concrete repair maps.
- Printed posters for Library.
- Scanned building plans for FOIA request.
- Crated PDF maps for the water utilities for the City Manager.
- Created right of way abandonment map for City Clerk's office.
- Made multiple maps for the Fire Marshal's Office regarding the Fire Fly. .

Fleet and Facilities Management

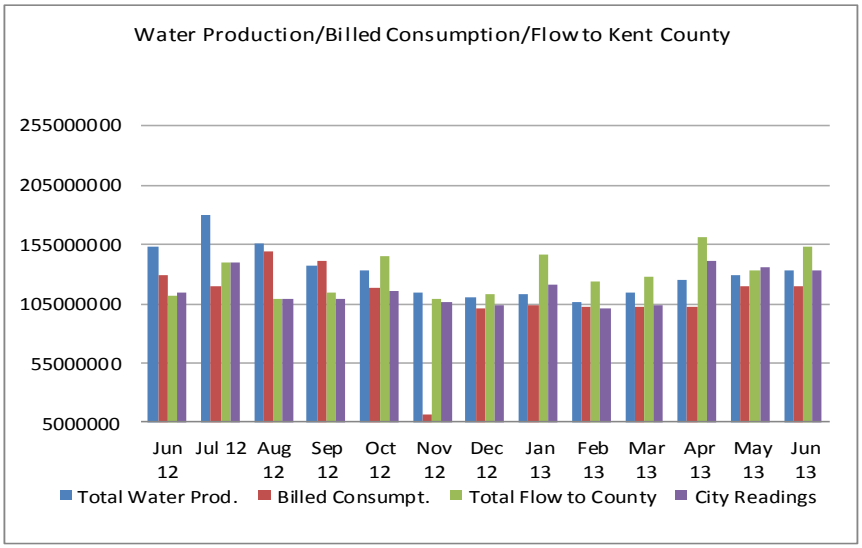
Fleet Maintenance
Work Orders: 49

Major Program Updates

Measure	JUNE 2013	JUNE 2012	DIFFERENCE
Scheduled Preventative Maintenance appointments being kept *(Quantity and Percentage)*	13 out of 13 100 % 5 Unscheduled PM's 9 Vehicles Sant. Dept- take if need work or breakdown service 7 Vehicles Streets Not in shop due to vacations/Gov deals/break downs. Some vehicles not much time on them. Some vehicles at Park still hooked up to plow. LSDFM-Dept will try to get vehicles to shop. Constr-New truck/no hours since last service	12 out of 12 100 %	**0 %**
Facilities Management			
Routine work orders completed within 5 days *(Quantity and Percentage)*	22 out of 23 95.65 %	out of 24 95.83 %	**0.18%**
Emergency work orders completed within 2 days *(Quantity and Percentage)*	3 out of 3 100 %	8 out of 8 100 %	**0 %**

PUBLIC WORKS continued

Water/Wastewater



ENGINEERING SUMMARY

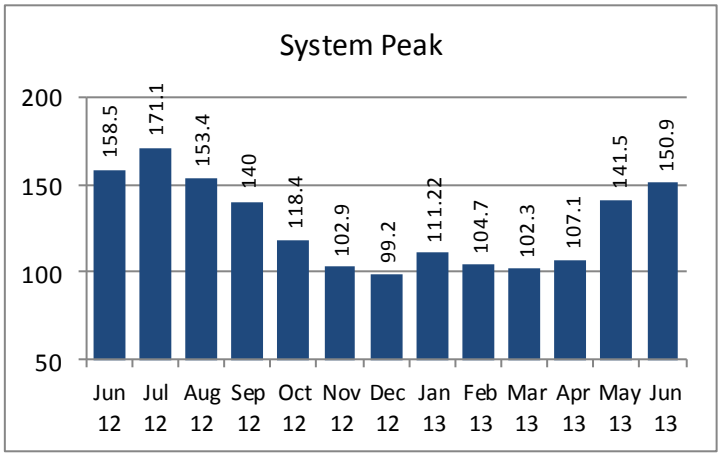
Major Program Updates	JUNE 2013	JUNE 2012	DIFF	FY13 YTD	FY12
State and Federal Violations	0 violations	0 violations	-	-	-
Water Quality Complaints	2	5	-3	92	118
Plan Review Completed Within 30 days of Submission	10 plan 100%	5 plan 100%	+5	89	83
Field Inspection Response with-in 48 hours of Request	9	20	-11	250	279

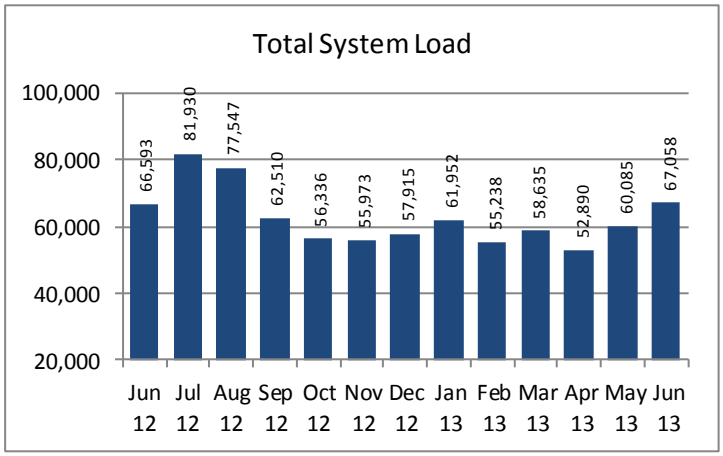
OPERATIONAL SUMMARY

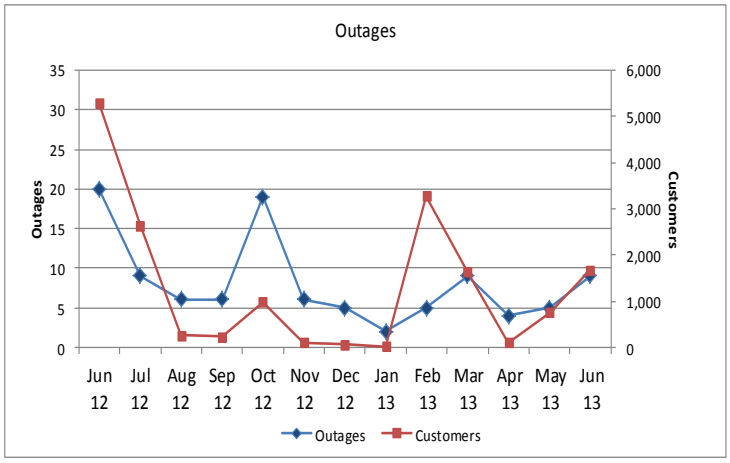
Task	JUNE 13	JUNE 12	CURRENT FY
Water Production - Daily Average	4,415,467	5,097,500	1,553,726,000
Average Field Response Time (goal is <30 minutes)	17.71	27.54	18.24
Water Mains Repaired	2	3	26
Water Service Lines Repaired	1	1	21
Wastewater Mains Repaired	0	0	4
Wastewater Service Lines Repaired	1	0	5
Sewer Lines Flushed - linear feet	185,745	87,514	976,282
Sewer Mains Videoed -linear feet	17,095	2,225	72,978
Total Fire Hydrants in Service	1,806	1,788	1,806
Total Water Meters in City Distribution System	14,126	14,039	14,126

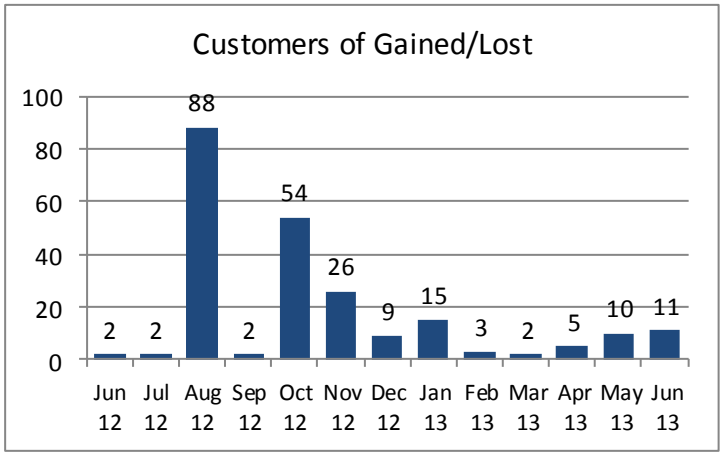
PUBLIC UTILITIES

Electric









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 13 YTD	FY 12	FY 11
52.74	39.44	63.78

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**
6	39	28.66 Minutes	29.27 Minutes

PROGRAM UPDATES	JUNE 13	JUNE 12	FY13 YTD
Tree Trimming	127	300	1846
Number of Oil Releases	1	0	3
Lost Time Accidents – All Electric Utility Divisions	0	0	2
New Services	11	2	212
Major Goals Completed in the Past Two Months			
Completed the RF-EMUX Installation			

City Planner's Monthly Report

Planning, Inspections & Recreation

JUNE 2013

City of Dover Parks & Recreation

Planning, Inspections & Recreation Highlights





- The **Garrison Energy Center** ceremonial groundbreaking was held on June 25, 2013.
- **Delaware State Housing Authority** - Dover's Recreation Division partnered with the Delaware State Housing Authority to host a Volleyball Fundraiser, which raised approximately $1,200.00 to support Oklahoma's tornado victims' Disaster Relief Housing Assistance program.
- **Summer Concerts on The Green -** Running strong our Miss Delaware show hosted 118 patrons, Skinny Leg Pete played to a crowd of 189, Joe Baione drew a crowd of 141 for his show and the Honeycombs hosted 120 at their performance. Remember, Thursday nights - 7 PM!
- **Summer Camps—**Camp Small Wonder, Super Summer Playground and a variety of sports camps started up with great success.
- **Summer Leagues get Underway—** with 89 participants in the Youth Summer Basketball League and 11 Women's Field Hockey teams and 11 High School Field Hockey teams.
- **NASCAR and Firefly Festival—**City Fire Marshals, Licensing, and Code Enforcement Staff performed life safety checks and licensing operations for Firefly Festival and the June NASCAR race.

Personnel and Training Updates

- Angie Mangan was hired as an Office Assistant II in the Licensing and Permitting Division, effective June 10, 2013.
- Jason Osika transferred to Inspector I - Deputy Fire Marshal in the Fire Marshal's Office, effective June 17, 2013.
- Holly Dee resigned from the Part Time Service Clerk position at the John W. Pitts Center, effective June 28, 2013.
- Ann Marie Townshend, Dawn Melson-Williams, and Janelle Cornwell attended an APA Webcast on June 5, 2013 entitled "Pedestrian and Bicycle Planning" and a local information session on bicycle planning activities in Kent County and the City of Milford. The workshop was co-sponsored by APA Delaware Chapter, the City of Dover Planning Office and the City of Milford.
- Kristen Mullaney attended "How to become a Better Communicator" training offered by Skillpath on June 17, 2013.
- Ann Marie Townshend, Dawn Melson-Williams, and Janelle Cornwell also attended an APA Webcast on "Planning Law" on June 26, 2013 as part of the AICP Certification Maintenance continuing education program.
- Department Staff attended a June 14th training on "Stormwater Pollution: Illicit Discharge and Gross Solids, " which was presented by Ann Marie Townshend as part of the City's Municipal Separate Storm Sewer System Permit.
- Summer Camp Staff attended Stewards of Children training and CPR/First Aid training.

Planning, Inspections & Recreation Revenue

Revenue Stream	FY '13 Budget	FY '13 Actual (YTD)	
Business License	$1,455,000	$ 1,462,503	101%
Trailer License	$23,000	$ 21,961	95%
Building Permits	$400,000	$ 434,604	109%
Cert. of Occupancy	$9,000	$ 6,200	69%
Public Occupancy	$9,000	$ 9,864	110%
Lodging House	$12,000	$ 14,743	123%
Plumbing/Heating/Air	$70,000	$ 71,842	103%
Sprinkler	$25,000	$ 32,194	129%
Rental Inspection Fee	$325,000	$ 347,574	107%
Miscellaneous	$25,000	$ 19,093	76%
Fire Protection Fees	$30,300	$ 28,605	94%
Vacant Building Reg.	$15,000	$ 59,250	395%
Total P&I Revenue	**$2,398,300**	**$ 2,508,432**	105%
Recreation	$130,000	$143,111	110%

Looking Forward…..

Ed Cregar Joins the Planning Commission

♦♦♦

Bicycle and Pedestrian Friendly Community Application

♦♦♦

Softball and Field Hockey Championships

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 June 2013, Planning Staff was involved with review of 71 Permits and 7 Certificates of Occupancy permits (2013 Year to Date total of 446 Permits and COs compared to 437 year-to-date in 2012). Planning Staff also reviews new applications for Business Licenses and Rental Dwelling Permits.

COMPREHENSIVE PLAN IMPLEMENTATION

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

- On-going efforts of the Planning Office include participating in planning for the participating in the planning and development design of Garrison Oak Technical Park, the pending updates to the FIRM Maps (Flood Insurance Rate maps) issued by FEMA for flood plains, and research for future ordinance amendments related to the commercial zoning classifications.

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 June, Planning Staff re-started the monthly coordination meetings on the project with the various involved departments, agencies,

and project design professionals and managers. The meeting held on June 27, 2013 was attended by 17 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). Staff attended the Garrison Energy Center Groundbreaking event at the site on June 25, 2013. The Preliminary Final Site Plan approval for the Garrison Energy Center Phase 1 was granted on March 8, 2013. The project continues to progress towards completion of the Final Site Plan documents related to water and sewer utility planning as technical review by the Planning Office and other City Departments and agencies continues. Other Foundation Building Permits are beginning to be filed for the project. Planning Staff continues to work with the project regarding a Tree Mitigation Plan and finalization of the utility aspects of the Site Plan.

BOARD AND COMMISSION ACTIVITY

Board of Adjustment

The Board of Adjustment met on June 19, 2013. The next regular scheduled meeting of the Board of Adjustment was scheduled for July 17, 2013. The following applications were considered.

- **V-13-08 – 186-188 Pennsylvania Avenue—Lands of John & Dorothea Link and Bradley Holden—** Variance Approval to granted to allow for the placement of a dividing line to create two separate lots with associated lot width and existing setbacks.

Historic District Commission

The Historic District Commission was scheduled to meet on June 20, 2013; however, the regular meeting was not held as no quorum of the members were available at the meeting time. The next Historic District Commission meeting is scheduled for July 18, 2013.

Planning Commission

The Planning Commission met on June 17, 2013 and took the actions summarized listed below. The next Planning Commission meeting is scheduled for July 15, 2013.

- **MI-13-10 Nottingham Meadows: Revised Active Recreation Area—** Approval for a cash in-lieu of payment for the Active Recreation Area requirement subject to the DAC Comments.

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 (under renovation)
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* – Owner is working on repairs to the interior of the property.
- *209 N. New Street* – Repairs to the structure have stopped. Staff will proceed with the demolition process and have an asbestos survey conducted.
- *628 N. West Street* – Owner will begin exterior painting and repairs.
- *312/314 West Division Street* – Owner is obtaining bids for demolition of the structure.
- *423 Cecil Street* — The asbestos survey has been completed and partial abatement of the asbestos within the structure has been done. The abatement will resume once demolition begins and the asbestos contractors can enter the dwelling safely.



- *427 West Division Street* — Council declared on the 24th of June that the owners have 30 days to demolish the structure.
- *528 Fulton Street* — Council declared that the owners have until June 28th to make repairs or demolish the home or staff will proceed with the demolition process.
- *Vacant Buildings*—During the month of June, 25 additional buildings were registered as vacant, and $4,250.00 in vacant building registration fees were collected.

Code Enforcement Activity—June

Case Type	# cases current month	# cases YTD	% staff initiated current month	% staff initiated YTD
No valid Rental Permit	6	136	100%	99%
No valid Building Permit	7	42	86%	90%
Tall grass and weeds	77	518	70%	84%
Unregistered vehicle	5	48	100%	94%
Abandoned vehicle	4	60	25%	92%
Annual Housing Inspection	18	212	89%	91%
Property Maintenance –	42	406	62%	68%
Electric Termination	12	132	92%	94%
Dover Code of Ordinances	50	314	86%	76%
Zoning	16	70	88%	79%
Total Cases	**237**	**1940**		
Total # of Inspections For	**413**			



92 Orchard Avenue –Detached Garage



Winner Hyundai Opens in Dover

Fire Marshal's Office, Building Inspections & Licensing Summary

LIFE SAFETY				
Inspections	**MAY 13**	**FYTD 13**	**June 12**	**FYTD 12**
Fire Protection Inspections (New & Existing)	11	318	29	658
Fire Code Inspections	37	420	145	594
Inspection Deficiencies	20	155	16	416
Certificate of Occupancy	3	49	3	42
Accidental	$1500	$97,950.0	$2,000.00	$276,910.00
Incendiary	$10,000	$26,100.00	$ 0.00	$262,050.00
Undetermined	$15,000	$91,000.00	$0.00	$42,300.00
PERMITTING AND LICENSING				
Permits Issued	**JUNE 13**	**FYTD 13**	**JUNE 12**	**FYTD 12**
Administrative Permit	1	26	2	17
Building Addition/Renovation Permits	44	337	35	368
Building Permits	17	160	20	167
Demolition Permits	2	52	5	28
Fence Permits	15	106	15	119
Fire Prevention Permits	12	116	5	70
Mechanical Permits	14	284	62	325
Plumbing Permits	21	353	32	371
Sign Permits	15	246	22	276
Swimming Pool Permits	3	18	5	19
Business Licenses	995	2,175	1300	2,847
Merchant Licenses	103	378	107	395
Contractor Licenses	372	1143	520	1353
Lodging House Licenses	0	52	0	15
Mobile Homes	108	341	208	527
Public Occupancy	5	368	4	148
Rental Dwelling	30	3,084	60	1,552
BUILDING INSPECTIONS				
Inspections	**JUNE 13**	**FYTD 13**	**JUNE 12**	**FYTD 12**
Building	265	3,405	304	3,638
Plumbing/Mechanical	548	3,803	260	3,920
Certificate of Occupancy	7	98	12	127

Fire Marshal's Office—At a Glance

Number of Fires Requiring FM Response for June-1

1 Accidental

1 Incendiary

7 hours of investigation time

Active Fire Investigation—67 S. Queen St.

Number of Complaints – 25

Recreation Division

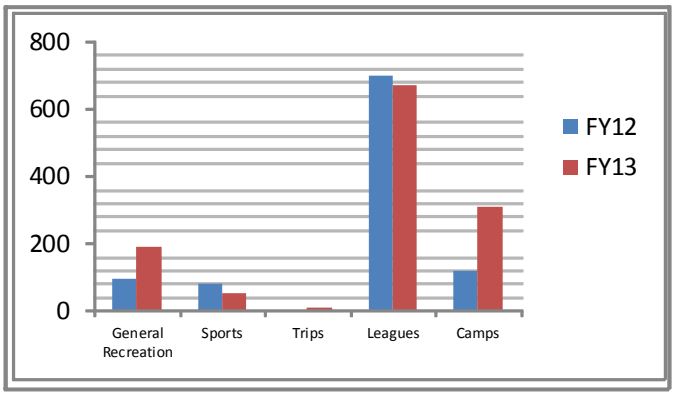


Lunchtime Yoga Class



Summer Sports Camp

Enrollment Summary: June 2012 vs. June 2013

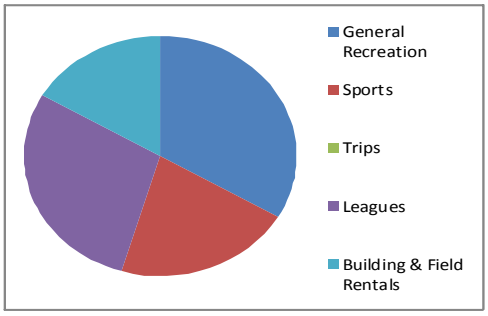


Category	FY12	FY13
General Recreation	92	189
Sports	78	53
Trips	0	6
Leagues	697	669
Camps	116	308

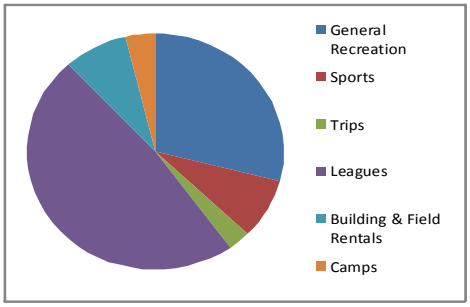
Summer Camp Season Off to a Great Start!

After changing the format of our summer camp program, the Recreation Division has seen great success and customer satisfaction with summer camps. The Super Summer Playground is taking place at the John W. Pitts Center, as well as a number of sports camps. The sports camp offerings included a Wolverine Basketball Camp run by Wesley College coaching staff.

Revenue Breakdown: June 2012 verses June 2013



General Recreation	2,322.00
Sports	1,470.00
Trips	0
Leagues	2,000.00
Building & Field Rentals	1,150.00



General Recreation	3,029.00
Sports	1,100.00
Trips	231.00
Leagues	3,300.00
Building & Field Rentals	2.630.00
Camps	5,815.00

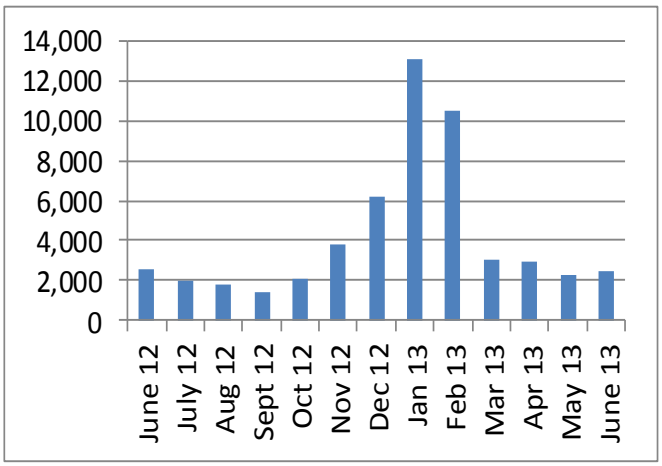
Summer Camp youth

Making Bird Feeders

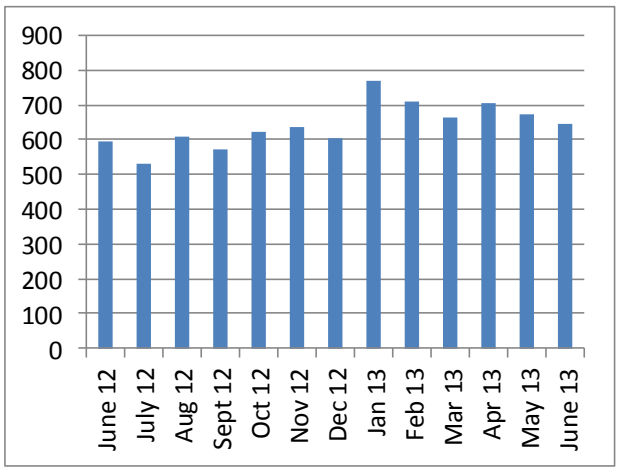


John W. Pitts Recreation Center – June 2013

Total Program Attendance



Facility Usage By The Hour



**

Facility Usage By The Hour	JUNE 13		FYTD 13		JUNE 12		FYTD 12
Open Gym	348.25		5,538.5		420		5,155.75
Fitness Classes	56.5		586.75		32		454
Leagues	36		775		27		472.5
Camps	157		238.5		76		120
Sports Classes	14		199		27.5		212.5
Meetings & Rentals	31.5		358		4		304.25
Enrichment Classes	2		59.5		8		114.5
Total Facility Usage Hours	645.25		7,755.25		594.5		6,834.5

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

Daily Program Attendance**	JUNE 13		FYTD 13		JUNE 12		FYTD 12
Total	2,470		49,197		2,517		52,760
Open Gym	457		8,182		751		8,716
Fitness Classes	370		11,992		235		3,543
Leagues	692		27,075		1,010		29,865
Camps	554		923		280		628
Sports Classes	72		1,565		168		2,276
Meetings & Rentals	218		6,339		60		7,403
Enrichment Classes	107		222		13		329

Since our opening in late April 2008, we have had 271,244 guests at the John W. Pitts Recreation Center.

Effective April 1, 2013 we began charging Non-City of Dover residents to participate in the Open Gym Sessions.

Packages Sold:	June	Total
Daily:	31	133
Individual Quarterly:	0	6
Individual Annual:	0	2
Family Quarterly:	1	2
Family Annual:	0	0
Total Revenue:	$123	$694

Monthly Report

June 2013

Economic Development Office

2013_6 Economic Development Monthly Update

- Participated in Calpine weekly conference call
- Met with Salad Works owner and scheduled a future meeting to brainstorm on how to increase business
- Scheduled conference call with DEDO, the City Planning Office and the CEO of Project Limestone to discuss resource utilization in the manufacturing process
- Confirmed to Eastern Shore Natural Gas the correct address for the Calpine project at the Garrison Tract
- Attended Kent County is Open for Business
- Provided the Mayor the copy of the recorded plat plan for the Garrison Tract which he sent to Chesapeake Utilities requesting an estimate for installing gas lines to the additional 13 sites
- Participated in conference call with CEO of Project Limestone, DEDO and the City Planner, discussed at length the manufacturing process and the resources used during the manufacturing process and determined the process for this manufacturer is a permitted use at the Garrison Tract
- Exchanged production information and construction timelines with DEDO and Project Limestone CEO
- Provided verbal information regarding setbacks and height limitations for Project Limestone to DEDO
- Provided DEDO with city and county tax information, impact fee information and address information for Project Limestone
- Attended multiple Food Innovation District discussions at Levy Court
- Provided Becker Morgan group with previous roof repair information regarding 22-24 W Loockerman Street
- Attended LEADS Group meeting and provided economic development overview
- Attended DEEDS monthly meeting and participated in a briefing with Senator Coons
- Met with owner of SALAD WORKS, DDP staff and the YWCA Center for Women's Entrepreneurship Consultant and brainstormed business revenue enhancement strategies
- Submitted Brownfield Grant Reimbursement request for the Chesapeake Supply site in the amount of $12,283
- Met with Marvin Hill and Junior Wiley at the Garrison Tract to discuss water drainage issue and crop destruction at the Garrison Tract
- Attended the Economic Consortium meeting
- Facilitated a meeting with Delaware State University Chief of Staff and Treasurer with Mayor Carey to discuss the Sheraton announcement
- Attended the Downtown Dover Partnership Economic Development Committee meeting
- Met with Councilman Hutchison and the owners of Carroll's Plaza Shopping Center to discuss Department of Labor concerns
- Attended Kent County Tourism Board Meeting and provided an update on economic development
- Teleconference with the owners of Green Turtle in reference to workforce development funding

- Contacted Joe Zilcosky at DEDO and facilitated a meeting between Mr. Zilcosky and the owners of Green Turtle
- Provided Tim McLaughlin at DEDO IPM2 Zoning Information at Garrison Tract
- Started dialogue with DEDO with regard to potential prospect at the Garrison Tract who would be a large utility user
- Resolved vacant building registration issue for the Green Turtle
- Signed confidentiality agreement for Project Niox
- Attended tour at Dover Air Force Base of The Landings with Jim Waddington, Judy Diogo, and representatives from DAFB to determine the potential for using The Landings kitchen for food/restaurant incubator space
- Attended DAC meeting with Joe Petrosky
- Met with Tim McLaughlin to discuss strategy for next meeting with Uzin-Utz
- Participated in meeting with Peter Ryan, Assistant Consulate General from Ireland, to discuss potential economic development initiatives between Ireland and Central Delaware
- Attended groundbreaking at Garrison Tract for Calpine
- Teleconference with David Malone, the United States Air Force coordinator for the strategic asset utilization enhancement use lease to discuss potential at DAFB
- Meeting with Gordon Schweitzer from the University of Delaware to discuss energy assessments performed by U of DE for Dover manufacturing facilities
- Provided Alexandra Segar, Site Consultant for Uzin-Utz, Wetlands maps; Topography maps and Flood Plain information for the Garrison Tract

Measures:

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

	2010-2011 Actual	**2011-2012 Actual**	**2012 - 2013 Projected**
Results	<10% unemployment rate in July 2011 9.2 % - U.S. Rate 8.0 % - DE Rate 9.9% - City of Dover Rate June 2011 – Actual	<10% unemployment rate in July 2012 8.2% - U.S. Rate 6.8 % - DE Rate 8.6% - City of Dover Rate June 2012 – Actual	<10% unemployment rate in July 2013 7.6% - U.S. Rate 7.3% - DE Rate 9.8% - City of Dover Rate June 2013 Actual

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

	2010-2011 Actual	**2011-2012 Actual**	**2012 - 2013 Projected**
Results	≥20 contacts with potential small businesses; **12 contacts YTD** ≥15 contacts with out-of-town companies interested in locating in Dover. **10 contacts YTD**	≥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**

2013-06 Downtown Dover Partnership Monthly Update

- Provided technical assistance to eight (8) prospective small business individuals on overall business development within the Downtown Dover Business District.
- Provided technical assistance (orientation) to two (2) existing small business owners in preparing and submitting small business loan application for loan consideration.
- Continuing technical assistance to nine (9) prospective small business individuals on locating available space within the downtown district to lease. Of these nine (9) inquiries, three (3) have signed leases to occupy vacant spaces within downtown.
- Coordinated and implemented ongoing logistics for the Farmer's Market Program in June.
- Coordinated media (newspaper announcement), website and social media press releases of series of Special Events which occurred during June '13 in downtown Dover.
- In collaboration with the SCORE Chapter Delaware conducted one (1) small business development training on Business Development Basics for four (4) participants.
- Completed and signed Memorandum of Understanding with YWCA Delaware to assist us with Small Business Development Referrals.
- 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 scheduled Kent County Economic Summit scheduled for September 28.
- Continued working with the DDP Executive Director on the development of the Recruitment Materials for the program.
- Continued working with the DDP Executive Director on the development of Fund Raising program.
- Attend the Parking Meter trainings.
- Continued working with the DDP Executive Director on the assessment of the parking lots within the downtown.
- Conducted the following two (2) Grand Openings:
    - Cheveux Salon on June 7th created 2.5 FTE
    - Rouge Women's Apparel on June 7th with created 1.5 FTE
- Represented the Downtown Dover Partnership as a member of the Delmarva Black Chamber - Sub Committee on Capacity Building.
- Completed first draft of the DDP 2013 Annual Report.
- Completed first draft of the DDP's new Website design.
- Completed and submitted 3rd Quarter Statistical Report to Delaware Economic Development Office.
- Reviewed and discussed possibility of collaboration in submitting the "Cities of Service Impact Volunteering Fund" Grant with Communities in Schools of Delaware.
- Reviewed and assessed the possible vacant buildings eligible for the Pop Up Project' 13 sponsored by the Delaware Economic Development Office.

ACTION FORM

PROCEEDING: City Council
DEPARTMENT OF ORIGIN: Planning & Inspections **DATE SUBMITTED**: 7/25/2013
PREPARED BY: Ann Marie Townshend, AICP, Director of Planning & Community Development
SUBJECT: Evaluation of Bids – Demolition of Buildings at 222 & 238 Railroad Avenue
REFERENCE: N/A
RELATED PROJECT: 222 & 238 Railroad Ave, Dover, Delaware – Violation of Dangerous Building Ordinance
APPROVALS: City Manager, Controller
EXHIBITS: N/A
EXPENDITURE REQUIRED: $ 58,000.00 **AMOUNT BUDGETED**: $140,000 for Dangerous Buildings **FUNDING SOURCE (Dept./Page in CIP & Budget)**: Account No.: 110-1600-534.30-33
TIMETABLE: Purchase Order to be issued upon Council approval and work to proceed following asbestos abatement.
RECOMMENDED ACTIONS: Staff recommends authorization award the contract for demolition of the structures at 222 and 238 Railroad Avenue to Delaware Mulch & Stone, Inc. for $58,000, as specified in Bid #13-0036PI.

BACKGROUND AND ANALYSIS

The Department of Planning and Inspections solicited bids in accordance with the City's purchasing policy under Bid #13-0036PI for the demolition of five structures on property located at 222 and 238 Railroad Avenue. Bids were open on June 11, 2013. The following vendors submitted bids for the demolition of the structures.

VENDOR	LOCATION	AMOUNT OF BID
DELAWARE MULCH & STONE, INC.	BEAR, DE	$58,000
LINDALE'S BACKHOE SERVICE	GREENWOOD, DE	$89,873
GATEWAY CONSTRUCTION, INC.	DOVER, DE	$93,000
GEPPERT BROTHERS, INC.	COLMAR, PA	$115,300
SUNNYFIELD CONTRACTORS, INC.	DOVER, DE	$149,830

City staff reviewed all bid packages submitted. Delaware Mulch & Stone submitted the low bid in the amount of $58,000 as a lump sum for demolition of all five structures and removal of the debris, litter and fencing from the property. Staff requests authorization to award the demolition contract to Delaware Mulch & Stone, Inc. in the amount of $58,000.

ACTION FORM

PROCEEDING: City Council	**AGENDA ITEM**:
DEPARTMENT OF ORIGIN: Public Works	**DATE SUBMITTED**: 07/26/2013
PREPARED BY: Sharon J. Duca, P.E., Public Works Director / City Engineer	
SUBJECT: Evaluation of Bids – Village of Westover – Phase VI Paving Improvements Project	
REFERENCE: N/A	
RELATED PROJECT: N/A	
APPROVALS: City Manager, Controller	
EXHIBITS: Aerial Map	
EXPENDITURE REQUIRED: $132,824.25	**AMOUNT BUDGETED**: See Funding Source
FUNDING SOURCE (Dept./Page in CIP & Budget): VILLAGE OF WESTOVER LOC No. 1-2437, IN THE AMOUNT OF $264,765.00	
TIMETABLE: Notice to Proceed to be issued within 60 days of Council approval. Project anticipated to be completed in 60 calendar days from Notice to Proceed issuance.	
RECOMMENDED ACTIONS: Award a unit price contract, based upon Bid #14-0001PW for the Village of Westover-Phase VI Paving Improvements Project to George & Lynch, Inc. All work will be paid for at the unit prices bid for work completed and accepted by the City of Dover. The estimated value of the work to be completed is $132,824.25.	

BACKGROUND AND ANALYSIS

The original developer of the Village of Westover Phase VI filed for bankruptcy which resulted in work stoppage within the subdivision. The final wearing course and punch list items remain to be completed to meet the City of Dover Standards and Specifications for Public Works Construction and have been outstanding for many years. As such, the current infrastructure within Phase VI of the Westover subdivision is in disrepair. On March 25, 2013, City Council accepted the Dedication of Rights-of-Way and Public Infrastructure for the Village of Westover Phase VI. The City has since received the funds to correct the infrastructure deficiencies by way of cashing in the Letter of Credit associated with the development. The total length of street rehabilitation is approximately 2,265 linear feet or 0.43 miles. Northdown Drive and Margate Circle are the streets included in this project, please reference the aerial map attached.

Bids were opened on Thursday, July 25, 2013. Seven (7) contractors submitted unit price bids for the proposed work to be performed. Based on the proposed quantities, the estimated contract values are as provided in the following table.

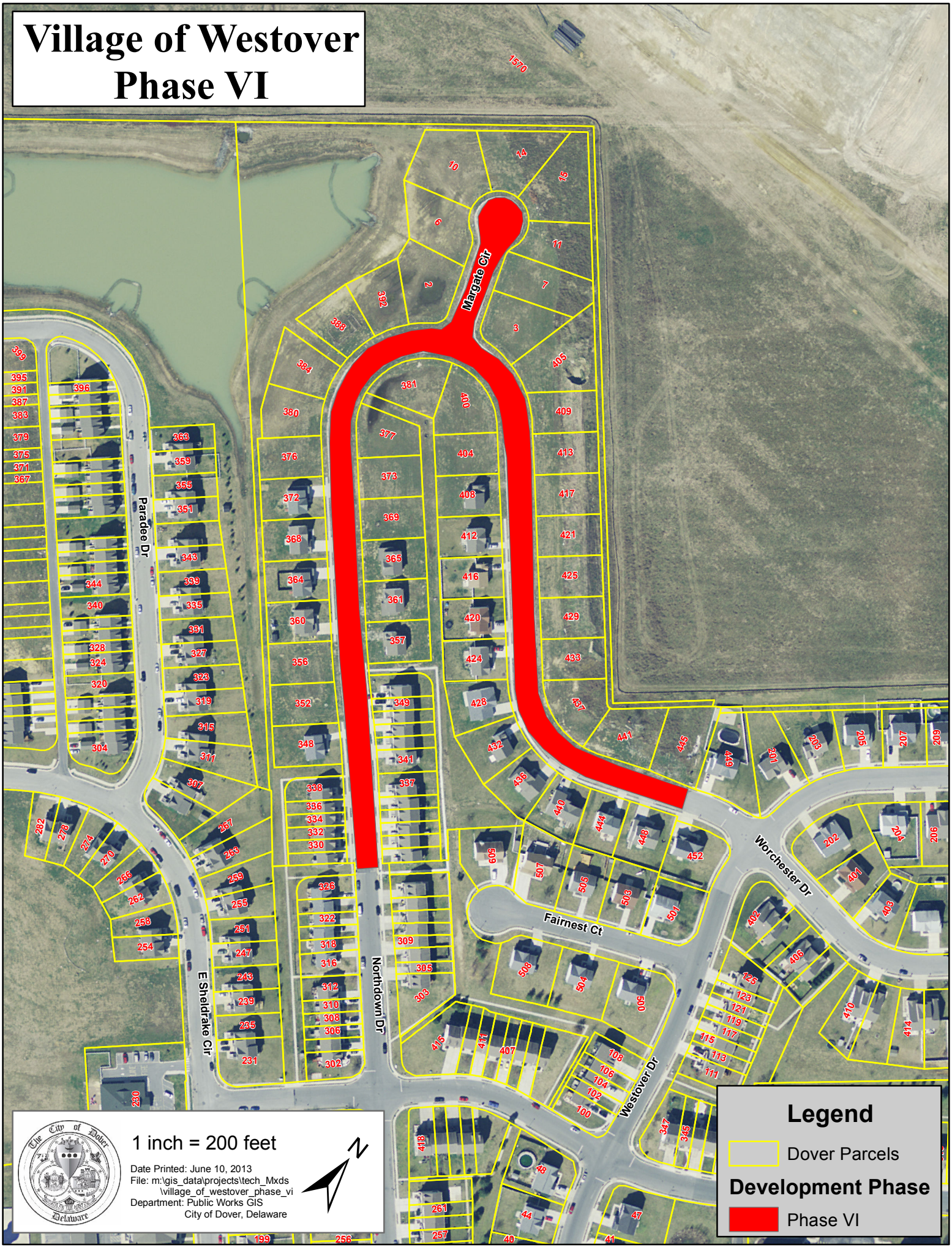
CONTRACTOR	LOCATION	BID PRICE	EVALUATED BID PRICE
JERRY'S INC.	*MILFORD, DE*	*$127,615.58*	*$127,615.58 ^*
GEORGE & LYNCH, INC.	**DOVER, DE**	**$132,824.25**	**$128,839.53 ***
DAISY CONSTRUCTION CO.	NEW CASTLE, DE	$129,373.80	$129,373.80
DAVID A. BRAMBLE, INC.	CHESTERTOWN, MD	$131,984.75	$131,984.75
DEL-MAR-VA PAVING CO., INC.	SEAFORD, DE	$135,383.60	$135,383.60
HARMONY CONSTRUCTION CO.	WILMINGTON, DE	$135,452.95	$135,452.95
GWP ENTERPRISES	FRANKLINVILLE, NJ	$141,021.49	$141,021.49

** = Based on Local Vendor Preference, 3% reduction in evaluated bid price.*

^ = Bidder was found to be non-responsive; the required statement of qualifications was not complete.

Although Jerry's Inc. had the lowest evaluated bid price for this project, required information (ITB, Section IV) from the contractor was not submitted, therefore, Jerry's Inc. is deemed non-responsive and their bid was eliminated from consideration. The next lowest evaluated bid was from George & Lynch, Inc.; all required information was submitted from said contractor. It is staff's opinion that the bid represents fair market value. In conclusion, staff recommends awarding a construction contract to George & Lynch, Inc. for the Village of Westover – Phase VI Pavement Improvements Project, with total quantities to be based upon progress and quality of work, in the amount of $132,824.25.

Village of Westover Phase VI



1 inch = 200 feet

Date Printed: June 10, 2013
File: m:\gis_data\projects\tech_Mxds
\village_of_westover_phase_vi
Department: Public Works GIS
City of Dover, Delaware

N

Legend

Dover Parcels

Development Phase

Phase VI

RESOLUTION RATIFYING AND CONFIRMING SALE OF THE CITY OF DOVER, DELAWARE WATER AND SEWER REVENUE BONDS SERIES 2013 AND RELATED MATTERS

WHEREAS, The City of Dover (the "City") is authorized pursuant to Chapter 111, Volume 52, Laws of Delaware, as amended, and the City Charter, Chapter 158, Volume 36, Laws of Delaware, as amended (the "Enabling Acts") to issue revenue bonds for the purpose of financing and refinancing improvements to its water and sewer system;

WHEREAS, pursuant to the Enabling Acts, the City Council (the "Council") adopted a Resolution on June 24, 2013, which was approved by bondholder consent dated July 25, 2013, with certain exceptions with respect to the Reserve Account as noted therein (the "Bond Resolution"), and pursuant to an Authorizing Resolution adopted by City Council on June 24, 2013 (the "Authorizing Resolution" and, together with the Bond Resolution, the "Resolutions"), the Council authorized the issuance of up to $6,500,000 of Water and Sewer Revenue Bonds to refinance certain outstanding bonds and to finance certain new water and sewer capital projects;

WHEREAS, the Mayor and Controller/Treasurer with the assistance of Public Financial Management, Inc., as the City's financial advisor, solicited proposals from investment banking firms and other entities that underwrite municipal bonds to act as underwriter for the Series 2013 Bonds pursuant to a Notice of Sale dated August 6, 2013, a copy of which is attached hereto as Exhibit "A." Copies of the bids received pursuant to the Notice of Sale are attached as Exhibit "B." The bid submitted by Robert W. Baird Inc., (the "Underwriter"), offering to purchase the Series 2013 Bonds at a net purchase price of $6,242,518.07 (reflecting the par amount plus the original issue premium of $179,034.85 less the underwriter's discount of $61,516.78) has been selected as the proposal with the lowest true interest cost to the City;

NOW THEREFORE, the Council hereby resolves as follows:

1. Defined Terms. All defined terms used herein, identified by initial capital letters and not otherwise defined herein, shall have the meanings assigned to them in the Bond Resolution.

2. Authorization of Series 2013 Bonds. The City Council hereby ratifies and affirms the actions taken by the Mayor and Controller/Treasurer to cause the issuance of $6,125,000 aggregate principal amount of bonds to be designated "The City of Dover Water and Sewer Revenue Bonds (Series 2013)" (the "Series 2013 Bonds") and the sale thereof to the Underwriter on the terms and subject to the conditions hereinafter set forth.

3. Purposes. The proceeds from the sale of the Series 2013 Bonds will be used to (i) finance certain water and sewer capital projects, (ii) refund, on a current refunding basis, certain outstanding water and sewer bonds of the City (the "Prior Bonds"), (iii) fund required reserves, if any, and (iv) pay the costs of issuance of the Series 2013 Bonds

4. Pledge of Revenues; Parity Bonds. Pursuant to Section 6 of the Bond Resolution, the City has pledged, and does hereby ratify and confirm said pledge of, the Net Operating Revenue to the payment of the principal of, premium, if any, and interest on, every Bond issued

under the Bond Resolution, including the Series 2013 Bonds, as and to the extent provided in the Bond Resolution. The Series 2013 Bonds will be issued pursuant to Section 2 of the Bond Resolution and will be secured on a parity with the other Bonds issued under the Bond Resolution.

5. Payment and other Terms of Bonds; Form of Bonds.

a. Maturities, Interest Rates. The Series 2013 Bonds shall be issued in denominations of $5,000 or integral multiples thereof, shall be dated Date of Delivery, and interest will be payable on each January 1 and July 1, commencing January 1, 2014, all as set forth on Schedule 1 appended hereto.

b. Form of Bonds. The Series 2013 Bonds and the form for ordinary registration and transfer to appear thereon are to be substantially in the form attached hereto as Exhibit C with necessary or appropriate variations, omissions and insertions as permitted or required by the Bond Resolution.

6. Optional Redemption Provisions. The Series 2013 Bonds that mature on or before July 1, 2023 are not subject to optional redemption prior to their maturities. The Series 2013 Bonds which mature on or after July 1, 2024 are subject to optional redemption commencing on July 1, 2023, as a whole at any time or in part on any interest payment date, at the option of the City, at par, plus accrued interest thereon to the date fixed for redemption.

If less than all of the Series 2013 Bonds of any one maturity shall be called for redemption, the particular Series 2013 Bonds to be redeemed shall be selected by the Bond Registrar and Paying Agent in such manner as in its discretion it shall determine; provided that, so long as the Series 2013 Bonds are maintained in book-entry form, the selection of individual ownership interests in the Series 2013 Bonds to be credited with such partial redemption shall be made by DTC in accordance with DTC's then existing procedures.

7. Book-Entry Form of Issue. The Series 2013 Bonds shall be issued in book entry form subject to the terms and conditions of the Blanket Letter of Representations to The Depository Trust Company ("DTC") attached as Exhibit D hereto notwithstanding anything to the contrary in the Bond Resolution. DTC and its participants, and the beneficial owners of the Series 2013 Bonds by their acceptance of the Series 2013 Bonds, have agreed that neither the City nor the Trustee (as defined below) shall have any liability for the failure of DTC to perform its obligations as set forth in this Resolution or in the "Rules" or "Procedures" of DTC; nor shall the City or the Trustee be liable for the failure of any participant to perform any obligation the participants may incur to a beneficial owner of any Series 2013 Bond.

8. Trustee, Paying Agent and Registrar. The Bank of New York Mellon is appointed as the Trustee (the "Trustee") and either the Trustee or the City may serve as Paying Agent and Registrar for the Series 2013 Bonds at the direction of the Controller/Treasurer. The initial Paying Agent and Registrar shall be The Bank of New York Mellon.

9. Creation of Funds and Accounts; Deposit of Bond Proceeds.

a. The Trustee shall establish the following funds and accounts with respect

to the Series 2013 Bonds and shall deposit the proceeds of the Series 2013 Bonds into said funds and accounts as follows in the amounts specified in the Official Statement:

(i) Costs of Issuance Fund. The Trustee shall establish a Costs of Issuance Fund ("COI Fund") and shall deposit therein, from the proceeds of the Series 2013 Bonds, the amount certified by the City as reasonably estimated to pay the costs of issuing the Series 2013 Bonds and other transaction costs relating thereto. Upon written request of the City identifying the payee and the purpose of the payment, the Trustee shall disburse funds from said account to pay for, or reimburse, costs of issuing the Series 2013 Bonds and transaction costs relating thereto. Upon written certification of the City that all costs of issuing the Series 2013 Bonds and related transaction costs have been paid, or duly provided for, any funds remaining in said COI Fund shall be transferred to the Redemption Fund.

(ii) Reserve Account. The Trustee shall deposit in the Reserve Account an amount sufficient to cause the total Reserve Account to equal the Maximum Annual Debt Service after crediting the amount transferred from the Trustee of the Prior Bonds. The funds in the Reserve Account shall be invested in accordance with the Resolutions at the written direction of the Controller/Treasurer.

b. Construction Fund. The City shall establish a fund called the "Construction Fund - Series 2013 Bonds" and shall deposit therein Series 2013 Bond proceeds to be applied to pay costs of the 2013 Projects.

10. Preliminary Official Statement and Official Statement. The Council hereby ratifies the use of the Preliminary Official Statement dated July 29, 2013, as supplemented by a Supplement dated August 5, 2013, and the final Official Statement, copies of which have been presented to this meeting, and their distribution to prospective purchasers.

The Council hereby ratifies the actions taken by the Mayor and Controller/Treasurer in executing the Official Statement in the name of The City of Dover, supervising its distribution to the Underwriters, to municipal securities information repositories and to potential purchasers and in making changes from the Preliminary Official Statement to the date of delivery to make the information contained therein not contain any untrue statement of a material fact or omit to state a material fact necessary to make any statement therein, in light of the circumstances under which it was made, not misleading.

11. Amendments to Bond Resolution. Council hereby adopts and ratifies the Bond Resolution as consented to by the majority of bondholders as reflected in Appendix D to the Official Statement.

12. Compliance Policies and Procedures. Council hereby adopts the Continuing Disclosure Policy attached herein as Exhibit E to ensure the City efficiently carries out its continuing disclosure obligations pursuant to Rule 15c2-12, as amended, promulgated under the Securities Exchange Act of 1934, as amended.

13. Certain Representations and Covenants of the City. The City hereby represents and covenants with the holders of the Series 2013 Bonds that:

a. this Ratifying Resolution incorporates by reference all the terms of the Bond Resolution;

b. the Bond Resolution, as amended by this Ratifying Resolution, is in full force and effect. Hereafter, the Bond Resolution shall comprise the Bond Resolution as amended by this Ratifying Resolution; and

c. all conditions to be satisfied and all acts and things necessary to be done in order to make this Ratifying Resolution binding on the City have been satisfied or done, as the case may be.

14. Qualified Tax Exempt Series 2013 Bonds. The City hereby designates the Series 2013 Bonds as "qualified tax exempt obligations" for purposes of Section 265(b)(3)(B) of the Internal Revenue Code of 1986 (to the extent such bonds are not already "deemed designated" for such purposes). The Mayor and Controller/Treasurer are authorized to make such certifications and take all such other action as they deem appropriate to cause the Series 2013 Bonds to be "qualified tax exempt obligations" for such purposes.

15. Future Actions. The Mayor, Controller/Treasurer, Clerk of Council and other City officials are authorized and directed to take all actions necessary to issue the Series 2013 Bonds and carry out the terms and the purposes of this Resolution, including the making of any elections and the filing of any reports with the Internal Revenue Service, and the delivery of necessary closing documents and certificates.

The Clerk of Council shall maintain an official transcript of the proceedings relating to the sale of the Series 2013 Bonds including copies of the Preliminary Official Statement and Official Statement.

16. Effective Date. This Resolution shall be effective immediately upon its adoption according to law.

APPROVED by the Council of The City of Dover the ____ day of August, 2013.

_____

City Clerk
The City of Dover

APPROVED by the Mayor of The City of Dover the ___ day of August, 2013.

_____

SCHEDULE 1

The City of Dover, Delaware
Water and Sewer Bonds
Series 2013

Maturity Date	Amount	Interest Rate	Yield	Price
7/1/2014	335,000	3.000%	0.400%	102.275
7/1/2015	325,000	3.000%	0.530%	104.608
7/1/2016	330,000	3.000%	0.800%	106.245
7/1/2017	340,000	3.000%	1.150%	106.995
7/1/2018	355,000	3.000%	1.450%	107.272
7/1/2019	360,000	3.000%	1.700%	107.241
7/1/2020	375,000	3.000%	2.080%	105.866
7/1/2021	385,000	3.000%	2.380%	104.428
7/1/2022	395,000	3.000%	2.640%	102.830
7/1/2023	410,000	3.000%	2.800%	101.713
7/1/2024	215,000	3.000%	3.000%	100.000
7/1/2025	220,000	3.125%	3.170%	99.555
7/1/2026	225,000	3.300%	3.350%	99.477
7/1/2027	235,000	3.500%	3.520%	99.779
7/1/2028	245,000	4.000%	3.650%	102.877
7/1/2029	255,000	4.000%	3.850%	101.219
7/1/2030	265,000	4.000%	3.900%	100.809
7/1/2031	275,000	4.000%	4.000%	100.000
7/1/2032	285,000	4.000%	4.100%	98.690
7/1/2033	295,000	4.125%	4.200%	98.991

EXHIBIT A

NOTICE OF SALE

See Attached

NOTICE OF SALE

$6,285,000* THE CITY OF DOVER, DELAWARE
WATER AND SEWER REVENUE BONDS
SERIES 2013

Dated: August 6, 2013

Electronic bids via BIDCOMP/PARITY
will be received until 10:30 A.M., local Dover, Delaware Prevailing Eastern Time, on
AUGUST 6, 2013

Electronic bids via BIDCOMP/PARITY will be received at the offices of the Controller/Treasurer for The City of Dover, Delaware (the "City") for the purchase of the $6,285,000* Water and Sewer Revenue Bonds, Series 2013 (the "Series 2013 Bonds"). The Bonds will be dated August 15, 2013, and bear interest payable beginning on January 1, 2014, and semi-annually thereafter on January 1 and July 1 until maturity or redemption.

The Series 2013 Bonds will be issued under the authority of Chapter 111, Volume 52, Laws of Delaware, as amended, and the City Charter, Chapter 158, Volume 36, Laws of Delaware, as amended, and a Bond Resolution, as supplemented, adopted by the City Council on June 24, 2013.

The Series 2013 Bonds will mature, on July 1 in the following years and in the aggregate amounts:

Year	Preliminary Principal Amounts*
2014	$335,000
2015	$325,000
2016	$330,000
2017	$335,000
2018	$350,000
2019	$360,000
2020	$365,000
2021	$385,000
2022	$405,000
2023	$415,000
2024	$215,000
2025	$225,000
2026	$235,000
2027	$245,000
2028	$260,000
2029	$270,000
2030	$285,000
2031	$300,000

2032	$315,000
2033	$330,000

* preliminary, subject to change.

The proceeds from the sale of the Series 2013 Bonds will be used to: (i) finance certain water/wastewater capital projects, (ii) refund, on a current refunding basis, certain outstanding water and sewer bonds of the City, (iii) fund required reserves, if any, and (iv) pay the costs of issuance of the Series 2013 Bonds.

Adjustment of Principal Amortization Schedule

The principal amounts set forth in this Notice reflect estimates of the City and its Financial Advisor with respect to the likely interest rates of the winning bid and the premium/discount contained in such bid, and various other factors. Such principal amounts also reflect estimates with respect to the sale of the Bonds. The principal amortization schedule may be adjusted by the City prior to any bid date (including by removing part or all of one or more principal maturities, as described below, or by adding principal maturities) and, if any such adjustment is made, bidders must bid on the basis of the adjusted schedule. Such changes, if any, will be communicated by the City through TM3.

After selecting the winning bid, the aggregate principal amount of the Bonds and the principal amortization schedule may be adjusted as determined by the City's Financial Advisor in $5,000 increments to reflect any premium/discount in the winning bid and to create a more desirable debt service structure for the Bonds and the City's outstanding bonds. Such adjustments shall be made at the sole discretion of the City. Any adjustments pursuant to this paragraph will not change the aggregate principal amount of the Bonds to be issued by more than 10%. The dollar amount bid for the Bonds by the winning bidder will be adjusted proportionately to reflect any changes in the aggregate principal amount and principal amortization schedule of the Bonds finally determined to be issued. Any such adjustment will be communicated to the winning bidder within 4 hours after the opening of the bids.

General Provisions for the Bonds

The Bonds shall be issued only in fully registered form without coupons. One Bond representing each maturity will be issued to and registered in the name of Cede & Co., as nominee of The Depository Trust Company, New York, New York ("DTC"), as registered owner of the Bonds and each such Bond shall be immobilized in the custody of DTC. DTC will act as securities depository for the Bonds. Individual purchases will be made in book-entry form only, in the principal amount of $5,000 or any integral multiple thereof. Purchasers will not receive physical delivery of certificates representing their interest in the Bonds purchased. The winning bidder, as a condition to delivery of the Bonds, will be required to deposit the bond certificates representing each maturity with DTC. The Bonds will bear interest payable semiannually on January 1 and July 1, commencing January 1, 2014, until maturity or redemption. Interest will be paid to the persons in whose names the Bonds are registered on the registration books maintained by the Bond Registrar on the Regular Record Date, which is the last day of the month

immediately preceding the month in which each such interest payment date occurs, by check mailed to each such person's address as it appears on such bond registration books.

Bonds that mature on or before July 1, 2023 are not subject to optional redemption prior to their maturities. Bonds which mature on or after July 1, 2024 are subject to optional redemption commencing on July 1, 2023, as a whole at any time or in part on any interest payment date, at the option of the City, at par, plus accrued interest thereon to the date fixed for redemption.

If less than all of the Bonds of any one maturity shall be called for redemption, the particular Bonds or portions of Bonds to be redeemed shall be selected by the Bond Registrar and Paying Agent in such manner as in its discretion it shall determine; provided that, so long as the Bonds are maintained in book-entry form, the selection of individual ownership interests in the Bonds to be credited with such partial redemption shall be made by DTC in accordance with DTC's then existing procedures.

Notice of any redemption, identifying the 2013 Bonds or portions thereof to be redeemed, shall be given not more than 60 nor fewer than 20 days prior to the redemption date, by first class United States mail to the registered owners of the 2013 Bonds to be redeemed at their registered addresses. Failure to mail any such notice or any defect in the mailed notice or the mailing thereof shall not affect the validity of any proceedings for the redemption of other 2013 Bonds for which notice shall be duly given. No further interest shall accrue on the principal of any 2013 Bonds called for redemption after the redemption date if notice of redemption has been duly mailed and redemption moneys have been deposited with or made available to the Paying Agent on or prior to the date set for redemption and the holders of such Series 2013 Bonds shall have no rights with respect to such Series 2013 Bonds except to receive payment of the redemption price thereof and unpaid interest accrued to the date fixed for redemption.

If at the time of mailing of any notice of optional redemption the City shall not have deposited with the Paying Agent moneys sufficient to redeem all the Series 2013 Bonds called for redemption, such notice shall state that it is conditional, that is, subject to the deposit or transfer of the redemption moneys with the Paying Agent not later than the opening of business on the redemption date, and that such notice shall be of no effect unless such moneys are so deposited.

The City will not accept and will reject any bid for less than all of the above described Bonds. The City specifically reserves the right to reject any and all bids.

Electronic Bids

Electronic bids will be received via BIDCOMP/PARITY, in the manner described below, until 10:30 A.M. Dover, Delaware local time, on August 6, 2013.

If any provisions of this Notice of Sale shall conflict with information provided by BIDCOMP/PARITY as approved provider of electronic bidding services, this Notice of Sale shall control. Further information about BIDCOMP/PARITY may be obtained from BIDCOMP/PARITY, 1359 Broadway, 2nd Floor, New York, New York 10018, Attention: Eric Washington, (212) 849-5067. Additional information concerning bidding through BIDCOMP/PARITY may be obtained by calling (212) 849-5067.

Bids may be submitted electronically via BIDCOMP/PARITY pursuant to this Notice until 10:30 A.M., Dover, Delaware local time, but no bid will be received after the time for receiving bids specified above. To the extent any instructions or directions set forth in BIDCOMP/PARITY conflict with this notice, the terms of this Notice shall control. Further information about BIDCOMP/PARITY may be obtained from [BIDCOMP/PARITY, 1359 Broadway, 2nd Floor, New York, New York 10018, Attention: Eric Washington, (212) 849-5067. Additional information concerning bidding through BIDCOMP/PARITY may be obtained by calling (212) 849-5067.

Disclaimer

Each prospective electronic bidder shall be solely responsible to register to bid via BIDCOMP/PARITY as described above. Each qualified prospective electronic bidder shall be solely responsible to make necessary arrangements to access BIDCOMP/PARITY for the purposes of submitting its bid in a timely manner and in compliance with the requirements of the Notice of Sale. Neither the City nor BIDCOMP/PARITY, shall have any duty or obligation to provide or assure access to BIDCOMP/PARITY to any prospective bidder, and neither the City nor BIDCOMP/PARITY shall be responsible for a bidder's failure to register to bid or for proper operation of, or have any liability for any delays or interruptions of, or any damages caused by, BIDCOMP/PARITY. The City is using BIDCOMP/PARITY as a communication mechanism, and not as the City's agent, to conduct the electronic bidding for the Bonds. The City is not bound by any advice and determination of BIDCOMP/PARITY to the effect that any particular bid complies with the terms of this Notice of Sale and in particular the "Bid Specifications" hereinafter set forth. All costs and expenses incurred by prospective bidders in connection with their registration and submission of bids via BIDCOMP/PARITY are the sole responsibility of the bidders; and the City is not responsible, directly or indirectly, for any such costs or expenses. If a prospective bidder encounters any difficulty in submitting, modifying or withdrawing a bid for the Bonds, he should telephone BIDCOMP/PARITY at (212) 849-5021 and notify the City's Controller/Treasurer, Donna Mitchell at (302) 736-7018.

Electronic Bidding Procedures

Electronic bids must be submitted for the purchase of the Bonds (all or none) via BIDCOMP/PARITY. Bids will be communicated electronically to the City at 10:30 A.M., Dover, Delaware local time, on August 6, 2013. Prior to that time, a prospective bidder may (1) submit the proposed terms of its bid via BIDCOMP/PARITY, (2) modify the proposed terms of its bid, in which event the proposed terms at the last modification will (unless the bid is withdrawn as described herein) constitute its bid for the Bonds, or (3) withdraw its proposed bid. Once the bids are communicated electronically via BIDCOMP/PARITY to the City, each bid will constitute an irrevocable offer to purchase the Bonds on the terms therein provided. For purposes of the electronic bidding process, the time as maintained on BIDCOMP/PARITY shall constitute the official time.

Bid Specifications

Bidders shall state in their proposals the rate or rates of interest to be paid on the Bonds in multiples of one-eighth (1/8) or one-twentieth (1/20) of one percent (1%), and each proposal

shall be based and submitted on the rate or rates stated therein. Bidders may specify more than one rate of interest to be borne by the Bonds, but the difference between the highest and lowest rates named may not be greater than three percent (3%) for the Bonds. Bidders may not specify more than one rate of interest for the Bonds of any single maturity. A zero rate may not be named for any maturity. The Bonds will be awarded to the bidder naming the lowest true interest cost for all of the Bonds in any legally acceptable proposal. The lowest true interest cost will be determined by doubling the semiannual interest rate, compounded semiannually, necessary to discount the debt service payments from the payment dates to the date of the Bonds and to the amount bid. Where the proposals of two or more bidders result in the same lowest true interest cost for the Bonds, the Bonds may be apportioned between such bidders, but if this shall not be acceptable, the City shall have the right to award all of the Bonds to one bidder. The right is reserved to the City to reject any or all proposals and to waive any irregularity or informality in any proposal. The City's judgment shall be final and binding upon all bidders with respect to the form and adequacy of any proposal received and as to its conformity to the terms of this Notice of Sale. Any award of the Bonds may be made as late as 5:00 P.M. on the sale date. All bids remain firm until an award is made.

Procedures for Sale and Principal Amount Changes: The Preliminary Aggregate Principal Amount of the Bonds and the Preliminary Principal Amount of each maturity of the Bonds as set forth in this Notice of Sale (collectively, the "Preliminary Amounts") may be revised before the receipt and opening of sealed bids for their purchase. The Revised Aggregate Principal Amount of the Bonds and the Revised Principal Amount of each maturity (collectively, the "Revised Amounts") will be published on TM3 News Service ("TM3") not later than 9:30 a.m., Dover, Delaware local time on the date of sale or as soon thereafter as is reasonably practicable. In the event that no revisions are made or that such revisions are not published on TM3 before 9:30 a.m., Dover, Delaware local time on the date of sale, the Preliminary Amounts will constitute the Revised Amounts. Bidders shall submit bids based on the Revised Amounts and the Revised Amounts will be used to compare bids and select a winning bidder.

Good Faith Deposit

The apparent successful bidder, as indicated on BIDCOMP/PARITY, must submit a good faith deposit in the amount of $200,000 (the "Good Faith Deposit") to the City as provided below. The Good Faith Deposit will secure the City from any loss resulting from the failure of the successful bidder to comply with the terms of its bid. The successful bidder shall transfer the Good Faith Deposit by wire transfer directly to the City upon notification of the Preliminary Award, but in any case, no later than 3:00 p.m., Eastern Standard Time, on the Award Date. Wire instructions will be provided to the successful bidder upon notification of the Preliminary Award.

The Formal Award shall not be made until the State has confirmation of receipt of the Good Faith Deposit, and if the successful bidder fails to so deliver the Good Faith Deposit by the designated time, the City will have the option to withdraw the award and the successful bidder shall be responsible to the City for all consequential damages arising from such withdrawal.

At the time of delivery of the Bonds, such security will be applied against the purchase price for the Bonds or will be retained as liquidated damages upon the failure of the successful

bidder to take and pay for the Bonds in accordance with the terms of its proposal. A successful bidder shall have no right in or to said Good Faith Deposit if it fails to complete the purchase of, and payment in full of the purchase price of, the Bonds for any reason whatsoever, unless such failure of performance shall be caused by an act or omission of the City. No interest will be paid upon the deposit made by the successful bidder. Notwithstanding the foregoing, should a successful bidder fail to pay for the Bonds at the price and on the date agreed upon, the City retains the right to seek further compensation for damages sustained as a result of the successful bidder so doing.

The Bonds will be issued and sold subject to approval as to legality by Ballard Spahr LLP, Bond Counsel, whose approving opinion substantially in the form included in the Official Statement referred to below will be delivered, upon request, to the purchaser or purchasers of the Bonds, without charge.

In order to assist bidders in complying with SEC Rule 15c2-12(b)(5), the City will execute and deliver a continuing disclosure agreement on or before the date of issuance of the Bonds pursuant to which it will undertake to provide certain information annually and notices of certain events. A description of this agreement is set forth in the Official Statement and will also be set forth in the Official Statement.

When delivered, the Bonds shall be duly executed and authenticated and registered in the name of Cede & Co., as nominee of DTC, as registered owner of the Bonds.

It is anticipated that CUSIP identification numbers will be printed on the Bonds, but neither the failure to print such number on any Bond nor any error with respect thereto shall constitute cause for failure or refusal by the successful bidder to accept delivery of and pay for the Bonds in accordance with the terms of this Notice of Sale.

Not later than seven (7) business days after the award of the Bonds to the successful bidder on the day of sale, the City will authorize an Official Statement, which is expected to be substantially in the form of the Official Statement referred to below. If so requested by the purchaser or purchasers at or before the close of business on the date of the sale, the City will include in the Official Statement such pricing and other information with respect to the terms of the reoffering of the Bonds by the successful bidder ("Reoffering Information"), if any, as may be specified and furnished in writing by such bidder. If no Reoffering Information is specified and furnished by the successful bidder, the Official Statement will include the interest rates on the Bonds resulting from the bid of the successful bidder and the other statements with respect to reoffering contained in the Official Statement. The successful bidder for the Bonds shall be responsible to the City and its officials for the Reoffering Information, and for all decisions made by such bidder with respect to the use or omission of the Reoffering Information in any reoffering of the Bonds, including the presentation or exclusion of any Reoffering Information in any documents, including the Official Statement. The successful bidder will also be furnished, without cost, with up to 200 copies of the Official Statement (and any amendments or supplements thereto).

Delivery of the Bonds, without expense, will be made by the City to the purchaser or purchasers on or about August 15, 2013, or as soon as practicable thereafter, in New York, New

York or at such other location as shall be mutually acceptable to the City and the purchasers, and, thereupon, said purchaser or purchasers will be required to accept delivery of the Bonds purchased and pay, in federal funds, the balance of the purchase price due. The Bonds will be accompanied by the customary closing documents, including a no-litigation certificate, effective as of the date of delivery, stating that there is no litigation pending affecting the validity of any of the Bonds. It shall be a condition to the obligation of said purchaser or purchasers to accept delivery of and pay for the Bonds that, simultaneously with or before delivery and payment for the Bonds, said purchaser or purchasers shall be furnished a certificate or certificates of an authorized member of the City Council, the Mayor and the Controller/Treasurer to the effect that, to the best of their knowledge and belief, the Official Statement (and any amendment or supplement thereto) (except for the Reoffering Information provided by the purchaser and information regarding DTC and DTC's book-entry system provided by DTC, as to which no view will be expressed) as of the date of sale and as of the date of delivery of the Bonds does not contain any untrue statement of a material fact and does not omit to state a material fact necessary to make the statements therein, in the light of the circumstances under which they were made, not misleading and that between the date of sale and the date of delivery of the Bonds there has been no material adverse change in the financial position or revenues of the City, except as reflected or contemplated in the Official Statement (and any amendment or supplement thereto).

SIMULTANEOUSLY WITH OR BEFORE DELIVERY OF THE BONDS, THE SUCCESSFUL BIDDER FOR THE BONDS SHALL FURNISH TO THE CITY A CERTIFICATE ACCEPTABLE TO BOND COUNSEL TO THE EFFECT THAT (i) THE SUCCESSFUL BIDDER HAS MADE A BONA FIDE PUBLIC OFFERING OF THE BONDS AT THE INITIAL REOFFERING PRICES; AND (ii) A SUBSTANTIAL AMOUNT OF THE BONDS WERE SOLD TO THE PUBLIC (EXCLUDING BOND HOUSES, BROKERS AND OTHER INTERMEDIARIES) AT SUCH INITIAL REOFFERING PRICES.

The successful bidder shall also furnish to the City a certificate consenting to the appointment of The Bank of New York Mellon Trust Company, N.A., as successor trustee as the holder of the majority of the bonds outstanding under the Resolution.

Bond Counsel advises that (i) such certificate must be made on the best knowledge, information and belief of the successful bidder; (ii) the sale to the public of 10% or more in par amount of the Bonds of each maturity at (or below) the Reoffering Prices would be sufficient to certify as to the sale of a substantial amount of the Bonds; and (iii) reliance on other facts as a basis for such certification would require evaluation by Bond Counsel to assure compliance with the statutory requirement to avoid the establishment of an artificial price for the Bonds.

NOTE: The City may revise this Notice of Sale by written notice available to prospective bidders at the place of sale at the time for submission of bids or by publishing notice of any revisions on TM3 News Service ("TM3") at or before the time for submission of bids. Any bid submitted shall be in accordance with, and incorporate by reference, this Notice of Sale including any revisions made pursuant to this paragraph.

The City reserves the right to postpone, from time to time, the date established for the receipt of bids. Any such postponement will be announced by TM3 by notice given not later

than 1:00 p.m., Dover, Delaware local time, on the last business day prior to any announced date for receipt of bids. If any date fixed for the receipt of bids and the sale of the Bonds is postponed, an alternative sale date (the "Alternative Sale Date") will be announced via TM3 News Service at least 48 hours prior to such Alternative Sale Date. In addition, the City reserves the right, on the date established for the receipt of bids, to reject all bids and establish a subsequent Alternative Sale Date. If all bids are rejected and an Alternative Sale Date for receipt of bids established, notice of the Alternative Sale Date will be announced via TM3 News Service not less than 48 hours prior to such Alternative Sale Date. On any such Alternative Sale Date, any bidder may submit a bid for the purchase of the Bonds in conformity in all respects with the provisions of this Notice of Sale except for the date of sale and except for the changes announced by TM3 News Service at the time the sale date and time are announced. The Preliminary Official Statement, together with this Notice of Sale and the required form of proposal, may be obtained from the Controller/Treasurer, Donna S. Mitchell, City of Dover, 15 The Plaza Loockerman Street, Dover, Delaware 19903, (302) 736-7019 or from Geoffrey W. Stewart, Public Financial Management, Inc., Two Logan Square, 18th & Arch Streets, Suite 1600, Philadelphia, PA 19103, (215) 567-6100.

Such Preliminary Official Statement is deemed final by the City as of its date for purposes of SEC Rule 15c2-12 but is subject to revision, amendment and completion in the Official Statement referred to above.

By order of

CITY COUNCIL OF
DOVER, DELAWARE

BIDDERS MUST SUBMIT PROPOSAL FOR THE BONDS
PROPOSAL FOR
THE CITY OF DOVER, DELAWARE
$6,285,000 WATER AND SEWER REVENUE BONDS
SERIES 2013
Bid Date: August 6, 2013

City Council
The City of Dover, Delaware
Weyandt Hall
5 East Reed Street
Dover, Delaware 19901

Council Members:

Subject to the provisions and in accordance with the terms of the annexed Notice of Sale, which is made a part of this Proposal, we offer to purchase the $6,285,000* Water and Sewer Revenue Bonds, Series 2013 (the "Series 2013 Bonds"), described in such Notice of Sale, such Bonds dated August 15, 2013, to mature on July 1 in the several years shown in the table below, and to bear interest at the rate per annum set opposite such years, respectively:

Series 2013 Bonds

Year	Preliminary Principal Amounts*
2014	$335,000
2015	$325,000
2016	$330,000
2017	$335,000
2018	$350,000
2019	$360,000
2020	$365,000
2021	$385,000
2022	$405,000
2023	$415,000
2024	$215,000
2025	$225,000
2026	$235,000
2027	$245,000
2028	$260,000
2029	$270,000
2030	$285,000
2031	$300,000
2032	$315,000
2033	$330,000

* Final Maturity.

We will pay an amount equal to the Revised
Aggregate Principal Amount of the Bonds
plus a dollar premium in the amount of..... + _____

We agree, as a condition precedent to the consideration of our proposal, to provide the City a good faith deposit in the amount of $200,000 (the "Good Faith Deposit") upon notification of the preliminary bid award (the "Preliminary Award"). We further agree to transfer the Good Faith Deposit directly to the City upon notification of the Preliminary Award, but in any case, no later than 3:00 p.m., Eastern Standard Time, on the Award Date (as defined in the Notice of Sale).

If this proposal is accepted, said good faith deposit is to be held as security for the performance of this proposal, and is to be applied to the purchase price of the bonds when the bonds are delivered and paid for under the terms of this proposal, or is to be retained as and for full liquidated damages in case we fail so to take up and pay for the Bonds.

(NOTE: Not part of proposal. The following information is requested to expedite and facilitate prompt determination of the best bid. The omission or inaccuracy of these figures will not affect the validity of the proposal. The aggregate amount of interest from the date of the bonds to final maturity is $_____. The true interest cost calculated in accordance with the Notice of Sale is ____%.)

WE UNDERSTAND THAT (A) WE ARE TO PROVIDE A CERTIFICATION REGARDING THE PUBLIC SALE OF THE BONDS AS DESCRIBED IN THE NOTICE OF SALE ON OR PRIOR TO THE CLOSING DATE AND (B), IF NOTIFIED THAT WE ARE THE SUCCESSFUL BIDDER FOR THE BONDS, WE WILL BE REQUIRED TO ADVISE THE CITY OF THE INITIAL REOFFERING PRICES (AS DESCRIBED IN THE NOTICE OF SALE) FOR EACH MATURITY OF THE BONDS AT THE TIME OF SUCH NOTIFICATION. In this regard, you may contact and rely on the information provided by _____ _____ whose telephone number is _____-_____-_____.

_____
Bidder

By:_____

Title:_____

EXHIBT B

BIDS RECEIVED

See Attached

Bid Results

Dover
$6,285,000 Water and Sewer Revenue Bonds, Series 2013

The following bids were submitted using ***PARITY***® and displayed ranked by lowest TIC.
Click on the name of each bidder to see the respective bids.

Bid Award*	Bidder Name	TIC
✓ Reoffering	Robert W. Baird & Co., Inc.	3.291903
	Janney Montgomery Scott LLC	3.355692
	Piper Jaffray	3.439837
	PNC Capital Markets	3.505153
	M&T Securities Inc.	3.605423

*Awarding the Bonds to a specific bidder will provide you with the Reoffering Prices and Yields.

EXHIBIT C

FORM OF BOND

See Attached

FORM OF BOND

R-_____ $_____

STATE OF DELAWARE
THE CITY OF DOVER, DELAWARE
WATER AND SEWER REVENUE BONDS
SERIES 2013

INTEREST RATE	MATURITY DATE	DATED DATE	CUSIP

REGISTERED OWNER: CEDE & CO.

PRINCIPAL AMOUNT: DOLLARS

The City of Dover (herein called the "City"), a municipal corporation in the County of Kent, State of Delaware, for value received, hereby promises to pay, solely from the sources hereinafter described, to the Registered Owner identified above, or registered assigns, the Principal Amount identified above on the Maturity Date specified above, unless this Bond shall have been previously called for redemption and payment of the redemption price shall have been duly made or provided for in accordance with the hereinafter described Bond Resolution, and to pay (but only out of the sources hereinafter described) interest at the Interest Rate specified above on such Principal Amount from the interest payment date next preceding the date of registration and authentication of this bond, unless this bond is registered and authenticated as of an interest payment date, in which event this Bond shall bear interest from such interest payment date, or unless this Bond is registered and authenticated prior to the Dated Date, in which event this Bond shall bear interest from the Dated Date, or unless, as shown by the records of The Bank of New York Mellon, as Trustee (the "Trustee"), interest on the hereinafter referred to Bonds shall be in default, in which event this Bond shall bear interest from the last date to which interest has been paid, at the rate specified above payable semiannually on January 1 and July 1 of each year commencing on January 1, 2014, until payment in full of such Principal Amount, and to pay interest on overdue principal and, to the extent permitted by law, on overdue interest at the rate specified above. Principal of and interest on this Bond is payable in lawful money of the United States of America at the principal office of the City Treasurer, as Paying Agent, or its successor (the "Paying Agent"); provided, however, that payment of the semiannual interest hereon shall be made to the person in whose name this Bond is registered as of the close of business on the 15th day of the calendar month next preceding each interest payment date by check or draft mailed to such registered owner at such owner's address as it appears on the registration books of the Trustee, as Registrar, or at such other address as is furnished in writing by such registered owner to the Paying Agent.

This Bond is not a general obligation or debt of The City of Dover but is payable solely from the Net Operating Revenue of the Water and Sewer Facilities as provided in the Bond Resolution (as defined below) and the owner hereof has no right to compel the levy of any

tax for the payment of this Bond or the interest to accrue hereon. The City of Dover covenants and agrees with the holder of this Bond that it will keep and perform all of the covenants of this Bond and the Bond Resolution. The City of Dover has pledged the Net Operating Revenue of the Water and Sewer Facilities to the payment of principal and interest on this Bond.

This bond is one of a duly authorized series of revenue bonds of the City, designated "The City of Dover, Water and Sewer Review Bonds Series 2013", in the original aggregate principal amount of $6,125,000 (the "Series 2013 Bonds") issued pursuant to a Resolution adopted by the City on June 24, 2013, as consented to by a majority of bondholders on July 25, 2013 and as amended by a Ratifying Resolution adopted by the City on August 12, 2013 (the "Bond Resolution"), and an Authorizing Resolution with respect to the issuance of the Series 2013 Bonds adopted by the City Council on June 24, 2013 (the "Authorizing Resolution" and, together with the Bond Resolution, the "Resolutions") to provide funds in order to (i) finance certain water/wastewater capital projects, (ii) refund, on a current refunding basis, certain outstanding water and sewer bonds of the City, (iii) fund required reserves, if any, and (iv) pay the costs of issuance of the Series 2013 Bonds. Reference is hereby made to the Bond Resolution for the provisions, among others, with respect to the custody and application of the proceeds of Bonds issued under the Bond Resolution, the collection and disposition of revenues, the funds charged with and pledged to the payment of the interest on and the principal of the Bonds, the nature and extent of the security, the terms and conditions on which the Bonds of each series are or may be issued, the rights, duties and obligations of the City and of the Trustee under the Bond Resolution and the rights of the owners of the Bonds, and, by the acceptance of this bond, the owner hereof assents to all the provisions of the Bond Resolution. Capitalized terms used but not defined herein shall have the meanings ascribed to them in the Bond Resolution.

Series 2013 Bonds that mature on or before July 1, 2023 are not subject to optional redemption prior to their maturities. Series 2013 Bonds which mature on or after July 1, 2024 are subject to optional redemption commencing on July 1, 2023, as a whole at any time or in part on any interest payment date, at the option of the City, at par, plus accrued interest thereon to the date fixed for redemption.

If less than all of the Series 2013 Bonds of any one maturity shall be called for redemption, the particular Series 2013 Bonds or portions of the Series 2013 Bonds to be redeemed shall be selected by the Bond Registrar and Paying Agent in such manner as in its discretion it shall determine; provided that, so long as the Series 2013 Bonds are maintained in book-entry form, the selection of individual ownership interests in the Series 2013 Bonds to be credited with such partial redemption shall be made by DTC in accordance with DTC's then existing procedures.

Notice of any redemption, identifying the Series 2013 Bonds or portions thereof to be redeemed, shall be given not more than 60 nor fewer than 20 days prior to the redemption date, by first class United States mail to the registered owners of the Series 2013 Bonds to be redeemed at their registered addresses. Failure to mail any such notice or any defect in the mailed notice or the mailing thereof shall not affect the validity of any proceedings for the redemption of other 2013 Bonds for which notice shall be duly given. No further interest shall accrue on the principal of any Series 2013 Bonds called for redemption after the redemption date if notice of redemption has been duly mailed and redemption moneys have been deposited with or made available to the Paying Agent on or prior to the date set for redemption and the holders of such Series 2013 Bonds shall

have no rights with respect to such Series 2013 Bonds except to receive payment of the redemption price thereof and unpaid interest accrued to the date fixed for redemption.

If at the time of mailing of any notice of optional redemption the City shall not have deposited with the Paying Agent moneys sufficient to redeem all the Series 2013 Bonds called for redemption, such notice shall state that it is conditional, that is, subject to the deposit or transfer of the redemption moneys with the Paying Agent not later than the opening of business on the redemption date, and that such notice shall be of no effect unless such moneys are so deposited.

This bond is issued and the Bond Resolution was adopted under and pursuant to the Constitution and laws of the State of Delaware, particularly Chapter 111, Volume 52, Laws of Delaware, as amended by Chapter 340, Volume 57, Laws of Delaware, (the "Enabling Act").

Modifications or alterations of the Bond Resolution or of any resolution supplemental thereto may be made to the extent and in the circumstances permitted by the Bond Resolution.

This bond is transferable by the registered owner hereof in person or by his attorney duly authorized in writing at the designated office of the Trustee but only in the manner, and subject to the limitations and upon payment of the charges provided in the Bond Resolution, and upon surrender and cancellation of this bond. Upon such transfer, a new bond or bonds of the same maturity or maturities, interest rate or rates and of an authorized denomination or denominations, for the same aggregate principal amount will be issued to the transferee in exchange therefore. The City and the Trustee may deem and treat the registered owner hereof as the absolute owner hereof (whether or not this bond shall be overdue) for the purpose of receiving payment of or on account of principal and interest due on the Series 2013 Bonds and for all other purposes, and neither the City nor the Trustee shall be affected by any notice to the contrary. The City and the Trustee are not required (a) to issue, transfer or exchange any Series 2013 Bonds during the period beginning at the opening of business on the 15th day of the month preceding any interest payment date and ending at the close of business on the interest payment date, or (b) to transfer or exchange any Series 2013 Bonds selected, called or being called for redemption in whole or in part.

As declared by the Enabling Act, this bond shall be negotiable for all purposes, except as restricted by registration. This bond is issued with the intent that the Laws of the State of Delaware shall govern its construction.

All acts, conditions and things required by the Constitution and laws of the State of Delaware and the ordinances and resolutions of the City to happen, exist and be performed precedent to and in issuance of this bond have happened, exist and have been performed as so required.

This bond shall not be valid or become obligatory for any purpose or be entitled to any benefit or security under the Bond Resolution until the certificate of authentication appended hereto shall have been signed by the Trustee.

IN WITNESS WHEREOF, The City of Dover has caused this bond to bear the manual or facsimile signature of its Mayor and the manual or facsimile signature of its City Clerk, and has caused the City's corporate Seal to be printed or affixed hereon.

_____

Mayor

_____

City Clerk

(SEAL)

TRUSTEE'S CERTIFICATE OF AUTHENTICATION

This bond is one of the Bonds of the series designated therein and issued under the provisions of the within mentioned Resolution.

By: _____
The Bank of New York Mellon, as Trustee

_____
Date of Authentication

By: _____
Authorized Officer

ASSIGNMENT

For the value received, the undersigned sells, assigns and transfers unto _____ the within Bond and does hereby irrevocably constitute _____ attorney to transfer the said Bond on the books kept for registration of said Bond, with full power of substitution in the premise.

Dated: _____

_____
Signature of Registered Owner

NOTICE: The signature(s) to this assignment must correspond with the name as it appears on the face of the within Bond in every particular, without alteration or enlargement or any change whatever.

Signature Guaranteed:

_____

NOTICE: Signature(s) must be guaranteed by an approved eligible guarantor institution, an institution which is a participant in a Securities Transfer Association recognized signature guaranteed program.

EXHIBIT D

BLANKET LETTER OF REPRESENTATIONS TO THE DEPOSITORY TRUST COMPANY

See Attached

Blanket Issuer Letter of Representations

[To be Completed by Issuer]

Sussex County, Delaware
(Name of Issuer)

December 20, 2005
(Date)

Attention: Underwriting Department — Eligibility
The Depository Trust Company
55 Water Street; 50th Floor
New York, NY 10041-0099

Ladies and Gentlemen:

This letter sets forth our understanding with respect to all issues (the "Securities") that Issuer shall request be made eligible for deposit by The Depository Trust Company ("DTC").

To induce DTC to accept the Securities as eligible for deposit at DTC, and to act in accordance with DTC's Rules with respect to the Securities, Issuer represents to DTC that Issuer will comply with the requirements stated in DTC's Operational Arrangements, as they may be amended from time to time.

Note:

Schedule A contains statements that DTC believes accurately describe DTC, the method of effecting book-entry transfers of securities distributed through DTC, and certain related matters.

Very truly yours,

Sussex County, Delaware
(Issuer)

By: Robert L. Stickels
(Authorized Officer's Signature)

Robert L. Stickels
County Administrator

302-855-7741

Received and Accepted:

THE DEPOSITORY TRUST COMPANY

By: James Jensen

SCHEDULE A

SAMPLE OFFERING DOCUMENT LANGUAGE DESCRIBING BOOK-ENTRY-ONLY ISSUANCE

(Prepared by DTC—bracketed material may be applicable only to certain issues)

1. The Depository Trust Company ("DTC"), New York, NY, will act as securities depository for the securities (the "Securities"). The Securities will be issued as fully-registered securities registered in the name of Cede & Co. (DTC's partnership nominee). One fully-registered Security certificate will be issued for [each issue of] the Securities, [each] in the aggregate principal amount of such issue, and will be deposited with DTC. [If, however, the aggregate principal amount of [any] issue exceeds $200 million, one certificate will be issued with respect to each $200 million of principal amount and an additional certificate will be issued with respect to any remaining principal amount of such issue.]

2. DTC is a limited-purpose trust company organized under the New York Banking Law, a "banking organization" within the meaning of the New York Banking Law, a member of the Federal Reserve System, a "clearing corporation" within the meaning of the New York Uniform Commercial Code, and a "clearing agency" registered pursuant to the provisions of Section 17A of the Securities Exchange Act of 1934. DTC holds securities that its participants ("Participants") deposit with DTC. DTC also facilitates the settlement among Participants of securities transactions, such as transfers and pledges, in deposited securities through electronic computerized book-entry changes in Participants' accounts, thereby eliminating the need for physical movement of securities certificates. Direct Participants include securities brokers and dealers, banks, trust companies, clearing corporations, and certain other organizations. DTC is owned by a number of its Direct Participants and by the New York Stock Exchange, Inc., the American Stock Exchange, Inc., and the National Association of Securities Dealers, Inc. Access to the DTC system is also available to others such as securities brokers and dealers, banks, and trust companies that clear through or maintain a custodial relationship with a Direct Participant, either directly or indirectly ("Indirect Participants"). The Rules applicable to DTC and its Participants are on file with the Securities and Exchange Commission.

3. Purchases of Securities under the DTC system must be made by or through Direct Participants, which will receive a credit for the Securities on DTC's records. The ownership interest of each actual purchaser of each Security ("Beneficial Owner") is in turn to be recorded on the Direct and Indirect Participants' records. Beneficial Owners will not receive written confirmation from DTC of their purchase, but Beneficial Owners are expected to receive written confirmations providing details of the transaction, as well as periodic statements of their holdings, from the Direct or Indirect Participant through which the Beneficial Owner entered into the transaction. Transfers of ownership interests in the Securities are to be accomplished by entries made on the books of Participants acting on behalf of Beneficial Owners. Beneficial Owners will not receive certificates representing their ownership interests in Securities, except in the event that use of the book-entry system for the Securities is discontinued.

4. To facilitate subsequent transfers, all Securities deposited by Participants with DTC are registered in the name of DTC's partnership nominee, Cede & Co. The deposit of Securities with DTC and their registration in the name of Cede & Co. effect no change in beneficial ownership. DTC has no knowledge of the actual Beneficial Owners of the Securities; DTC's records reflect only the identity of the Direct Participants to whose accounts such Securities are credited, which may or may not be the Beneficial Owners. The Participants will remain responsible for keeping account of their holdings on behalf of their customers.

5. Conveyance of notices and other communications by DTC to Direct Participants, by Direct Participants to Indirect Participants, and by Direct Participants and Indirect Participants to Beneficial Owners will be governed by arrangements among them, subject to any statutory or regulatory requirements as may be in effect from time to time.

[6. Redemption notices shall be sent to Cede & Co. If less than all of the Securities within an issue are being redeemed, DTC's practice is to determine by lot the amount of the interest of each Direct Participant in such issue to be redeemed.]

7. Neither DTC nor Cede & Co. will consent or vote with respect to Securities. Under its usual procedures, DTC mails an Omnibus Proxy to the Issuer as soon as possible after the record date. The Omnibus Proxy assigns Cede & Co.'s consenting or voting rights to those Direct Participants to whose accounts the Securities are credited on the record date (identified in a listing attached to the Omnibus Proxy).

8. Principal and interest payments on the Securities will be made to DTC. DTC's practice is to credit Direct Participants' accounts on payable date in accordance with their respective holdings shown on DTC's records unless DTC has reason to believe that it will not receive payment on payable date. Payments by Participants to Beneficial Owners will be governed by standing instructions and customary practices, as is the case with securities held for the accounts of customers in bearer form or registered in "street name," and will be the responsibility of such Participant and not of DTC, the Agent, or the Issuer, subject to any statutory or regulatory requirements as may be in effect from time to time. Payment of principal and interest to DTC is the responsibility of the Issuer or the Agent, disbursement of such payments to Direct Participants shall be the responsibility of DTC, and disbursement of such payments to the Beneficial Owners shall be the responsibility of Direct and Indirect Participants.

[9. A Beneficial Owner shall give notice to elect to have its Securities purchased or tendered, through its Participant, to the [Tender/Remarketing] Agent, and shall effect delivery of such Securities by causing the Direct Participant to transfer the Participant's interest in the Securities, on DTC's records, to the [Tender/Remarketing] Agent. The requirement for physical delivery of Securities in connection with a demand for purchase or a mandatory purchase will be deemed satisfied when the ownership rights in the Securities are transferred by Direct Participants on DTC's records.]

10. DTC may discontinue providing its services as securities depository with respect to the Securities at any time by giving reasonable notice to the Issuer or the Agent. Under such circumstances, in the event that a successor securities depository is not obtained, Security certificates are required to be printed and delivered.

11. The Issuer may decide to discontinue use of the system of book-entry transfers through DTC (or a successor securities depository). In that event, Security certificates will be printed and delivered.

12. The information in this section concerning DTC and DTC's book-entry system has been obtained from sources that the Issuer believes to be reliable, but the Issuer takes no responsibility for the accuracy thereof.

EXHIBIT E

CONTINUING DISCLOSURE POLICY

See Attached

CONTINUING DISCLOSURE POLICY
CONCERNING MUNICIPAL SECURITIES

Issued or Guaranteed by

THE CITY OF DOVER

Introduction

This Continuing Disclosure Policy (the "Disclosure Policy") is promulgated by adoption of a resolution by City Council on August 12, 2013 to ensure that The City of Dover, Delaware (the "City") efficiently carries out its continuing disclosure obligations with respect to the municipal securities it issues or guarantees, pursuant to Rule 15c2-12, as amended (the "Rule"), promulgated under the Securities Exchange Act of 1934, as amended.

Definitions

The definitions set forth herein shall apply to any capitalized term used in this Disclosure Policy unless otherwise defined herein. In addition to such terms and the terms defined above, as used in this Disclosure Policy, the following capitalized terms shall have the following meanings:

"Auditor" means the Auditor of the City.

"Assistant Finance Director" means the Assistant Finance Director of the City or the Acting Assistant Finance Director of the City. If those positions are vacant or eliminated, the Controller/Treasurer of the City shall be responsible for performing the duties of the Assistant Finance Director under this Disclosure Policy.

"CAFR" means the Comprehensive Annual Financial Report annually prepared by the City's Finance Department, which shall include, if prepared, a statement of net assets, a statement of revenues, expenses and changes in net assets and a statement of cash flow. All such financial information shall be prepared using generally accepted accounting principles and audited by a certified public accountant; provided, however, that the City may change the accounting principles used for preparation of such financial information so long as the City's Finance Department includes as information provided to the public a statement to the effect that different accounting principles are being used, stating the reason for such change and how to compare the financial information provided by the differing financial accounting principles.

"City" means The City of Dover, Delaware.

"City Council" means the City Council for The City of Dover.

"City Controller/Treasurer" means the Controller/Treasurer of the City.

"City Solicitor" means the City Solicitor or Acting City Solicitor of the City.

"Disclosure Documents" means the official statements, offering and reoffering circulars and similar disclosure documents prepared by or on behalf of the City in connection with the primary offering of its outstanding Obligations.

"Employee" means any person who, as part of his or her employment with the City, has regular responsibility for the administration of matters related to Obligations.

"EMMA" means the Electronic Municipal Market Access system of the MSRB. Information regarding submissions to EMMA is available at http://emma.msrb.org/.

"Event" means any of the events listed in Schedule 1 of this Disclosure Policy.

"Fiscal Year" means the fiscal year of the City, being the period commencing on July 1 and ending on the following June 30.

"Mayor" means the Mayor of the City.

"MSRB" means the Municipal Securities Rulemaking Board or any other board or entity which succeeds to the functions currently delegated to the Municipal Securities Rulemaking Board by the Rule.

"Obligations" means any municipal securities issued by, or whose payment is guaranteed by, the City. A list of currently outstanding Obligations is set forth in Schedule 2 of this Disclosure Policy.

"Operating Data" means the City's financial information and operating data disclosed pursuant to the City's Undertakings and this Disclosure Policy, and which shall consist of the information contained in the City's CAFR.

"SEC'' means the U.S. Securities and Exchange Commission.

"Undertakings" means those written undertakings of the City to file certain annual operating and financial information and notice of the occurrence of certain material events executed in connection with the primary offering of certain Obligations.

Annual Submission of CAFR

1. Not later than 275 days after the end of each Fiscal Year of the City, while any Obligations remain outstanding, the Assistant Finance Director shall submit or cause the City's CAFR to be submitted to the MSRB through EMMA.

2. The Assistant Finance Director shall provide copies of the CAFR to the City's Controller/Treasurer not less than ten (10) days prior to the above deadline for the submission of the CAFR to the MSRB.

3. Not more than five (5) days after the submission of the CAFR to the MSRB, the Assistant Finance Director shall provide to the City Controller/Treasurer written confirmation that the CAFR has been submitted and filed properly with the MSRB through EMMA.

4. In the event that the CAFR is not completed in time to submit the CAFR to the MSRB through EMMA within the time specified in paragraph 1 above, the Assistant Finance Director will file a notice of occurrence of such Event in accordance with the policy and procedures set forth below under "Reporting of Events," and in accordance with the Rule, and the City's CAFR shall be submitted as soon as it is available.

5. The CAFR may be provided to the MSRB through EMMA in one document or a set of documents submitted to the MSRB, or may be included by specific reference to documents available to the public on the MSRB's Internet website or filed with the SEC. The Assistant Finance Director shall clearly identify each such other document provided by cross reference.

6. The City's CAFR shall be prepared in accordance with generally accepted accounting principles as in effect from time to time and operating data and operating information ordinarily disclosed by municipal governments. The CAFR shall be audited by a certified public accountant prior to its submission to the MSRB.

7. The City's CAFR may be incorporated by reference to other documents, including Disclosure Documents of debt issues with respect to which the City is an "obligated person" (as defined by the Rule), which have been filed with the MSRB through EMMA or the SEC. The Assistant Finance Director shall clearly identify each such other document so incorporated by reference. In the event that the Assistant Finance Director determines to so incorporate by reference the CAFR, the Assistant Finance Director shall also file a notice through EMMA indicating that the City's CAFR for that year is contained in documents filed with the SEC or with the MSRB through EMMA.

Periodic Reporting of Events

1. The Assistant Finance Director shall file a notice of the occurrence of any Event or Events with the MSRB via EMMA with respect to any Obligations to which the Event or Events are applicable, in a timely manner not in excess of ten (10) business days after the occurrence of the Event. The Assistant Finance Director shall provide notice of such Event to the MSRB through EMMA, as required by the Rule. The Events to be disclosed are listed on Schedule 1 hereof, which the Assistant Finance Director is responsible for updating in a timely manner in the event that there are future changes to the Rule that result in additions, changes or deletions to the list of Events.

2. Not less than three (3) business days after providing notice of an Event to the MSRB, the Assistant Finance Director shall provide a copy of the notice submission filed with the MSRB to the City Solicitor and the City Controller/Treasurer, along with written confirmation that such notice submission was properly filed with the MSRB through EMMA, as required by the Rule.

3. Whenever any Employee obtains actual knowledge of the occurrence of an Event, that employee must inform the Assistant Finance Director and the City Solicitor in writing as soon as possible so that notice of such Event may be filed in accordance with Paragraph 1 of this Section.

Manner of Submission

The CAFR, Operating Data and Event notices required to be submitted to the MSRB pursuant to the Disclosure Policy shall be submitted through EMMA in an electronic format, and shall be accompanied by identifying information, including all relevant CUSIP identification numbers of outstanding Obligations, in the manner prescribed by the MSRB, or in such other manner as is consistent with the Rule. A description of such format and information as presently prescribed by the MSRB is included in Exhibit A hereto.

Disclosure Training for City Employees

1. The Assistant Finance Director is responsible for conducting annual training of City Employees regarding this Disclosure Policy. Such training shall include a complete review of this Disclosure Policy, the Rule, the Undertakings and the Events listed on Schedule I hereto, and shall include a complete overview of the City's obligations under the federal securities laws. Upon completion of the annual training, all City Employees will provide written certification that they have completed the annual disclosure training and that they have reviewed and understand the Disclosure Policy, the Rule, the Undertakings and the Events listed on Schedule 1 hereto, and that they will comply with the Disclosure Policy.

2. Not later than fourteen (14) business days after the end of each fiscal year of the City, the Assistant Finance Director shall provide annual written certification to the Controller/Treasurer that the annual disclosure training has been completed.

Public Statements Regarding Financial Information

Whenever officials of the City make statements or release information relating to its finances and operations to the public that is reasonably expected to reach investors and the trading markets (including, without limitation, all Event notices, statements in the CAFR, Operating Data and other reports and statements of the City), the City shall ensure that such statements and information are complete, true, and accurate in all material aspects. The Assistant Finance Director shall have primary responsibility for ensuring that such statements and information are accurate and not misleading in any material aspect. The Mayor, the Assistant Finance Director, the Controller/Treasurer, and the City Solicitor shall work together to ensure that all public statements and information released by the City are accurate and not misleading in all material aspects and that the City complies with all applicable requirements of the Rule regarding continuing disclosure.

Issuance

Whenever the City issues its Obligations, preliminary and/or final Disclosure Documents are prepared by or on behalf of the City. Each of these Disclosure Documents contains information relating to the City's finances. The Assistant Finance Director and Controller/Treasurer shall share primary responsibility for ensuring that all such information is accurate and not misleading in any material aspect. Each Disclosure Document shall be accompanied by a certification by the Assistant Finance Director that the information contained in the Disclosure Document regarding the City, as of the date of such Disclosure Document, does not contain any untrue statement of material fact or omit to state any material fact necessary to make the information contained in the Disclosure Document, in light of the circumstances under which it was provided, not misleading.

Additional Information

Nothing in this Disclosure Policy shall be deemed to prevent the City from disseminating any other accurate information using the means of dissemination set forth in this Disclosure Policy or any other means of communication.

Filing on EMMA

A copy of the current Disclosure Policy shall be filed on EMMA. If the Disclosure Policy is amended, such amendments will be filed on EMMA as soon as practicable after such amendments take effect. A current copy of the Disclosure Policy and any amendments will also be made publicly available on the City's web site.

Schedule 1 to the Disclosure Policy
List of Events

The SEC requires notification of the occurrence of any of the Events listed as (1) through (14) below with respect to any applicable obligation. Notification must be provided in a timely manner, but not more than ten (10) business days after its occurrence.

1. Principal and interest payment delinquencies;

2. Non-payment related defaults, if material;

3. Unscheduled draws on debt service reserves reflecting financial difficulties;

4. Unscheduled draws on credit enhancements reflecting financial difficulties;

5. Substitution of credit or liquidity providers, or their failure to perform;

6. Adverse tax opinions, the issuance by the Internal Revenue Service of proposed or final determinations of taxability, Notices of Proposed Issue (IRS Form 5701-TEB), or other material notices or determinations with respect to the tax status of the obligations, or other material events affecting the tax status of the obligations;

7. Modifications to rights of the holders of the obligations, if material;

8. Bond calls (other than mandatory sinking fund redemptions), if material, and tender offers;

9. Defeasances;

10. Release, substitution, or sale of property, if any, securing repayment of the obligations, if material;

11. Rating changes;

12. Bankruptcy, insolvency, receivership, or similar event of the School;

13. The consummation of a merger, consolidation, or acquisition involving the City, or the sale of all or substantially all of the assets of the City, other than in the ordinary course of business, the entry into a definitive agreement to undertake such an action or the termination of a definitive agreement relating to any such actions, other than pursuant to its terms, if material; and

14. Appointment of a successor trustee or the change of name of a trustee, if material.

Schedule 2 to the Disclosure Policy

List of Outstanding City of Dover Obligations and Undertakings

$750,000 Water and Sewer Revenue Bonds (Series 2000-SRF)

$7,980,000 Water and Sewer Revenue Bonds (Series 2003)
Continuing Disclosure Agreement dated April 14, 2003

$3,430,000 General Obligation Bonds (Series 2003)

$22,200,000 Electric Revenue Bonds (Series 2008)
Continuing Disclosure Agreement dated July 15, 2008

$5,942,481 Water and Sewer Revenue Bonds (Series 2009-SRF)

$2,404,017 Water and Sewer Revenue Bonds (Series 2010-SRF)

$8,810,000 Electric Revenue Bonds (Series 2010)
Continuing Disclosure Agreement dated November 17, 2010

$765,060 Water and Sewer Revenue Bonds (Series 2011-SRF)

$4,700,000 General Obligation Bonds (Series 2012)

$6,125,000 Water and Sewer Revenue Bonds (Series 2013)
Continuing Disclosure Agreement dated August 15, 2013

EXHIBIT A

MSRB PROCEDURES FOR SUBMISSION OF CONTINUING DISCLOSURE DOCUMENTS AND RELATED INFORMATION

Securities and Exchange Commission Release No. 34-59061 (the "Release") approves an MSRB rule change establishing a continuing disclosure service of the MSRB's Electronic Municipal Market Access system ("EMMA"). The rule change establishes, as a component of EMMA, the continuing disclosure service for the receipt of, and for making available to the public, continuing disclosure documents and related information to be submitted by issuers, obligated persons and their agents pursuant to continuing disclosure undertakings entered into consistent with Rule 15c2-12 ("Rule 15c2-12") under the Securities Exchange Act of 1934. The following discussion summarizes procedures for filing continuing disclosure documents and related information with the MSRB as described in the Release.

All continuing disclosure documents and related information is to be submitted to the MSRB, free of charge, through an Internet-based electronic submitter interface or electronic computer-to- computer data connection, at the election of the submitter. The submitter is to provide, at the time of submission, information necessary to accurately identify: (i) the category of information being provided; (ii) the period covered by any annual financial information, financial statements or other financial information or operating data; (iii) the issues or specific securities to which such document is related or otherwise material (including CUSIP number, issuer name, state, issue description/securities name, date, maturity date and/or coupon rate); (iv) the name of any obligated person other than the issuer; (v) the name and date of the document; and (vi) contact information for the submitter. Submissions to the MSRB are to be made as portable document format (PDF) files configured to permit documents to be saved, viewed, printed and retransmitted by electronic means. If the submitted file is a reproduction of the original document, the submitted file must maintain the graphical and textual integrity of the original document. In addition, as of January 1, 2010, such PDF files must be word-searchable (that is, allowing the user to search for specific terms used within the document through a search or find function), provided that diagrams, images and other non-textual elements will not be required to be word-searchable.

All submissions to the MSRB's continuing disclosure service are to be made through password protected accounts on EMMA by: (i) issuers, which may submit any documents with respect to their municipal securities; (ii) obligated persons, which may submit any documents with respect to any municipal securities for which they are obligated; and (iii) agents, designated by issuers and obligated persons to submit documents and information on their behalf. Such designated agents are required to register to obtain password-protected accounts on EMMA in order to make submissions on behalf of the designating issuers or obligated persons. Any party identified in a continuing disclosure undertaking as a dissemination agent or other party responsible for disseminating continuing disclosure documents on behalf of an issuer or obligated person will be permitted to act as a designated agent for such issuer or obligated person, without a designation being made by the issuer or obligated person as described above, if such party certifies through the EMMA on-line account management utility that it is authorized to disseminate continuing disclosure documents on behalf of the issuer or obligated person under the continuing disclosure undertaking. The issuer or obligated person, through the EMMA on-line account management utility, is able to revoke the authority of such party to act as a designated agent.

The MSRB's Internet-based electronic submitter interface (EMMA Dataport) is at www.emma.msrb.org.

FINAL READING

CITY OF DOVER PROPOSED ORDINANCE #2013-11

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

That Chapter 1 - General Provisions, Section 1-9 - Sponsoring, Consideration, Passage and Effective Date of Ordinances and Charter Amendments, Subsection (c) - Sponsors, of the Dover Code, be amended by inserting the bold, blue text and deleting the text indicated in bold, red, strikeout as follows:

Sec. 1-9. Sponsoring, consideration, passage and effective date of ordinances and Charter amendments.

(a) Requirements for passage. No ordinance, except emergency ordinances, shall be passed by the council until it is:

(1) Announced at one regular council meeting, which announcement shall be made by the city clerk outlining the nature of the ordinance and ~~**stated**~~ **stating** when it will be considered for passage at a subsequent regular council meeting; and

(2) Read by synopsis, outline or otherwise at the ~~**subsequently announced**~~ **aforementioned subsequent** meeting of the council prior to being voted upon by the council.

(b) Emergency ordinances; effective date of ordinances. Emergency ordinances may be passed by the council at any time, but must be designated as such that their immediate passage is necessary to serve the health and welfare of the city. Ordinances shall be passed in accordance with the provisions of section 10 of the Charter. All ordinances which do not state an effective date shall be effective immediately upon their adoption by the council and their approval by the mayor, except as otherwise provided in section 10 of the Charter.

(c) Sponsors. With the exception of emergency ordinances, zoning ordinances or map amendments, ordinance amendments submitted by ~~**council-appointed staff or**~~ a committee, and ordinances passed in consideration of a comprehensive review of the Code, all ~~**other**~~ ordinances or proposed Charter changes must have ~~**three**~~ **two (2)** sponsors, to consist of ~~**three**~~ **either two (2)** members of the council **or one (1) council-appointed staff member and one (1) member of the council**, before they are presented to the appropriate committee for consideration and subsequent recommendation to the council.

(Code 1968, § 1-8; Ord. of 3-12-1990; Ord. of 7-10-1995; Ord. of 2-12-2001; Ord. of 11-24-2003; Code 1981, § 1-6)

ADOPTED: *

S:\ORDINANCES\2013\Draft\2013-11 Amending Ch 1-General Provisions, Sec 1-9-Sponsoring, Consideration, Passage and Effective Date, Subsec (c)-Sponsors-Final Reading.wpd

SYNOPSIS

THIS AMENDMENT WOULD REDUCE THE NUMBER OF SPONSORS REQUIRED FROM THREE (3) TO TWO (2) AND WOULD REMOVE COUNCIL-APPOINTED STAFF FROM THE EXCEPTIONS.

(SPONSORS: LEGISLATIVE, FINANCE, AND ADMINISTRATION COMMITTEE)

Actions History

August 12, 2013 - Scheduled for Final Reading by Council

July 22, 2013 - First Reading by Council

Draft