REGULAR COUNCIL MEETING

A G E N D A

February 14, 2011 - 7:30 P.M. - Council Chambers - City Hall - City of Dover

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 is prohibited and 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 CHAPLAIN WALLACE DIXON

PLEDGE OF ALLEGIANCE LED BY COUNCILMAN LEARY

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 January 24, 2011**

2. **Public Hearing - Violation of the Dangerous Building Ordinance - 106 S. New Street - House of Pride**

3. **Public Hearing/Final Reading - Rezoning**
   Property located at 293 Saulsbury Road, owned by F & B Properties, consisting of $3.64^{+/-}$ acres. The property is currently zoned C-3 (Service Commercial Zone) and subject to COZ-1 (Corridor Overlay Zone). The proposed zoning is C-2A (Limited Central Commercial Zone) and subject to COZ-1 (Corridor Overlay Zone). The subject property is located on the northeast corner of the intersection of Saulsbury Road and North Street. (Tax Parcel: ED05-076.11-01-43.00-000; Fourth Council District; Planning Reference: Z-11-01). ***The First Reading of Proposed Ordinance #2010-31 was accomplished during the Council Meeting of December 13, 2010.***

4. **Presentation - Dover Transit Center Neighborhood Plan**

5. Utility Committee Report - January 24, 2011

A. Request for Alley Abandonment (Improved) - Adjacent to 514 East Loockerman Street and 222 South DuPont Highway - HUB Associates, LLC and A & G Kramedas Associates

(Committee Recommended Approval of the Request for Abandonment of the Improved Alley Located Adjacent to 514 East Loockerman Street and 222 South Dupont Highway, as Recommended by the Planning Commission, with the Condition that the City Retain All Necessary Easements Related to City Utilities. (City Clerk's Note: In Accordance with the City's Procedure for Alley Abandonments, Resolution No. 2011-02 Setting the Public Hearing is Presented to Council for Consideration for Adoption.))

* **B. Proposed Ordinance #2011-01 - Amendment to Appendix B - Zoning, Article 5 - Supplementary Regulations, (New) Section 20 - Solar and Small Wind Energy Systems *(Deferred by Committee on 01/10/2011)*(See Item #10-A)**

(Committee Recommended Adoption of Proposed Ordinance #2011-01, as Amended)

* **C. Annual Engineering Consultant's Report on the Operation and Maintenance of the Electric System - Fiscal Year 2010**

(Committee Recommended Acceptance of the Annual Engineering Consultant's Report on the Operation and Maintenance of the Electric System for Fiscal Year 2010)

* **D. Annualized Comparison of Utility Rates *(Deferred by Committee on 01/10/2011)***

(Committee Recommended Acceptance of the Residential Rate Comparison Annualized at 1,000 kWh per Month as of November 23, 2010, as Presented)

* **E. Development Projects - Performance and Maintenance Bonding Concerns**

(Committee Recommended Acceptance of the Designation of Problems #2, #5, and #4 as the Highest-ranked Concerns Related to Development Projects - Performance and Maintenance Bonding, with the Expectation that a Timeline Would Be Developed to Begin Resolving These Problems, as Recommended by Staff)

* **F. Review of Utility Related Capital Investment Plan (CIP) *(Electric and Water/Wastewater) (November)***

(Committee Recommended Acceptance of the Utility Related Capital Investment Plan (CIP) Reports for November 2010)

* **G. PACE/NAES Monthly Report *(November)***

(Committee Recommended Acceptance of the PACE/NAES Monthly Report for November 2010)

* **6. Legislative, Finance, and Administration Committee Report - January 24, 2011**

A. Review and Recommendation - Filling Critical Positions

(Committee Action Not Required)

B. Review of Council Memberships

(Committee Recommended that the City Clerk Be Authorized to Include Membership Dues in City Council's Budget, as Follows: 1) League of Local Governments - $6,000; 2) National League of Cities - $3,258; 3) Delaware State Chamber of Commerce - $856; 4) Central Delaware Chamber of Commerce - $875; and 5) Miscellaneous (Magazine Subscriptions, Etc.) - $200; Totaling $11,198)

C. Statistics on Residency of City of Dover Employees

(Committee Recommended Acceptance of the Statistics on Residency of City of Dover Employees Report, as Presented)

D. Review of City Reserves and Policy Requirements

(Committee Recommended Acceptance of the Reserve Analysis, as Presented by Staff, and that with Respect to the Electric Revenue Fund, the Reserve Calculation, Based upon Electric Revenue, Be Done Irrespective of the Power Cost Adjustment (PCA))

* **7. Monthly Reports - December 2010**

- **A. Budget Report**
- **B. Chief of Police Report**
- **C. City Assessor's Report**
- **D. City Manager's Report**
- **E. City Planner's Report**
- **F. Dover Fire Department Report**
- **G. Capital Investment Plan (CIP) Report**

8. Evaluation of Bids - 69 kV Substation Switch Replacement

* **9. Human Relations Commission Appointments**

- **A. Dawn Allen-Pyne - Three (3) Year Term Expiring 2/2014** ***(Reappointment Recommended by Council President Hogan)***
- **B. Anlee Baccio-Walker - Three (3) Year Term Expiring 2/2014** ***(Reappointment Recommended by Council President Hogan)***
- **C. Roy Sudler, Jr. - Three (3) Year Term Expiring 2/2014** ***(Reappointment Recommended by Mayor Carey)***

10. First Reading - Proposed Ordinance #2011-01

The First Reading is offered on the following proposed ordinance. Since it is an amendment to the Zoning Code, it is recommended for referral to the Planning Commission on March 21, 2011, and that a Public Hearing before City Council be set for April 11, 2011 at 7:30 p.m. and that the Second Reading and Final Action take place at that time. Copies of all proposed ordinances are available at the entrance of the Council Chambers or can be obtained from the City Clerk's Office.

- **A. Proposed Ordinance #2011-01 - Amendment to Appendix B - Zoning, Article 5 - Supplementary Regulations, (New) Section 20 - Solar and Small Wind Energy Systems** *(Utility Committee)*

11. Final Reading - Proposed Ordinances

The First Reading of the Following Proposed Ordinances was accomplished during the Council Meeting of January 24, 2011. Copies of the proposed ordinances are available at the entrance of the Council Chambers.

- **A. Ordinance #2010-01 - Chapter 102 - Taxation, Article I - In General, Section 102-1 - Annual Valuation and Assessment**
- **B. Ordinance #2011-02 - Chapter 102 - Taxation, Article IV - Abatement of Real Estate Taxes, (New) Section 102-117 - Construction of New Facility**

12. Council Members Announcements

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REGULAR COUNCIL MEETING

The Regular Council Meeting was held on January 24, 2011 at 7:30 p.m. with Council President Hogan presiding. Council members present were Mr. Bonar, Mrs. Russell, Dr. McGlumphy, Mr. Leary, Mr. McGiffin, Mrs. Williams, Mr. Salters, and Mr. Ruane.

Council staff members present were Police Chief Hosfelt, Ms. Russell, Mrs. Mitchell, Mrs. Townshend, First Assistant Fire Chief Carey, Mr. DePrima, 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 Hogan declared the Open Forum in session and reminded those present that Council was not in official session and could not take formal action.

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

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

AGENDA ADDITIONS/DELETIONS

Dr. McGlumphy moved for approval of the agenda, as presented, seconded by Mr. Leary and unanimously carried.

Council President Hogan noted that Item #5 - Quarterly Revenue Report, was inadvertently listed as a consent agenda item and requested that it be removed from the consent agenda.

Mr. Bonar moved for approval of the consent agenda, as amended, seconded by Mrs. Williams and carried by a unanimous roll call vote.

ADOPTION OF MINUTES - REGULAR COUNCIL MEETING OF JANUARY 10, 2011

The Minutes of the Regular Council Meeting of January 10, 2011 were unanimously approved by motion of Mr. Bonar, seconded by Mrs. Williams and bore the written approval of Mayor Carey.

PROCLAMATION - BLACK HISTORY MONTH

The City Clerk read the following Proclamation into the record:

Whereas, in 1861, as the United States stood at the brink of Civil War, people of African descent, both enslaved and free persons, waited with a watchful eye, understanding that a war between the North and the South might bring about jubilee - the destruction of slavery and universal freedom; and

Whereas, when the Confederacy fired upon Fort Sumter and war ensued, President Abraham Lincoln maintained that the paramount cause was to preserve the Union, not end slavery; and

Whereas, Frederick Douglass, the most prominent black leader, suggested that regardless of intentions, the war would bring an end to slavery; and

Whereas, over the course of the war, the four million people of African descent in the United States proved Douglass right. Free and enslaved blacks rallied around the Union flag in the cause of freedom; and

Whereas, nearly 200,000 joined the Grand Army of the Republic and took up arms to destroy the Confederacy, serving as recruiters, soldiers, nurses, and spies, and endured unequal treatment, massacres, and riots pursuing their quest for freedom and equality; and

Whereas, in honor of the efforts of people of African descent to destroy slavery and inaugurate universal freedom in the United States, the Association for the Study of African American Life and History has selected "African Americans and the Civil War" as the 2011 National Black History Theme. We urge all Americans to study and reflect on the value of their contributions to the nation, and to our community.

NOW THEREFORE I, CARLETON E. CAREY, SR., Mayor of the City of Dover, Delaware do hereby proclaim February 2011 as BLACK HISTORY MONTH and encourage all citizens to celebrate the contributions of African-Americans to our great society.

UTILITY COMMITTEE REPORT - JANUARY 10, 2011

The Utility Committee met on January 10, 2011 with Chairman Ruane presiding.

Proposed Ordinance #2011-01 - Amendment to Appendix B - Zoning, Article 5 - Supplementary Regulations, (New) Section 20 - Solar and Small Wind Energy Systems

Mrs. Ann Marie Townshend, Director of Planning and Community Development, presented Proposed Ordinance #2011-01 - Amendment to Appendix B - Zoning, Article 5 - Supplementary Regulations, (New) Section 20 - Solar and Small Wind Energy Systems, for the Committee's consideration.

Mrs. Townshend provided members with a revised version of the Proposed Ordinance and noted that changes were indicated in red. She advised members that the revisions resulted from a meeting that staff held with Councilman Eugene Ruane, Mrs. Judy Diogo (Central Delaware Chamber of Commerce), Mr. Phil McGinnis (representing area Realtors), and Mr. John Paradee (attorney representing an interested client) on January 4, 2011. Mrs. Townshend reminded members that the 2008 Comprehensive Plan called for the development of code amendments that would encourage renewable energy. She explained that the Proposed Ordinance would allow solar energy systems and small wind energy systems as accessory uses within all zoning and non-residential zones, as well as public health, safety and welfare, and add definitions for such systems to the Zoning Ordinance.

Responding to Mr. Ruane, Mrs. Townshend confirmed that the Proposed Ordinance was drafted after reviewing related State of Delaware legislation (Chapter 80 of Title 29, Section 8060) and researching the matter through the National Planning Organization and other jurisdictions.

In response to concerns of Mr. McGiffin regarding the prohibition of free-standing solar panels in residential areas, Mrs. Townshend stated that if members wished to delay action, staff could research the standards for residential areas. She indicated that there are concerns with intrusiveness and explained the importance of establishing set-back requirements.

Mr. Bonar relayed concerns with the types of screening that would be required and requested that staff provide details regarding the term "visually screened."

Mr. Phil McGinnis, McGinnnis Commercial Real Estate Company, 555 E. Loockerman Street, stated that he chairs the Public Policy Committee for the Kent County Association of Realtors and advised members that he worked with the State Legislature for three (3) to four (4) years on the associated State statute and supports the revised Proposed Ordinance presented by staff. In considering the specific issues regarding the height of the turbine and screening for the City of Dover, he noted that properties are typically 30 to 50 feet wide and, therefore, could not support a wind turbine. Mr. McGinnis stated that, as a result, solar panels would be the only option for renewable energy. In terms of screening, he explained that reflective lighting off solar panels is a potential problem; however, he stated that he was convinced that such concerns have been satisfied in the revised Proposed Ordinance.

Mr. John Paradee of the law firm Prickett, Jones, and Elliott, 11 North State Street, indicated that representatives of Arca Advisors were present, as well as Mr. Don Burg and Mr. Craig Frater, principals of his client, CD Realty Advisors. He commended the City for its support of alternative renewable energy, as expressed through the Comprehensive Plan and consideration of the Proposed Ordinance. Mr. Paradee explained that CD Realty Advisors owns several parcels at the Silver Lake Business Park and that, although many of the parcels have been improved with buildings which have been leased to various users, there is one (1) parcel that remains vacant. Due to current market conditions, he stated that his clients have been exploring other options for the use of this property. Mr. Paradee noted that the firm's desire is to put a ground-mounted solar energy system on the vacant parcel to generate energy to support and satisfy the needs of one (1) of its buildings. In order for this concept to work, he stated that more than 30% of the lot area would be required, which the Proposed Ordinance prohibits. He also relayed concern with establishing a threshold that allows for a project to be permitted as a conditional use, explaining that businesses and their financial institutions would require certainty. Mr. Paradee requested that ground-mounted solar energy systems be a permitted use in non-residential areas, not an accessory use. He assured members that, although he appreciates the City's consideration of both solar and wind energy systems, his clients have no interest in wind energy systems.

Responding to Mr. Ruane, Mr. Paradee stated that, since the meeting held on January 4, 2011, he had further opportunity to discuss the matter with his clients and was made aware of their concerns regarding the restrictions related to lot coverage.

Mr. Brian Yeager, representative of Arca Advisors, provided members with a Statement from the Delaware Solar Energy Coalition regarding the Proposed Ordinance and reviewed Ground Mount Solar Array Quick Facts. Due to the important role that manufacturing, labor, installation, and financing play in solar pricing, Mr. Yeager explained that restricting the use of lot area would be disincentivizing.

Mr. Donald Burg, CD Realty Advisors, 200 S. Broad Street, Philadelphia, PA, relayed concerns regarding merging properties to attain the required square footage and the need for parcels to remain separate for tax records and financial purposes. For purposes of the Proposed Ordinance, he suggested that parcels which are contiguous and have common ownership be considered one (1) parcel. It was his feeling that this proposal would eliminate many of the issues with ancillary versus permitted uses.

Responding to Mr. McGiffin regarding the sale of one (1) of the properties, Mr. Burg stated that the properties would either have to be sold together or the array removed, suggesting that if the properties were sold in a manner that "breaks" the contiguous and common ownership, the result would be array removal.

Mrs. Townshend advised members that the State legislation indicates that "any wind energy system shall be buffered from any properties or structures included on the historic registry." She explained that her concerns with principal use or permitted use within non-residential and commercial zones, from a land planning perspective, are relative to the potential long-term implications on the character of the City's commercial areas.

In response to Mr. Ruane, Mrs. Townshend stated that there are other precedents in the Dover Code that provide consideration of properties under common ownership and that staff could research this concept and include an amendment to the Proposed Ordinance. However, she noted that the revised Proposed Ordinance indicates that the ground-mounted solar energy system shall not be located between the principal structure and the street.

Having recently visited the National Renewable Energy Laboratories in Denver, Colorado, Mr. Bonar reminded members that there is emerging technology that is very close to becoming a reality which will eliminate noticeability of such solar energy systems.

The Committee recommended that action be deferred until the next Committee meeting to allow time for staff to address the concerns relayed.

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

Annual Engineering Consultant's Report on the Operation and Maintenance of the Electric System - Fiscal Year 2010

Due to time constraints, the Committee deferred consideration of the Annual Engineering Consultant's Report on the Operation and Maintenance of the Electric System for Fiscal Year 2010 until the next Committee meeting.

Development Projects - Performance and Maintenance Bonding Concerns

Mr. Anthony DePrima, City Manager, advised members that, as part of a shared performance goal, the City Manager, the Public Services Manager, and the Director of Planning and Community Development conducted a series of four (4) internal meetings to brainstorm various ideas to address concerns raised about performance and maintenance bonding in subdivisions, site plan compliance,

ensuring the functionality of homeowners' associations (HOAs), and other development project issues. As a result of these meetings, which were held in October, November, and December of 2010, he stated that eight (8) specific issues/concerns were identified.

Mr. DePrima assured members that the list is not comprehensive and that staff would welcome additional ideas. He requested guidance for prioritizing, noting that all issues/concerns could not be addressed in a year. He also assured members that staff's intention is to reach out to interest groups, development associations, communities, and homeowner groups to obtain feedback, explaining that presenting these development projects to the Committee is one (1) of the first steps in the process.

Mr. Scott Koenig, Public Services Manager, reviewed the Development Project concerns and suggestions developed by staff.

Mr. Ruane suggested that the list of Development Project concerns and suggestions be provided to members in electronic form and, at the suggestion of Mr. DePrima, that members rank the projects in priority and provide a suggested timeline to be considered by the Committee during their next meeting.

The Committee recommended that staff provide the list of Development Projects to members for their review and prioritization to be considered by the Committee during their next meeting.

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

Annualized Comparison of Utility Rates

Due to time constraints, Mr. Ruane requested that the Annualized Comparison of Utility Rates be deferred until the next Committee meeting.

The Committee deferred the Annualized Comparison of Utility Rates until the next Committee meeting.

Review of Utility Related Capital Investment Plan (CIP) (Electric and Water/Wastewater) *(November)*

Due to time constraints, Mr. Ruane requested that the Review of the Utility Related CIP for Electric and Water/Wastewater for November 2010 be deferred until the next Committee meeting.

The Committee deferred the Review of the Utility Related Capital Investment Plan (CIP) for Electric and Water/Wastewater for November 2010 until the next Committee meeting.

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

LEGISLATIVE, FINANCE, AND ADMINISTRATION COMMITTEE REPORT - JANUARY 10, 2011

The Legislative, Finance, and Administration Committee met on January 10, 2011 with Chairman Leary presiding.

Review and Recommendation - Filling of Critical Positions

During their meeting of February 23, 2009, members recommended approval of a Hiring Freeze for Fiscal Year 2008-2009, but to allow the hiring of critical positions through the review and approval of the Legislative, Finance, and Administration Committee and City Council. It was suggested that there be a "standing" agenda item to consider the filling of critical positions and, if there were no positions to consider, the item could be removed.

Local Area Network (LAN) Analyst - Information Technologies (IT) Department

Mr. Anthony DePrima, City Manager, reviewed a request to recruit for a Local Area Network (LAN) Analyst for the Information Technologies (IT) Department. He noted that Mr. Andy Siegel has assumed the position of Acting IT Director; however, Mr. Siegel continues to serve as a LAN Analyst. Mr. DePrima explained that the department currently has one (1) additional employee serving in this capacity.

Responding to Mr. McGiffin, Mr. DePrima stated that it was decided to postpone filling the IT Director position until FY 12 in an effort to conserve funds. He stated that if someone other than Mr. Siegel is ultimately selected to fill the position of IT Director, there will be a total of three (3) LAN Analyst positions.

In response to Mr. Shevock, Mr. DePrima stated that the Request to Recruit Form should have included budgetary details and assured members that funds are available in the budget for the position.

The Committee recommended approval of the request to recruit for a Local Area Network (LAN) Analyst for the Information Technologies Department, as recommended by staff.

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

Presentation - Public Financial Management - Final Results of 2010 Electric Revenue Bond Refunding (*Geoffrey Stewart*)

Mrs. Donna Mitchell, Controller/Treasurer, introduced Mr. Geoffrey Stewart, Senior Managing Consultant, Public Financial Management (PFM). She stated that Mr. Stewart serves as the City's financial advisor and assists with all of the City's bond financing.

Mr. Stewart reviewed a Financial Advisory Memorandum, which provided information regarding the very successful November 2010 refinancing of the City's outstanding electric revenue bond debt. He reminded members that the City had approximately $11.4M of outstanding bonds that were issued to build assets in the electric system. The average interest rate on the outstanding loan was 5%. Mr. Stewart stated that new bonds were issued to pay off the old bonds at a substantial savings,

noting that the true interest cost is 1.23%. In terms of dollars and cents, he stated that, in gross, over the life of the remaining loan, which extends until 2016, the City will realize over $3M less interest in debt service savings and the net present value savings for the City will be over $1M.

Responding to Mr. Ruane, Mr. Stewart stated that the electric utility is rated Aa2 by Moody's and A+ by Fitch. He stated that he could provide members with details regarding the metrics that are reviewed and how the City's utility performance compares to its peer groups. He suggested that the City exercise caution by maintaining healthy reserve levels and noted that the transfer of funds to the General Fund is a metric that is considered when ratings are established.

The Committee recommended acceptance of the Report on the Final Results of the 2010 Electric Revenue Bond Refunding submitted by Public Financial Management.

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

Authorization to Purchase - Vehicle Computers/In-Car Camera Systems

Police Chief James Hosfelt submitted a request to purchase vehicle computers/in-car camera systems as an allowable Sole Source Procurement. He indicated that a different configuration of computers, in-car camera equipment, and associated parts/accessories is required in order to fit within the smaller space constraints of new and future police vehicles. Chief Hosfelt explained that the new equipment will minimize the negative impact of vehicle space constraints on officer safety and reduce operational and maintenance costs for the City in the long term.

Police Chief Hosfelt explained that a combination of budget and grant funds will be utilized for this purchase. He noted that budgeted funds programmed for annual recurring mobile data computer (MDC) replacements ($23,400.00), as well as funds for vehicle equipment replacement ($11,400.00), will be combined with available Justice Assistance Grant funding ($37,616.10) to complete this purchase (total of $72,416.10). In addition, he stated that the Department would like to continue to purchase these systems in future years to replace the current configuration of equipment in vehicles through the normal vehicle replacement cycle. Chief Hosfelt noted that, as the process continues, savings in maintenance costs will be realized, as the number of vendors needed to provide maintenance will be minimized.

Staff recommended approval of the request from the Police Department to purchase the new configuration of computers and in-car cameras for its vehicles, as well as the continued purchase of these items in future years as part of the normal, recurring replacement cycle.

The Committee recommended approval of staff's recommendation for the expenditure of $72,416.10 to purchase the vehicle computers/in-car camera systems.

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

Accounting Procedures for Federal Forfeiture Funds

During their meeting of August 23, 2010, members were provided a briefing regarding the Police Department's Criminal Investigation Fund, which was being maintained by the Police Department without being accounted for in the City's records. Members were assured that the Police Department would work with the Finance Department to transfer all records and documentation to bring the Fund under the control of the Finance Department. Members accepted the Criminal Investigation Fund Report, as delivered by the Police Chief, and anticipated an update when the administrative adjustments were completed. City Council approved this action during their Regular Meeting of September 13, 2010.

Mrs. Donna Mitchell, Controller/Treasurer, reported that Chief Hosfelt and the Police Department staff worked cooperatively with the Finance Department to close out the separate bank account and deposit the cash balance into a City account, which is currently used for Law Enforcement Grants. She explained that all activity is now being processed through the City's accounting system in compliance with all policies and procedures. Mrs. Mitchell noted that the previous bank account was being reconciled, financial reports were being prepared by the Police Department, and controls were in place to prohibit unauthorized spending per the Department's internal policies; however, these activities were not shared with anyone outside of the Police Department. She advised members that Chief Hosfelt agreed to a compliance review conducted by the City auditor, Faw, Casson & Company.

Mrs. Mitchell stated that staff recommended that annual budgets be established for Police Grants and all other Criminal Investigation Funds and that all estimated receipts and planned disbursements be adopted through the budget process and accounted for in the same manner as all other funds to insure transparency and accountability. She explained that there was a general understanding that, through the use of the City's budgeting and financial systems, all policies and procedures would be adhered to. Mrs. Mitchell noted that, until such time as a budget can be established, the Finance Department will issue a summary of activity for these funds in conjunction with the Finance Department's monthly report.

The Committee recommended acceptance of the accounting procedures for the Federal Forfeiture Funds, as recommended by staff.

By consent agenda, Mr. Bonar moved for approval of the Committee's to accept the accounting procedures for the Federal Forfeiture Funds *(Exhibit #1),* seconded by Mrs. Williams and carried by a unanimous roll call vote.

Proposed Ordinance #2010-01 - Chapter 102 - Taxation, Article I - In General, Section 102-1 - Annual Valuation and Assessment and Proposed Companion Ordinance #2011-02 - Chapter 102 - Taxation, Article IV - Abatement of Real Estate Taxes, (New) Section 102-117 - Construction of New Facility

Ms. Cheryl Russell, Tax Assessor, reviewed proposed Ordinance #2010-01, amending Chapter 102 - Taxation, Article I - In General, Section 102-1 - Annual Valuation and Assessment of the Dover Code, and proposed companion Ordinance #2011-02, amending Chapter 102 - Taxation, Article IV - Abatement of Real Estate Taxes, (New) Section 102-117 - Construction of New Facility.

During their meeting of January 11, 2010, members were provided Proposed Ordinance #2010-01, which would revert the ordinance to its original intent and strike out Mayor Carey's amendments, which were approved by City Council on December 14, 2009. The purpose of the amendment was to follow the recommendations resulting from a June 2008 audit performed by Mr. Frederick Chmura and Mr. William Ford of the International Association of Assessing Officers (IAAO). The Committee recommended that the City Assessor's Office, the City Manager's Office, and the real estate community meet to attain a workable solution within 90 days. This recommendation was approved by City Council during their Regular Meeting of January 25, 2010.

Ms. Russell advised members that, after several meetings with the real estate community, a consensus was reached regarding the recommendation for approval of Proposed Ordinance #2010-01, with the stipulation that a companion Ordinance, #2011-02, be adopted. She explained that Proposed Ordinance #2011-02 would allow for an application for abatement of real estate taxes.

Staff recommended adoption of Proposed Ordinances #2010-01 and #2011-02.

In response to Mr. Ruane, Ms. Russell estimated that there are currently four (4) or five (5) commercial projects that would be eligible for the abatement; however, she anticipated their completion prior to July 1, 2011.

Responding to Dr. Jones, Ms. Russell stated that an abatement would apply only to new construction on the property.

The Committee recommended adoption of Proposed Ordinances #2010-01 and #2011-02.

By consent agenda, Mr. Bonar moved for approval of the Committee's recommendation, seconded by Mrs. Williams and carried by a unanimous roll call vote. *(The First Reading of the ordinances will take place during the latter part of the meeting.)*

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

QUARTERLY REVENUE REPORT

Mrs. Terry Tieman, Senior City Administrator, reviewed the Quarterly Revenue Report as of December 31, 2010.

Mrs. Russell requested that staff use larger print when preparing this report in the future.

Mr. Leary moved for acceptance of the Quarterly Revenue Report as of December 31, 2010, seconded by Mr. Bonar and unanimously carried.

PROPOSED RESOLUTION NO. 2011-01 - AUTHORIZING THE ISSUANCE AND SALE OF UP TO $765,060 SEWER REVENUE BONDS OF THE CITY OF DOVER FOR THE CONSTRUCTION OF CERTAIN SEWER PROJECTS AND AUTHORIZING ALL NECESSARY ACTION IN CONNECTION THEREWITH

Mrs. Donna Mitchell, Controller/Treasurer, briefly reviewed Proposed Resolution No. 2011-01, authorizing the issuance and sale of up to $765,060 in Sewer Revenue Bonds of the City of Dover for the construction of certain capital improvement projects for the sewer system, including, but not limited to: 1) Fox Hall Pump Station, 2) Lepore Road Pump Station, and 3) Heatherfield Force Main.

Mrs. Williams moved for the adoption of Resolution No. 2011-01. The motion was seconded by Mrs. Russell and, by a unanimous roll call vote, Council adopted the following Resolution:

A RESOLUTION AUTHORIZING THE ISSUANCE AND SALE OF UP TO $765,060 SEWER REVENUE BONDS OF THE CITY OF DOVER FOR THE CONSTRUCTION OF CERTAIN SEWER PROJECTS AND AUTHORIZING ALL NECESSARY ACTION IN CONNECTION THEREWITH

WHEREAS, the City of Dover (the "City") is authorized pursuant to Volume 52, Delaware Laws, Chapter 111, as amended by Volume 57, Delaware Laws Chapter 340, Volume 36 Delaware Laws, Chapter 158, as amended, and the City Charter (collectively the "Enabling Acts") to issue revenue bonds for the purpose of financing the extension, reconstruction or improvements to the City's water, sewer and electric systems;

WHEREAS, pursuant to the Enabling Acts, the City adopted a Bond Resolution on February 27, 1989 (the "Bond Resolution") providing for the issuance of water and sewer revenue bonds and pursuant to the Bond Resolution the City has issued and there remains outstanding its $7,980,000 Water and Sewer Revenue Bonds, Series 2003 and its $5,942,481 Water and Sewer Bonds, Series 2009 (the "Outstanding Bonds");

WHEREAS, the City desires to issue additional revenue bonds pursuant to the Bond Resolution on a parity with the Outstanding Bonds;

WHEREAS, the City has approved certain capital improvements to its Sewer System and desires to issue its additional parity revenue bonds pursuant to the Bond Resolution and to pay the costs of said improvements, including, but not limited to the following:

1. Fox Hall Pump Station
2. Lepore Road Pump Station
3. Heatherfield Force Main

(the "Projects").

NOW THEREFORE THE CITY OF DOVER HEREBY ORDAINS (AT LEAST THREE FOURTHS OF THE MEMBERS OF COUNCIL CONCURRING HEREIN):

Section 1. Amount and Purpose of the Bonds. Acting pursuant to the Enabling Acts, and the Bond Resolution the City shall issue its negotiable obligations in the maximum aggregate

principal amount not to exceed $765,060 to finance or refinance a portion of the cost of the construction and equipping of the Projects, an estimate of which is appended hereto as Exhibit A.

The monies raised from the sale of the Bonds (including the investment earnings thereon) after the payment of the costs of issuance, shall be expended only for the purposes authorized herein or as may otherwise be authorized by subsequent action by City Council. Authorized purposes include the costs of planning, constructing, acquiring and equipping the Projects or any portion thereof; interest on the Bonds and any interim financing during the construction period and for a period of up to one year following the estimated date of completion; the costs of issuance of the Bonds and any interim financing; the repayment of temporary loans incurred with respect to the Projects; and the reimbursement of authorized costs previously expended by the City from other funds.

Section 2. Terms of the Bonds. The Bonds shall be sold to the Delaware Water Pollution Control Revolving Fund (the "SRF Fund") administered by the State of Delaware Department of Natural Resources and Environmental Control, Division of Water Resources pursuant to the terms of its commitment letter dated January 17, 2011 (the "Commitment Letter"), a copy of which is appended hereto as Exhibit B, and the other terms and conditions to be contained in a Financing Agreement between the City and the SRF Fund (the "Financing Agreement").

Section 3. Security for the Bonds. The principal, interest and premium, if any, on the Bonds shall be payable solely from the City's Net Operating Revenue which is hereby pledged to secure the Bonds on a parity with the Outstanding Bonds. The full faith and credit of the City shall not be pledged to pay principal and interest on the Bonds.

Section 4. Rate Covenant. The City covenants that it will fix and collect rates, fees and other charges for the use of and for services furnished or to be furnished by the Sewer System, and will from time to time revise such rates, fees and other charges so that in each Fiscal year the Net Operating Revenue available to pay debt service on the Bonds will equal at least the principal and interest requirements for the Bonds. If, for any reason, the revenues are insufficient to satisfy the foregoing covenant, the City shall within ninety (90) days adjust and increase its rates, fees and other charges or reduce its Operating Expenses so as to provide sufficient Net Operating Revenue to satisfy such requirement.

Section 5. Details of the Bonds. The Mayor and City Controller/Treasurer are authorized to determine the details of the Bonds including the following: the date or dates of the Bonds; provisions for either serial or term bonds; sinking fund or other reserve fund requirements; due dates of the interest thereon; the form of the Bonds; the denominations and designations of the Bonds; registration, conversion and transfer provisions; provisions for the receipt, deposit and investment of the proceeds of the Bonds; provisions for the replacement of a lost, stolen, mutilated or destroyed Bonds; and provisions for issuing uncertificated obligations and all procedures appropriate for the establishment of a system of issuing uncertificated debt. The Bonds shall be executed by the manual or facsimile signature of the Mayor and City Controller/Treasurer, shall contain an impression of the City Seal of a facsimile thereof and shall be attested by the manual signature of the City Clerk.

Section 6. Further Action. The Mayor, the President of the City Council, the City Controller/Treasurer, the City Manager and the City Clerk are authorized and directed to take such other action on behalf of the City, as may be necessary or desirable to effect the adoption of this Resolution and the issuance and sale of the Bonds and to provide for their security and to carry out the intent of this Resolution, including the publication of notices and advertisements and the execution and delivery of customary closing certificates.

Section 7. Effective Date. This Resolution shall become effective immediately upon its passage. The City Clerk is hereby directed to publish once in a newspaper published in the City a notice in substantially the following form:

"NOTICE IS HEREBY GIVEN that the City Council of The City of Dover, Delaware on January 24, 2011 pursuant to Chapter 111, Volume 52, Delaware Laws, as amended, adopted a resolution entitled as follows:

"RESOLUTION AUTHORIZING THE ISSUANCE AND SALE OF UP TO $765,060 SEWER REVENUE BONDS OF THE CITY OF DOVER FOR THE CONSTRUCTION OF CERTAIN SEWER PROJECTS AND AUTHORIZING ALL NECESSARY ACTION IN CONNECTION THEREWITH"

"The purpose of the issuance and sale of said bonds is to provide funds (approximately $765,060) to pay a portion of the costs of certain projects including, but not limited to: (1) Fox Hall Pump Station; (2) Lepore Road Pump Station, and (3) Heatherfield Force Main.

"Any action or proceeding to contest the validity of said resolution or any of its provisions must be commenced within thirty (30) days after publication of this notice. After expiration of such period of limitation, no right of action or defense founded upon the invalidity of said resolution or any of its provisions shall be asserted, nor shall the validity of said resolution or any of its provisions be open to question in any court upon any ground whatsoever, except in an action or proceeding commenced within such period."

By order of the City Council of the City of Dover.

ADOPTED: JANUARY 24, 2011

LABOR CONTRACT SETTLEMENT - IBEW LOCAL 1238

Mr. Anthony DePrima, City Manager, reviewed the City of Dover and IBEW Local #1238 Labor Contract Settlement for July 1, 2010 through June 30, 2013. He noted that the IBEW membership approved the settlement on January 5, 2011.

Dr. McGlumphy referred to increases that have been provided to these City employees and those that are proposed in the contract settlement and relayed concerns with the City continuously providing such salary increases in view of the current economic climate.

Mr. McGiffin moved for approval of the IBEW Local #1238 Labor Contract Settlement for July 1, 2010 through June 30, 2013, as presented. The motion was seconded by Mr. Salters.

Responding to Mr. Ruane, Mr. DePrima confirmed that all associated costs are included in the Electric Fund budget. In addition, Mrs. Kim Hawkins, Human Resources Director, explained that there is a cost savings of approximately $21,000 in this year's budget. Noting that the contract involves electrical workers, Mrs. Hawkins advised members that Delmarva Power employees received non-base compensation equivalent to 2% for this fiscal year and will be provided a 2% increase each year for the next two (2) years of their contract. Mr. Ruane noted that the proposed contract will ensure that the City remains competitive as an employer.

The motion for approval of the IBEW Local #1238 Labor Contract Settlement for July 1, 2010 through June 30, 2013, as presented, was carried by a roll call vote of six (6) yes and three (3) no (Dr. McGlumphy, Mr. Leary, and Mrs. Williams).

EVALUATION OF BIDS - ROUTE 13 SEWER INTERCEPTOR UNIT COST TRUE-UP

Mr. Anthony DePrima, City Manager, advised members that the Route 13 Sewer Interceptor was recently completed and is now in operation. He reminded members that the original bid form contained unit prices that were based on estimated quantities for a specific material or service to be provided by the contractor; however, he indicated that adjustments were needed. For example, Mr. DePrima stated, due to the historic high water table at the start of the project, the contractor had to provide more well pointing services than anticipated in order to properly install the sewer pipe. Mr. DePrima noted that the estimated number of days specified in the bid form was 70 days; however, the contractor provided well pointing for a total of 261 days; therefore, per the contract, the City is required to pay the difference of 191 days at the unit price of $750.00 per day, for a total of $143,250. He noted that other contingency items included dewatering, additional undercut excavation, removal of unsuitable fill, the installation of additional borrow material, and credits for work not required. Members were given the opportunity to review a financial summary of the project, including a Tracking Report and details regarding adjustments to the contract items.

Staff recommended approval of the Unit Cost True-up/Change Order submitted by Eastern States Construction Services, Inc., in the amount of $275,890 for the finalization of overages/underages of the unit cost items from the original bid form dated November 18, 2009.

Mr. DePrima assured members that this would be the final true up/change order for the installation of the interceptor since the project is complete. He noted that geotechnical testing was performed during the design phase of the project and, based on those tests, the engineer developed estimates for the dewatering contract items. Mr. DePrima explained that following those tests, the City had a sharp rise in the groundwater level, resulting in an underestimation of the unit quantities.

In addition, Mr. DePrima advised members that the contractor is installing the Delaware Technical and Community College/Delaware State University force main under a change order approved by Council on October 11, 2010, and the contract will be closed once this is complete. He noted that the total amount budgeted for this project was $3,201,480 and the actual project cost is estimated at $2.9M.

Responding to Mrs. Williams, Mr. Ron Lunt, Public Utilities Director, stated that the majority of the "true-up" is related to water removal. He advised members that a geotechnical study was conducted well in advance of the project to determine the types of soils and water tables in order to develop the specifications. Mr. Lunt advised members that after the study was complete, and while the project was under construction, the water table rose three (3) feet due to the amount of rain the City received in the spring, resulting in a substantial increase in the cost of dewatering.

In response to Mrs. Williams, Mr. Lunt indicated that the mis-projection of soil types was due to the effects of the water in the soil. He confirmed that this request does not reflect a mistake made by the City, its contractors, or engineering firms, but is the result of circumstances that were "out of anyone's control" which exacerbated the unit costs for soil removal.

Mr. Bonar moved for approval of the Unit Cost True-up/Change Order submitted by Eastern States Construction Services, Inc., in the amount of $275,890, for the finalization of overages/underages of the unit cost items per the original bid form dated November 18, 2009. The motion was seconded by Mr. McGiffin and carried by a unanimous roll call vote.

CONFIRMATION OF POLICE PENSION ELECTION - RET. LT. TIMOTHY P. MULLANEY, SR. - THREE (3) YEAR TERM TO EXPIRE JANUARY 31, 2014

Retired Lieutenant Timothy P. Mullaney, Sr.'s term of office on the Police Pension Board will expire on January 31, 2011. Pursuant to Section 18-47 of the Pension Plan, notice of an election was given to all plan members. Only one nomination was received; therefore, no election was held. Chief Hosfelt nominated Retired Lieutenant Timothy P. Mullaney, Sr. to serve a three (3) year term, to expire on January 31, 2014.

By consent agenda, Mr. Bonar moved for approval of the nomination of Retired Lieutenant Timothy Mullaney, Sr. to serve on the Police Pension Board, with a three (3) year term to expire on January 31, 2014. The motion was seconded by Mrs. Williams and carried by a unanimous roll call vote.

FIRST READING - PROPOSED ORDINANCES

Council President Hogan reminded the public that copies of the proposed ordinances are available at the entrance of the Council Chambers or can be obtained from the City Clerk's Office. Final action by Council on the proposed ordinances will take place during the Council Meeting of February 14, 2010.

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

- ORDINANCE #2010-01 - CHAPTER 102 - TAXATION, ARTICLE I - IN GENERAL, SECTION 102-1 - ANNUAL VALUATION AND ASSESSMENT

- ORDINANCE #2011-02 - CHAPTER 102 - TAXATION, ARTICLE IV - ABATEMENT OF REAL ESTATE TAXES, (NEW) SECTION 102-117 - CONSTRUCTION OF NEW FACILITY

FIRST READING - PROPOSED ORDINANCE #2011-03 - 2011 AMENDMENTS TO THE 2008 COMPREHENSIVE PLAN

Council President Hogan reminded the public that copies of the proposed ordinance are available at the entrance of the Council Chambers or can be obtained from the City Clerk's Office. Since the ordinance is an amendment to the Comprehensive Plan, a public hearing is required. Staff recommended referral of the amendment to the Planning Commission on Tuesday, February 22, 2011 at 7:00 p.m., and that a public hearing take place during the Council Meeting of Monday, March 14, 2011, at 7:30 p.m., at which time final action by Council will take place.

By motion of Mr. McGiffin, seconded by Mr. Leary, Council, by a unanimous roll call vote, referred the request to the Planning Commission for a public hearing on Tuesday, February 22, 2011 at 7:00 p.m. and set a public hearing before City Council on Monday, March 14, 2011 at 7:30 p.m.

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

- ORDINANCE #2011-03 - AMENDING THE 2008 COMPHREHENSIVE PLAN BY REPLACING TABLE 12-1: LAND USE AND ZONING MATRIX AND MAP 12-1: LAND DEVELOPMENT PLAN

REZONING REQUESTS/FIRST READINGS

Requests were received to rezone the following properties. Prior to amending the zoning ordinances and zoning map of the City of Dover, a public hearing is required. Staff recommended referral to the Planning Commission on Tuesday, February 22, 2011, and that a public hearing be set before City Council for Monday, March 14, 2011, at 7:30 p.m.

Proposed Ordinance #2011-04 - Property Located at Grove Street and Railroad Avenue, Owned by College Road Management, Inc., Kent Storage Facilities, LLC, and Loralex Company, LLC

A rezoning request for property located at Grove Street and Railroad Avenue, owned by College Road Management, Inc., Kent Storage Facilities, LLC, and Loralex Company, LLC, consisting of four (4) parcels totaling $30.78^{+/-}$ acres. The property is currently zoned M (Manufacturing) and the proposed zoning is RG-5 (General Residence Zone for Mid-Rise Apartments). The subject property is located north of College Road and east of the railroad corridor and Railroad Avenue. *(Tax Parcels: ED05-067.00-02-53.00-000, ED05-067.00-02-54.00-000, ED05-067.00-02-55.00-000, and ED05-067.00-02-56.00-000; Fourth Council District; Planning Reference: Z-11-02).*

By motion of Mr. Salters, seconded by Mr. Bonar, Council unanimously referred the rezoning request to the Planning Commission on Tuesday, February 22, 2011, and set a public hearing before City Council on Monday, March 14, 2011, at 7:30 p.m.

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

> PROPOSED ORDINANCE #2011-04 - AN ORDINANCE AMENDING THE ZONING ORDINANCE AND ZONING MAP OF THE CITY OF DOVER BY CHANGING THE ZONING DESIGNATION OF PROPERTY LOCATED AT GROVE STREET AND RAILROAD AVENUE.

Proposed Ordinance #2011-05 - Property Located at 101-405 Doveview Drive (Doveview Apartments), Owned by CRM Mid-Atlantic, LLC and SunTrust Bank

A rezoning request for property located at 101-405 Doveview Drive (Doveview Apartments), owned by CRM Mid-Atlantic, LLC and SunTrust Bank. The property is currently zoned IO (Institutional and Office) and subject to COZ-1 (Corridor Overlay Zone) and the requested zoning is RG-5 (General Residence Zone for Mid-Rise Apartments) and subject to COZ-1 (Corridor Overlay Zone). The property is located on the north side of Forrest Avenue (Route 8) just west of the Saulsbury Road intersection. *(Tax Parcel: ED05-076.07-01-30.00-000; First Council District; Planning Reference: Z-11-03).*

Responding to Mr. Ruane's concerns regarding the acceptance of an application that is in violation of the "clean hands" ordinance, Mrs. Ann Marie Townshend, Director of Planning and Community Development, stated that the requested rezoning will help to rectify code violations. She stated that staff has advised the applicant of the necessity to ensure that the building is secure and that any opened areas be boarded. Noting that the application was only recently received, she assured members that staff is in the process of reviewing this matter as part of the application review process and it is planned to resolve these concerns prior to final consideration of the rezoning.

By motion of Mrs. Williams, seconded by Mr. Salters, Council unanimously referred the rezoning request to the Planning Commission on Tuesday, February 22, 2011 at 7:00 p.m. and set a public hearing before City Council on Monday, March 14, 2011 at 7:30 p.m.

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

> PROPOSED ORDINANCE #2011-05 - AN ORDINANCE AMENDING THE ZONING ORDINANCE AND ZONING MAP OF THE CITY OF DOVER BY CHANGING THE ZONING DESIGNATION OF PROPERTY LOCATED AT 101-405 DOVEVIEW DRIVE

COUNCIL MEMBERS ANNOUNCEMENTS

Council President Hogan wished Councilman McGiffin a Happy Birthday (Saturday, January 29, 2011).

Mr. McGiffin reminded members to mark their calendars for June 25, 2011, for the next African American Festival.

Referring to the Route 13 Sewer Interceptor, Mr. DePrima thanked everyone involved, including businesses from which easements were obtained, noting that the project was a success and was completed under budget.

By unanimous consent, the meeting adjourned at 8:12 P.M.

TRACI A. McDOWELL
CITY CLERK

All orders, ordinances, and resolutions adopted by City Council during their Regular Meeting of January 24, 2010, are hereby approved.

CARLETON E. CAREY, SR.
MAYOR

/TM/jg
S:\AGENDAS & MINUTES\Council-Minutes\2011\01-24-2011 Council.wpd

Exhibit Attached to Original Minutes and File Copy
Exhibit #1 - Accounting Procedures for Federal Forfeiture Funds dated December 29, 2010

ACTION FORM

PROCEEDING: Council **AGENDA ITEM**
DEPARTMENT OF ORIGIN: Public Services **DATE SUBMITTED**: January 25, 2011
PREPARED BY: Scott D. Koenig, P.E., Public Services Manager; Ann Marie Townshend, AICP, Director of Planning and Community Development
SUBJECT: 106 South New Street, Dover, DE 19901 – Violation of Dangerous Building Ordinance.
REFERENCE: Chapter 22 – Buildings and Building Regulations, Article XI – Dangerous Buildings, Sec. 22-388 – Emergency Cases Case #'s: 11-24, 11-10, 11-9, 10-2582
RELATED PROJECT: N/A
APPROVALS: City Manager, Controller/Treasurer
EXHIBITS: Attachment A – Structural Inspection; PowerPoint Presentation and File Photos to be presented at the Council meeting.
EXPENDITURE REQUIRED: Preliminary estimate is $15,000 -20,000. **AMOUNT BUDGETED**: $50,000 (All demolitions City-wide). This line item is currently over budget. **FUNDING SOURCE (Dept./Page in CIP & Budget)**: 110-1600-534-30-33, page 366 of the 2011 Annual Operating Budget.
TIMETABLE: As soon as possible.
RECOMMENDED ACTION: 1. Declare this building and any accessory buildings dangerous. 2. Order the property repaired or demolished by Monday, February 21, 2011 by the owner or equity owner at their own risk. 3. Order the Building Inspector to cause the repair or demolition of the structure if not completed by the owner within (10) days of the date set by Council. 4. Order the City Manager with the assistance of the City Solicitor to cause the cost of repairs or demolition to be charged against the land on which the building exists as a municipal lien or cause such cost to be added to the tax duplicate as an assessment, or to be levied as a special tax, or to be recovered in a suit at law against the owner.

BACKGROUND AND ANALYSIS

This property has been the subject of a number of code violations in recent years. Currently, staff is bringing forward the structure for violation of the Dangerous Building Ordinance in accordance with Chapter 22 – Buildings and Building Regulations, Article XI – Dangerous Buildings, Sec. 22-388 – Emergency Cases. This is considered an "emergency case" due to the receipt of the attached structural inspection of the property by Soctt Engineering, Inc. The house has been used for storage purposes for many years and has accumulated an abundance of various types of furniture, fixtures, and miscellaneous supplies as well as household items. The house support structure is overtaxed by the weight of items being stored. A section of the foundation wall has failed and the structural engineer has determined that it is unsafe to enter the property and remove the stored items in the structures current condition. The House of Pride has indicated they intend to hire a contractor to provide the minimum stabilization necessary to remove the stored items; however, the structure will still be considered dangerous once the minimal effort are completed.

In an effort to protect public health, safety and welfare, staff recommends the immediate demolition of the structure to remedy the situation.

Consulting Engineers • Surveyors • Land Planners

January 17, 2011

Ms. Marian Harris
House of Pride
105 S. New Street
Dover, DE 19904

Re:	Structural Inspection Foundation Wall
Inspection Date:	January 10, 2011
Inspection Time:	1:45 PM
File Name:	**House of Pride**
Address:	106 S. New Street Dover, DE 19904 Tax Map No. ED-05-077.09-01-33.00-000
S.E.I. Project No.:	SI-3365

General Description:

The structure is two-story single-family residence with siding. The structure is constructed over a full basement with brick foundation walls. The roof is covered with composite asphalt shingles. The age of the structure is unknown. The structures is currently not occupied by residents, but is used solely for storage purposes by the House of Pride.

For the purpose of this report, the front of the home faces east. All references are based on a view of the house facing the front of the house.

Inspection Description:

The purpose of this inspection was to inspect the damage to the foundation wall of the house caused by root intrusion and to determine if the house was safe to enter in order to remove items stored in the house. A complete comprehensive inspection of the entire structure was not performed. The inspection was limited to the support system in the basement of the structure and the failing foundation wall on the north side of the house.

It is understood that the City of Dover has prohibited the owner from entering the home to remove the items stored in the building and has required that recommendations be made to specify what repairs, if any, needed to be performed to make the structure safe to enter for vacating purposes.

Photographs and Exhibits: See the pages following the report.

Observations:

It was noted that there was a 12" – 14" diameter tree stump along the north foundation wall of the house where a tree once grew and the roots had pushed the foundation wall inward (see photograph #1). The tree stump was about two-thirds of the way back along the north side of the house (see Exhibit A). The interior of the foundation wall was inspected and it was noted that the wall had buckled severely inward due to pressure from tree roots (see photographs #2 and #3). There was a large horizontal crack along two-thirds of the wall and several diagonal cracks below the easterly basement window. The cracks ranged from 1/8" up to 1" in width. The wall had pushed inward extensively and was unstable, particularly under the easterly window. A number of ST 4x4's had been installed under select floor joists to provide additional support.

There was a brick retaining wall that ran perpendicular to and was located at the east end of the north foundation wall. The wall retained the earth that supported the brick chimney for the exhaust pipe from the HVAC system. The roots had intruded into the earth behind the retaining wall and most of the wall had collapsed (see photographs #4 and #5).

There was a brick pilaster along the south foundation wall that supported a wooden beam that spanned the entire width of the basement just in front of the chimney (see photograph #6). The pilaster was severely broken near the top and a section of the brick had sheared away leaving the beam only partially supported.

Discussion:

The house has been used for storage purposes for many years and has accumulated an abundance of various types of furniture, fixtures, and miscellaneous supplies and household items. The house support structure is overtaxed by the weight of the items being stored and needs to have the items removed. However, in its present condition, the section of the house where the foundation wall has failed is unstable and unsafe to enter to vacate the stored items. In order to stabilize and reinforce the support system of this section of the house so that it is safe to enter, temporary bracing will need to be installed on the north side foundation wall and first floor joists in this area. The outside rim joist is only carrying the weight of the exterior wood framed wall and the rim joist and bottom sill plate should support the framed wall in the event the brick foundation wall collapses. However, the weight of the wall is being carried by the floor sheathing which is in turn supported by the floor joists. Therefore, the floor joists need to have additional support installed should the wall collapse. The brick foundation wall should also be supported so that the wall does not collapse.

Recommendations:

In order to stabilize the foundation wall and first floor joists, the following measures should be taken. See the attached Exhibit A and enlarged detail for locations of recommended support members.

A. The main support beam spanning across the house and supporting the first floor joists at the rear of the house is supported on the south end by a brick pilaster that has broken. It is recommended that a 4x4 ST post or adjustable steel lally column be installed under the beam next to the broken pilaster and under the beam next to the end of the brick retaining wall. The columns should be placed on an 8x16 solid CMU block on level ground.

B. Three (3) 4x4 ST beams should be installed horizontally and more or less equally spaced underneath the first floor joists along the area where the foundation wall has failed. The north end of the beams should be installed to catch the first joist away from the foundation wall and extend at least half way across the basement. Each end of the beam should be supported by a 4x4 ST post toe nailed to the beam. The bottoms of the support posts should be placed on an 8x16 solid CMU block on level ground.

C. The failing brick foundation wall should be supported using three (3) adjustable pole jacks spanning the width of the basement to prevent the north foundation wall from collapsing. The location of each jack should be as follows:

1. At the brick pilaster between the two basement windows, just below the horizontal crack. Each end of the pole jack should bear on a minimum 16"x16" sheet of ¾" structural plywood placed against the brick wall with a piece of 2x12 placed between the jack and the plywood to prevent crushing the plywood or punching through the plywood. The 2x12 should be placed vertically the entire height of the plywood.
2. At the brick pilaster on the east end of the wall to the right of the window, at or just below the crack in the pilaster, about three and one-half feet above the floor. Each end of the pole jack should bear on a minimum 16"x16" sheet of ¾" structural plywood placed against the brick wall with a piece of 2x12 placed between the jack and the plywood to prevent crushing the plywood or punching through the plywood. The 2x12 should be placed vertically the entire height of the plywood.
3. On the brick wall between the two pilasters, just below the window. The south end of the jack can bear on a minimum 16"x16" sheet of ¾" structural plywood placed against the brick wall with a piece of 2x12 placed between the jack and the plywood to prevent crushing the plywood or punching through the plywood. The 2x12 should be placed vertically the entire height of the plywood. The north end should bear on a minimum 36"x36" sheet of ¾" structural plywood placed against the brick wall with a piece of 2x12 placed between the jack and the plywood to prevent crushing the plywood or punching through the plywood. The 2x12 should be placed vertically the entire height of the plywood.

Limitations:

The opinions and comments contained in this report are based on the observation of the structure and the qualified knowledge and experience of the observing engineer. The opinions and recommendations were made within a reasonable degree of engineering certainty. The conclusions reached in this report are based upon the conditions observed at the time the inspection occurred. The recommendations made are only for the purposes of being able to enter the building to vacate stored items. The measures are temporary only and are not intended to be a permanent fix to the structure or for the future occupation by residents and/or storage. A more comprehensive inspection will need to be made and further repairs recommended should it be the owners desire to keep the building and continue utilizing it. The engineer should be contacted to inspect the support measures installed prior to any efforts being made to vacate the building. We reserve the right to amend these findings should additional information become available.

Should you have any questions regarding this report please do not hesitate to contact me.

Report prepared by,

[redacted]

Gregory R. Scott, P.E.
DE Lic. #6429





Photograph #1
Tree Stump at North Foundation Wall



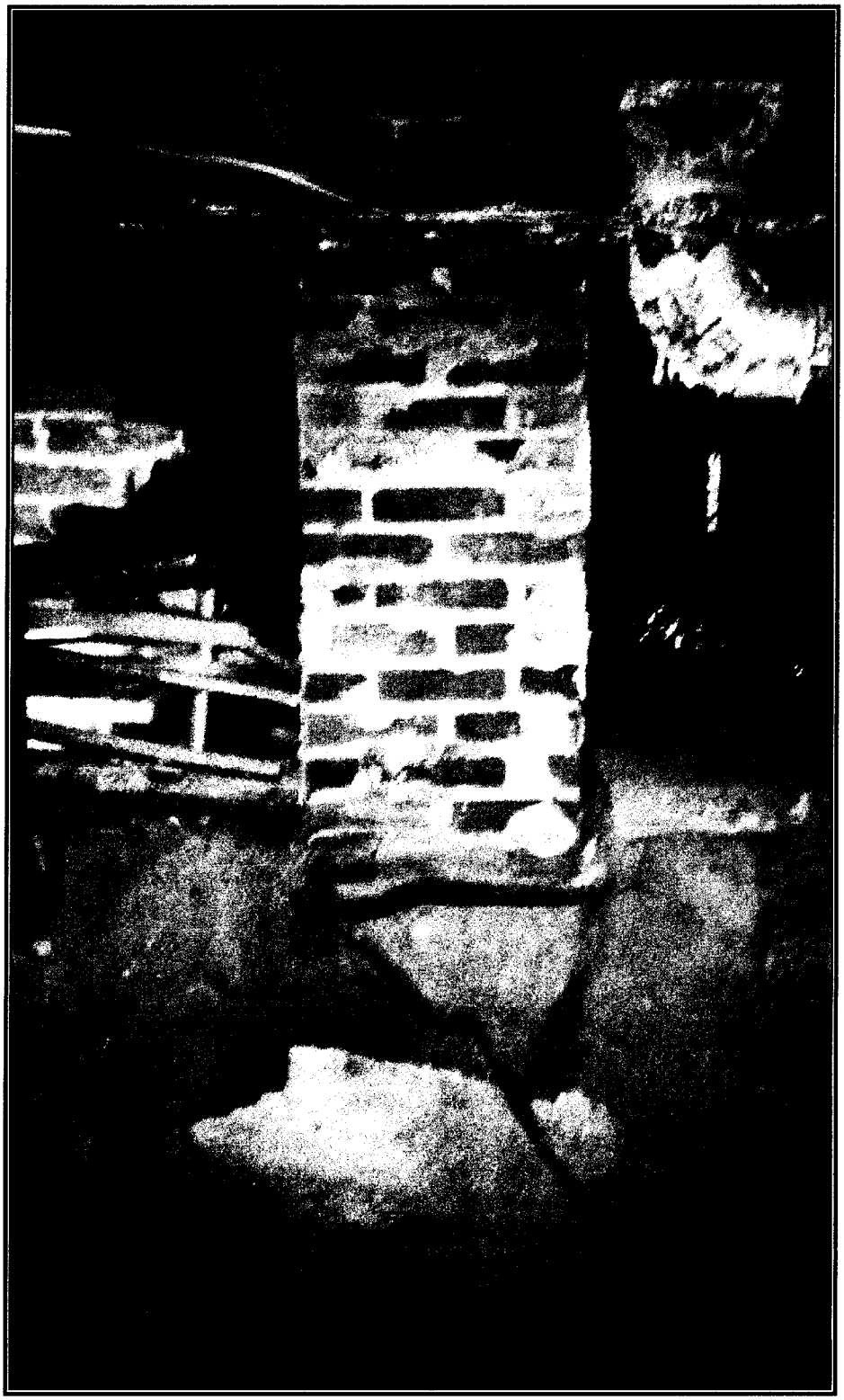
Photograph #2
Buckling North Foundation Wall



Photograph #3
Buckling North Foundation Wall

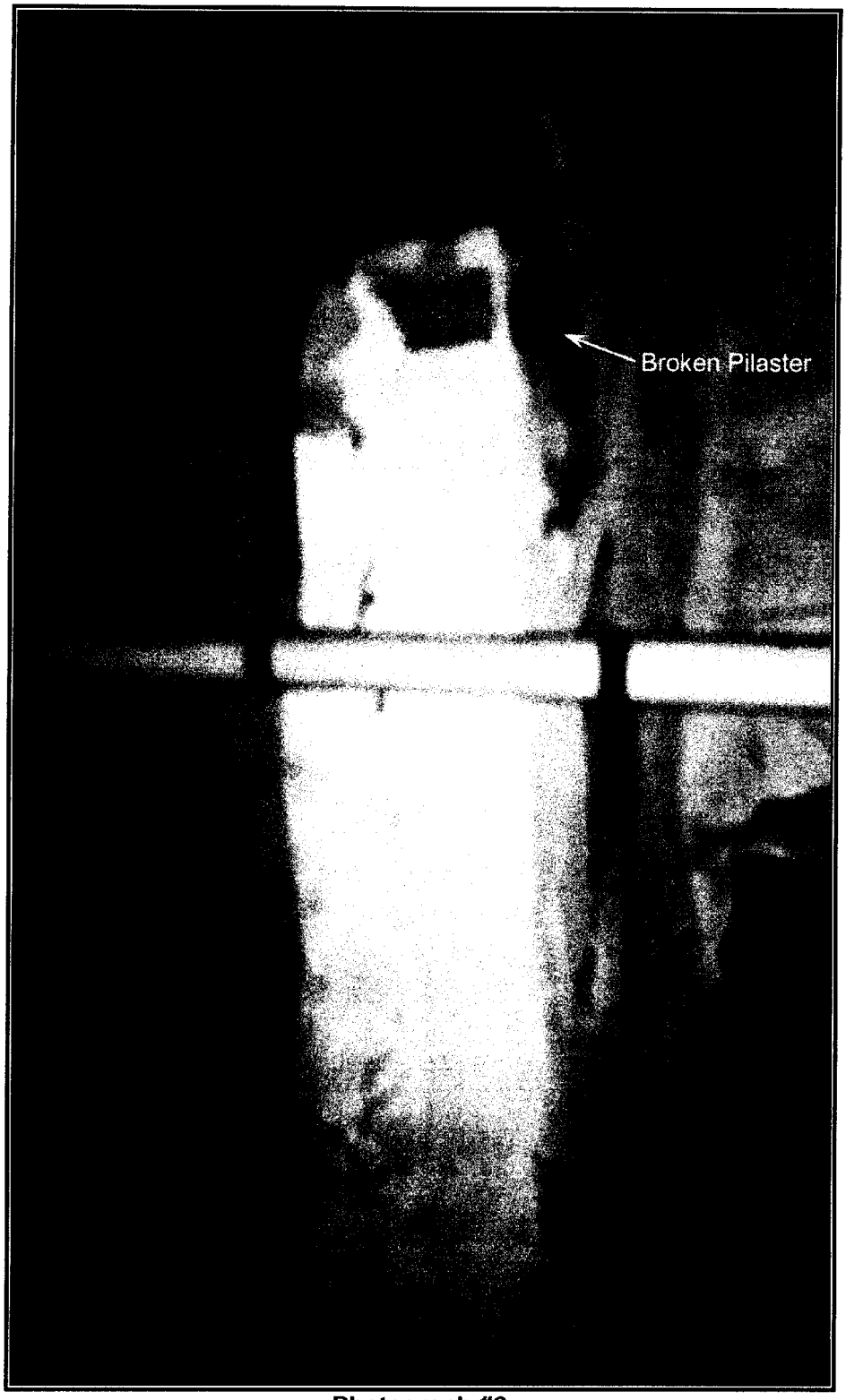


Photograph #4
Collapsed Center Wall and Root Intrusion into Center Wall near Brick Chimney



Photograph #5

Brick Chimney on Dirt behind Collapsed Brick Retaining Wall Showing Root Intrusion



Photograph #6
Brick Support Pier at Center of South Foundation Wall

PETITION TO AMEND AND ZONING DISTRICT
Public Hearing before the
Dover City Council
February 14, 2011

Owner:	Roadway Express Inc.
Applicant/Equitable Owner:	F & B Properties
Address:	293 Saulsbury Road, Dover
Location:	Northeast corner of Saulsbury Road and North Street
Tax Parcel ID #:	ED05-076.11-01-43.00-000
Size:	3.64+/- acres (157,558 S.F.)
Present Use:	Vacant Building/Trucking Terminal
Proposed Use:	Bank and Convenience Store with Gas Pumps
Comprehensive Plan Designation:	Commercial
Present Zoning:	C-3 (Service Commercial Zone) COZ-1 (Corridor Overlay Zone)
Proposed Zoning:	C-2A (Limited Central Commercial Zone) COZ-1 (Corridor Overlay Zone)
Reason for Request:	To allow for the use of a bank and convenience store with gas pumps on the site.
Planning Commission Recommendation:	Following a public hearing on January 18, 2011, where no members of the public spoke in regards to the application, the Planning Commission voted unanimously (7 in favor, 2 members absent) to recommend in favor of the rezoning application.
File Number:	Z-11-01

This rezoning application consists of one parcel of land, of approximately 3.64 acres, owned by F&B Properties. The property is currently zoned C-3 (Service Commercial Zone), and subject to the COZ-1 (Corridor Overlay Zone). The proposed zoning is C-2A (Limited Central Commercial Zone). The subject area is located on the northeast corner of the intersection of North Street and Saulsbury Road. Tax Parcel: ED05-076.11-01-43.00-000

Existing Property:
The subject parcel has previously been used as a trucking terminal. It is currently vacant. During the 2009 Comprehensive Rezoning Project, the parcel was rezoned from IPM (Industrial Park Manufacturing Zone) to C-3 (Service Commercial Zone).

Surrounding Land Uses:
There are a variety of different zonings and land uses surrounding the subject properties. To the east and north, the property is surrounded by the Simon Circle residential development, which is zoned RG-1 (General Residence Zone). The portion of Simon Circle immediately north of the subject parcel is subject to the COZ-1 (Corridor Overlay Zone). Beyond Simon Circle is the residential development of Lincoln Park, which is zoned RG-1 (General Residence Zone). To the west, across Saulsbury Road, are a number of office buildings that are accessed from Beiser Boulevard. These properties are zoned CPO (Commercial and Professional Office District) and subject to the COZ-1 (Corridor Overlay Zone). The Eden Hill Farm TND Neighborhood Commercial District is located south of the subject property, across North Street. This property is zoned TND (Traditional Neighborhood Design). Kraft/General Foods is located southwest of the subject parcel, across North Street and Saulsbury Road. This property is zoned IPM (Industrial Park Manufacturing).

Comprehensive Plan:
In the *2008 Comprehensive Plan*, the Land Development Plan (Map 12-1 as amended, dated 11/23/2009) recommends that this property be used for Commercial Uses. The requested C-2A zoning is consistent with this category of uses, as is the current C-3 zoning. This property was rezoned from IPM (Industrial Park Manufacturing Zone) to C-3 as a part of the 2009 Comprehensive Rezoning Project. The C-3 classification was applied to ensure that the trucking terminal, which was the use at the time of the 2009 Comprehensive Rezoning Project, would continue to be permitted.

Request for C-2A (Limited Central Commercial Zone)
Within the C-2A Zone, the following uses are permitted: convenience retail, personal service stores, service establishments, residences (including apartments), banks, offices (governmental, business and professional), theaters, restaurants, hotels, clubs, places of worship, other retail and service establishments.

Gasoline filling stations and motor vehicle storage, repair and/or service are prohibited, except that "gasoline pumps shall be permitted as an accessory use, subject to conditional use approval by the planning commission pursuant to article 10, section 1."

The primary difference between the requested C-2A zone and current C-3 zone is that the C-3 zone is a service zone that does not permit the retail uses that are permitted in the C-2A zone. A

gas station would be permitted within the C-3 zone; however, the convenience retail use would not be permitted. The C-3 zone also allows for some light manufacturing uses that are not permitted within the C-2A zone.

The following is a summary of the bulk standards, as specified in Article 4, Section 4.14.

			C-2A
Minimum required:			
	Lot area		
	Lot width (ft.)		50
	Lot depth (ft.)		100
	Front yard (ft.)		15
	Side yard (ft.)		None required, but 10 feet min. if provided
	Rear yard (ft.)		20 above ground floor. At ground floor, 5 ft. required
	Side or rear yards which adjoin a residential zone (ft.)		25
	Off-street parking		
		Per 300 sq. ft. floor area or	1
		Per employee (whichever is greater)	1
Maximum permitted:			
	Building height		
		Stories	6
		Feet	60
	Floor area ratio		4.0

Recommendation of the Planning Staff and Planning Commission:
This request is to rezone land from C-3 (Service Commercial Zone), subject to the COZ-1 (Corridor Overlay Zone) to C-2A (Limited Central Commercial Zone), subject to the COZ-1 (Corridor Overlay Zone).

The zoning requested is consistent with the *2008 Comprehensive Plan* as amended 2009 and it is compatible with the surrounding land uses and zoning classifications. For this reason, staff supports the rezoning request. Additionally, the uses permitted within the C-2A zone are more consistent with the adjacent residential use than the uses permitted in the C-3 zone. If developed under either zoning classification, staff and the Planning Commission will need to ensure that the

appropriate measures are in place on an approved site development plan to buffer the commercial use from the adjacent residential use.

Staff recommendation was made prior to a public hearing on the application. Following a public hearing before the Planning Commission on January 18, 2011, where no members of the public spoke in regards to the application, the Planning Commission voted unanimously (7 in favor, 2 members absent) to recommend to City Council that the rezoning request be approved.

An excerpt from the draft minutes from the Planning Commission deliberation on the application is provided below.

Z-11-01 Lands of F&B Properties at 293 South Saulsbury Road - Public Hearing and Recommendation to City Council on rezoning application for one parcel of land consisting of a total of 3.64 acres ±. The property is currently zoned C-3 (Service Commercial Zone) and COZ-1 (Corridor Overlay Zone). The proposed zoning is C-2A (Limited Central Commercial Zone) and COZ-1 (Corridor Overlay Zone). The subject property is located on the northeast corner of Saulsbury Road and West North Street. The owner of record is Roadway Express, Inc. and the equitable owner is F&B Properties. Property Address: 293 South Saulsbury Road. Tax Parcel: ED-05-076.11-01-43.00-000. Council District 4.

Representative: Mr. John Paradee, Prickett, Jones & Elliott; Mr. Jeff Bross, Duffield Associates; and Mr. John Fellows, Duffield Associates.

Mrs. Townshend provided an overview of the application.

Mr. Paradee stated that his only comments would be that this application is in fact consistent with the Comprehensive Plan and is consistent with the neighborhood and Staff has recommended approval so we would ask for favorable consideration.

Mr. Bross stated that they are seeking a C-2A zoning classification to permit the retail uses associated with a full service gasoline operation. The developers have a letter of intent from Royal Farms and have clearly shown this as a use on the site. They are consistent with the 2008 Comprehensive Plan and also consistent with the DAC comments that were received as part of this application. They will be returning for a Conditional Use approval to permit the pumping of gasoline.

Mr. Bross stated that the concept plan before you (Presentation Board displayed at meeting) shows the Royal Farms site with the gas islands as well as a proposed bank. Their hope will be to attract a bank to this site; however, at the moment, we have no firm commitment for a bank. If rezoned and developed, the plan will conform to the Corridor Overlay Zone along Saulsbury Road. He would note that their engineers are working collaboratively with DelDOT as part of the West Dover Connector and improvements that they will be making as part of the site redevelopment that will be consistent with the plans that DelDOT has for this intersection and the corridor.

Mr. Bross further stated that he would note that the DAC comments recommend having a scoping meeting with DelDOT. That meeting was held over a month ago and we are well underway in our discussions and coordination with DelDOT.

Mr. Bross further stated that they have been in contact with the Dover Housing Authority and DelDOT had suggested in some of our earlier discussions that we look at closing one of the three (3) entrances into the Dover Housing Authority's project. There are two (2) entrances further to the east on North Street and this would allow for construction of a deceleration lane as part of the overall intersection improvements on North Street as part of the West Dover Connector. The Dover Housing Authority is supportive of that closure and is consistent with DelDOT's wishes. We feel that it will go a long way toward improving traffic flow at this intersection even before the connector is constructed.

Mr. Bross further stated that the developer is very committed to making this a pedestrian friendly development site and have been working with the Dover Housing Authority to find the best location for sidewalk connections to that project. We anticipate that the people who live in this community will make great use of both the convenience store, gas pumping, and any other service retail that is placed on the site. The developers are committed to placing sidewalks on the site for connection.

Mr. Friedman stated that they are asking for a rezoning and are giving us way more information then what would normally be provided and because of that you are getting more information than you would normally receive. Please realize that what has been stated is now a part of the record and needless to say there will be a Traffic Impact Study necessary and all of these things will be requirements if and when you are allowed to move forward with the rezoning. Responding to Mr. Friedman, Mr. Bross stated that they understand and would comply with the DAC comments of record.

Mr. Friedman questioned if we allow a developer to move forward prior to a Traffic Impact Study being in place? Responding to Mr. Friedman, Mrs. Townshend stated that we would allow the rezoning to move forward; however, would not issue final plan approval. This would be required prior to the Site Plan coming forward to the Commission.

Mr. Bross stated that they are in discussions with DelDOT already regarding the Traffic Impact Study. We have a decision to make regarding whether we will allow DelDOT to do it or if we do it with our own resources. We will be moving forward with that very shortly as they do take awhile to move forward.

Mr. Friedman stated that we would want the corner to look very nice and would want to see green grass and brown stone that is not mowed because it is part of a major development going on in the City of Dover to the west and is very important that it be continuous for continuity. Responding to Mr. Friedman, Mr. Fellows stated that they have worked with these developers for some time and they are nothing if not, pardon me, anal about having nice looking sites and he would expect the same for this site. We hope that the final plans that you see are even greener.

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

Mr. Ambruso moved to forward recommendation of approval to City Council for Z-11-01 Lands of F&B Properties located at 293 South Saulsbury Road rezoning it from C-3 (Service Commercial Zone) subject to the COZ-1 (Corridor Overlay Zone) to C-2A and Corridor Overlay Zone, seconded by Mr. Nichols and the motion was unanimously carried 7-0 with Colonel Welsh and Mr. Holt absent.

Mr. Shomo moved to adjourn to Executive Session to talk about some legal matters, seconded by Mr. Ambruso and the motion was unanimously carried 7-0 with Colonel Welsh and Mr. Holt absent.

CITY OF DOVER

DEVELOPMENT ADVISORY COMMITTEE

APPLICATION REVIEW COMMENTARY

STAFF D.A.C. MEETING DATE: DECEMBER 30, 2010

CITY OF DOVER
PUBLIC UTILITIES
DEPARTMENT

APPLICATION: **Lands of F & B Properties**
293 South Salisbury Road

FILE #: **Z-11-01**

REVIEWING AGENCY: **City of Dover Public Utilities Department**

CONTACT PERSON: **Steve Enss - Electric**
Sharon Duca, P.E. - Water, Wastewater, Stormwater

CONTACT PHONE #: **302-736-7070**

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

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

CITY AND STATE CODE REQUIREMENTS

ELECTRIC / WATER / WASTEWATER

1. Our office has no objection to the rezoning of tax parcels ED05-076.11-01-43.00-000.

RECOMMENDATIONS SUGGESTED AS CONDITIONS OF APPROVAL TO MEET CODE OBJECTIVES

ELECTRIC / WATER / WASTEWATER

1. None.

ADVISORY COMMENTS TO THE APPLICANT

ELECTRIC

1. None.

WATER / WASTEWATER

1. Should this site be redeveloped, which includes modifications to the use, the applicant / developer will be responsible for all costs associated with providing the appropriate service to this site based upon the use including any necessary system upgrades or extensions. The appropriateness and adequacy of water and sewer services and meters will be assessed at that time. Should the existing services no longer be required based upon the proposed use, they must be properly abandoned at the mains in accordance with all City of Dover Public Utilities Department standards and specifications.

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

CITY OF DOVER

DEVELOPMENT ADVISORY COMMITTEE

APPLICATION REVIEW COMMENTARY

D.A.C. MEETING DATE: January 6, 2011

DELDOT

==========

APPLICATION: Lands of F&B Properties at 293 South Saulsbury Road
FILE#: Z-11-01 REVIEWING AGENCY: DelDOT

CONTACT PERSON: Julio F. Seneus PHONE#: 760-2145

==========

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

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

CITY & STATE CODE REQUIREMENTS:

The department has no comment for the proposed rezoning.

RECOMMENDATIONS SUGGESTED AS CONDITIONS OF APPROVAL TO MEET CODE OBJECTIVES:

ADVISORY COMMENTS TO THE APPLICANT:

- A traffic impact study (TIS) will be required to be performed by the developer for this project. When the study is completed, DelDOT will review it and send recommendations for improvements to the city. The improvements contain in the study shall be implemented by the developer per DelDOT's discretion. Please, contact Mr. Troy Brestel at (302) 760-2167 or e-mail: Troy.Brestel@state.de.us to set up a scoping meeting for this project.

- According to Kent County Classification Maps, KCR 156 (Saulsbury Road) is classified as a minor arterial, which requires an 80-foot wide right of way (40-feet from the centerline). The department will require a Right-Of-Way dedication to public use.

- According to Kent County Classification Maps, KCR 73 (North Street) is classified as a major collector road, which requires an 80-foot wide right of way (40-feet from the centerline). The department will require a Right-Of-Way dedication to public use.

- The department will require the applicant to provide proper forms, fees, and plans in order to be issued an entrance permit.

If you have any questions or need to discuss any of the above comments, please call the above contact person and the planning department as soon as possible.

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

CITY OF DOVER
DEVELOPMENT ADVISORY COMMITTEE
APPLICATION REVIEW COMMENTARY
DEVELOPER APPLICATION MEETING DATE: JANUARY 2011

APPLICATION: Lands of F&B Properties

FILE #: Z-11-01

REVIEWING AGENCY: *Kent Conservation District*

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

THE SUBJECT PROPOSAL HAS BEEN REVIEWED FOR CODE COMPLIANCE, PLAN CONFORMITY AND COMPLETENESS IN ACCORDANCE WITH THIS AGENCY'S AUTHORITY AND AREA OF EXPERTISE. THE FOLLOWING ITEMS HAVE BEEN IDENTIFIED AS ELEMENTS WHICH NEED TO BE ADDRESSED BY THE APPLICANT:

CITY AND STATE CODE REQUIREMENTS:

1. *Kent Conservation District has no objection to re-zoning of the site plan for the above referenced site.*

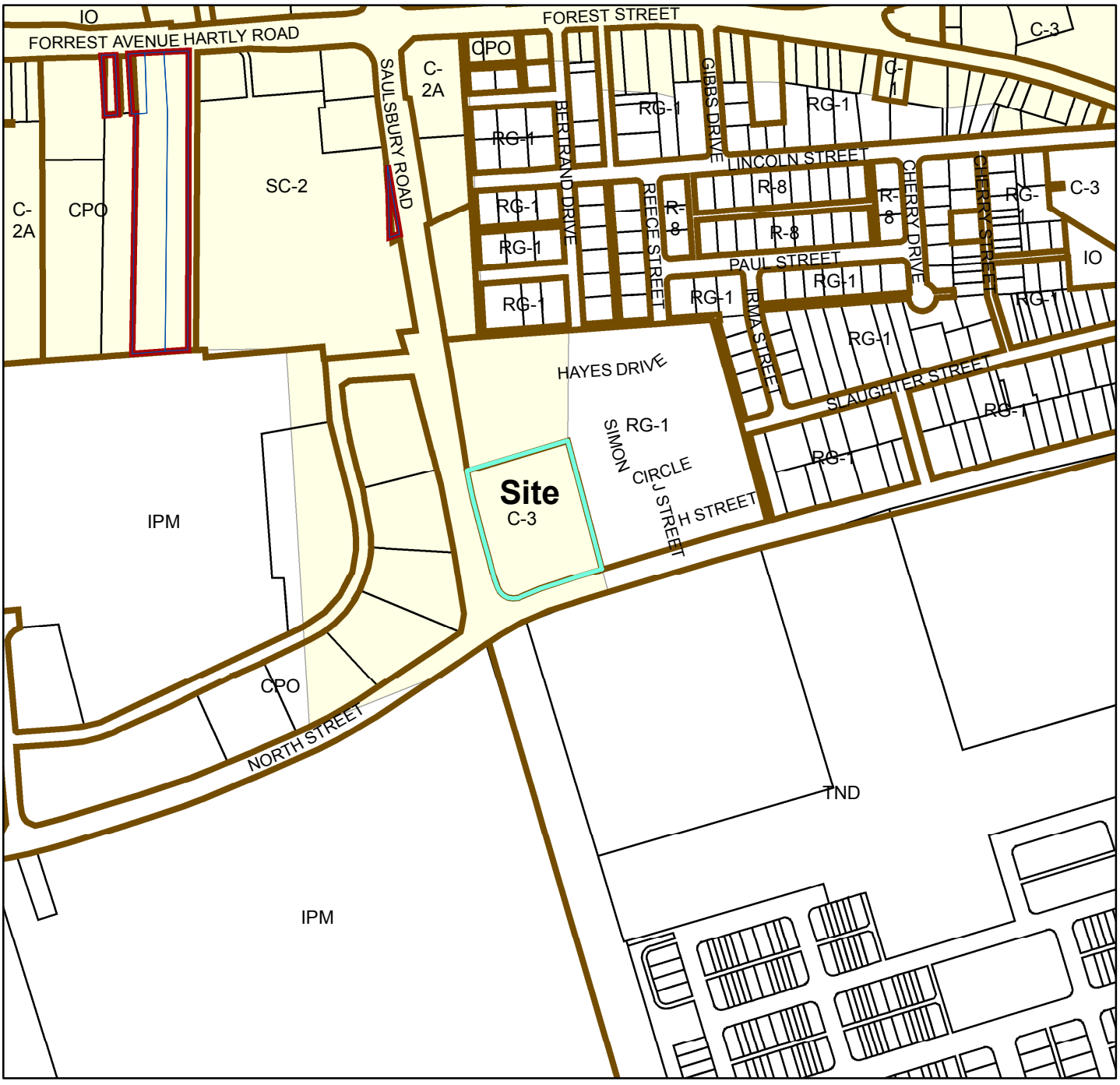
ADVISORY COMMENTS TO THE APPLICANT:
The Following comments are advisory and apply to the development of a detailed site plan for this project.

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

City of Dover

Department of Planning & Inspections

Application No.: Z-11-01



Plan Title: F & B Properties
Location: 293 Saulsbury Road
Plan Type: Rezoning
Tax Parcel: ED-05-076.11-01-43.00-000
Current Zoning: C-3, COZ-1
Propsoed Zoning: C-2A, COZ-1
Land Use: Commercial
Owner: Roadway Express, Inc.
EquitableOwner: F & B Properties
Date: 12-6-10

Legend

- Dover Parcels
- Zoning
- Corridor Overlay Zone

0 300 600 1,200 Feet

N W E S

FINAL READING

CITY OF DOVER
PROPOSED ORDINANCE #2010-31

AN ORDINANCE AMENDING THE ZONING ORDINANCE AND ZONING MAP OF THE CITY OF DOVER BY CHANGING THE ZONING DESIGNATION OF PROPERTY LOCATED AT 293 SAULSBURY ROAD

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

WHEREAS, it is deemed in the best interest of zoning and planning to change the permitted use of property described below from C-3 (Service Commercial Zone) and subject to COZ-1 (Corridor Overlay Zone) to C-2A (Limited Central Commercial Zone) and subject to COZ-1 (Corridor Overlay Zone).

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

1. That from and after the passage and approval of this ordinance the Zoning Map and Zoning Ordinance of the City of Dover have been amended by changing the zoning designation from C-3 (Service Commercial Zone) and subject to COZ-1 (Corridor Overlay Zone) to C-2A (Limited Central Commercial Zone) and subject to COZ-1 (Corridor Overlay Zone) on that property located at 293 Saulsbury Road (on the northeast corner of the intersection of Saulsbury Road and North Street), consisting of $3.64^{+/-}$ acres (157,558 sq. ft.), owned by F & B Properties.
   (Tax Parcel: ED05-076.11-01-43.00-000; Planning Reference Z-11-01)

ADOPTED: *
S:\PACKETS\2011\Council\02-14-2011\3. Public Hearing-Final Reading - Rezoning - Ordinance #2010-31 - Rezoning-293 Saulsbury Road-Final Rdg.wpd

Actions History
February 14, 2011 - Proposed Public Hearing/Final Reading - Council
January 18, 2011 - Review - Planning Commission
December 13, 2010 - First Reading - Council

Draft

Dover Transit Center Neighborhood Plan and Design Book



Dover/Kent County MPO
Metropolitan Planning Organization

DOWNTOWN DOVER PARTNERSHIP

BECKER MORGAN GROUP
ARCHITECTURE ENGINEERING

RENAISSANCE PLANNING GROUP

January 14, 2011

Table of Contents



City of Dover Vision - Year 2035

Executive Summary i

A. Introduction 1
- A.1 Project Goals 2
- A.2 Community Vision 3
- A.3 Public Planning Process 4

B. History, Background & Analysis 6
- B.1 History of the City of Dover 7
- B.2 Transit Center Neighborhood Plan Study Area 9
- B.3 Land Use / Zoning (Existing / Future) 10
- B.4 Existing Development Patterns 12
- B.5 Existing Street Network & Parking 16
- B.6 Existing Environment / Open Space 18
- B.7 Transit 20
- B.8 State Capital Comparisons Demographics / Market 21
- B.9 Development Marketing and Program Brief 22

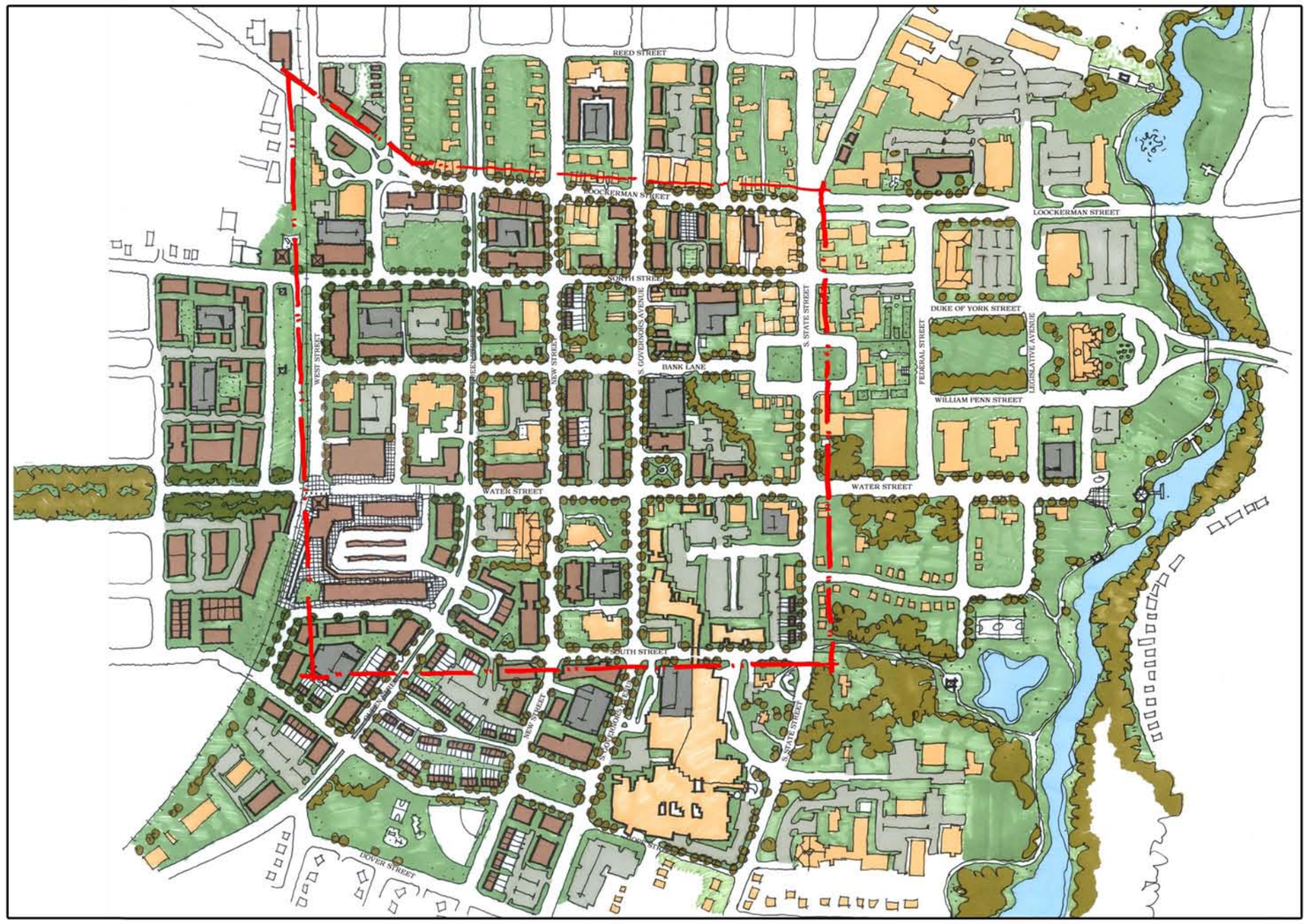
C. Plan 23
- C.1 Plan Framework 24
- C.2 Downtown Neighborhood Plan 26
- C.3 Gateways 29
- C.4 Streets 32
- C.5 Parking 37
- C.6 Building Types 39
- C.7 Civic Plaza, Open Space and Parks 42

D. Implementation (Next Steps) 45
- D.1 Implementation Strategies Summary 46

E. Acknowledgements 48

Appendix 50

Executive Summary



Dover Transit Center Neighborhood Plan

The purpose of the Dover Transit Center Neighborhood Plan and design guidelines provides the City of Dover with a design and planning strategy to guide development around the new transit center site. The plan also offers strategies to improve all modes of transportation throughout downtown.

The neighborhood plan was conceived, sponsored and implemented by the Dover/Kent County Metropolitan Planning Organization (MPO) in cooperation with the Downtown Dover Partnership (DDP).

The planning effort was conceived as a two part process. The first phase was a five day design charrette that brought together local and national design teams to study the strengths and opportunities available in the study area. The charrette was an open public process during which issues were discussed, ideas identified, and solutions crafted collectively by a variety of public and private stake holders. The second phase was the creation visual design guidelines that graphically depict the charrette design group's findings and recommendations and implementation strategies to make the plan a reality.

The plan study area is generally defined as an area of influence surrounding the new Dover Transit Center. The area is roughly 16 blocks and is bound by Loockerman Street, State Street, South Street and West Street. It includes The Green, the historic downtown retail corridor, the legislative office area, museum square and medical offices.

The plan addresses the physical characteristics of the transit center neighborhood in the context of the historic area, and is organized around the following major themes and strategies:

- Improve the gateway entrances to the downtown area with buildings and improved streetscapes that frame views and provide a sense of arrival
- Improve parking in the downtown area by centralizing parking areas in locations that encourage redevelopment, maintain streetscapes and provide a more centralized, coordinated parking strategy for the entire downtown
- Develop Queen, Water and North Streets as improved corridors for vehicular and pedestrian traffic
- Encourage new development that compliments the existing historical architecture of Dover in scale, character and urban context
- Create a network of civic squares, open spaces and public gathering places within the study area that provides greater connectivity throughout the city
- Use the transit center as an anchor for mixed-use redevelopment, a 24-hour activity area and intermodal forms of transportation, including passenger rail.

The above strategies summarize the plan's intent and should be used as a basic roadmap to guide future studies. The next steps to advance these strategies and implement the plan include:

- Create an implementation plan that identifies and prioritizes projects within the overall framework of the plan
- Identify economic drivers in the downtown area and evaluate where joint public/private development opportunities exist that could facilitate redevelopment and investment in the area
- Simplify, revise and coordinate city zoning codes and regulations so that they support the vision of the plan
- Identify a "champion" of the plan and seek to build public ownership through continued involvement with citizens and businesses.
- Maintain city, county, state and interagency cooperation for plan refinement
- Create a downtown developers forum to get feedback from local developers and property owners.



Introduction

A.1 - Project Goals



The purpose of the Dover Transit Center Neighborhood Plan is based on the desire of the Dover/Kent County Metropolitan Planning Organization (MPO), in participation with the Downtown Dover Partnership (DDP) to use the new transit center as an impetus for redevelopment that will transform and energize the surrounding area.

The planning effort offers an opportunity for the community to influence the future of the neighborhood and downtown by exploring simple urban design questions such as the appropriate height of buildings, the pedestrian experience, the character of neighborhood roads and streetscapes, and building setbacks. It is also a goal to have the area develop using transit-oriented design with the new transit center as the focal point driving growth and economic opportunity in the area.

The MPO and DDP are committed to working with the City of Dover and the State to put the necessary tools in place such as reviewing and revising existing codes and ordinances to entice redevelopment, encourage public-private investments, partnerships and forums, and utilize key community stakeholders in generating changes that are needed to help fulfill the project's mission.

This master plan, created through a public charrette process, serves as a vehicle to implement the community's vision through a series of specific strategies:



- Develop a downtown neighborhood plan with community and stakeholder involvement
- Leverage the transit center to encourage downtown revitalization
- Identify context sensitive, adaptive use, and infill development options
- Promote walkability and integrated multimodal transportation solutions
- Improve the gateways and entrance corridors to the downtown area with buildings, coordinated signage and streetscapes that frame views and provide a sense of arrival
- Strengthen key North-South and East-West road connections to area activity centers, such as Wesley College, the St. Jones River, Eden Hill and the Bayhealth Medical Center Campus
- Reinforce the architectural character of downtown Dover through the rehabilitation and redevelopment of key downtown buildings, lots and intersections
- Create a network of parks, civic squares, and public gathering spaces within the Neighborhood Plan area that will enhance the downtown environment and lead to increased public use
- Create an identity for the future that builds on the history of Dover
- Develop an orderly framework for growth (including community design guidelines and standards) that enhance economic development
- Identify the codes and policies that are needed to foster growth and redevelopment consistently with the goals and the overall vision of the master plan.

A.2 - Community Vision



Dover, as the capital of Delaware, is growing and evolving to meet the challenges and opportunities that come with serving as the center of the region and the home of the legislature. The City provides a range of regional services, uses and governmental functions, and must provide access to these services to city, county, and state residents and visitors throughout the region.

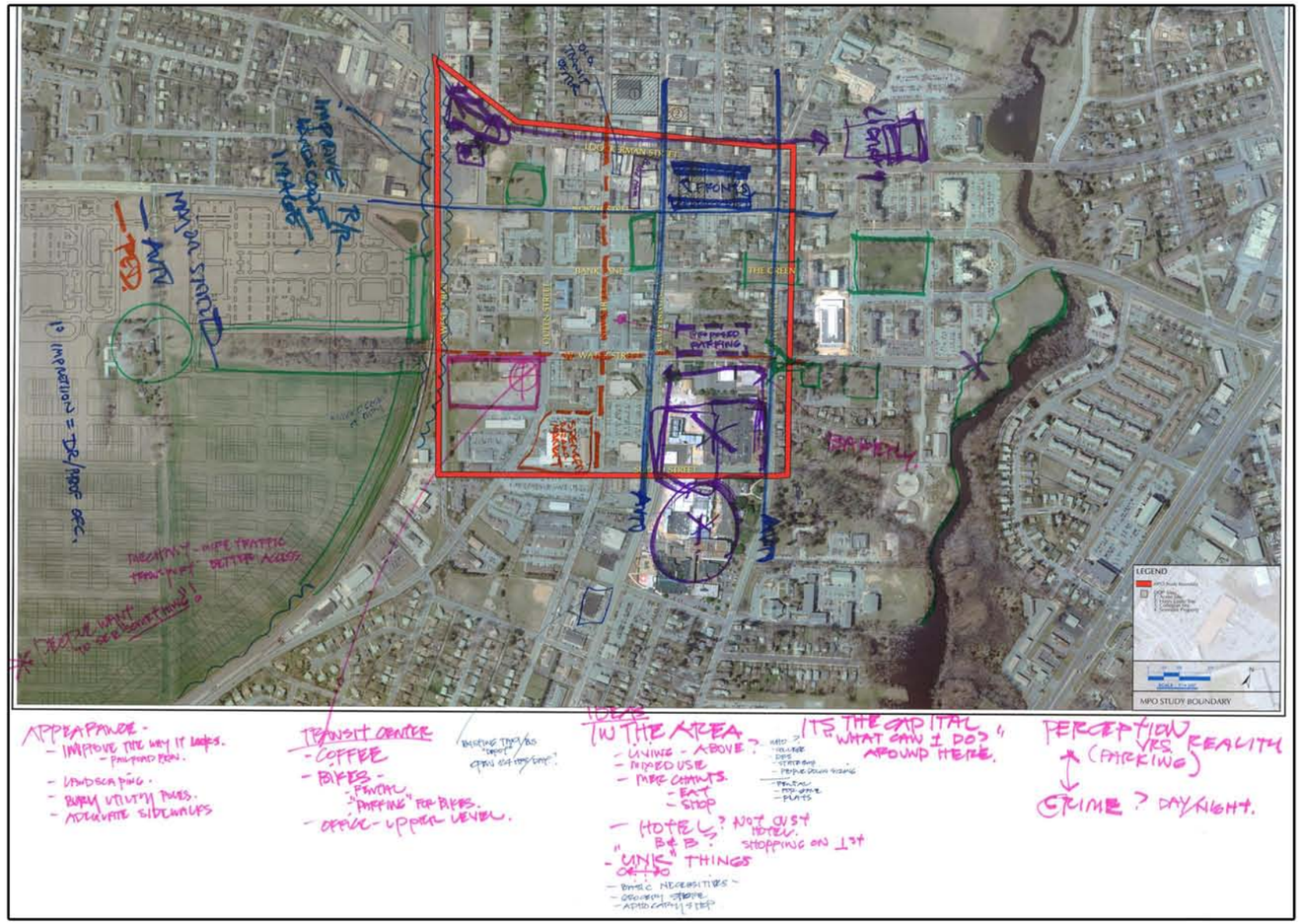
The Dover/Kent County Metropolitan Planning Organization sought community input on what the future of the neighborhood should be, with special focus on the activities that are adjacent to the new transit center site. The Downtown Dover Partnership, whose mission is to promote development and economic growth within the downtown, expressed an interest in the planning process that the MPO was undertaking and served as a co-sponsor to the neighborhood plan study.

The MPO promotes alternative modes of transportation as a function of its program. This neighborhood is the center of transit in Kent County. the newly relocated transit center represents a great opportunity to revitalize downtown and reconnect parts of the city that currently do not function in a cohesive way. There is also a greater opportunity to serve as a transit hub throughout the region.

While there is no single characteristic that represents the community's vision, there are several important themes and goals for Dover that reoccurred during the process that led to the Neighborhood Plan. They represent the most important items to the incorporate in the plan.

- The plan needs to look beyond the next generation
- City residents and business people are anxious to see new development
- The downtown area does not have a cohesive layout
- Underground pollution and brown field sites need to be addressed
- The area around the transit center is not dense enough
- The transit center should be a destination and not just a transfer station
- New construction should complement the scale and context of the historic buildings of downtown Dover
- The area at the edge of the St. Jones River – access, parking, trails and activities should be improved
- Walkability of downtown should be improved through architecture and streetscapes
- Develop the train station building
- Rail right-of-way needs to improved to create a more attractive edge
- People agree parking is a perceived problem, not an actual problem
- Develop shared parking facilities and district wide parking
- Create consistent streetscapes with crosswalks and lighting, consider burying utilities
- Mixed use should include retail on the first floor of buildings and residential on upper floors
- The residential mix needs to include student housing, apartments, townhomes, small single homes, condos, and workforce housing
- North Street needs to have "fronts" of buildings and include office, service, and residential uses
- Create new "rules" for the area. Create incentives for development
- Integrate new green areas to link pedestrian pathways
- Reconnect Water Street to Eden Hill Farm across the railroad tracks.

A.3 - Public Planning Process



The Dover/Kent County Metropolitan Planning Organization (MPO) wanted to solicit community input on what the neighborhood adjacent to the new transit facility could look like. Based on this, the MPO, in coordination with the Downtown Dover Partnership (DDP), decided that the best process for the creation of a comprehensive, usable, and viable neighborhood plan would be to hold a design charrette.

A charrette is a collaborative planning process that harnesses the talents and energies of a design team in an intensive, multi-day community planning and design event. A charrette serves as an open public process where issues are discussed, ideas are identified, and solutions are crafted collectively. The design team for the five-day charrette was composed of local and national planning experts (Becker Morgan Group, Inc. and Renaissance Planning Group, respectively) who worked with various public and private stakeholders identified by the MPO and the DDP. The charrette was set in an on-site temporary studio to provide a short feedback loop and provided the public and stakeholders with maximum accessibility to the design team.





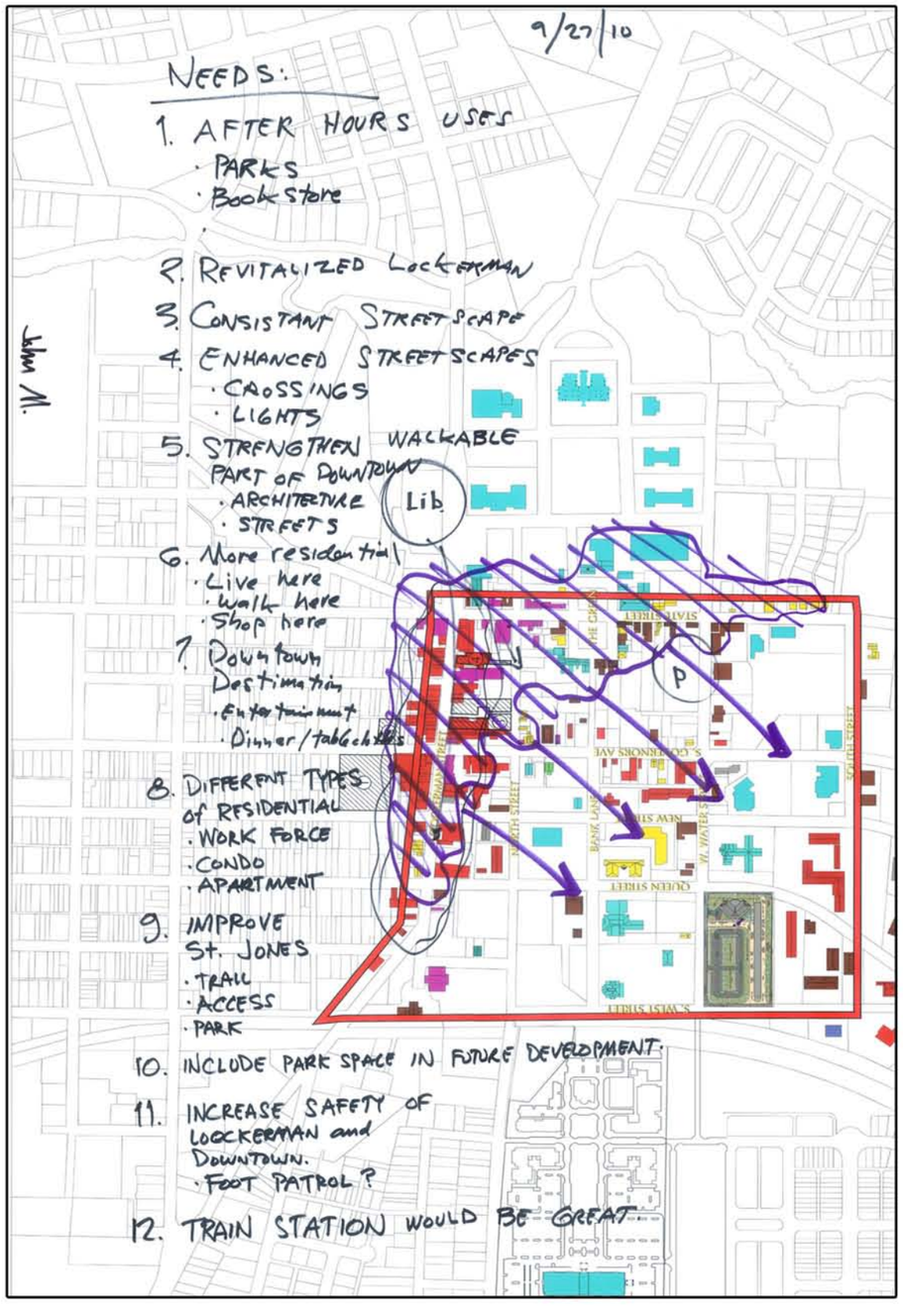
One month prior to the charrette, the design team accumulated base documents of the Neighborhood Plan study area that included the following:

- Existing and Proposed Land Use and Zoning Maps
- Historic District Maps
- Existing Building Inventory Maps
- New Transit Center Plans and Renderings
- Aerial Survey and Base Maps of Neighborhood Plan Study Area
- Study of Existing Circulation and Parking Patterns
- Study of Gateway & Natural Features and Restraints

There was also a detailed review of prior studies, reports, governmental regulations and codes. Existing physical and functional conditions associated with the new transit facility and the adjacent downtown neighborhoods were also analyzed. Most notable were the following:

- Dover Comprehensive Plan 2008
- Downtown Economic Enhancement Strategy 2006 (Hyett Palma Report)
- Design Standards and Guidelines for the City of Dover Historic District Zone

A.3 - Public Planning Process







The charrette occurred during the week of September 27, 2010. In total over 100 participants attended the various meetings including Dover City Council members, city, county and state agency staff, Downtown Dover Partnership representatives, community leaders, developers, business owners, and citizens. The design team accomplished over 450 hours of work at the culmination of the week. The major events that took place as part of the process were as follows:

- An opening presentation was held on September 27, 2010 at the Eden Hill Farm Medical Center conference room. The project's design principles, planning context and overview of the study area's constraints, strengths and challenges were presented through a PowerPoint presentation and numerous large printed displays. To gain feedback and direct citizen input for the project team, participants were engaged in tabletop discussions

- Numerous stakeholder meetings, focus group meetings, and individual and group discussions were held at the Becker Morgan Group offices September 27, 2010 through September 29, 2010

- An open house was held on September 29, 2010, at Becker Morgan Group's office to present the preliminary neighborhood plan and development goals that were being explored by the design team as a result of the feedback from the stakeholder meetings and table top discussions. The work that had taken place in the prior three days was displayed. The event was well attended and the community members provided additional feedback.

- A closing presentation was held on October 1, 2010 at the Eden Hill Farm Medical Center conference room. The neighborhood vision plan, action plan framework, proposed urban design framework, opportunity plans and sites, demographic study, state capital comparison, and plan implementation recommendations were presented through a PowerPoint presentation and numerous large printed displays. A question and answer session was held after the presentation to gain further feedback and input from the public.

The final component of the MPO's planning process will be to create a document that catalogs the work done prior to and during the charrette in a written and visual format. The purpose of this document is to serve as a road map for downtown development and implementation of the vision plan as well as to serve as a marketing tool to showcase the development potential of downtown Dover to private and public stakeholders.



History, Background & Analysis

B.1 - History of the City of Dover



City of Dover Aerial Rendering - Circa 1885

The first official settlement in the area of Dover was in 1670 when Governor Andros saw need of a county court that would be safer and easier to travel to than the existing court in what is now the town of Lewes. The governor created St. Jones County (now called Kent County) and the first court and county seat were established in the home of a Justice of the Peace, near the mouth of the St. Jones River. In 1683, William Penn was deeded the land grant to what is now Delaware by the Duke of York and authorized "the surveyor to lay out for the Governor a town to be called Dover," somewhere in the middle of the county. Around 1690, the county seat was moved to a tavern at the head of the river, near where Dover was to be established. The land for the town of Dover was purchased in 1694, and in 1697 the original courthouse for the county was built in the location of the existing courthouse.

In 1717, the original town of Dover was laid out, comprising the area that is presently bounded on the north by North Street, on the south by what is now Water Street, on the east by King Street, which used to run in front of the Old State House, and on the west by what is now Governors Avenue. This remained the extent of the settlement in and around Dover for some time. By 1730, there were said to be no more than 40 families in Dover.

In 1777, the British captured Delaware's colonial capital, New Castle. The State Assembly fled south to Dover to begin meeting in the county courthouse. Soon thereafter, Dover was designated the capital of the state and state officials shared the undersized courthouse until 1792 when the Old State House was completed. It served as both the county seat and state capitol until 1873, when the county courthouse was built.

Still, reflective of its setting in the center of a rural, agricultural region, Dover remained more of a market and government town than a city in which to live. By 1838, there were no more than 600 inhabitants within the city limits.

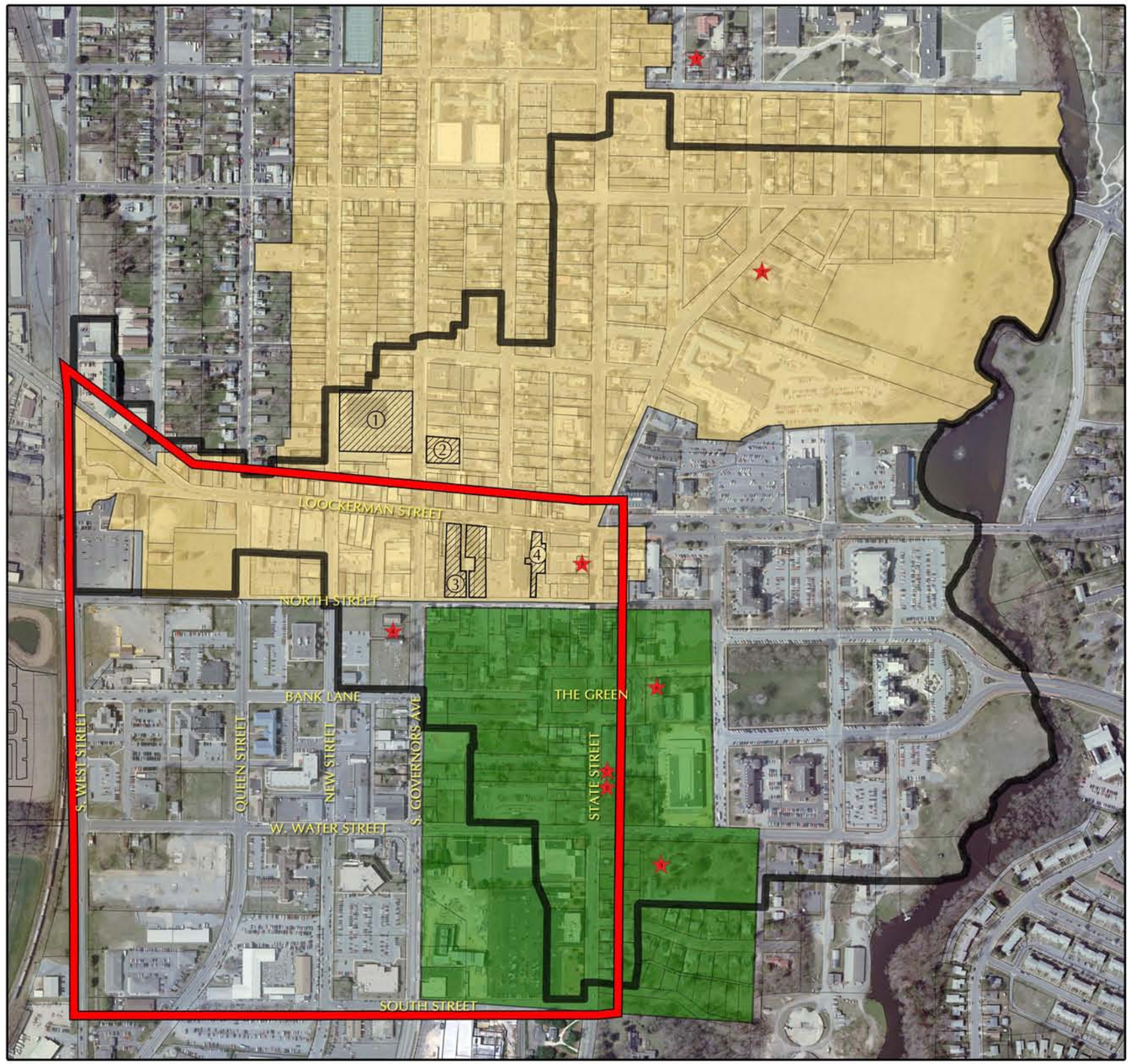
When the railroad extended to Dover in 1855, the city was ideally situated to support industries such as the Richardson and Robbins Cannery which could provide large markets with local agriculture and aqua culture products. Several industries located in Dover around mid-century, requiring a stable labor force and housing, were generating a significant amount of wealth. The Green, which had always been a market square, was gentrified and turned into the park-like setting that remains today. Commercial growth began to occur north of the Green along State Street. When the Civil War ended, Dover flourished.

Several local landowners to the north of the oldest section of the city began to sub-divide their lots and extend the city grid with new streets. Commercial development moved west along Loockerman Street. The City itself expanded in 1868 to annex the new sub-divisions. By 1885, the new section of the City was well on its way to being fully developed. It is obvious from the number and quality of the houses that were built at this time that Dover had become a very prosperous place for many inhabitants.

Dover's growth slowed somewhat around the turn of the century. During the Depression, the Works Projects Administration produced the new Capital Square area. Large industries began to locate around Dover, but beyond what is now the historic area. After World War II, suburbs began to be built and the city continually expanded to annex what had been agricultural land. Earlier developments continued to be infilled with new construction.

Today, there are several strip developments on the outskirts of Dover that have a distinctly 'suburban' character. The historic area of the city is somewhat isolated from this kind of development. While social facts have changed, such as where people do most of their shopping and go for entertainment, the appearance and character of the old section of the city have been largely unaffected by 'modern' development. The center of Dover retains much of its historic character and remains an attractive and appealing place to live.

B.1 - History of the City of Dover



City of Dover Historic Districts

To date, there are in Dover three historic districts: the National Register Historic Districts and one local Historic District zone, established by the City of Dover Zoning Ordinance.

The two National Register Districts are known as the Dover Green Historic District and the Victorian Dover Historic District. These districts are separate from one another but share a boundary along North Street, The Dover Green Historic District recognizes the significance of the evolution of Dover during the eighteenth and early nineteenth centuries when its population remained below 600 and development was concentrated with in the original boundaries of the town. The Victorian Dover Historic District recognizes the significance of Dover's rapid post-Civil War development when the boundaries of the City expanded northward to provide land for rapid residential development that took place during the late-nineteenth century.

The City of Dover Historic District zone is a local historic district that overlaps parts of each of the National Register Districts and includes properties that are in neither of the National Register Historic Districts.

LEGEND

- MPO Study Boundary
- DDP Sites
  1. Acme Site
  2. Harry Louie Site
  3. Collegian Site
  4. DDP Building
- National Register of Historic Places Victorian Dover Historic District
- National Register of Historic Places Dover Green Historic District
- City of Dover Historic District Zone
- National Register of Historic Places Listing

There are important distinctions between the National Register Historic Districts and the Dover Historic District zone. When a district is listed on the National Register of Historic Places, it is given official and professional recognition that it is significant to the history of its region and that it has largely retained its historic integrity. Under the Section 106 of the National Historic Preservation Act of 1966, agencies of the federal government must take into consideration the historical significance of listed buildings, objects, or areas when they are undertaking projects that might affect them. However, listing on the National Register places no restrictions on private owners or on what private owners may do with their properties.

Local Historic District zones, in contrast to National Register Districts, are authorized by state statutes and enacted via local ordinances. Local Historic District zones are created to preserve not only individual historic buildings that are considered significant but also to preserve the historic character of the district as a whole. They frequently involve design controls on private property for changes to exterior architectural and landscape features. The design review process, often abetted by design guidelines, are important tools in that process.

The City of Dover Historic District zone was established in 1961. Construction projects within the local historic district have been subject to design review by way of the Architectural Review Certification process since its inception. The Design Guidelines for the City of Dover Historic District zone are intended for use as a general reference by the community and a basic reference for the Historic District Commission and/or the Planning Commission in their deliberations as they review applications for Architectural Review Certificates.

Text excepted from "Design Standards and Guidelines for the City of Dover Historic District Zone," undated, Section 1, Page 2, 4.

B.2 - Transit Center Neighborhood Plan Study Area



Transit Center Neighborhood Plan Study Area

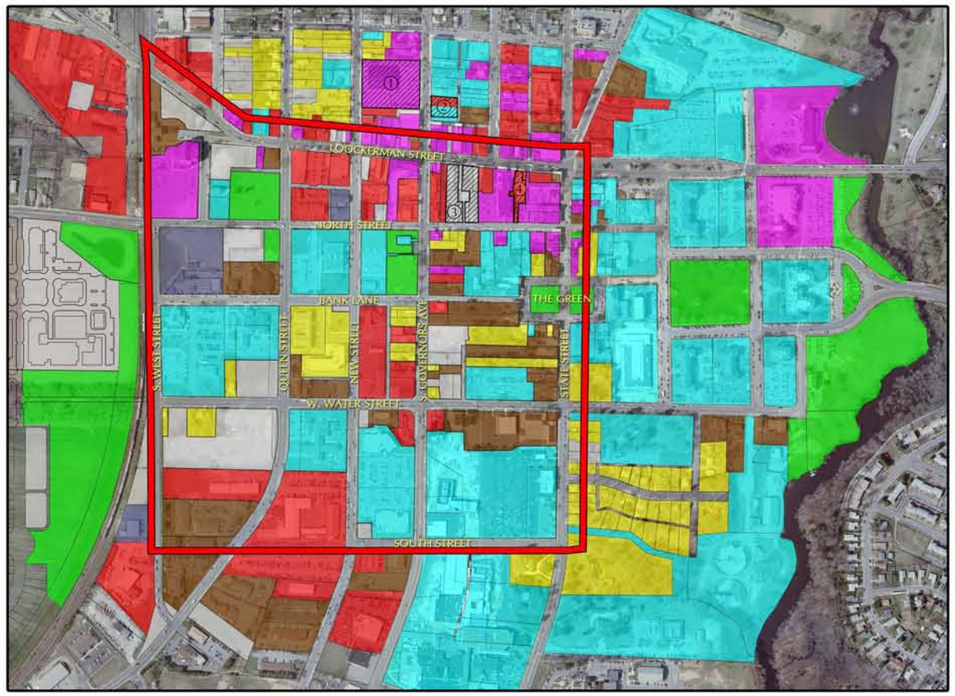
LEGEND

- MPO Study Boundary
- New Transit Center Site
- DDP Sites
  1. Acme Site
  2. Harry Louie Site
  3. Collegian Site
  4. DDP Building

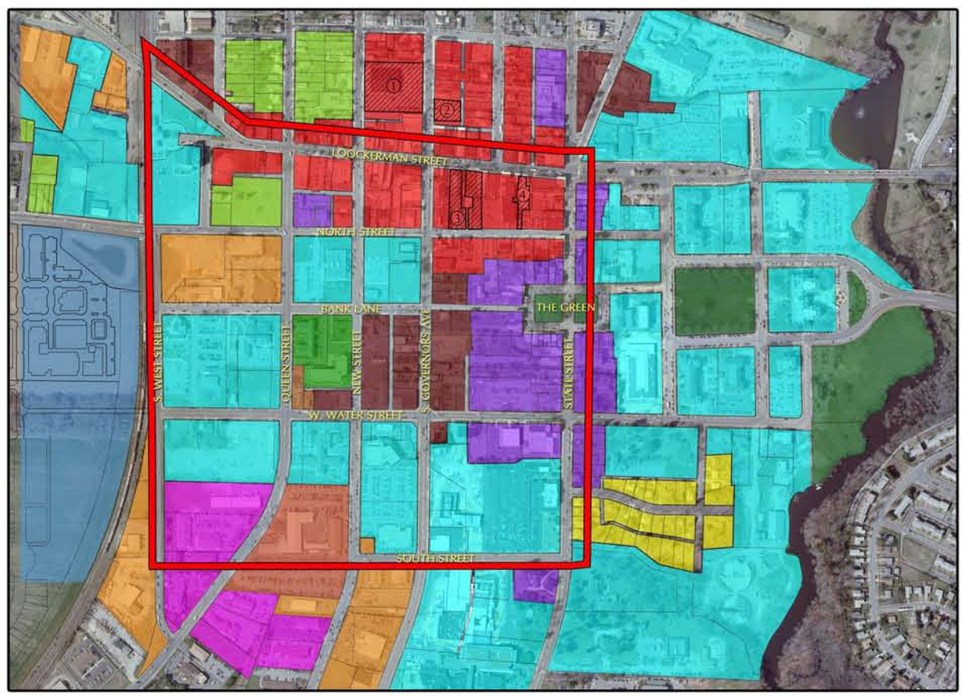
The study area is defined by the following geographical boundaries (Loockerman Street, State Street, South Street and West Street) as highlighted by the red border in the aerial overlay on this page. Both sides of the street were included in the study area so the character of the street and streetscape could be better studied and understood. The study area represents roughly 16 blocks and includes a major North-South thoroughfare (S. Governors Avenue) as well as other important streets such as North Street and Water Street. North Street provides one of the main gateways and access points into the City from west of downtown and was identified prior to the charrette as an important access street that could use improvement. Water Street has significance as the historical connection between downtown Dover commerce, Eden Hill Farm and the St. Jones River. Water Street is also important as the access to both the new and old transit center sites and as the northern boundary to the Bayhealth Medical Center Campus and other medical uses to the south.

The streets within the study area form a traditional urban grid that transitions to a more suburban pattern south of Water Street. It should be noted that the urban fabric, with regard to density, street presence of buildings and context, is divided along North Street, S. Governors Avenue and Water Street. The character of the streetscapes and buildings east and north of these streets feels very urban and active while the areas to the south and west are less dense and more suburban in character (especially in regards to how parking and pedestrian access is handled). The new transit center site has an advantageous location on the edge of downtown and Eden Hill Farm, which will be the largest new growth area of the city in the next 10-20 years. The rail line which currently serves as a divider between downtown and Eden Hill Farm is adjacent to the transit center site and represents an opportunity for better connectivity in the future.

B.3 - Land Use / Zoning



Current Land Use



Current Zoning

The study area consists of 258 parcels on approximately 89 acres of land with a variety of existing land use categories. The Loockerman Street corridor represents the primary downtown retail district and its primary land uses are mixed use and commercial retail. State Street also has a well established urban fabric and features a variety of uses including institutional, business/office, mixed use and some residential. The rest of the study area is not as well defined in character as these two areas. Institutional uses make up the majority of the land use in regards to the remaining portion of the study area especially to the south and west of State and Loockerman Streets. Large public facilities are prominent such as the City of Dover Police Station, Justice of the Peace Court, Bayhealth Medical Center Campus, and the Frear Buidling. There are also residential, commercial and business uses though out this area including senior housing along Queen Street and commercial uses along S. Governors Avenue.

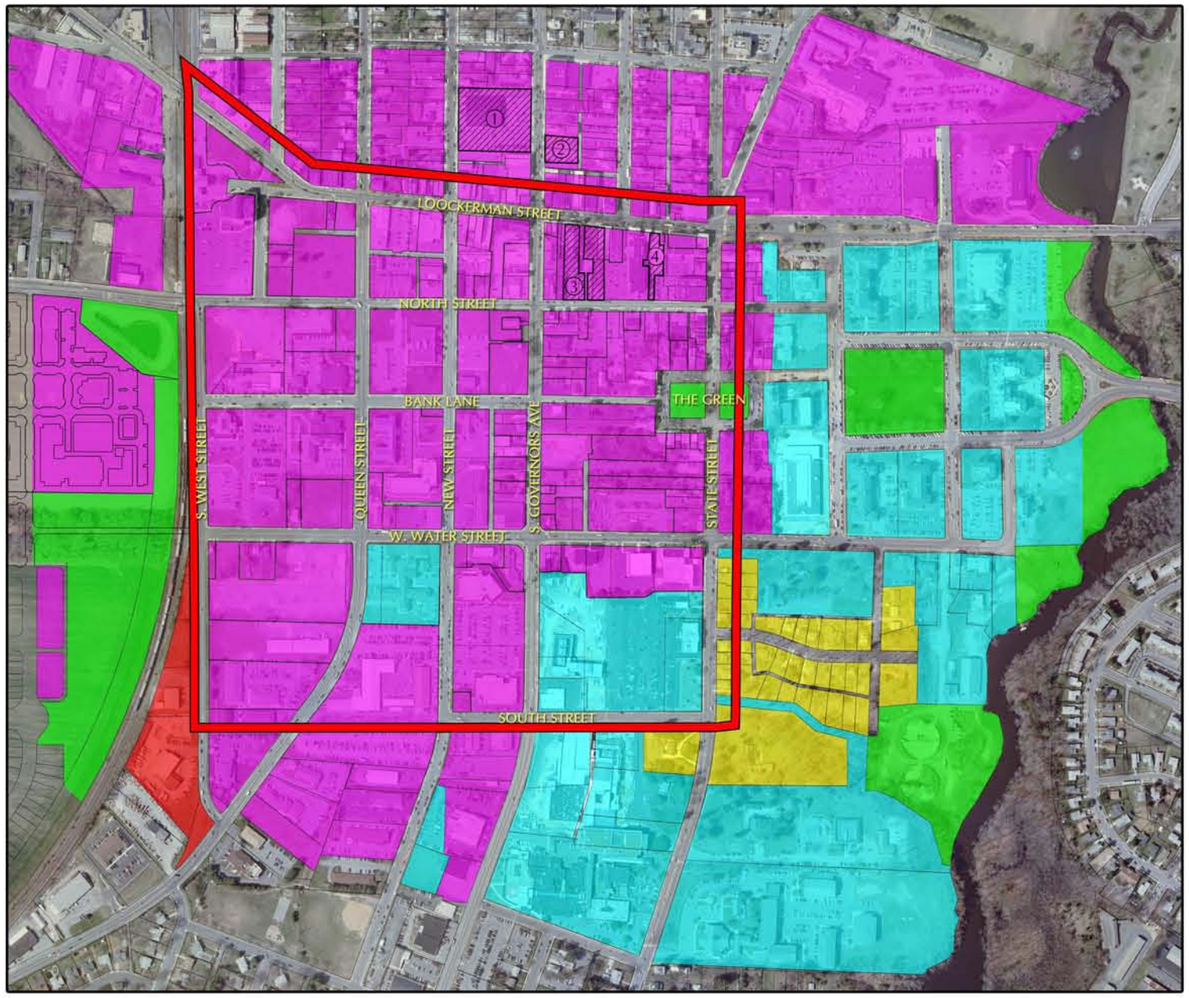
USE LEGEND

- Mixed Use
- Institutional
- Industrial
- Business / Office
- Commercal / Retail
- Residential
- Open Space
- Vacant
- Study Boundary
- DDP Sites
  1. Acme Site
  2. Harry Louie Site
  3. Collegian Site
  4. DDP Building

ZONING LEGEND

- RGO- General Residence and Office
- IO - Institutional and Office
- C-1A - Limited Commercial
- C-2 - Central Commercial
- C-2A - Limited Central Commercial
- C-3 - Service Commercial
- CPO - Commercial Professional Office
- RG-1 - General Residence
- RG-4 - Multi-Story Apartments
- R-8 - One-Family Residence
- TND - Traditional Neighborhood Design
- ROS - Recreational and Open Space

B.3 - Land Use / Zoning



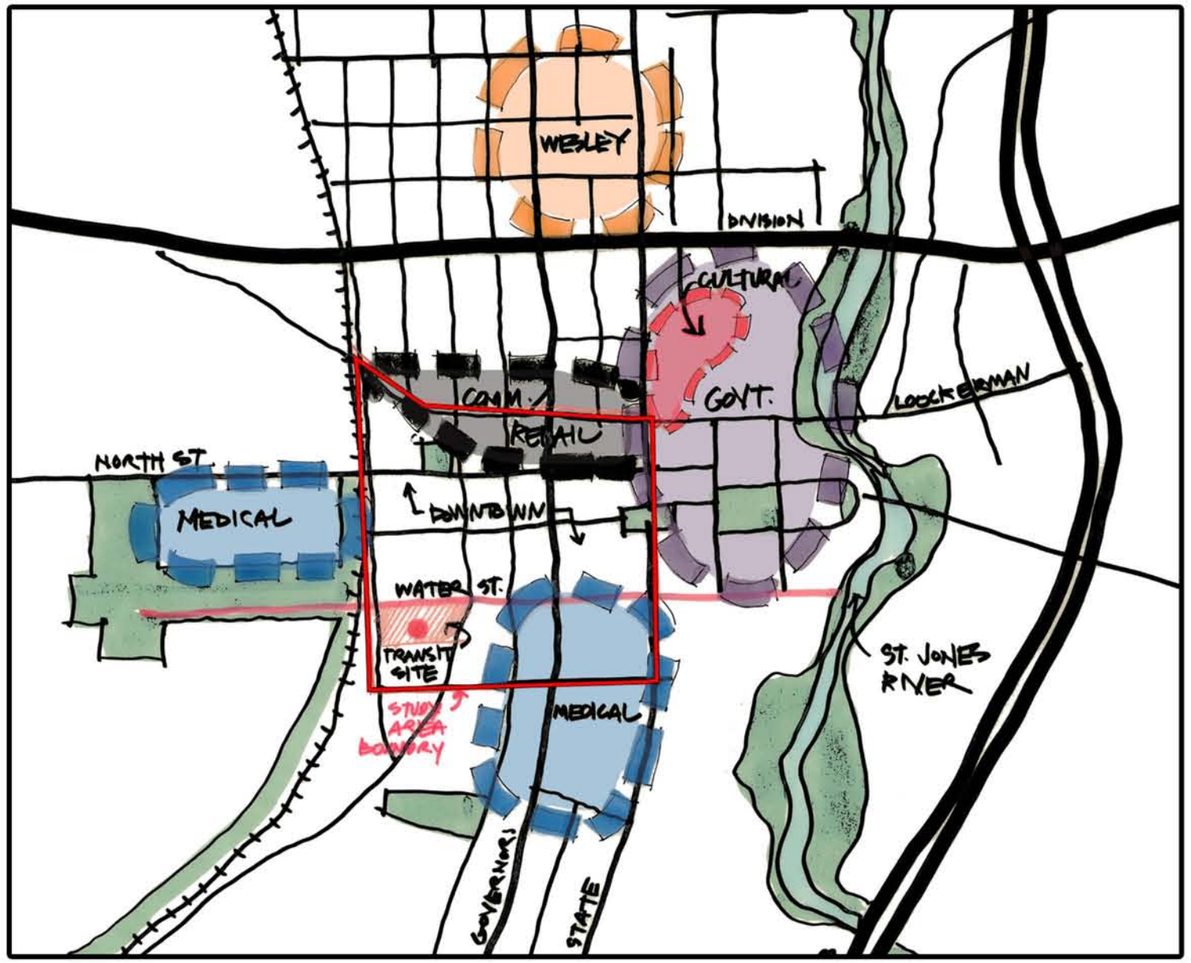
Proposed Land Use

USE LEGEND

- Mixed Use
- Institutional
- Industrial
- Business / Office
- Commercal / Retail
- Residential
- Open Space
- Vacant

Proposed land use for the study area as shown in the Dover Comprehensive Plan is intended to support the existing development pattern as well as add flexibility for future development and redevelopment opportunities. Based on this, the majority of the study area is defined as mixed-use with smaller areas reserved for institutional and residential uses. The institutional uses are primarily related to the Bayhealth Medical Campus and the existing governmental and legislative uses to the east of State Street. Single-family residential uses are primarily located to the south-east of the study area in the Elm Terrace neighborhood and Sherwood 2 to the south-west.

B.4 - Existing Development Patterns



Existing Activity Centers

For the purposes of developing a neighborhood plan based around the transit center site and the adjacent study area, existing activity centers were analyzed. The major activities that were identified were medical uses to the south and west, a commercial/retail core area along Loockerman Street, governmental and legislative uses to the east of State Street and the Wesley College campus to the north. There are also cultural uses located to the north-east of the study area near State Street and within the study area along North Street including the Biggs Museum of American Art and the Schwartz Center for the Arts.



Existing Density and Street Frontages

The center of the study area lacks an identifiable character and activity center. The analysis looked at the existing density and street frontages throughout the study area. As the graphic clearly shows the buildings along State Street and Loockerman Street are located close to the street edge and create a strong walkable urban character. The density and street edges diminish outside of these two streets and need improvement to bring create pedestrian character in this area. There are remnants of street edges along portions of Water Street, North Street and Governors Avenue that could be strengthened by infill development. Most of the area has a more suburban character with one to two-story buildings located in the center of the property with surface parking areas along the edges.

B.4 - Existing Development Patterns





State Street

State Street is home to many of Dover's most historically significant buildings. The tree lined street features an array of building uses including government buildings and business offices. Some buildings have been maintained as private residences and are on the National Register of Historic Places.



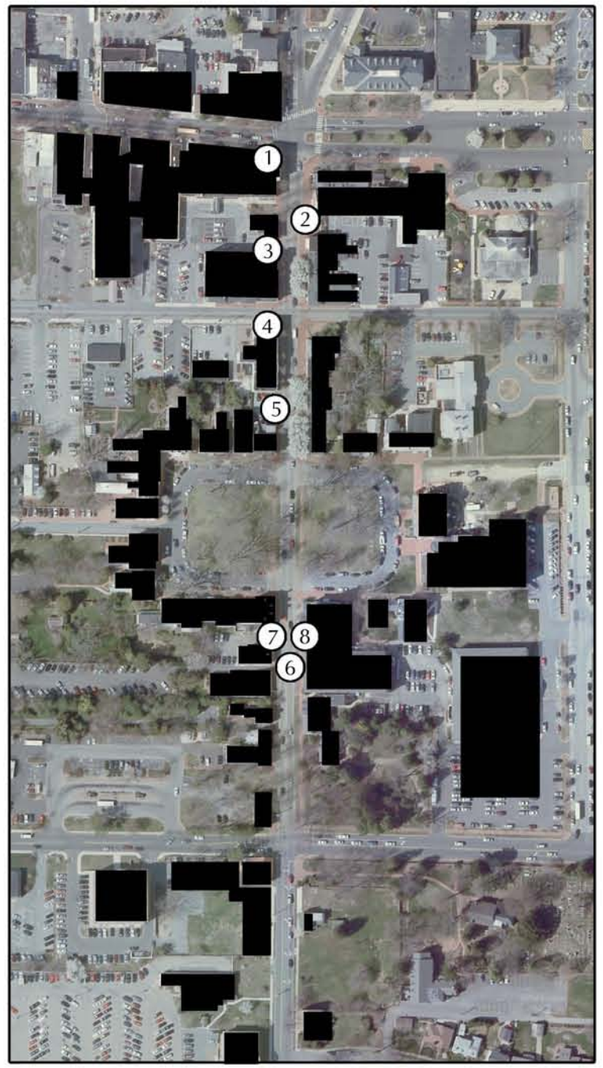












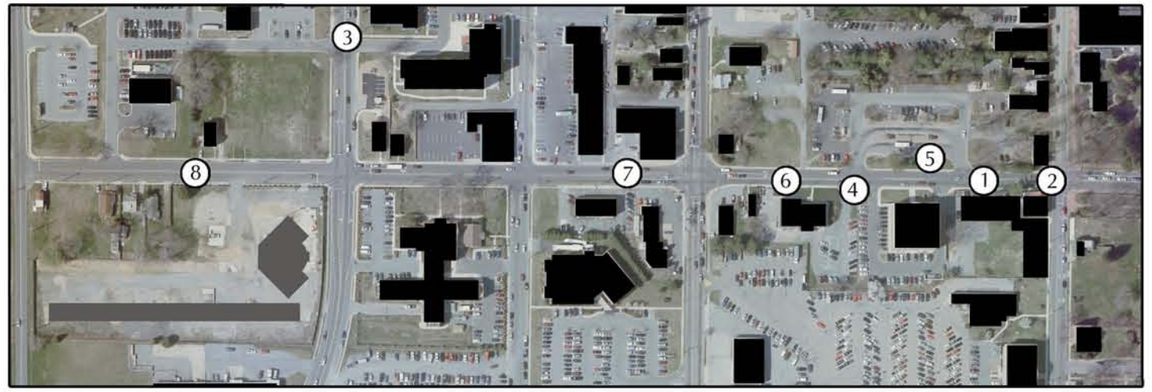
B.4 - Existing Development Patterns











Water Street

Water Street is a mixture of urban uses. The existing DART Transit Hub is located along Water Street while a new facility is being designed just two blocks west of the existing location. There are numerous office buildings, including medical offices that are supported by the Bayhealth Medical Center Campus that is just one block south. A handful of retail shops, multi-family residential, and institutional buildings line the eclectic corridor.

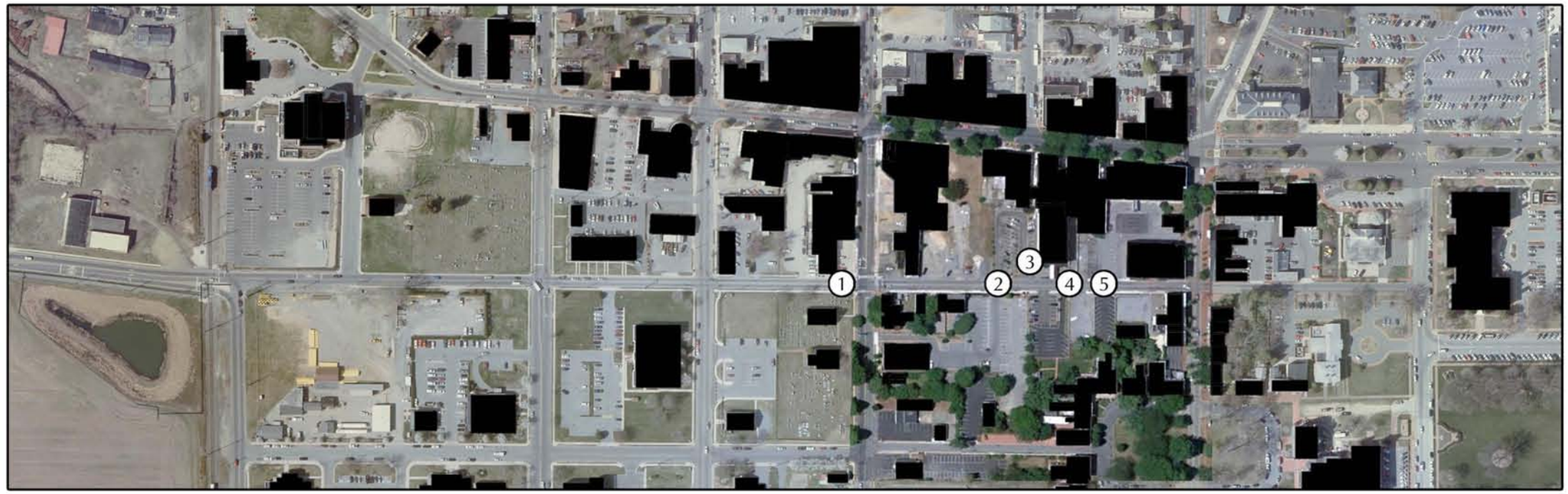








B.4 - Existing Development Patterns









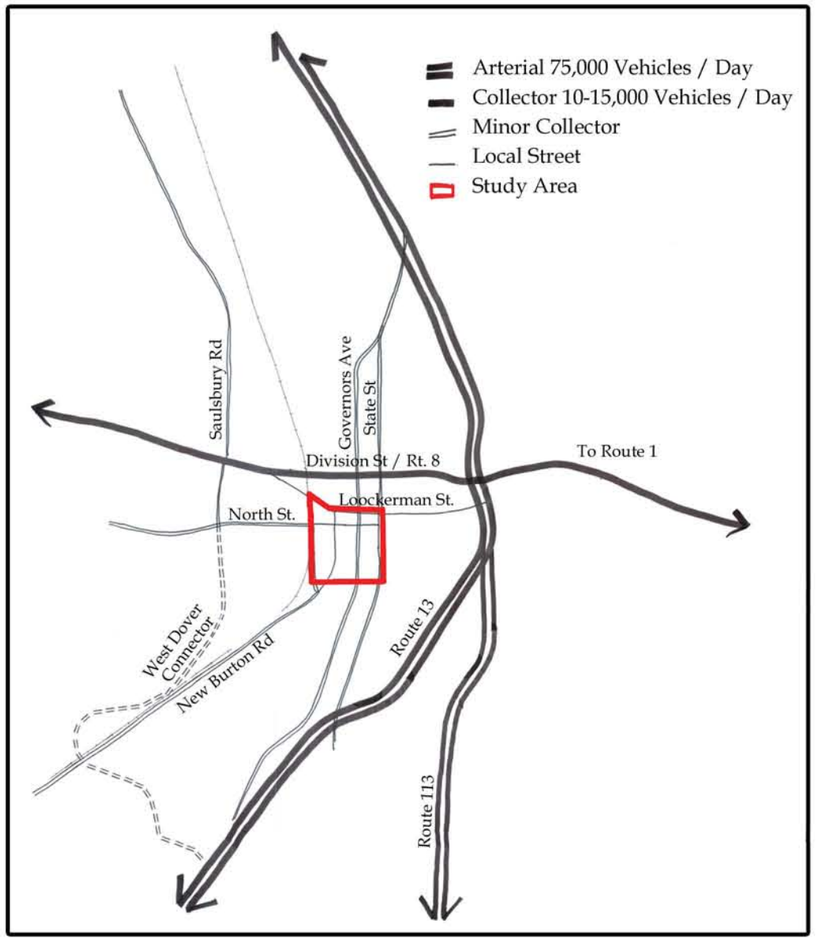


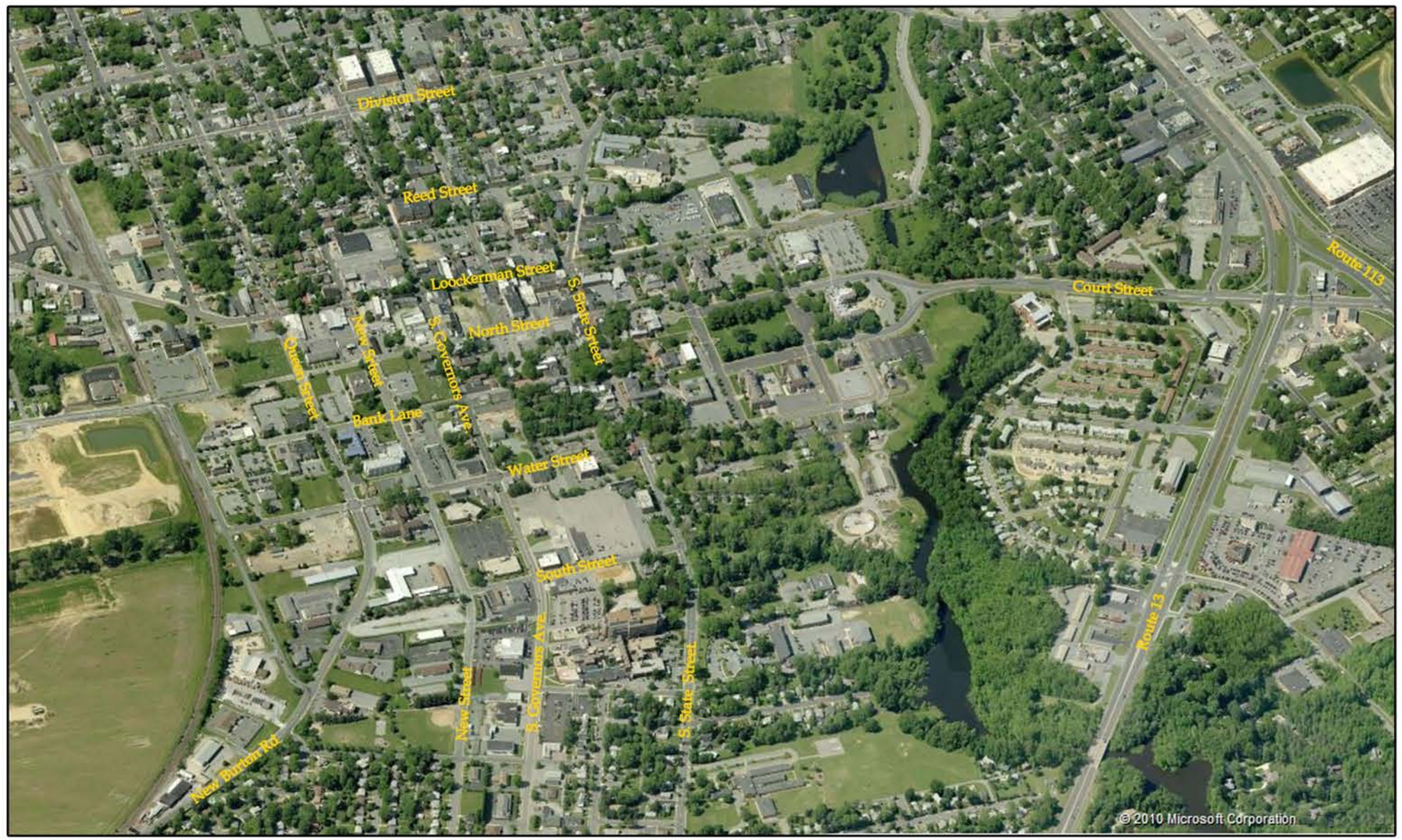


North Street

North Street is utilized as a service alleyway for the buildings that face Loockerman Street but also a moderately traveled access street from the Capital area to the destinations on the west side of the city including many residential subdivisions, shopping and restaurants.

B.5 - Street Network and Parking

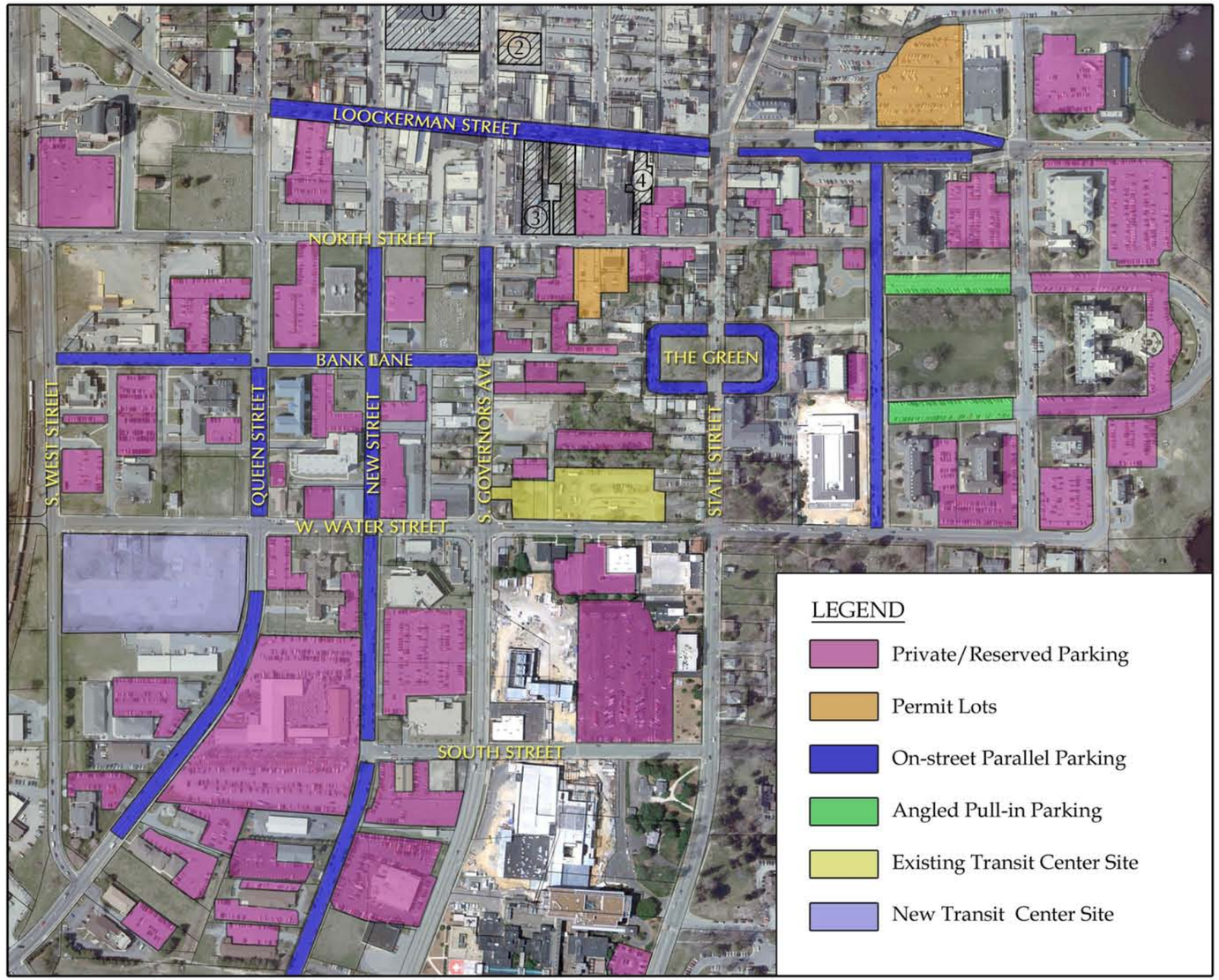




Street Hierarchy

The study area and downtown Dover in general is located to the west of the major highways (US Route 13 and DE Route 1) that run north to south. There is also a major bypass (West Dover Connector) that is planned to the west of the metropolitan area. When constructed, this road will greatly alter the existing traffic patterns on North Street and New Burton Road. North Street is currently the main gateway into the downtown area from the west. Division Street, located north of the project area, is the major east-west route running through the downtown area.

B.5 - Street Network and Parking



Parking Diagram



Multiple Surface Lots along North Street



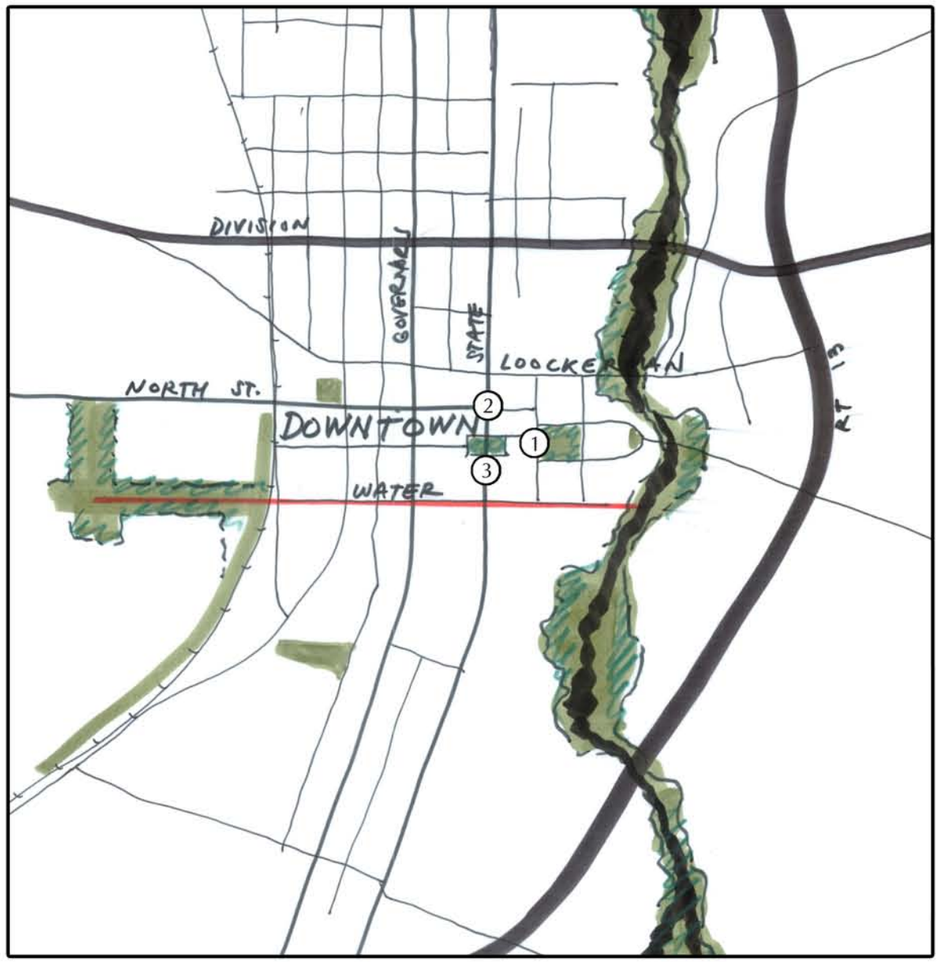
Parallel Parking along Queen Street



Parallel Parking around The Green

The existing parking patterns in and around the study area consist primarily of grade-level surface parking lots and on-street parking (both parallel and pull in). There is a private structured parking area currently under construction that is associated with the Bayhealth Medical Center Campus located in the south-east area of the study area. The parking analysis studied by the charrette design team noted that there is an opportunity to improve parking throughout the downtown area by implementing an area parking strategy. North Street, shown at the top right, has potential for consolidated surface parking or a multi-level parking structure.

B.6 - Existing Environment / Open Space



Existing Open Spaces

The public open spaces within the study area consist primarily of The Green and a small urban pocket park named Bicentennial Park that is located at the corner of North and State Streets. There are also private open spaces within the study area such as the cemeteries along North Street. The major open spaces outside the project area include the St. Jones River to the east, the perimeter open space at Eden Hill Farm and the central allee that is currently the western terminus of Water Street, Legislative Mall, the boulevard section of Loockerman Street and Dover Park in the Sherwood 2 neighborhood with a playground and sports fields just two blocks south of the study area boundary.



Legislative Mall

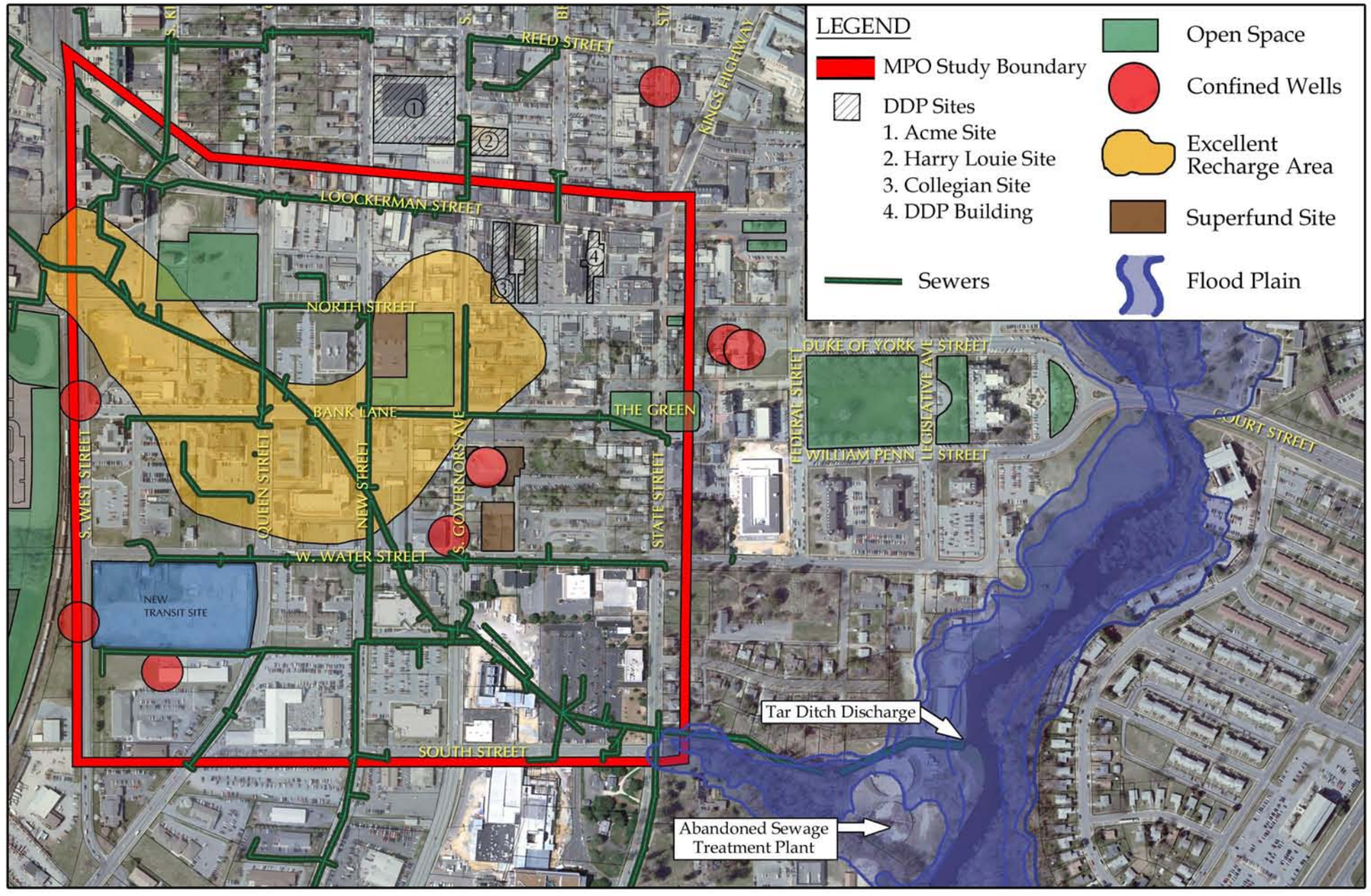


Constitution Park



The Green

B.6 - Existing Environment / Open Space



Environmental Conditions



Cemetery

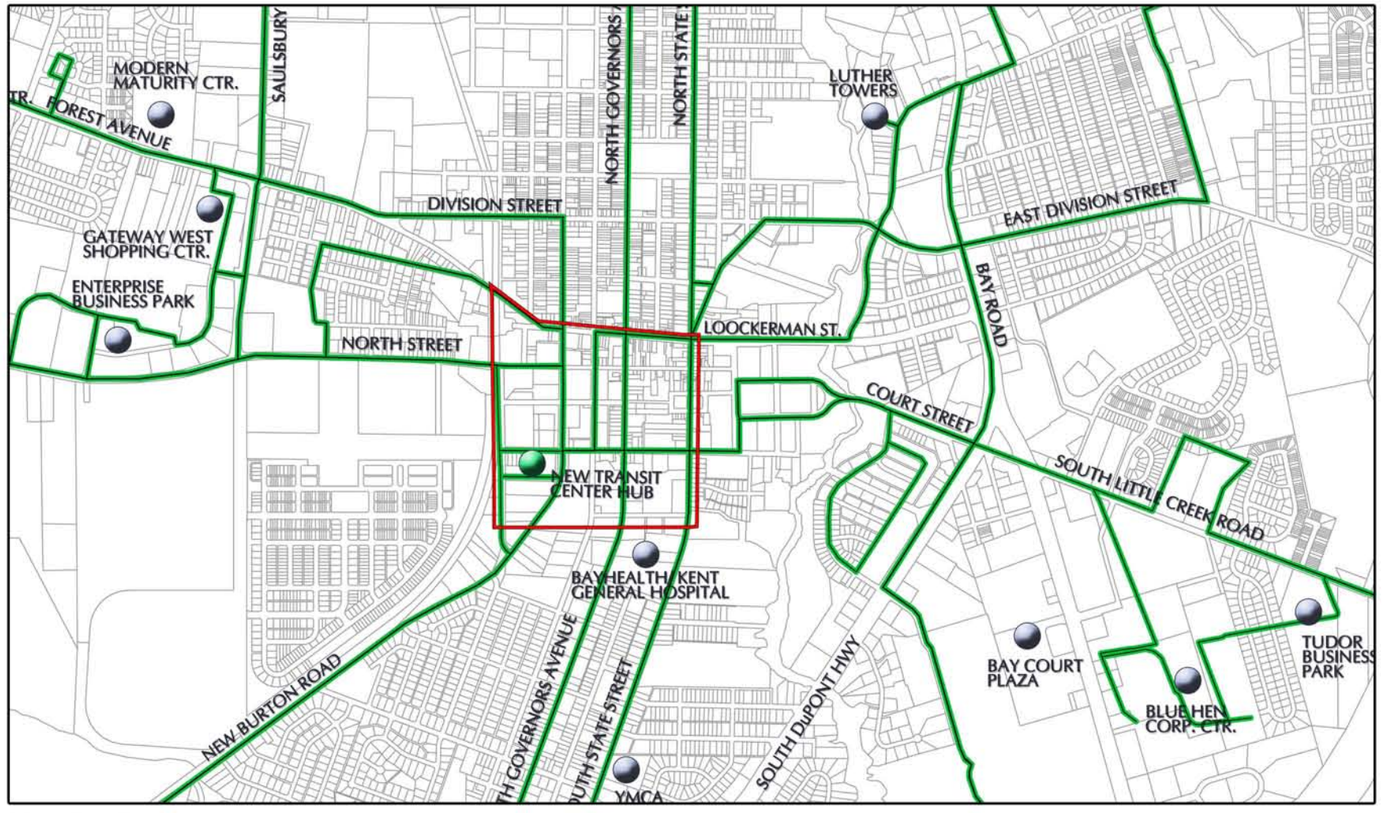


St. Jones River

Environmental Constraints

There are some environmental constraints affecting redevelopment in the study area. These constraints include the edge condition formed by the Norfolk-Southern railroad spur that runs adjacent to West Street, three brownfield sites (Braun Property, former Capitol Cleaners Site and Former Dover Gas Light Company Site) and underground contamination from the tar ditch. The tar ditch runs from the north-west corner of the study area and discharged into the St. Jones River south of Water Street. The underground ditch often floods streets due to the deteriorating condition of the out-dated infrastructure. Project costs, environmental concerns opening the ditch, and locations of major flooding have prohibited remediation. At the south terminus of Legislative Avenue is an abandoned sewer treatment facility, trash incinerator and other city infrastructure. This property sits along the edge of the St. Jones River and presents an opportunity to repurpose and redevelop the area into a Riverwalk Park.

B.7 - Transit



New Bus Routes

LEGEND

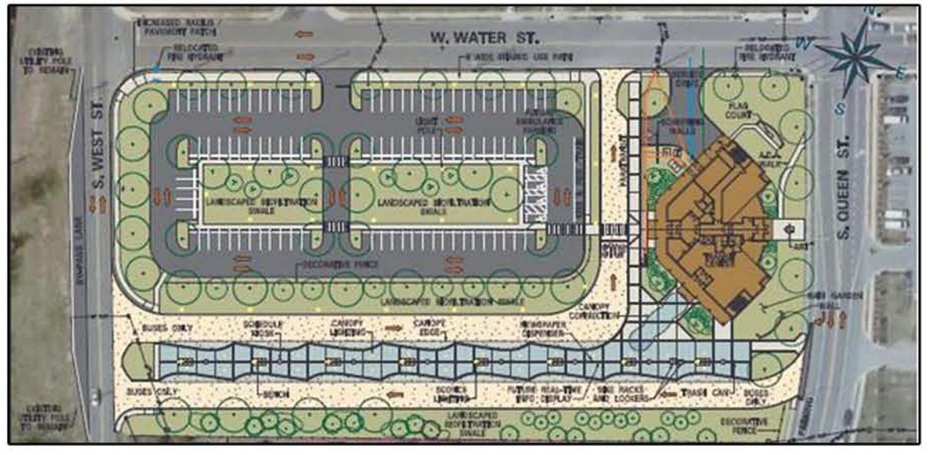
- Study Area
- Bus Route
- Destination
- New Transit Center Hub

The Delaware Transit Corporation and Delaware Department of Transportation are building a new facility to act as the center of transit services in Dover. It shall serve as a central bus stop and distribution point for the DART system in Dover. It will also house the interstate buses and taxi companies that serve Dover. The facility will include an interior waiting area with vending capacity, restrooms and a retail outlet for bus passes and tickets. There will be tenant space available for other organizations and companies.

The MPO has a responsibility to promote alternative modes of transportation as a function of our program. This neighborhood is the functional center of transit in Kent County. The city of Dover and DelDOT have begun promoting bicycle facilities to serve riders in the City. This neighborhood is walkable with some minor limitations. One outcome from the process is to identify improvements to walkability and to eliminate impediments.



Aerial View of Existing and New Transit Site



Proposed Transit Site Plan



New Transit Bus Terminal

B.8 - State Capital Comparisons / Demographics



Jefferson City, Missouri



Concord, New Hampshire

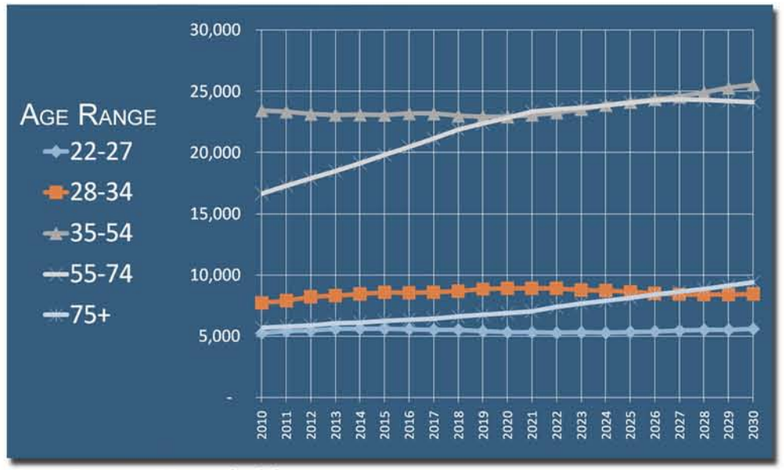


Annapolis, MD

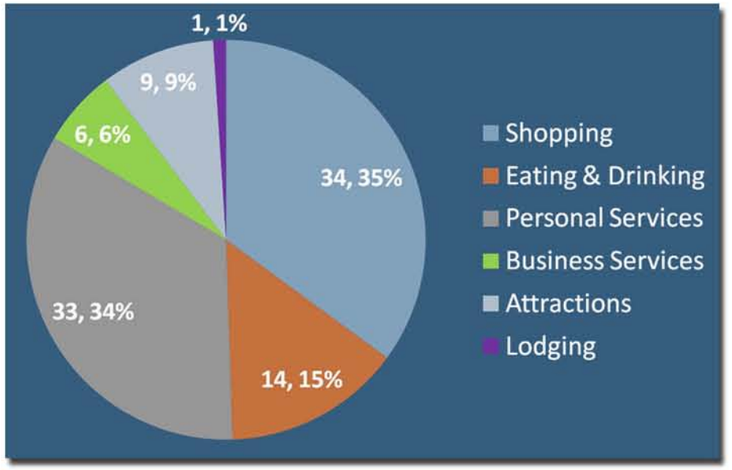
State Capital	Population	Legislature Size	Legislative Staff	Downtown Jobs
Dover, DE	36,560	62	125	9,713
Annapolis, MD	36,879	188	732	5,301
Concord, NH	42,546	424	179	n/a
Frankfort, KY	27,382	138	679	6,330
Helena, MT	29,939	150	237	12,487
Jefferson City, MO	41,297	197	509	12,342
Juneau, AK	30,796	60	460	6,075

Downtown Dover boasts much economic strength, similar to those of other state capitals of comparable size such as Annapolis, MD; Concord, New Hampshire; and Jefferson City, Missouri. While greater Dover has seen its share of suburban sprawl, it retains its rich historic architecture. Within the downtown and within proximity of the study area there are many major economic anchors including state government, city government, county government and associated professionals, Wesley College and the Bayhealth Medical Center Campus. The City also offers amenities to its residents and visitors with a new public library currently under construction, many churches are located throughout the city, and numerous museums and galleries. The City is host to a number of organized special events and festivals throughout the year including First Night Dover, Dover Days, and the Dover 4th of July Celebration. With these economic and cultural amenities already present in the City of Dover, a foundation exists to build upon to create the infrastructure of a desirable destination for locals and visitors.

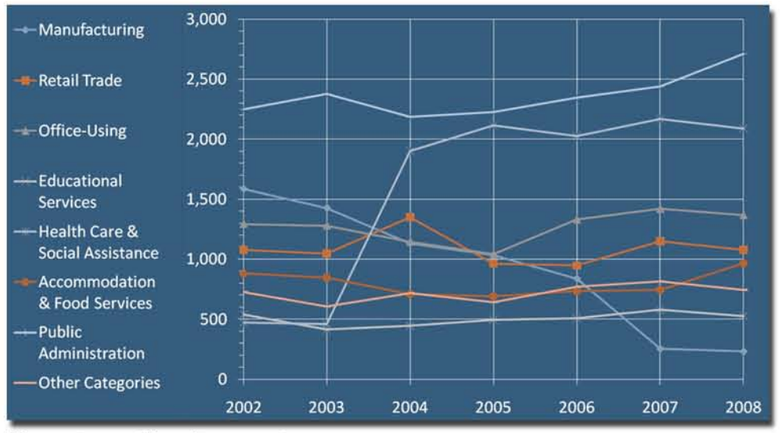
B.9 - Development Marketing & Program Brief



Kent County Household Projections Through 2030



Existing Business Mix



Downtown Employment By Sector

PRIMARY RETAIL NEEDS

Coffee Shops	Florist
Sandwhich Shops	Optical
Ice Cream	Drugstore
Candy	Toys / Hobbies
Urban Grocery	Cigars
Specialty Food	Restaurants - All Types
Furniture and Decor	Boutique Hotels

Potential Funding Sources

Funds Raised from Existing Property Owners
Business Improvement District – ad valorem tax
Special Development District – ad valorem tax or special assessment
Parking Authority Benefit District - assessment
Recurring Downtown Revenues
Tax Increment Financing District – regular property tax
Broad-Based Recurring Revenues
Realty Transfer Tax
Hotel Tax (collected by State)

Financing Source Issues

Assessments and new ad valorem taxes burden existing property owners and could discourage investment
TIF revenue generation is relatively weak due to low rate and assessments, and ability to only capture City share of tax bill
Realty transfer tax may be committed to the City's general government needs
Hotel tax would need to be allocated to the City by the State (some sort of agreement)

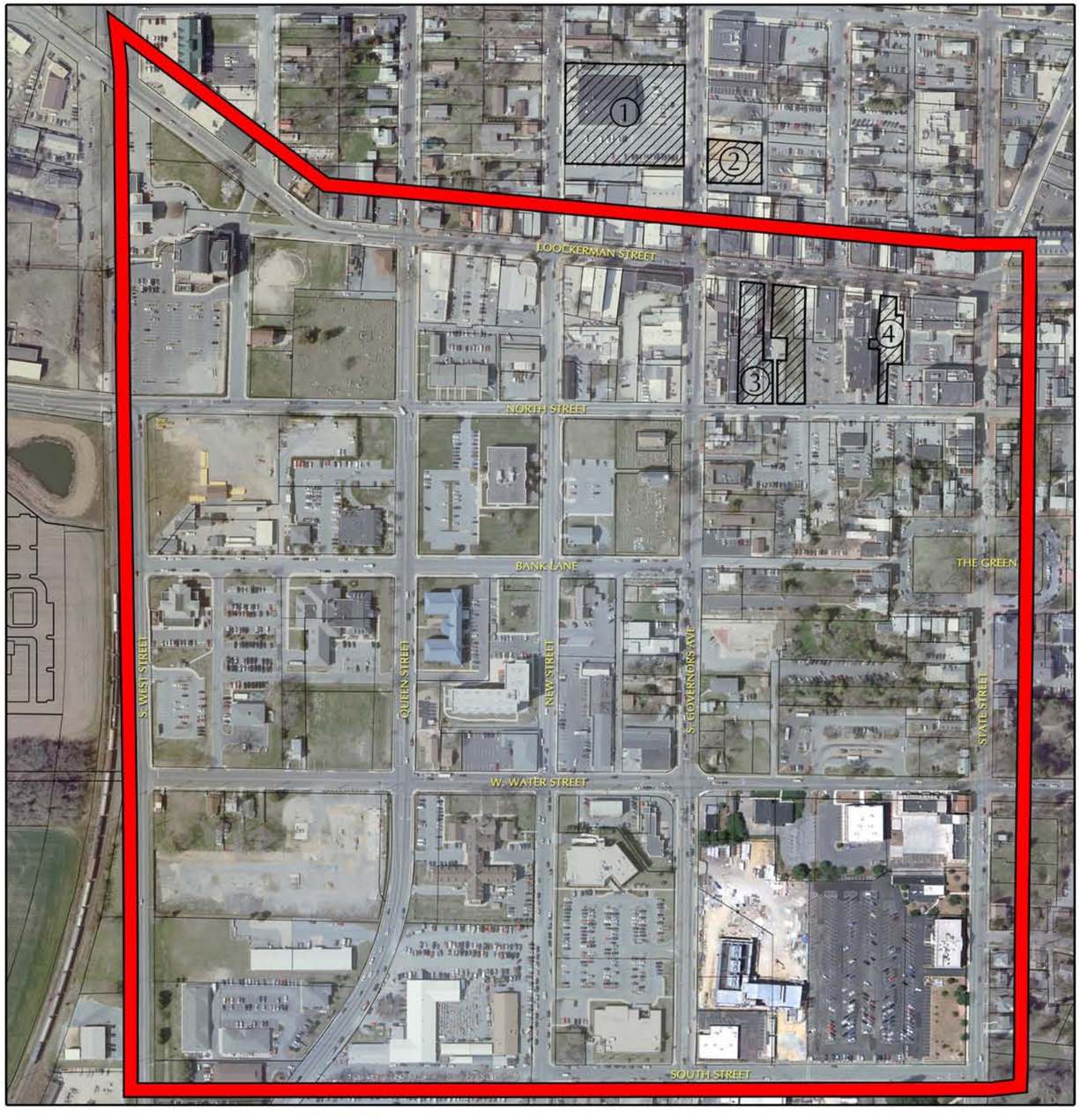
Recurring Revenue Sources

Finding a recurring revenue source would be ideal
Adds stability in funding; could be bonded
Allows for upfront investment in public improvements
Realty Transfer Tax
20 years of pledged revenue could potentially support a bond of up to $13 million
Hotel Tax
20 years of the State's General Fund share could potentially support a bond of up to $55 million



Plan

C.1 - Plan Framework



Neighborhood Plan Study Area



Bank Lane View Towards Eden Hill Farm



Streetscape at Courtney Square

The study area for this plan is identified by the following geographical boundaries (Loockerman Street, State Street, South Street and West Street) and comprises the Neighborhood Plan area. The plan framework is based upon the scale and natural boundaries of existing downtown elements that form separations, destinations and gateways to downtown. The four perimeter streets have the following characteristics:

Loockerman Street: Traditional retail area and downtown main street that serves as a major east-west thoroughfare in the city. It also separates the residential uses to the north from the institutional, industrial and commercial uses to the South. Loockerman Street has a good inventory of historic buildings and an active streetscape.

State Street: A major entry into the downtown area from the south. It separates the downtown from the institutional and legislative uses to the east. State Street bisects the major historical open space, "The Green," which has a tight urban context with numerous historic buildings that frame the street.

South Street: Represents the traditional southern boundary of downtown. The urban block network and scale of downtown drastically changes to a more suburban feel past this point. The area has had a diversity of density and uses which was diminished as part of urban renewal projects.

West Street: Serves as a major boundary and separation to the western edge of the City due to the nature of the road, adjacent rail line and type of development. It provides little to no connectivity with Eden Hill Farm which will serve as a major growth area in the next 20 years. Similar to South Street, this area lacks density, diversity of uses and has a suburban feel compared to the rest of the study area.

C.1 - Plan Framework



State Street at Loockerman, Dover

This plan is intended to make the Neighborhood Plan area a more diverse area that is attractive for business, commercial and residential activities. Mixed use redevelopment opportunities are encouraged that take advantage of the new transit center as well as the other local economic drivers such as the Bayhealth Medical Center Campus, Eden Hill, Wesley College, and the government complex. The design principles and planning context of the plan are listed below:

Design Principles

- Create a sense of place through
  - -Diversity and Design
  - -Proximity and Accessibility
  - -Destination

- Provide an integrated mix of uses
  - -Places to Live, Shop, Work, and Interact

- Improve and provide an organizing structure within the study area
  - -Buildings and Urban Design
  - -Hierarchy of Roads
  - -Open Space Network



Loockerman Street, Dover

- Identify locations for infill development, redevelopment and growth
  - -Analyze parcels and combinations of parcels that have the highest potential for development and redevelopment
  - - Create an opportunities map based on the above
  - -Analyze and propose the best strategy to address perceived parking concerns in the downtown area. Work towards a district wide parking solution that benefits long term business growth and strengthen streetscapes and the pedestrian experience
  - -Identify gateway areas into the downtown area and improve these locations as needed

Planning Context

- Land Use and Development Patterns
  - -Analyze existing codes, zoning and comprehensive plans
  - -Analyze future potential development areas based on stakeholder input
  - -Analyze methods and opportunities for filling back in the urban core with buildings where they were removed as part of urban renewal projects

- Market Economics
  - -Comparison to other capital cities of similar population
  - -Research economic drivers that effect development (past, present and future)
  - -Identify uses that are underserved



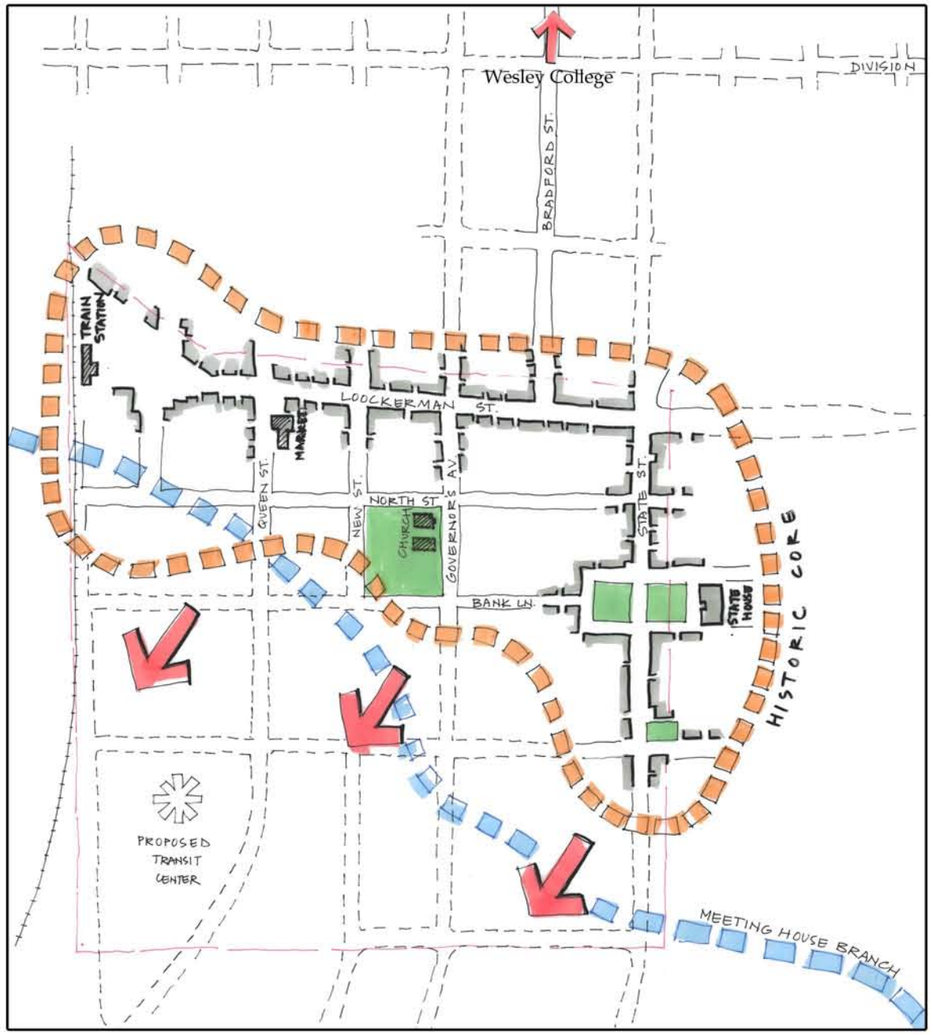
Water Street, Dover

- Transportation Network
  - -Analyze existing and proposed DART bus routes
  - -Access needs and opportunities provided by increased interstate bus and taxi use at Transit Center site
  - -Analyze opportunities to provide additional means of transportation as part of the Transit Center such as increased bicycle use, and passenger and commuter rail.
  - -Identify where improvements to city wide network of pedestrian access can be improved. Opportunities exist for better connectivity of Wesley College, Bayhealth, St. Jones River, and Eden Hill Farm with the Downtown core.

- Analyze Downtown Dover Strengths
  - -Historic Architecture
  - -Pedestrian-oriented
  - -Major civic and institutional destinations
  - -Civic amenities, attractions and events

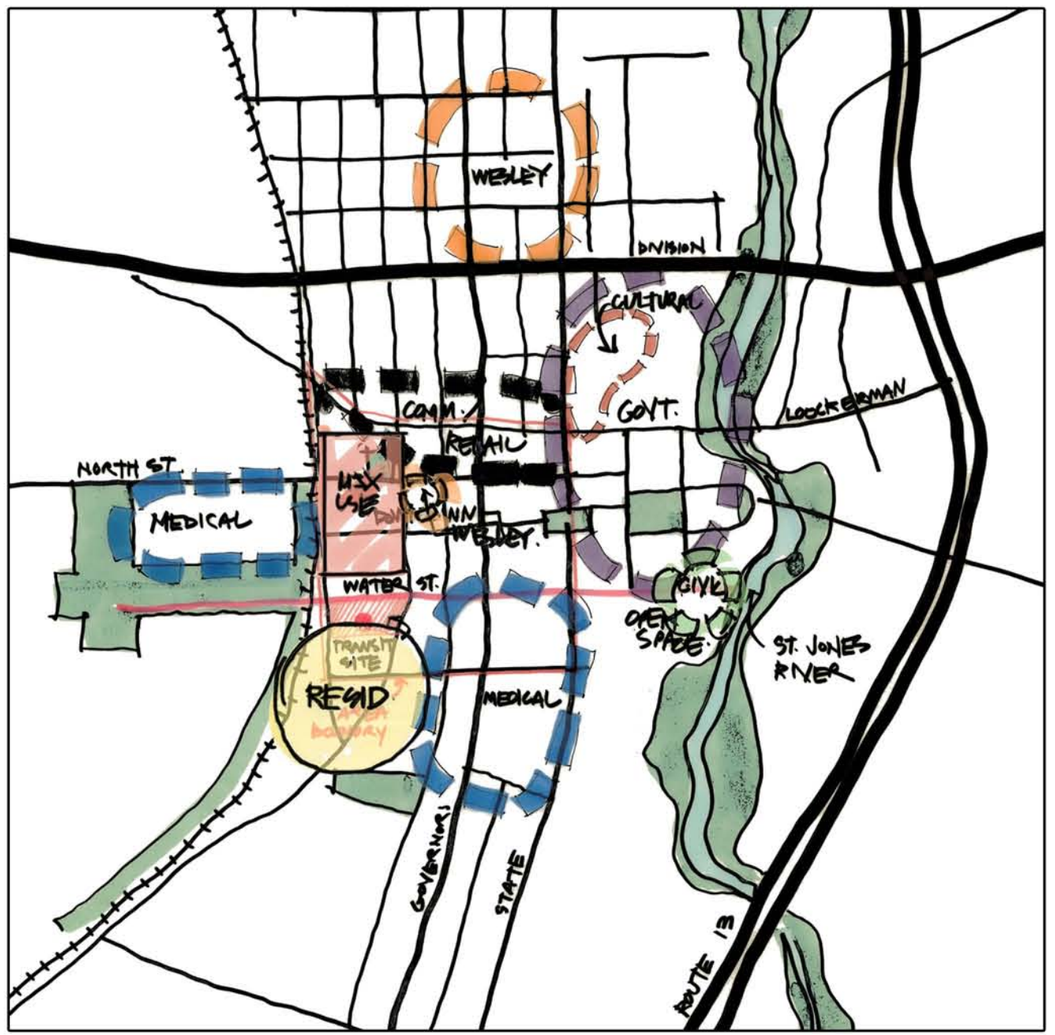
- Analyze Downtown Dover Challenges
  - -Lack of residential population in study area
  - -Perceived Safety
  - -Competing with businesses on Route 13
  - -Lack of attractions and services
  - -Lack of funding sources for improvements
  - -Pace of improvements and redevelopment

C.2 - Downtown Neighborhood Plan



Concept 1

The overall concept for the Neighborhood Plan is to create a downtown that is worthy of the First State's capital. The concept was based on the project mission that the new transit center should serve as an impetus and focal point for redevelopment that can transform and energize the surrounding area in the downtown core of Dover. What became clear early on in the design process was that the transit center alone could not completely revitalize the downtown area. The two main ideas that came out of this process were the need to extend the density and character of historic Dover that is established on Loockerman and State Street into the rest of the study area and secondly to fill in the center of the study area with new activities and uses.



Concept 2

The second concept is shown most clearly in the bubble diagram graphic above which shows additional activities and uses moving into the center of the study area including residential, mixed use and university/medical school. These uses all have the opportunity to be economic drivers in the area in conjunction with the transit center. The lack of activity in the center of the study area is associated with discontinuity between streets and sidewalks creating poor pedestrian connectivity.

C.2 - Downtown Neighborhood Plan



Dover - Circa 1885

The concept of expanding the density, character, and urban context of the established areas along Loockerman and State Street to the south and west has some historic context in the way the city originally grew. An aerial rendering of Dover in 1885 shows development density in essentially the same areas as it is today. The Meeting House Branch stream was a divider between the urban downtown area and agrarian uses. This branch is now completely below grade but it still identifies an important divider to two types of development. In this context, the urban core remains where it has always been and more suburban development is on the south side of the branch. The suburban development was largely a result of past urban renewal efforts that removed large swaths of housing from the area that had been built after 1885.



Existing Frontage and Open Space Diagram



Improved Frontage and Open Space Diagram

The diagrams above show the existing and proposed building facades and their relationship to street edges. The Neighborhood Plan recommends introducing the density, scale and urban aesthetic found in the historic areas to the south side of the Meeting House Branch. The plan shows this being done in a variety of ways with basic design principles such as:

-creating buildings that engage the street and provide a clear edge

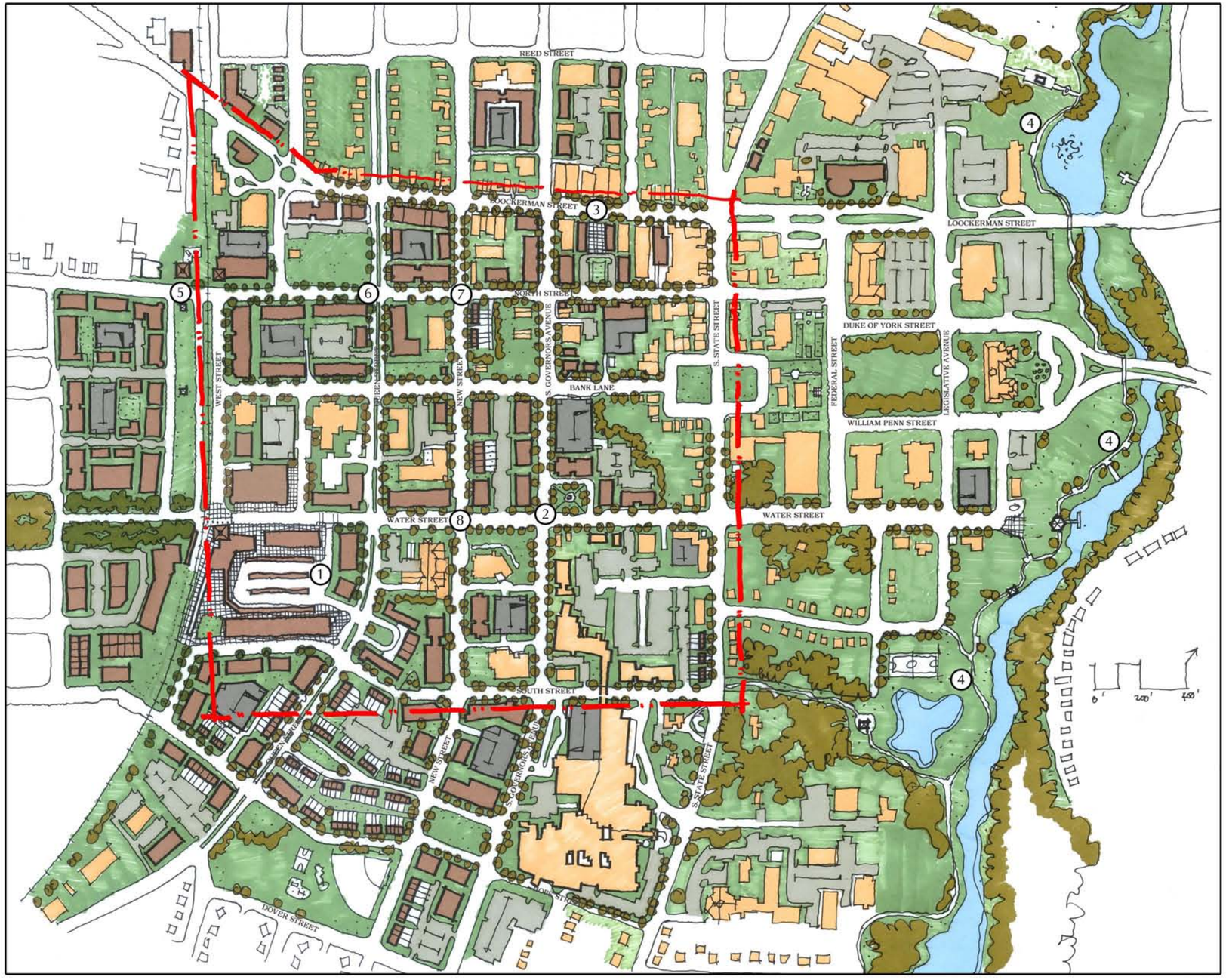
-concentrating parking at the center of blocks and away from the street edges

-building upon the history and character of existing architecture

-creating vibrant and well connected streetscapes

-creating pocket parks and other public open space areas that energize the area

C.2 - Downtown Neighborhood Plan

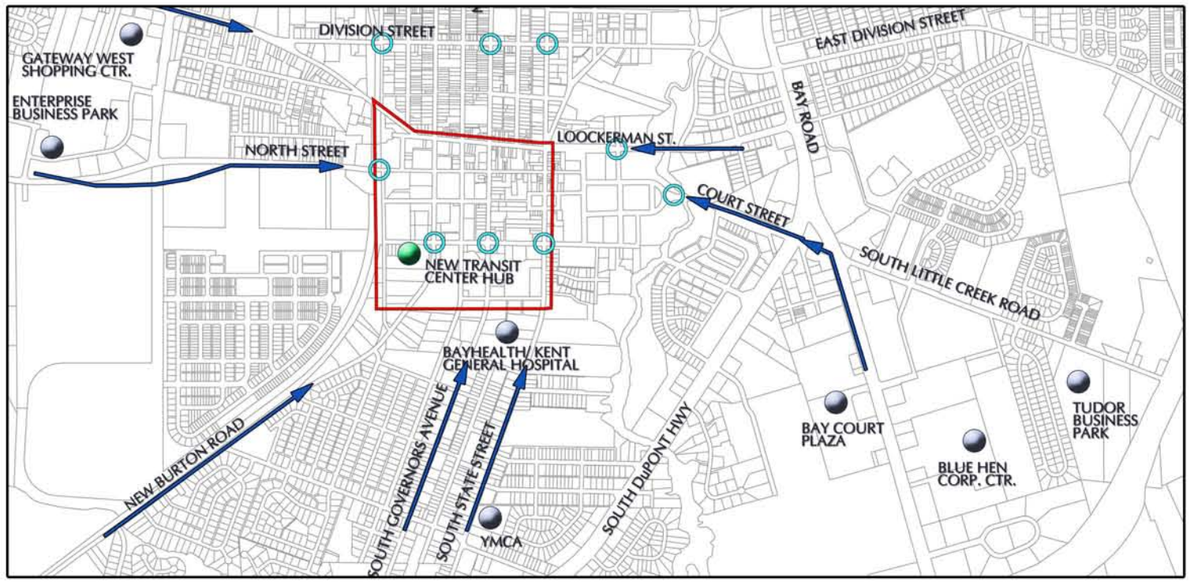


The Downtown Neighborhood Plan illustrates a redevelopment vision based on a twenty-five year build out. The plan includes new construction, infill construction, redevelopment and renovation of existing structures. New development is represented by brown buildings; where as existing buildings are shown as tan. Surface parking is represented by light grey areas and possible locations for structured parking are denoted in dark grey. Other important redevelopment opportunity areas are represented by the numbered keys; These include Loockerman Commons, Governors Square, the multi-modal transit center and the riverwalk. There are also numerous streetscape improvements that are planned throughout the area.

Existing Buildings
Parking Structures
New Buildings
Surface Parking

1. Multi-Modal Transit Center
2. Governors Square Green
3. Loockerman Commons
4. River walk
5. North Street Gateway
6. Streetscape Improvements North & Queen
7. Streetscape Improvements North & New
8. Streetscape Improvements Water & New

C.3 - Gateways



Major Gateways to Study Area

Gateways are defined as areas or visual cues that help define a sense of arrival into the downtown area. These gateways are marked by a variety of urban design cues such as important intersections, change of use, change in street character, change in density or a recognizable building, public space or landmark.



Signage Gateway



Architectrual Gateway



Monumental Architectrual Gateway

C.3 - Gateways



North Street Gateway (View East)



North Street Gateway (View East) - Proposed

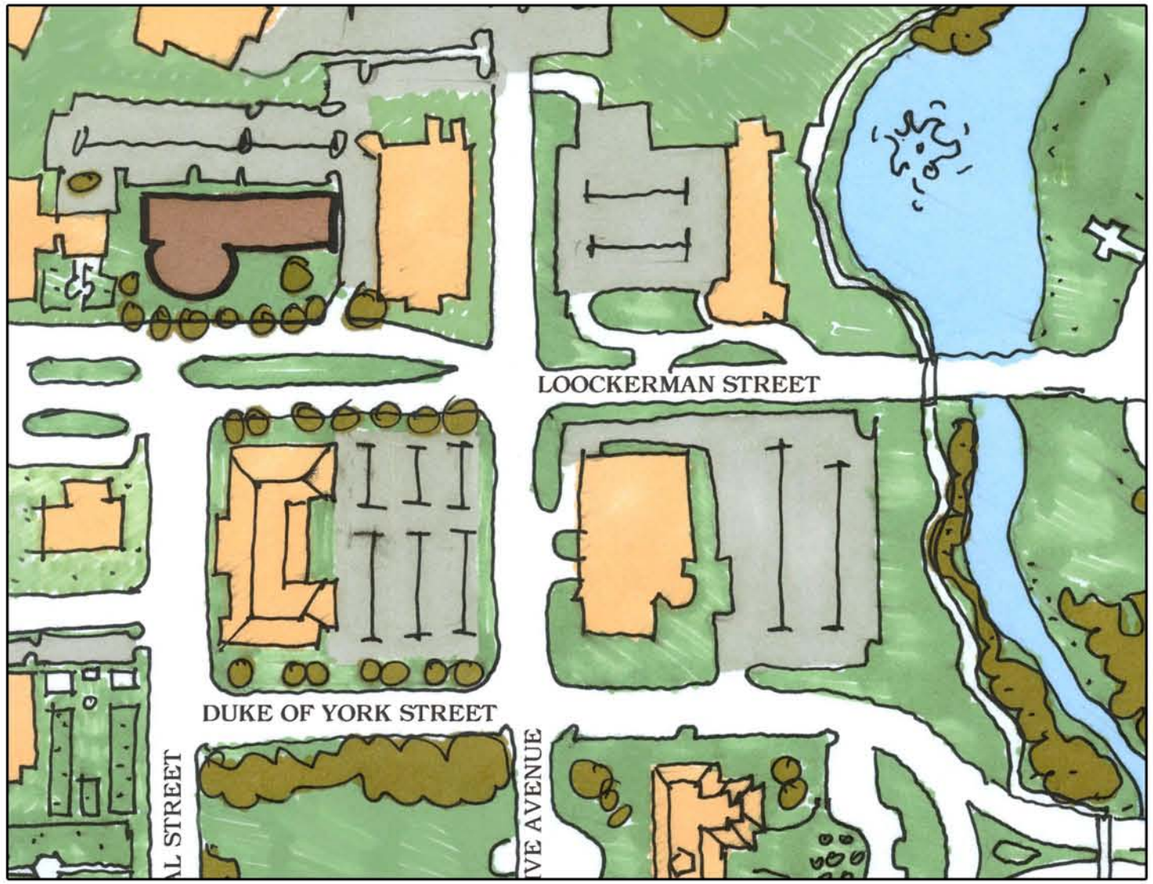
During the analysis phase of the charrette, design team members along with the community stakeholders identified the major gateway areas into the downtown study area. The consensus of areas defined as gateways to downtown Dover are defined by the list below:

- Intersection of North Street and West Street
- Loockerman Street as it crosses St. Jones River Bridge continuing to State Street
- State Street and South Governors Ave. as they intersect with Water Street

While some of the identified gateways provide a clear sense of arrival and a good first impression into downtown, others could be better defined. The Neighborhood Plan looks at all three of these gateways and makes the following design recommendations:

Intersection of North Street and West Street:
North Street is a primary corridor into downtown yet it presents a "back of building" appearance. The intersection of North and West Street is an unattractive area that is marked by traffic congestion and a poor visual identity with a lack of a continuous streetscape. It is recommended that North Street be widened so that a better streetscape can be provided with the addition of on-street parallel parking where possible. The existing storm water area at the southwest corner of the intersection should be converted into a park/open space area. Once the new West Dover Connector is constructed, West Street should be closed at Water Street at the new transit center site. The closing of West Street at this point will ease the traffic moving north to the intersection. There is an opportunity for infill development both at the intersection and moving east along North Street. New buildings should be constructed as close to the street as possible to help provide a clearly defined edge and a vibrant streetscape. Streetscape improvements would include a wider and continuous sidewalk, street trees, site furniture, and buried utility lines. Buildings of greater height than the typical two to three stories in the rest of downtown may be appropriate in this location or if lower buildings are planed consideration should be given to providing higher elements at the corners.

C.3 - Gateways



Lookerman Street Gateway from Route 13

Loockerman Street as it crosses the St. Jones River Bridge continuing to State Street:
This Gateway is clearly defined and presents a clear and attractive entry into the city from the east. The boulevard section of Loockerman Street is well kept with established and diverse landscaping. There is an opportunity to further accent this gateway by the creation of the riverwalk as shown in the Neighborhood Plan. Due to the high visibility of the riverwalk from this gateway, activities along the waters edge will be visible to both pedestrian, automotive and transit travelers as they arrive into the downtown area via Loockerman Street. The new library site is located along Loockerman Street and provides an opportunity to further strengthen the street edge and streetscape.



Governors Square Green

Water Street as it intersects with State Street and S. Governors Avenue:
This area represents both a change in density as well as street character as these major north-south connector roads intersect with Water Street. The Bayhealth Medical Center Campus defines the street edge to the south at both of these intersections. The intersection of Water and State presents a connection opportunity for the well established streetscape along Water Street to the east to continue thru to the Transit Center. This would help strengthen Water Street as the major crossroad into the historic core of downtown. This distinction already occurs to some extent as both the street and sidewalk materials change at this intersection. The intersection of S. Governors Avenue and Water Street is currently defined by commercial buildings on three sides that do not engage the corner, reinforce the historic character of downtown Dover or enhance the pedestrian experience. The plan envisions all three of these sites as redevelopment opportunities that could provide a clear identity to this area. The Neighborhood Plan envisions a pocket park, "Governors Square Green," at the north-east corner of this intersection. The open space would provide a point of interest both at the intersection as well as along Water Street.

C.4 - Streets

"We need to recapture in our modern terms the aesthetic qualities of the ancient street-
the quiet, the sense of neighborhood, the fine urban scale." ~ Lawerence Halprin

What makes a good street? There are many design elements that contribute to the making of a good street, for the purpose of this study the following ideas have been identified as important criteria in strengthening the character of downtown Dover's streets:

- Reinforce street edges with active buildings fronting the street

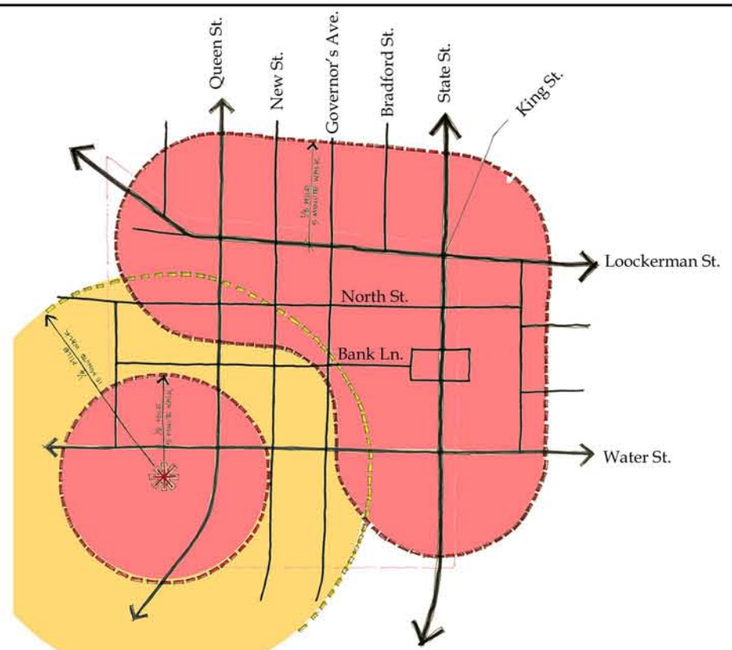
- Provide a variety and scale of new development that contributes to human scale and the pedestrian environment

- Streets with well designed building fronts create memorable experiences

- Develop streetscape improvements that reflect and enhance the character of downtown Dover's heritage and traditions

- Employ landscape treatments, shade trees, site furnishings, lighting and streetscape materials that provide an aesthetically pleasing environment and interesting pedestrian experience

- Foster a pedestrian environment where there is a comfortable relationship between pedestrians, vehicles and public and private space.



Pedestrian Travel Distances from Transit Center

The relocation of the transit center creates a new activity center and an opportunity to create desirable destinations within walking distance of the transit center. By enhancing the streetscapes, pedestrians are encouraged to walk from the transit center to destinations within a quarter to half mile radius. Adding a residential component around the transit center will support downtown businesses and give life to the area after business hours. Residents will enjoy the proximity to the transit center making the commute to destinations outside of downtown easily accessible.



Streetscape Milford, DE



Streetscape Dover, DE

Recommendations for Street Design Standards

- All street improvements associated with existing roads should be designed to reduce vehicle speed and minimize vehicular interaction with pedestrians. Encourage safe bicycle circulation with dedicated lanes.

- Street Trees and landscaping should be provided to enhance the aesthetic quality of the streetscape while limiting the expanse of pavement within the street right-of-way

- Where possible sidewalks should be widened, provided on both sides of the street and designed to facilitate better pedestrian circulation and movement. Pedestrian amenities such as street trees, landscaping, street furnishings, and way finding elements should be provided.

- Sidewalk improvements should ensure the opportunity for complete pedestrian accessibility throughout downtown and between major activity centers. Design criteria based on the Americans with Disabilities Act requirements should be incorporated

- Street furnishings should be consistent with other neighborhood design elements, and provide a variety of functional amenities that contribute to the interest, quality and comfort of the pedestrian. Street furnishings placement should not impede pedestrian circulation

- A uniform sidewalk material or pattern should be used throughout individual downtown neighborhoods and districts to give the area its own character. Material choices should be complimentary of existing architecture, design elements or historic features.

C.4 - Streets



Density and Street Fronatges - Proposed

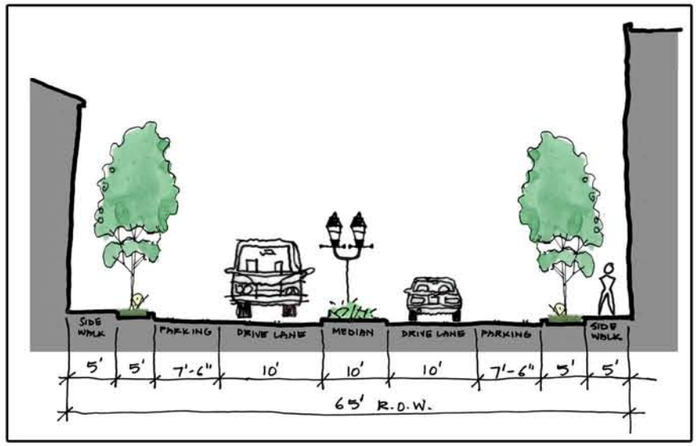
Buildings addressing the sidewalk and street create a walkable pedestrian character. Existing buildings in the study area along Loockerman and State Street illustrate a well defined edge. New buildings should be close to the street edge allowing easy pedestrian access to the services in the buildings. A variety in building types, styles and scale will create a visually diverse streetscape. Street and buildings that are designed to work together create memorable experiences in a downtown setting.



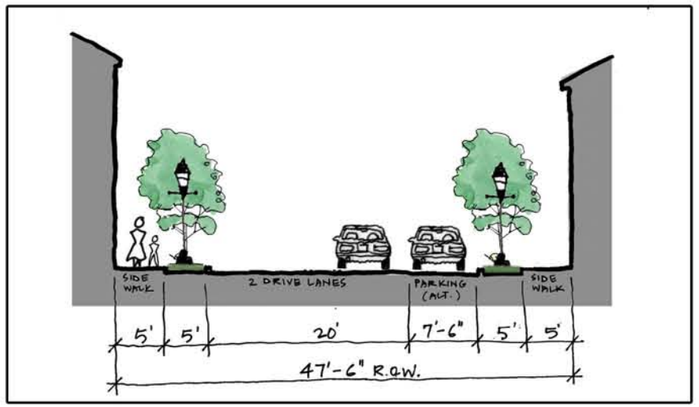
Street Network Improvements

LEGEND

- 'A' Streets
  - Division Street
  - Loockerman Street
  - Water Street
  - State Street
  - Governors Street
- 'B' Streets
  - Bradford Street
  - North Street
  - Bank Lane
  - Queen Street
  - New Street
- Pedestrian 'B' Streets
- Streetscape Treatments
  - Lighting
  - Street Trees & Furnishings
- Streetscape Improvements
  - 10' Wide Drive Lanes
  - On-Street Parking
  - Planted Median (Queen St)
  - Landscape Buffers
- Bike Lane
- Multi-Use Trails



'A' Street Section



'B' Street Section

C.4 - Streets

1. North Street Gateway - Provide open space greens along West Street that lead to the south along the rail line. Provide signage and architectural features that mark a sense of arrival to the downtown area. There is an opportunity for new development to the north of the intersection of North and West Streets. This would be a site suitable for a larger scale building as shown in the gateway renderings to highlight the importance of the location and compliment the scale of the adjacent Duncan Center.

2. North at Queen Street - Provide residential and mixed use infill development that supports the new Wesley College nursing school that will be located in the renovated Frear Building.

3. North Street at New Street - There is an opportunity to renovate the existing masonry building at the northeast corner of this intersection and also provide new mixed used infill development that fronts the street. The existing area at the southeast corner of the intersection could either be left open and converted to a public park (view in rendering) or converted to townhouses or mixed use development to support the functions at the Wesley Nursing School.

4. Loockerman Plaza - The North Street side of Loockerman Plaza is designed to provide both parking and vehicular access to the plaza. There is also a green open space. For community events, the area could be closed off to traffic, combining the green and the plaza.

5. North Street Mixed Use (structured parking) - The Neighborhood Plan envisions future development in this location with a mixed use building that fronts and engages the street with a structured parking component behind the building. Structured parking in this area would help to create a regional approach to parking along North and Loockerman Streets. This would free up developers to use more of their property for building area and fostering more pedestrian movement from North Street to Loockerman.



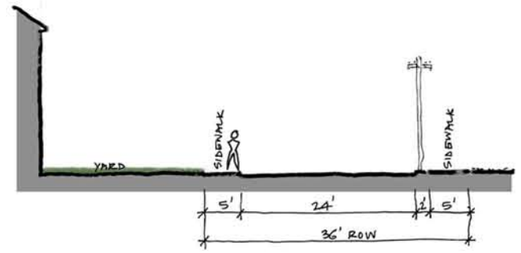


North Street at New Street (View East) - Existing

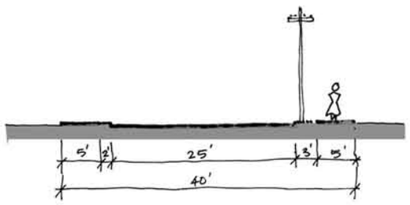


North Street at New Street (View East) - Proposed

North Street Development Concepts/Opportunities:
Overview: North Street is an important entry street to the downtown area from the west but currently is not perceived well due to its narrow right-of-way, poor aesthetics and lack of a pedestrian scale (disconnected sidewalks, lack of street furniture and appropriate lighting, landscaping). North Street currently appears as an alley and service area that supports the retail and mixed uses along Loockerman Street. However, it also functions as a moderately traveled thoroughfare from the legislative areas to destinations to the west of the city. The Plan envisions a new identity for North Street that is more in line with its location and traffic use volume.



Existing Street Section North Street
Between New & Queen



Existing Street Section North Street
Between Governor's & New

- Provide new buildings and infill development that front North Street and provide an active facade that engages the street.

- New buildings to be constructed of materials that are consistent with downtown Dover design standards.

- Improve the pedestrian experience by improving sidewalks (both sides of street where possible), providing landscape buffering and or removing existing surface parking lots, and adding pedestrian scale street lighting to improve comfort and safety.

- Provide street trees, benches and other site furniture and ground level landscaping.

C.4 - Streets



Queen Street Development Concepts/Opportunities:

Overview: Queen Street is an underutilized street that is more suburban than urban in character. There are several large buildings set back from the street and do not engage the sidewalk. There are also a number of surface parking lots along Queen Street that serve buildings that front New and Water Street. This makes the street feel more like an alley and a back door than an urban street. Due to the large right of way, the Neighborhood Plan envisions an opportunity for the creation of a more dynamic and active boulevard that becomes an important transportation corridor between the uses to the north and south of the new transit center.

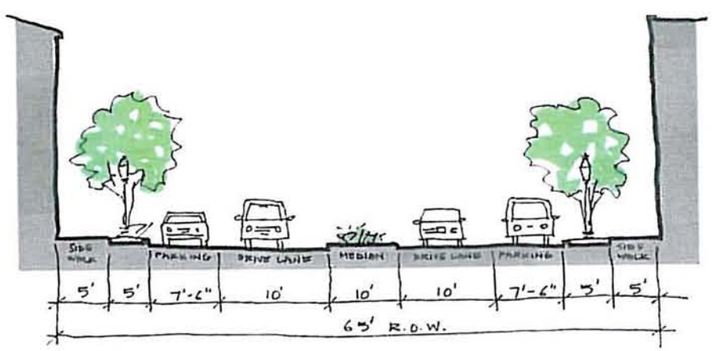
1. Queen St. at Loockerman Street - new infill construction engages the corner and provides mixed use development that helps extend Loockerman Street's density and pedestrian character westward. Utilizes the model-block concept of providing parking in the middle and interior of the block.

2. Queen Street (East Side) at North Street - Provide residential and mixed use infill development that supports the new Wesley College nursing school that will be located in the renovated Frear building.

3. Queen Street (West Side) at North Street - Provide residential development that supports the new Wesley College nursing school across the street. Parking is provided at the interior of block. Future structured parking could serve both uses on block as well as overflow for Frear building uses.

4. Queen Street at South Street – Provide a block of mixed use development that engages and supports the activity across the street at the transit center. Site could serve as a location for a relocated and expanded Spence's Market. A public green that fronts Queen Street serves as an open space for both the market and transit center.

5. Queen Street Residential – Townhomes and mixed use development establishes a residential edge along Queen Street. The irregular shaped block allows for structured or surface parking at interior/mid-block and alley way access to townhouses.



Street Section at Queen Street - Proposed



Queen Street at North Street (View South) - Existing



Queen Street at North Street (View South) - Proposed

Queen Street Design Principles:

- New buildings and infill development creates a mixed use corridor that connects Eden Hill Farm and riverwalk

- New buildings oriented towards the street and at a scale consistent with downtown Dover design standards

- New buildings to be constructed of materials that are consistent with downtown Dover design standards

- Improve the pedestrian experience by widening and improving sidewalks (both sides of street), providing landscape buffering to existing surface parking lots, and adding pedestrian scale street lighting to improve comfort and safety. Provide 10' wide planted median at center of Queen Street from Reed Street to Dover Street. The median strip will utilize Queen Street's existing large right-of-way and create a boulevard that becomes an important transportation corridor between the uses to the north and south of the transit center.

- Provide street trees, benches and other site furniture and ground level landscaping.

C.4 - Streets



Water Street Development Concepts/Opportunities:

Overview: Water Street is the historic connection between agrarian and commerce uses and the St. Jones river. The master plan envisions this connection being strengthened and the street regaining it's preminence as a major east west urban connector.

1. Water at New Street - new infill construction engages the corner and provides mixed use development that feeds off of the synergy created by the transit center. Second floor residential uses for university students and medical employees. Retail service opportunities on first floor.

2. Governors Square - An urban plaza with surrounding mixed used development creates a new gateway to the downtown urban core.

3. Transit Center – 24 hour multi modal transportation center. Includes bus, public and charter/greyhound, taxi stand, commuter rail line. Surrounding development as shown on plan includes an urban grocer, senior housing and market rate residential units.

4. Eden Hill Farm Connection – Water Street extended through to Eden Hill Farm. Connects visually as well as physically to the historic farm house, allee of trees and medical uses on the Eden Hill campus. Provides improved connection to downtown from new residential areas in Eden Hill Farm (largest residential growth area in the city).

5. St. Jones River Connection – Water Street terminates at riverwalk with park and open air gazebo/band stand that engages the river. Future structured or surface parking lot as shown on Neighborhood Plan to accommodate overflow downtown parking for river festivals/special events.

Water Street design principles:

- New buildings and infill development creates a mixed use corridor that connects Eden Hill Farm and riverwalk
- New buildings oriented towards the street and at a scale consistent with downtown Dover design standards
- New buildings to be constructed of materials that are consistent with downtown Dover design standards
- Improve the pedestrian experience by widening and improving sidewalks (both sides of street), providing landscape buffering to existing surface lots, and adding pedestrian scale street lighting to improve comfort and safety
- Provide street trees, benches and other site furniture and ground level landscaping.
- Create dedicated bike lane that connects from riverwalk to Eden Hill Farm

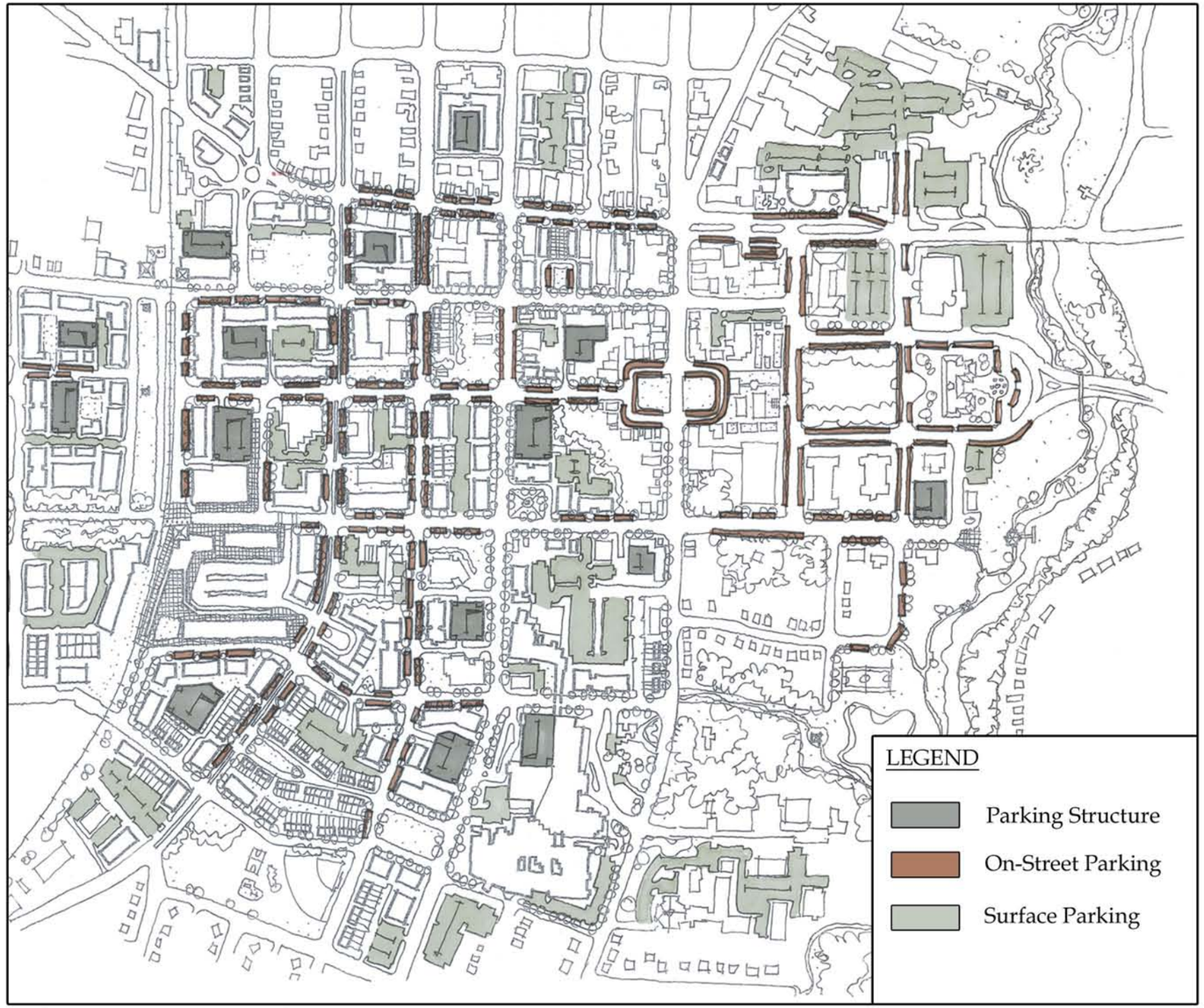


Water Street at New Street (View West) - Proposed



Water Street at New Street (View West) - Existing

C.5 - Parking



Parking Diagram - Proposed

The challenge of locating parking is to provide convenient vehicle storage without compromising or detracting from the pedestrian character of downtown Dover. Although a strong public transit system is in place, adequate parking essential to maintain economic viability for retail, office and residential uses. A district wide approach is recommended with a combination of parking types provided: on street parking (parallel and pull in), surface lots and structured parking. Surface parking and structured parking areas should be designed to blend into the urban fabric of the area.



On Street Parking - Pull In - Loockerman Plaza

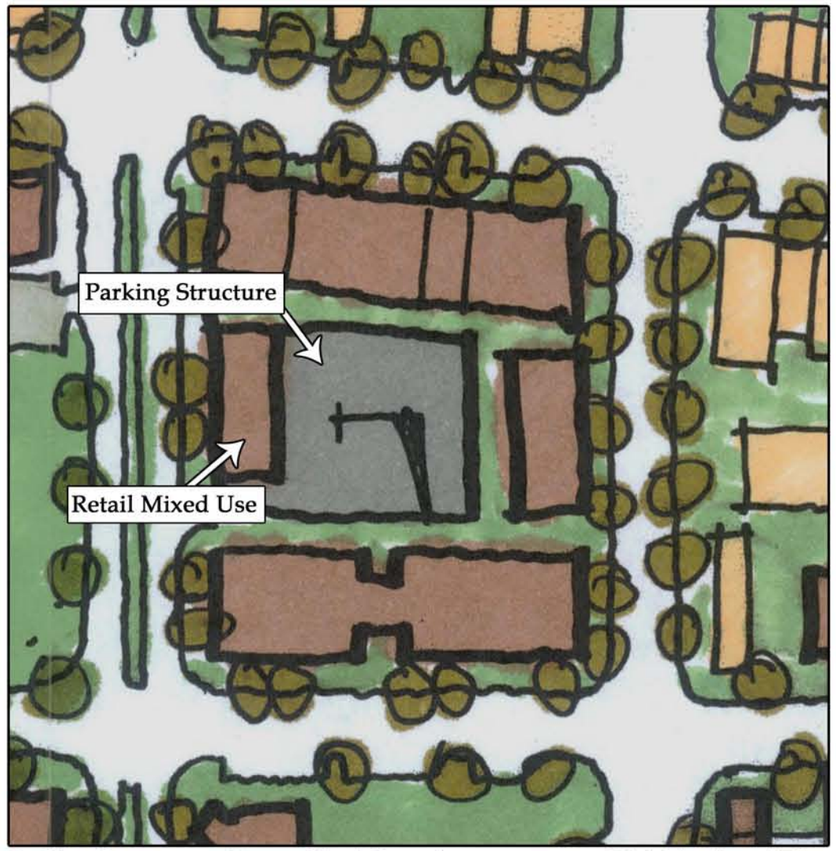


On Street Parallel Parking - Loockerman St.



On Street Parallel Parking
State St. and Kings Hwy

C.5 - Parking



Parking Structure - Center Block Location Neighborhood Plan

Parking design principles:

- Provide district wide parking solutions, change perception of parking shortage for individual uses
- Locate parking near activity centers. Parking should be flexible to serve combined demand of uses/events
- Locate surface lots in areas and with design dimensions that lend themselves to future upgrade to structured parking
- Encourage development that builds out to the street edge with parking behind or on street
- Promote parking that improves walkability between activity centers and does not interfere with pedestrian movement


Surface Lot Screening - Fencing and Landscape - Boston, MA

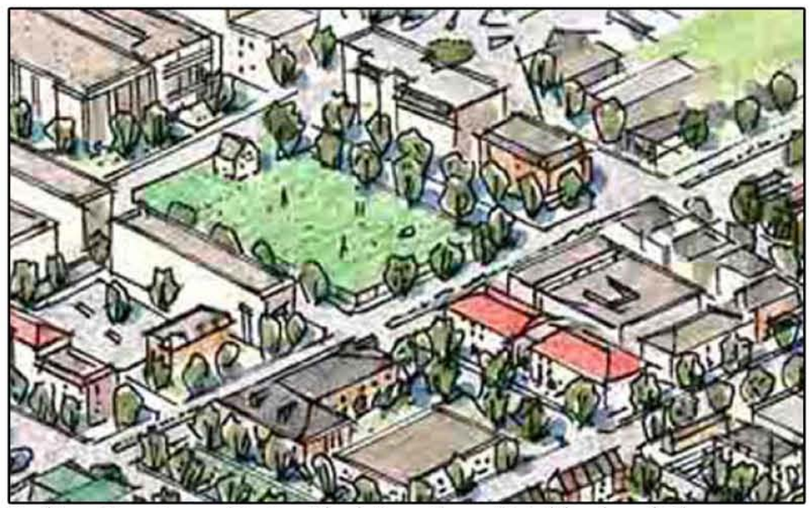

Mixed Use - Parking / Retail - Boulder, CO



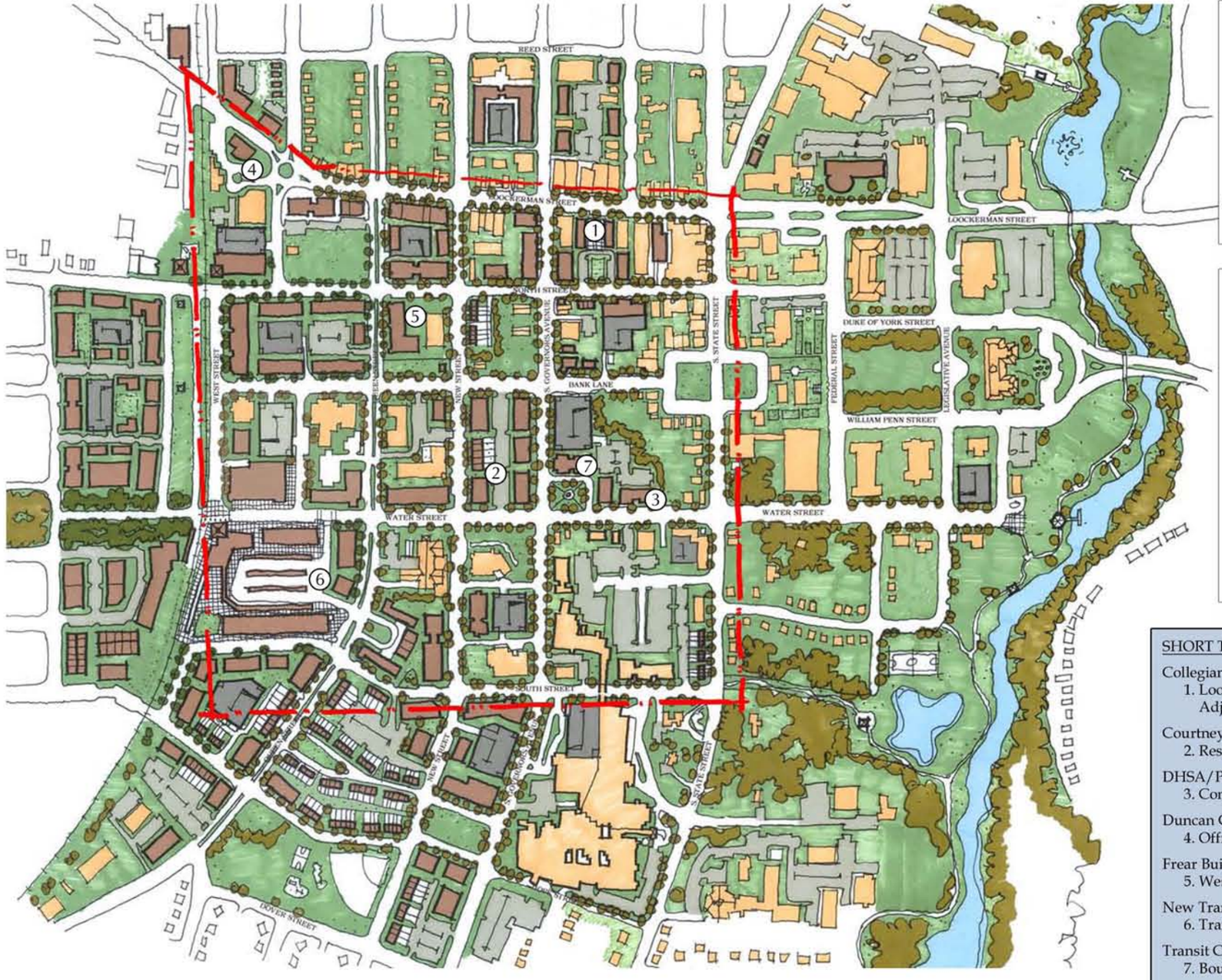
Mixed Use - Parking / Retail - Belmar, CO

Recommendations for parking design standards:

- Access to parking lots should be off minor streets and alleyways if possible, and located mid block.
- Access to parking areas should minimize curb cuts and interruption to sidewalks, streetscapes and pedestrian movement
- Parking structures should incorporate retail and/or mixed uses along the first floor street frontage.
- Parking structures should be designed with massing, articulation, architectural detailing and materials that are similar and/or complementary to existing buildings.
- Parking lots and structured parking should provide pedestrian scale features and enhancements as well as clearly defined pathways for pedestrian and vehicular traffic
- Surface parking should be located in the rear of the building or within the building footprint where possible
- Surface parking lots should be screened from the public right of way by landscaping, fencing or architectural detailing.
- Lighting for parking should be compatible with the character of downtown. Scale and style of light fixture should be compatible with street lighting and architectural character of the neighborhood


Parking Structure - Center Block Location - Neighborhood Plan

C.6 - Building Types











SHORT TERM PROJECT OPPORTUNITIES

Collegian Site
1. Loockerman Commons and Mixed Use Adjacent to Museum Square

Courtney Square
2. Residential, Retail, Mixed Use

DHSA/Parking Area
3. Consolidated Parking and Mixed Use

Duncan Center
4. Office, Mixed Use and Parking

Frear Building
5. Wesley Nursing, Housing and Park

New Transit Center
6. Transit and Mixed Use

Transit Center/Old Capitol Cleaners
7. Boutique Hotel and Parking

The City of Dover benefits from a significant amount of eighteenth, nineteenth and early twentieth century buildings that are generally well preserved and provide an excellent aesthetic for new buildings to emulate. Within the Neighborhood Plan study area, noteworthy buildings are largely concentrated around Loockerman Street, State Street, Water Street and The Green. There is an opportunity for new and infill development to occur throughout the study area that builds upon the strength of Dover's existing traditional architecture. New development should be sensitive to the existing context, scale, massing and materials of existing buildings and seek to create a harmonious mixture between old and new. Building types that help to create vibrant neighborhoods are strongly encouraged as well as uses that contribute to a downtown area that expands upon existing opportunities for employment, entertainment and housing.





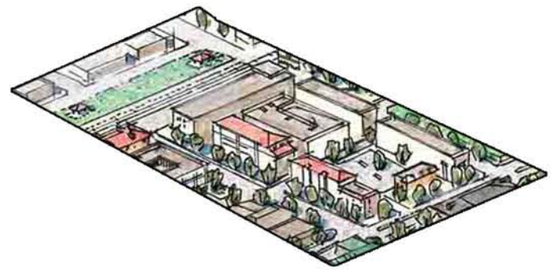
C.6 - Building Types



Water Street at New Street (Courtney Square)



Infill Development between West Street and New Street



Aerial View of Infill Development between West Street and New Street



Existing Building Context State and North Street

Building Design Principles:

New and infill development should be undertaken with the following goals in mind:

- Buildings should be oriented to the street, human scaled and encourage pedestrian activity.
- Create attractive buildings based on traditional urban architecture. Ensure buildings work together to reinforce the character of downtown as a vital and lively place with an abundant diversity of commercial, retail and residential uses
- Enrich the quality of the pedestrian experience at street level of buildings by the use of lighting, signage and storefront design.
- Buildings should be adaptable to future uses and have an architectural variety in form
- Buildings should have a mass that is articulated by varying building volume, roof height and roof types
- Size, bulk and scale of new buildings should be generally compatible with adjacent structures and the architectural character of the surrounding neighborhood. However some variety is encouraged as long as it does not overwhelm existing buildings
- Mixed use buildings are strongly encouraged
- Building design character should be consistent over the entire building.
- Encourage adaptive re-use of underutilized historic buildings



New Infill Devolopment Oriented to Street, State and Water St.



Building Context Loockerman Street Storefronts

C.6 - Building Types



Mixed Use Residential near Transit, Hospital and Parks.
Townhouse Units with Alley Access



Proposed Urban Grocery Adjacent to Transit on Water Street



1. Example of Service Side Screening, Urban Grocery
Gaithersburg, MD



Townhouse Units w/ Alley Access
Gaithersburg, MD

Recommendations for Building Design Standards:

- Corner buildings should be distinctive with consideration given to rounded or angled corners to facilitate pedestrian flow and add visual interest.
- Outdoor spaces such as courtyards, plazas and patios should be encouraged.
- Fences and landscape walls should be considered as an attractive way to separate public and private space. Fence materials should be consistent with the buildings architecture and relate to the streetscape.
- Roofs should be simple in mass and form. Infill buildings should respect the alignment of neighboring building cornices, rooflines and other horizontal elements.
- Architectural roof enhancements (porches, dormers, gables, decorative trim) should be encouraged.
- Roof-mounted mechanical equipment should be screened from view by roof forms that are designed as an integral part of the building's architecture.
- Decks and stairs should relate to the mass, scale, placement and detailing of a building and should be consistent with traditional architecture.
- Windows and doors are encouraged to be of a generally traditional type and material and should relate to the rhythm of the individual street. For retail and commercial buildings open storefronts and unique bays that add visual interest to the streetscape are encouraged.
- Service entries should be designed with simple detailing to blend into the surrounding building façade. Trash and storage areas that are located near service entries should be enclosed and screened by design elements that are consistent with the style of the building.
- Materials and textures on infill building facades should be consistent with traditional Dover architecture and consistent and complimentary to the architectural character of the neighborhood.

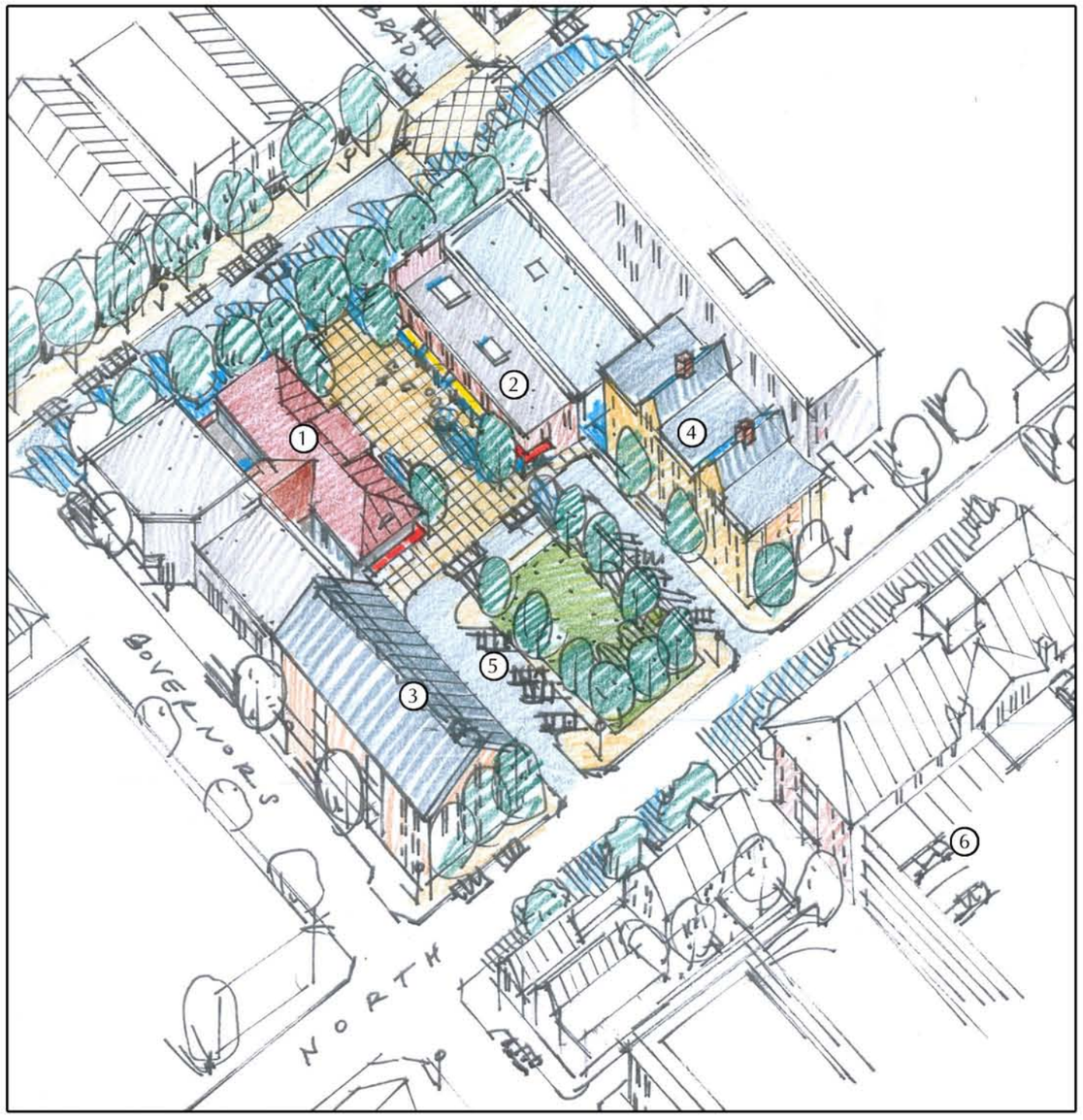


Mixed Use - Gaithersburg, MD



Townhouse Units with Alley Access - Kentlands, MD

C.7 - Civic Plaza, Open Space and Parks



Civic Plaza at Collegian Site

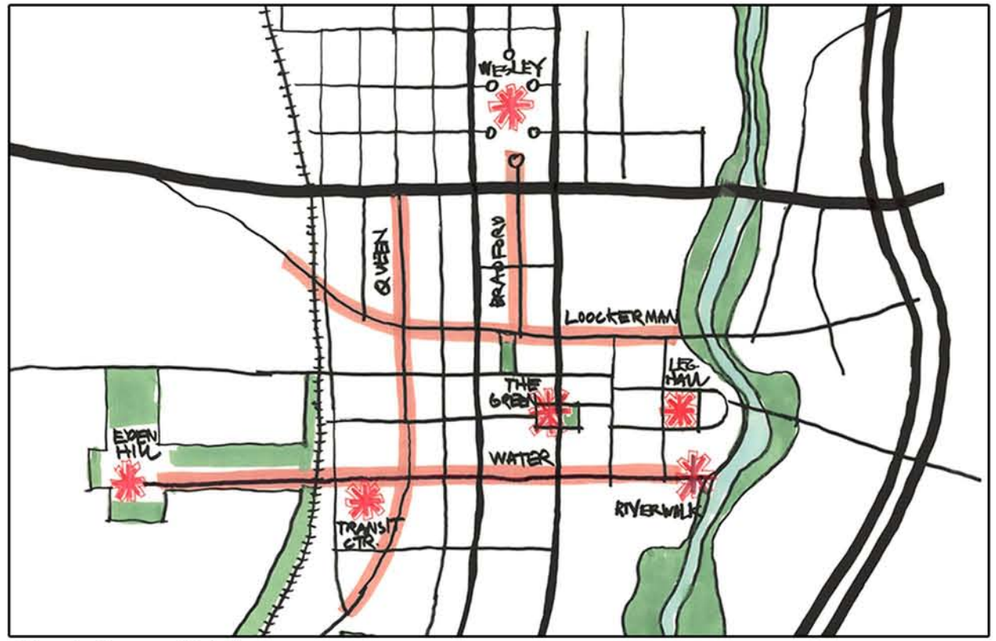
A civic plaza proposed in a vacant lot between Loockerman Street and North Street can provide the much needed link between the two highly traveled streets for both pedestrians and motorists. The plaza could serve as a town commons for civic events and festivals. Two new buildings will provide additional retail and mixed use occupancy on the desirable plaza setting.

Parking near the plaza would be accessible from North Street, providing an alternative to parallel parking on Loockerman Street. In addition to the surface parking provided adjacent to the plaza, a multi-story parking structure could be erected by consolidating the multiple surface parking lots along the south edge of North Street. There is also an opportunity for an additional multi-story mixed use building to address the North Street.

LEGEND

1. Mixed-use infill building
2. Mixed-use infill building
3. Building addressing corner of S. Governors Avenue and North Street
4. Building addressing North Street and green area
5. Additional parking to serve North Street and Loockerman Street area destinations
6. Multi-level parking structure with mixed-use building addressing North Street

C.7 - Civic Plaza, Open Space and Parks



Circulation and Linkages



3. Pocket Park



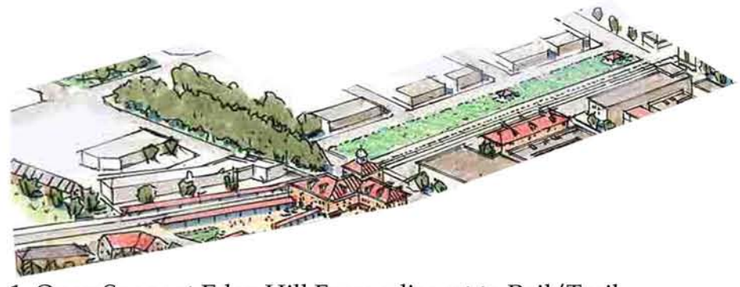
4. Water Street



Open Space

The transit center's site presents an opportunity to strengthen the circulation and linkages between existing activity centers. The graphic above highlights the following connections.

- Strengthen the pedestrian link to Wesley College using Bradford Street
- Provide a direct connection between Eden Hill Farm/Rail Trail and St. Jones Riverwalk along Water St. w/streetscape and bike paths
- Improve aesthetics and walkability with a planted median along Queen St.
- Extend streetscape and pedestrian lighting along Loockerman St. to West St.



1. Open Space at Eden Hill Farm adjacent to Rail/Trail



2. Governors Square Green

The Neighborhood Plan's overall open space/parks strategy is graphically depicted in the above diagram. The basic design principles are as follows:

- Create Urban Greens and pocket parks that expand the city's original Penn plan
- Create parks and opens space located at major civic and cultural buildings
- Create a River walk with active and passive recreation spaces along the St. Jones River
- Utilize the Water Street corridor as a connector between Eden Hill Farm, The Transit Center and the St. Jones River.
- Utilize green spaces, parks, plazas, improved streetscapes and landscaping to improve Pedestrian movement and strengthen connectivity between activity centers in the downtown core.

C.7 - Civic Plaza, Open Space and Parks



Riverwalk Site Plan



Riverwalk - Wilmington, DE

1. Proposed riverwalk connection point to existing trails along the St. Jones River
2. Water Street Plaza - Open space/gathering area at eastern terminus of Water Street. Connection point for bike and pedestrian access that links to the west to the Transit Center and Eden Hill Farm
3. Riverwalk connection to existing residential neighborhood
4. Regional Storm water management pond. Also serves as recreational and aesthetic feature to the Riverwalk Park
5. Proposed location for sports courts, playground, and activity areas. No such facilities currently exist in the core area of downtown
6. Proposed walking trail connection to the Bayhealth Medical Center Campus
7. Open air bandstand & riverfront pavilion. Opportunity for canoe/boat launch storage and rental.



Riverwalk - Wilmington, DE



Riverwalk Bandstand - Sunapee, NH



Riverwalk Pavilion - Wilmington, DE



Boat/Canoe Rental Dock - Columbia, MD



Implementation (Next Steps)

D.1 - Implementation Strategies Summary

The Neighborhood Plan contains projects consisting of public, private and joint public/private efforts that may take twenty years or more to complete. The following chart sets forth general recommendations concerning proposed projects within the study area. It is important that the redevelopment program is flexible to take advantage of unforeseen opportunities such as private sector development initiatives or newly created government programs and funding sources which may provide additional benefits for financing.

Improvements in the study area will strengthen the vitality of the overall downtown. Action items are recommended in the chart below. A priority project completion timeframe is provided. These priorities may shift and grow through time; however the immediate action items will provide a critical conduit to revitalization.

Establish a business development and retention strategy to promote and enhance overall business and economic vitality in the study area and downtown.		Project Completion	Responsible Agency
Item 1.	Create an expedited permitting process.	**Immediate** Jan. 2011	City of Dover
Item 2.	Pursue a public/private development or redevelopment opportunity as a major project in the study area to build interest, increase revenues, and create additional business activity.	**Short Term** 1-5 years	City of Dover DDP
Item 3	Create/update business retention and recruitment strategies for the Loockerman Street retail corridor identified by location and with key implementation steps.	**Immediate** Jan. 2011	City of Dover DDP
Item 4.	Maintain a list and map of properties that are available and/or vacant for development and redevelopment.	**Immediate** Jan. 2011	DDP
Item 5.	Create a developer's forum to gain further input into development options on these properties.	**Immediate** Jan. 2011	City of Dover
Item 6.	Prepare and distribute a quarterly "Downtown Redevelopment Report" to provide information about development activities, reinvestment opportunities, financial statistics, and/or legislative changes.	**Immediate** Jan. 2011	MPO
Item 7.	Develop a tourism or visitation strategy to include further evaluation of hospitality demand in the area.	**Short Term** 1-5 years	DDP

Improve the gateways and entrance corridors to the study area with buildings, coordinated signage and streetscapes that frame views, and provide a sense of arrival.		Project Completion	Responsible Agency
Item 1.	Coordinate with DelDOT the appropriate landscape/streetscape treatments are feasible as defined in the Plan and discuss potential funding.	**Short Term** 1 year	City of Dover
Item 2.	Provide streetscape and signage improvements at key gateway entrances as defined in the Plan.	**Short Term** 1-3 years	City of Dover DDP
Item 3.	Develop a "Downtown Beautiful" program with best practices guide to demonstrate and encourage improved aesthetics, community pride, and plantings (consider a contest for plantings or other improvements).	**Immediate** Mar. 2011	City of Dover DDP

Strengthen key North-South and East-West road connections to area activity centers, such as Wesley College, St. Jones River, Eden Hill Farm and Bayhealth Medical Center Campus.		Project Completion	Responsible Agency
Item 1.	Implement an area wide traffic study and make recommendations for changes to streets and intersections. Have the City Council adopt and enforce this plan.	**Short Term** 1-5 years	City of Dover DelDOT
Item 2.	Coordinate and focus road improvements on major North-South roads such as Queen Street and Governors Avenue and major East-West roads such as Bank Lane, Water Street, and North Street.	**Short Term** 1-5 years	DelDOT
Item 3.	Work with the City of Dover and DelDOT to improve crossings and to provide pedestrian-activated crosswalks at important intersections in the study area.	**Short Term** 1-3 years	City of Dover DelDOT
Item 4.	Reinforce key intersections with significant new buildings.	**Short Term** 1-5 years	City of Dover DDP
Item 5.	Reconnect Water Street across West Street at Eden Hill Farm.	**Long Term**	City of Dover DelDOT
Item 6.	Close West Street at transit center site once new West Dover Connector (North-South by-pass) is complete.	**Long Term**	City of Dover City of Dover

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Item 3.	Develop a "Downtown Beautiful" program with best practices guide to demonstrate and encourage improved aesthetics, community pride, and plantings (consider a contest for plantings or other improvements).	**Immediate** Mar. 2011	City of Dover DDP

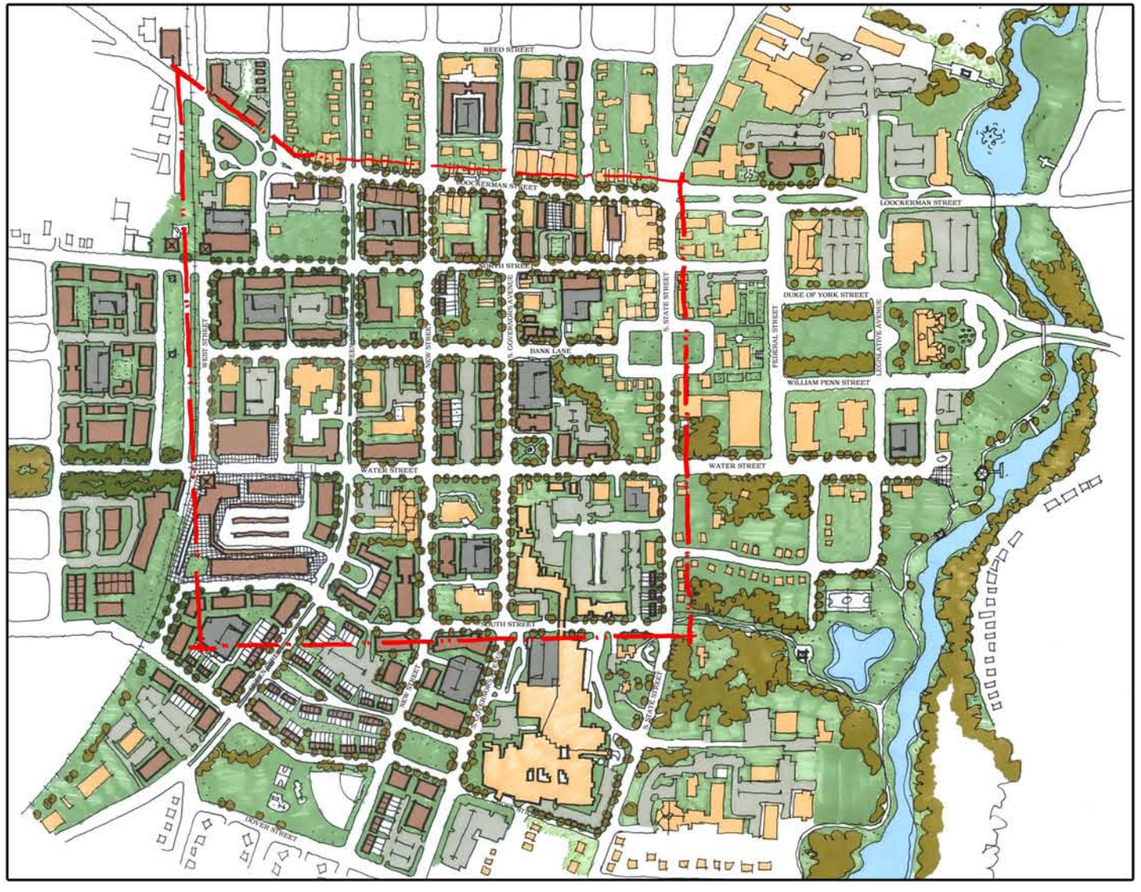
D.1 - Implementation Strategies Summary

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Item 5.	Reconnect Water Street across West Street at Eden Hill Farm.	**Long Term**	City of Dover DelDOT
Item 6.	Close West Street at transit center site once new West Dover Connector (North-South by-pass) is complete.	**Long Term**	City of Dover City of Dover

Coordinate streetscape and road improvements to provide a better connection between Wesley College and the southern part of the study area.		Project Completion	Responsible Agency
Item 1.	Establish a program to promote paving, maintaining, and striping parking in downtown alleys for commercial or residential use.	**Short Term** 1-5 years	City of Dover
Item 2.	Designate a bicycle lane on Water Street connecting Eden Hill Farm and the St. Jones River.	**Short Term** 1-5 years	City of Dover DelDOT
Item 3.	Coordinate with State of Delaware on future transit service options including passenger rail that can utilize the new transit center site.	**Long Term**	City of Dover DelDOT
Item 4.	Develop an overall downtown parking strategy.	**Short Term** 1-5 years	City of Dover DDP
Item 5.	Phase structured parking replacement on existing or new surface parking lots to accommodate additional developmental density.	**Long Term**	City of Dover DDP
Item 6.	Identify an area for a North-South bicycle lane that connects Wesley College to the Downtown Retail District, Transit Center, and Bayhealth Campus	**Short Term** 1-5 years	City of Dover

Reinforce the study area land use with additional mixed use, housing, retail and cultural/civic uses.		Project Completion	Responsible Agency
Item 1.	Encourage mixed-use developments that include residential uses, as defined in the Plan. Encourage flexible site design criteria-based on the projects collective merits to downtown area.	**Immediate** Mar. 2011	City of Dover
Item 2.	Petition City Council to adopt a district parking strategy where individual parking requirements are not tied to project size.	**Short Term** 1-3 years	City of Dover DDP
Item 3.	Encourage a diversity of urban housing alternatives, including multifamily, live-work, senior, loft, townhouse, for-sale condominium, and rental to serve a range of needs and family sizes in downtown.	**Short Term** 1-5 years	City of Dover

Establish a coordinated signage and streetscape program to capture and present a consistent image in the Downtown area.		Project Completion	Responsible Agency
Item 1.	Develop and implement a wayfinding plan consistent with adopted design guidelines to create signage that will direct the public to specific City destinations.	**Short Term** 1-5 years	City of Dover
Item 2.	Design and construct streetscape enhancements concurrently with infrastructure repair and replacement within the Plan area with initial emphasis placed on the North Street and Water Street.	**Short Term** 1-5 years	City of Dover DelDOT
Item 3.	Establish a program for purchase of dedicatory and memorial benches, light poles, and other street furniture with pre-selected locations for the furniture.	**Short Term** 1-5 years	
Item 4.	Develop a plan to bury utility lines along important roads and corridors in the study area. Prioritize North and Water Streets.	**Long Term**	





Acknowledgements

E.1 - Acknowledgements

Study Facilitators

Dover/Kent County MPO

Juanita Wieczoreck
Jim Galvin
Kate Layton
Catherine Samardza

Downtown Dover Partnership

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David Stamm

Becker Morgan Group, Inc. Dover, DE

Gregg Moore
Arden Bardol
Bill Sieg
Ann Camper
Scott Gordon

Community Involvement

City Cab
City of Dover City Council
City of Dover Parks and Recreation
City of Dover Planning Department
Delaware Office of State
Planning Coordination
Delaware State Housing Authority
Delaware State University
Delaware Transit Corporation
Department of Transportation
Division of Facilities Management
Division of Public Health
Dover Library
Wesley College
State Historic Preservation Office
Schwartz Center for the Arts



Appendix

F.1 - DDP Properties



DDP Properties



Former Acme Site

Harry Louie Site and Adjacent Parking

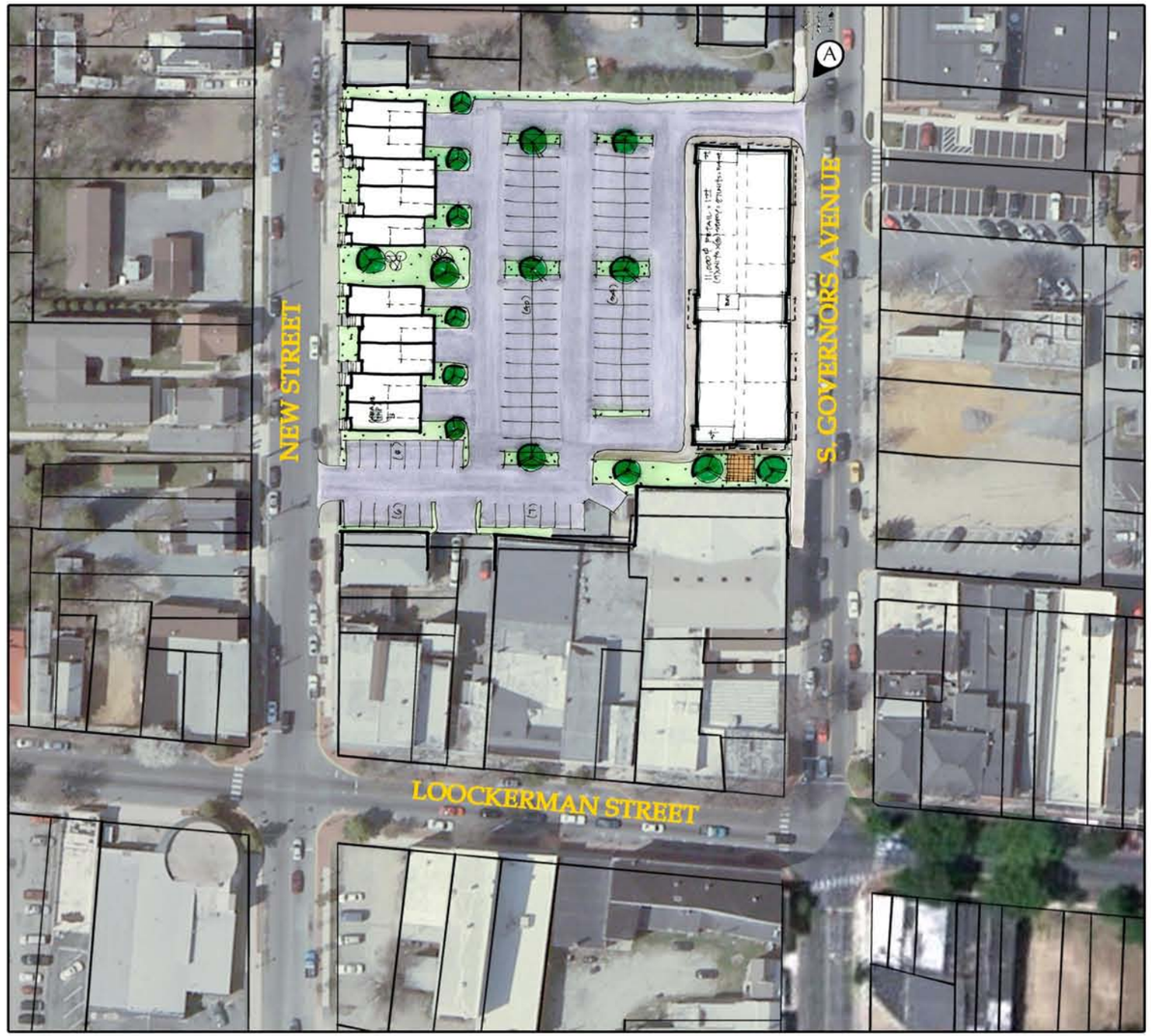
DDP Property - Loockerman Street

The Downtown Dover Partnership (DDP) owns a number of properties within proximity to the Dover Transit Center Neighborhood Plan's study area. The final presentation of the charrette findings was presented to the DDP Board of Directors and committees. The DDP held a one-day charrette on October 7, 2010 to solicit input for development opportunities for properties owned by the DDP. The properties studied in conjunction with the Dover Transit Center Neighborhood Plan include:

1. The former Acme Grocery building and site
2. Harry Louie Dry Cleaners and adjacent parking facility;
3. Vacant lots stretching the block from Loockerman Street to North Street known as the Collegian Site; and
4. The DDP Property which currently has a one-story vacant building fronting on Loockerman Street with access from North Street.

The DDP recently completed a parking improvement project at the Harry Louie Site and decided not to explore any other redevelopment opportunities for this site at this time. A fifth project opportunity was identified periphery to the study that looked at consolidation of the individual parking lots along the south side of North Street between State Street and S. Governors Avenue. The resulting concepts for each property were presented to each of the DDP committees.

F.2 - Acme Site



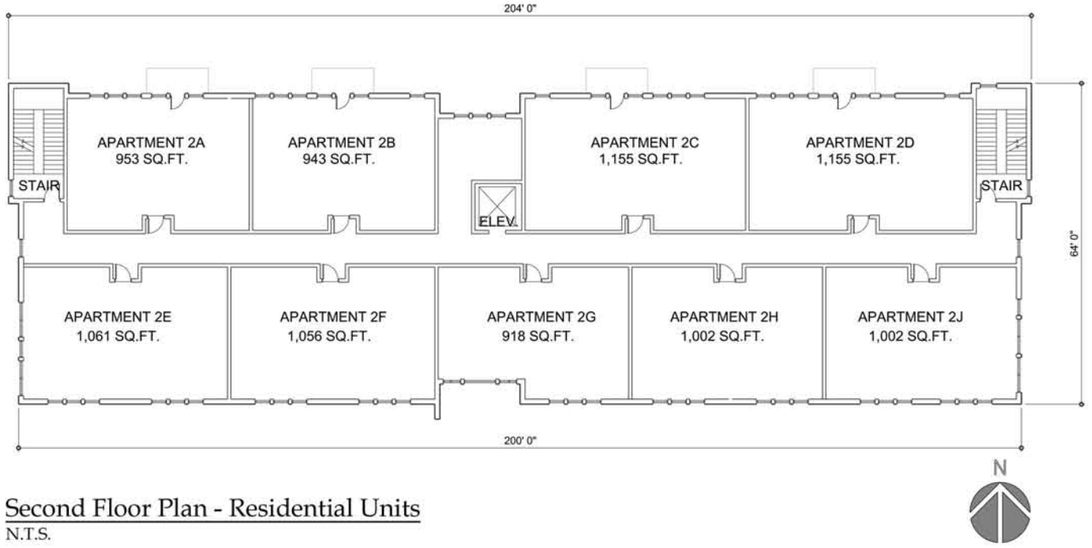
Acme Site Plan



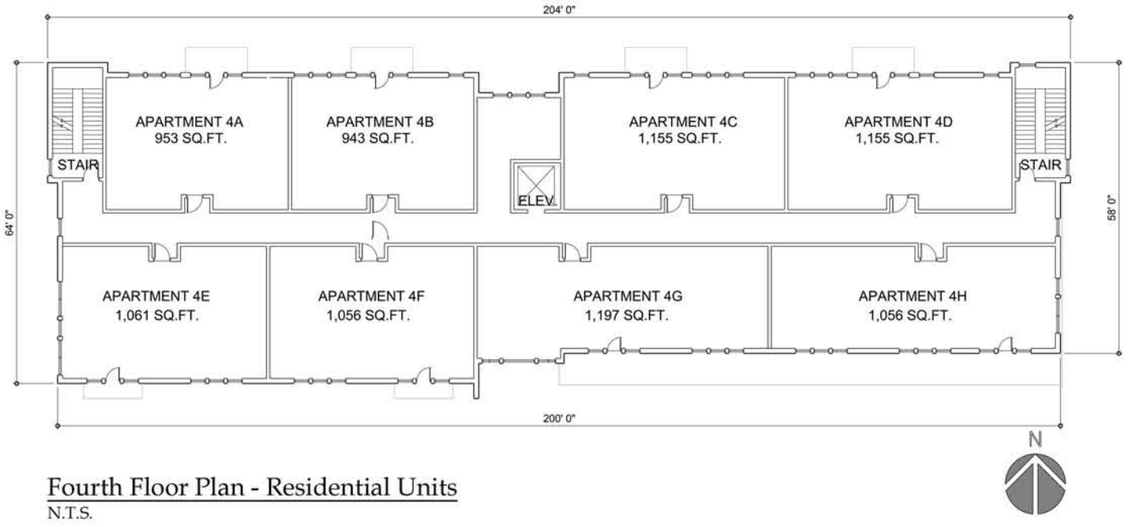
Rendering of Mixed-use Retail / Residential Building, Parking and Townhomes Beyond

Based on recommendations of the Dover Transit Center Neighborhood Plan, there is a need for mixed-use buildings in the City of Dover; specifically, buildings with retail and services on the first floor with residential above. In keeping with this identified goal, the DDP developed an idea for the Acme site that includes a four-story mixed-use building fronting S. Governors Avenue and single-family residential units (townhomes) that front New Street. Parking for residents and retail patrons is nestled in the center of the block and screened from view. This reinforces the urban character with buildings of multiple heights addressing the streets creating a pedestrian oriented streetscape.

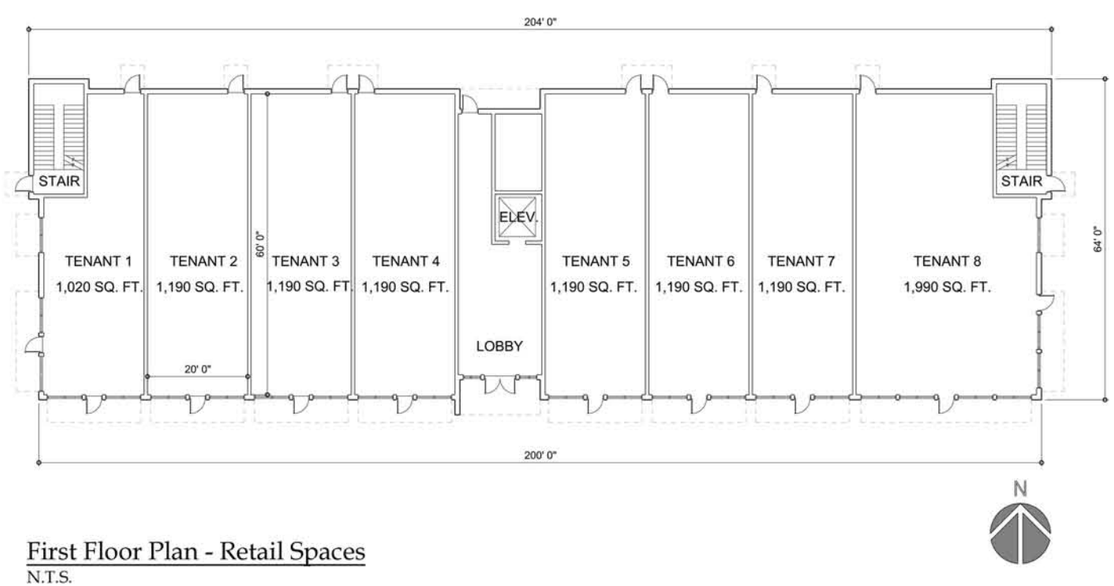
F.2 - Acme Site



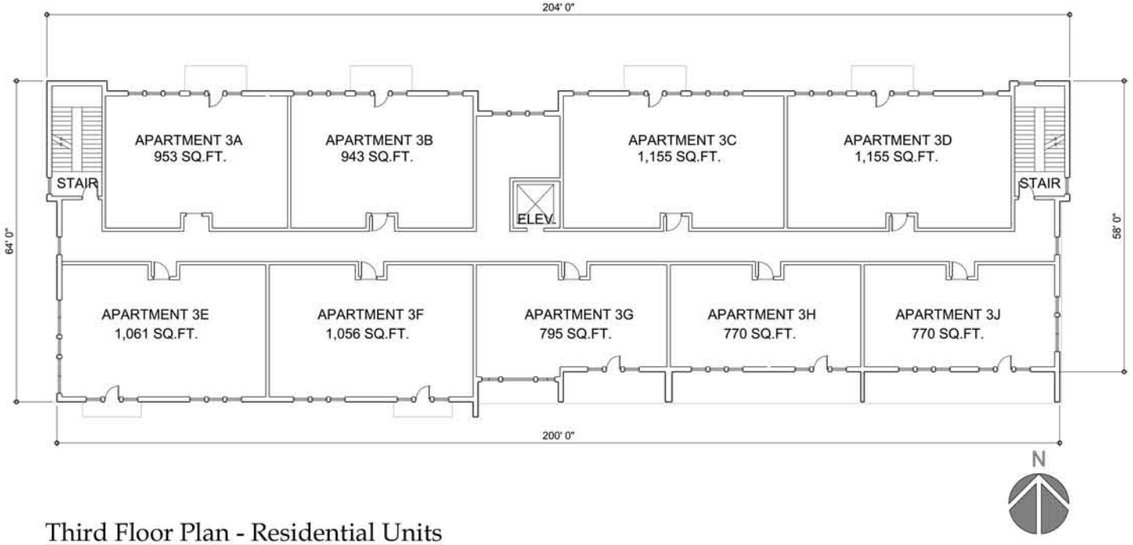
Second Floor Plan - Residential Units
N.T.S.



Fourth Floor Plan - Residential Units
N.T.S.

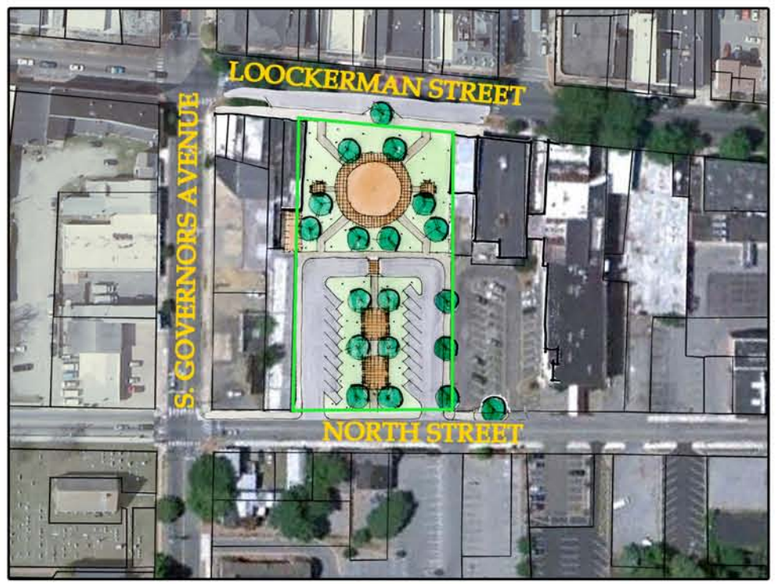


First Floor Plan - Retail Spaces
N.T.S.



Third Floor Plan - Residential Units
N.T.S.

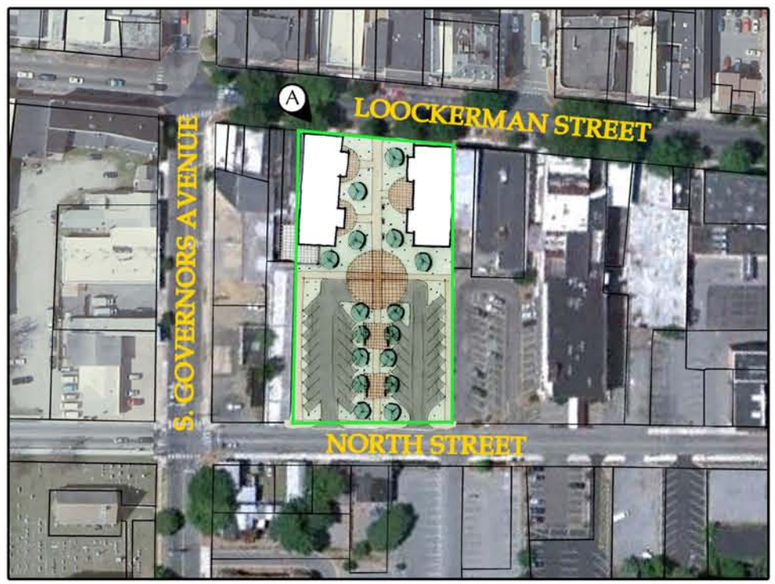
F.3 - Loockerman Plaza



Loockerman Plaza - Site Plan Concept 1



Loockerman Plaza - Site Plan Concept 2



Loockerman Plaza - Site Plan Concept 3



Rendering of Loockerman Plaza

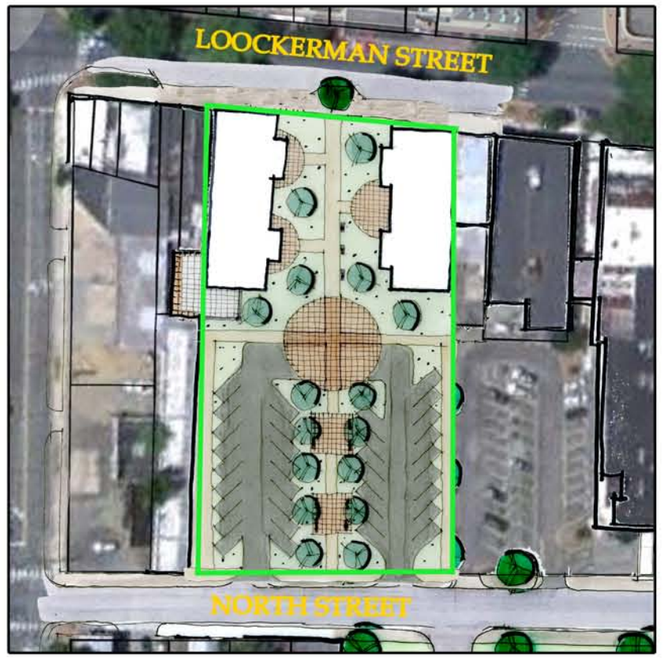
Often referred to as the Collegian site, the vacant lot that connects Loockerman Street to North Street in the heart of the historic retail area of Dover is an ideal location to connect these two thoroughfares for pedestrian traffic. The DDP developed three concepts for improvements on this land that creates a landscaped plaza for community events, additional mixed-use buildings, and off-street parking.

Concept 1:
18 parking spaces added as an alternative to parallel parking on Loockerman Street
Plaza area features hardscape and plantings for an attractive pedestrian route
Plaza can be a venue for events

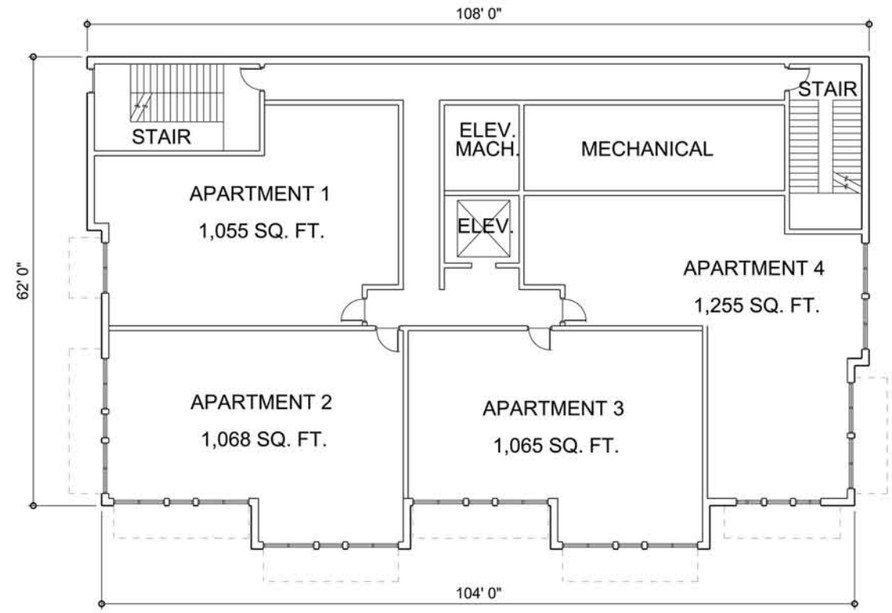
Concept 2:
36 parking spaces added as an alternative to parallel parking on Loockerman Street
Plaza area features hardscape and plantings for an attractive pedestrian route
Plaza can be a venue for many events

Concept 3:
36 parking spaces added as an alternative to parallel parking on Loockerman Street
Plaza area features hardscape and plantings for an attractive pedestrian route
New mixed-use buildings can be constructed on either side of the plaza to enhance the pedestrian experience through the plaza and give the plaza a lot of energy around the business that will occupy the buildings.

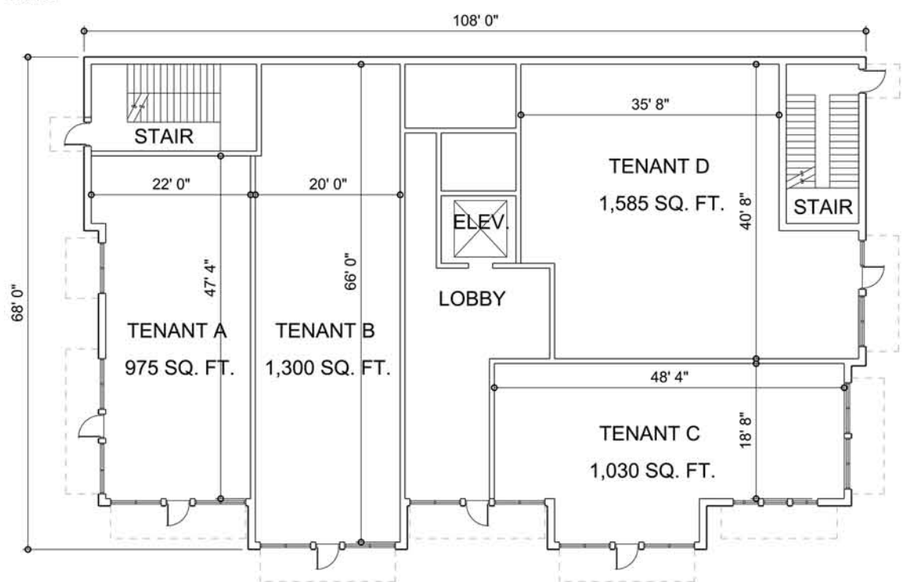
F.3 - Loockerman Plaza



Rendering of Loockerman Plaza with Mixed-Use Buildings



Second Floor Plan - Residential Units
N.T.S.



First Floor Plan - Retail Spaces
N.T.S.

Note: Building footprint and plan may be mirrored on each side of the Plaza

F.4 - DDP Property



Loockerman Street Facade



North Street Access/Service Area

The DDP Property is a building located at 22-24 W. Loockerman Street. It is formerly known as CMoore's Restaurant. The building has two entrances on Loockerman Street. The property has rear access off of North Street; however, the North Street access is not appealing. The DDP determined this building would be enhanced by renovating the facade to create a modern appearance and by adding a formal entrance from North Street. Adding a porte cochere from the edge of North Street to the back of the existing building, screening the utilities of the neighboring property, and adding windows and signage to the North Street face of the building will not only increase the attractiveness of the building, but also improve the pedestrian experience along North Street.



Rendering of Loockerman Street Facade Improvements

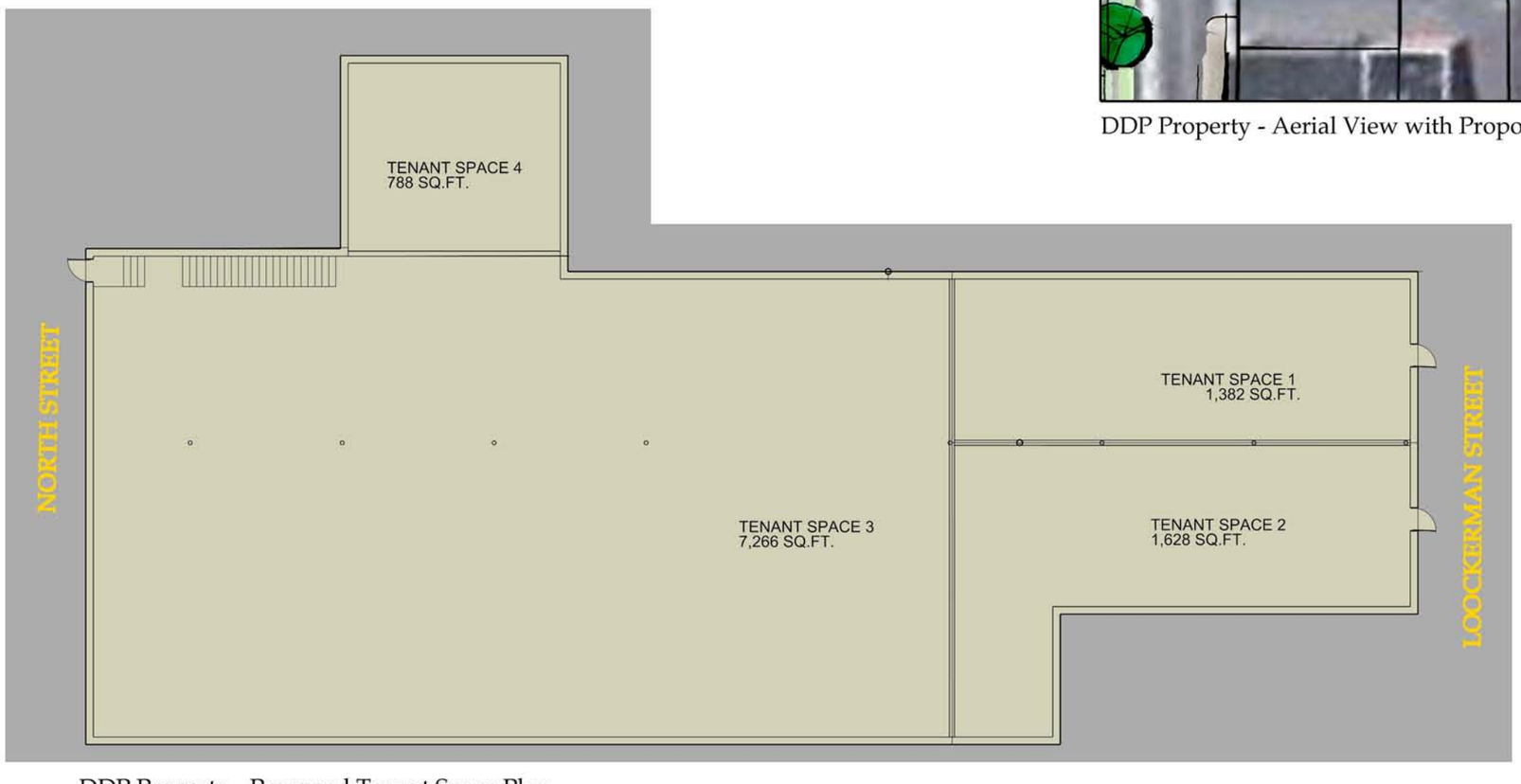


Rendering of North Street Facade Improvements

F.4 - DDP Property

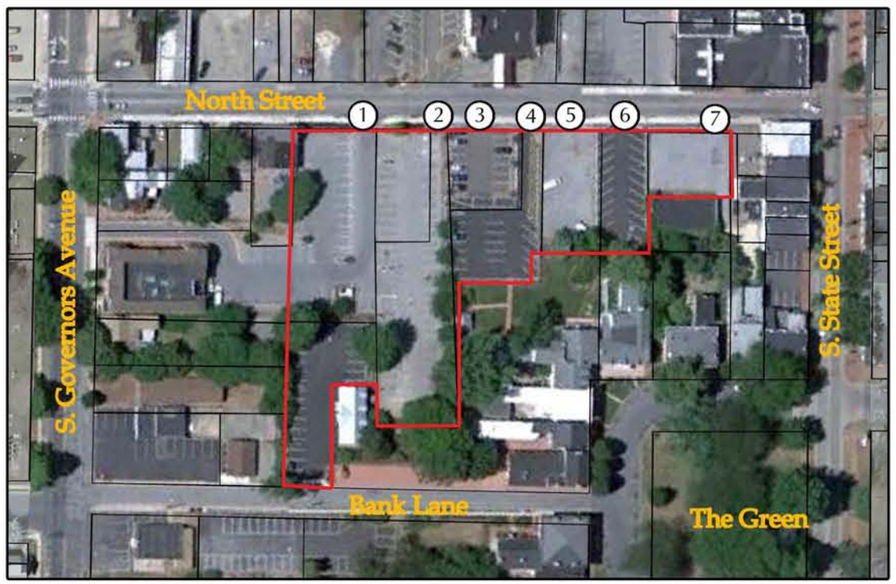


DDP Property - Aerial View with Proposed Porte Cochere



DDP Property - Proposed Tenant Space Plan

F.5 - North Street Parking Lots



Existing Parking Lots on North Street
Existing Parking Provided - 172 Spaces

On North Street, between S. State Street and S. Governors Avenue, there are seven individual parking lot entrances on the south side of the street, not counting private drive ways. This creates congestion on the moderately traveled street as motorists enter and exit the lots. Concepts were developed to consolidate the lots and expunge existing lot lines to minimize the number of entrances off of North Street and create a more efficient parking lot. This site is also an ideal location for a multi-level parking structure to serve visitors and employees traveling to Loockerman Street, government buildings and state agencies at The Green and Legislative Mall. A detailed study of this area was not done.



Conceptual Surface Parking Consolidation
Proposed Parking Provided - 206 Spaces



Conceptual Multi-Level Parking Structure and Mixed-Use Building
Proposed Parking Provided - 55 Surface Spaces & 65+/- Spaces per parking structure level

UTILITY COMMITTEE

The Utility Committee Meeting was held on January 24, 2011 at 4:30 p.m. with Chairman Ruane presiding. Members present were Mr. Bonar, Mr. McGiffin, Major Kosior, and Mr. Snaman. Members of Council present were Council President Hogan and Mr. Leary. Mayor Carey (arrived at 4:39 p.m.) was also present.

AGENDA ADDITIONS/DELETIONS

By unanimous consent, the agenda was approved, as presented.

Request for Alley Abandonment (Improved) - Adjacent to 514 Loockerman Street and 222 S. DuPont Highway - HUB Associates, LLC and A & G Kramedas Associates

Members reviewed a request received from HUB Associates, LLC and A & G Kramedas Associates for abandonment of an improved alley adjacent to 514 Loockerman Street and 222 S. DuPont Highway.

Mr. Scott Koenig, Public Services Manager/Director of Public Works, advised members that the applicants requested the City to abandon a segment of an alley approximately 220 feet in length that runs parallel to Loockerman Street, east of Bayard Avenue. He stated that the request is a precursor to redevelopment of the property, which is owned by HUB Associates, LLC and A & G Kramedas Associates. Mr. Koenig stated that the subject property consists of a 15-foot wide alley, bounded on the south by lands owned by A & G Kramedas Associates and bounded on the north by three parcels, two (2) of which are owned by HUB Associates, LLC and one owned by Thelma F. Johnson. He indicated that the alley is partially improved with paving that serves as the fire lane for the hotel on the property, which is owned by A & G Kramedas Associates.

Mr. Koenig noted that a map depicting the alley was provided to members. He stated that the Planning Commission reviewed the alley abandonment request on December 20, 2010 and recommended its approval, provided that all necessary easements related to City utilities are in place.

Responding to Mr. Ruane, Mr. Koenig indicated that the City Clerk's Office would notify all adjacent property owners prior to the required public hearing before City Council. Mrs. Ann Marie Townshend, Director of Planning and Community Development, explained that the procedure for notification of adjacent property owners is in accordance with Appendix B - Article 10, Section 5 of the Dover Code; however, she stated that she and Mrs. Traci McDowell, City Clerk, recommended that the City's procedure be improved and incorporated into the City Code.

As suggested by Mr. Ruane, it was the consensus of members that staff should take administrative measures to notify adjacent property owners of such requests in the future until a procedure is codified.

Ms. Thelma Johnson, 512 E. Loockerman Street (adjacent property owner), indicated that her back yard is adjacent to the Comfort Inn. She stated her interest in the plans for the alley and how these plans would affect the property line.

Responding to Mr. Ruane, Mr. Koenig stated that if the Committee recommends approval of the abandonment and Council approves the Committee's recommendation, a public hearing will be set before City Council, at which time adjacent property owners will be notified. If 220 feet of the alley is abandoned, he stated that the current procedure requires the alley to be split equally between each adjacent property; however, each property owner would be required to amend their deed to reflect ownership of a portion of the alley and deeds would have to be recorded.

Mr. Koenig stated his understanding that, if the abandonment is successful, the applicant wishes to re-form their property lines, re-create a deed, assemble a number of properties, and re-record this subdivision of the properties of HUB Associates, LLC and A & G Kramedas Associates for a future land development application. He stated that, at this point, staff is not aware of a final application being presented to the City for consideration, although a draft land development application has been received. Reminding members that there are setback requirements based on the zoning classification of the property, Mr. Koenig noted that, if abandoned, the north property line has the potential to move 7½ feet closer to Ms. Johnson, and she would have the potential to move her southern property line 7½ feet to the HUB Associates, LLC property.

Ms. Johnson stated that Mr. Kramedas indicated to her a desire to build stores at this location. She questioned how close these establishments would be to her property line and, being a senior citizen, relayed concerns regarding visitors loitering in front of the stores near her property. Ms. Johnson advised members that she has had no problems with the Comfort Inn as a neighbor during the last 14 years. She requested an assurance of peace and safety and, if the applicants build, that they be required to construct a fence at least six (6) feet in height.

In response to Mr. Bonar, Mrs. Townshend stated that conditions, such as the erection of a fence, would not be necessary at this time unless members chose to include this requirement. She noted that if the applicants submit a Site Plan in the future, the Site Plan would be presented to the Planning Commission and there would be public notice of this meeting. Mrs. Townshend stated that the Zoning Ordinance requires buffering between residential and non-residential uses; therefore, the applicants would be required to erect an opaque, six (6) foot fence and landscaping on the residential side of the fence, unless the Planning Commission waives this requirement. Mrs. Townshend assured members that staff would notify the Planning Commission that the adjacent property owner desires a fence and Ms. Johnson would have the opportunity to speak before the Planning Commission. She noted that many residential property owners have concerns related to being situated adjacent to commercial properties; however, she explained that these locations often improve when the property is redeveloped since redevelopment must conform to current standards.

Responding to Mr. Bonar, Mr. Koenig stated the cost to property owners to re-record deeds is estimated to be $125 per property.

Ms. Johnson advised members that she does not object to the abandonment request.

Mr. Garth Jones, Becker Morgan Group, representing Mr. Tom Kramedas, advised members that it is planned to redevelop the site by demolishing two (2) hotel buildings and building a new hotel with a retail component on the property; therefore, the setbacks are important as they relate to the

reconfiguration of the property for construction. He advised members that Becker Morgan Group has been working with Mr. Kramedas since 2005 on a development plan and noted the importance of the additional 7½ feet to the development application. Although the abandonment would move the property lines 7½ feet closer to Mrs. Johnson's residential property, Mr. Jones stated his understanding that the building setback requirement for zoning is 30 feet for both the rear and side yards. He stated that the retail component would not be located behind Ms. Johnson's property, since that area would not be visible from the street.

Mr. McGiffin moved to recommend approval of the request for abandonment of the improved alley located adjacent to 514 Loockerman Street and 222 S. DuPont Highway, as recommended by the Planning Commission, with the condition that the City retain all necessary easements related to City utilities. The motion was seconded by Mr. Bonar and unanimously carried. ***(City Clerk's Note: In accordance with the City's Procedure for Alley Abandonments, Resolution No. 2011-02 setting the Public Hearing (Attachment #1) will be presented to Council for consideration for adoption.)***

Proposed Ordinance #2011-01 - Amendment to Appendix B - Zoning, Article 5 - Supplementary Regulations, (New) Section 20 - Solar and Small Wind Energy Systems (*Deferred by Committee on 01/10/2011)*

During their meeting of January 10, 2011, members considered Proposed Ordinance #2011-01 - Amendment to Appendix B - Zoning, Article 5 - Supplementary Regulations, (New) Section 20 - Solar and Small Wind Energy Systems. The proposed ordinance would add solar energy systems and small wind energy systems as accessory uses within all zoning districts; set standards for these systems to ensure protection of the character of the zones, as well as for public health, safety and welfare; and add definitions for such systems to the Zoning Ordinance. After much discussion, members deferred action until the next Committee meeting to allow time for staff to address the concerns relayed.

Referring to the proposed ordinance provided to members, Mrs. Ann Marie Townshend, Director of Planning and Community Development, reminded members that the red text reflects the revised version provided to members at the previous meeting and that the blue text was added to address concerns relayed at that time.

Mr. Phil McGinnis, McGinnis Commercial Real Estate Company, 555 E. Loockerman Street, indicated support for the proposed ordinance, including the additional amendments, as presented.

Mr. John Paradee, Prickett, Jones, and Elliott, 11 North State Street, thanked members of the Committee and City staff for making the changes suggested during the previous Committee meeting. He indicated full accord and agreement with the proposed ordinance, as presented, and requested the Committee's support.

Council President Hogan relayed concern regarding the phrase "visually screened," which appears several times in the proposed ordinance. Recalling a previous situation, he questioned the definition of this term and felt that the City should be clear in this regard. Responding, Mrs. Townshend referred to the definition provided in Lines 17 and 18 and suggested that the ordinance be amended

to incorporate this language in other areas within the ordinance that include the term "visually screened." Members of the Committee, Mr. McGinnis, and Mr. Paradee relayed no objections to the additional amendments.

Mr. Bonar moved to recommend adoption of Proposed Ordinance #2011-01, as amended (*Attachment #2*). The motion was seconded by Mr. McGiffin and unanimously carried.

Annual Engineering Consultant's Report on the Operation and Maintenance of the Electric System - Fiscal Year 2010 *(Deferred by Committee on 1/10/2011)*

Members were provided the Annual Engineering Consultant's Report on the Operation and Maintenance of the Electric System for Fiscal Year 2010. Mrs. Donna Mitchell, Controller/Treasurer, reviewed highlights of the Report with members, including Conclusions of the Executive Summary (Page ES-6).

Mr. Bonar moved to recommend acceptance of the Annual Engineering Consultant's Report on the Operation and Maintenance of the Electric System for Fiscal Year 2010. The motion was seconded by Mr. McGiffin and unanimously carried.

Annualized Comparison of Utility Rates (*Deferred by Committee on 1/10/2011)*

Mr. Anthony DePrima, City Manager, reviewed the Residential Rate Comparison Annualized at 1,000 kWh Per Month as of November 23, 2010. He advised members that the information is produced by the Delaware Municipal Electric Corporation (DEMEC) on a monthly basis.

Mr. McGiffin moved for acceptance of the Residential Rate Comparison Annualized at 1,000 kWh Per Month as of November 23, 2010, as presented. The motion was seconded by Mr. Bonar and unanimously carried.

Development Projects - Performance and Maintenance Bonding Concerns

During their meeting of January 10, 2011, members were advised that, as part of a shared performance goal, the City Manager, the Public Services Manager, and the Director of Planning and Community Development conducted a series of four (4) internal meetings to brainstorm various ideas to address concerns raised about performance and maintenance bonding in subdivisions, site plan compliance, ensuring the functionality of homeowners' associations (HOAs), and other development project issues. As a result of these meetings, which were held in October, November, and December of 2010, he stated that eight (8) specific issues/concerns were identified. Members requested that staff provide the list of Development Projects to members for their review and prioritization to be considered by the Committee during their next meeting.

Mr. Scott Koenig, Public Services Manager/Director of Public works, advised members that he, Mr. Ruane, Mr. McGiffin, Mrs. Townshend, and Mr. DePrima ranked the projects and written comments were submitted by Major Kosior. He stated that the highest-ranked projects are as follows:

1) Problem #2 - Some projects are partially built and the construction or the site work has been abandoned.

2) Problem #5 - Nuisance issues such as maintenance of buildable lots with homes, partially complete homes, partially complete subdivisions, roll-off trash containers for construction debris, soil stockpiles, and material storage areas are degrading the overall quality of various subdivisions (in both dedicated and undedicated subdivisions).

3) Problem #4 - Stormwater / Passive Open Space – Not Being Maintained.

Mr. Koenig stated that these three (3) problems ranked significantly higher than the others, based on the feedback received.

Staff recommended that a timeline be developed to begin resolving the three (3) highest-ranked problems and that recommendations be developed in the form of proposed ordinances or procedural amendments to be presented to the Committee for review.

Responding to Mr. Ruane, Mr. Koenig advised members that administrative action is being taken on all problems and assured members that the goal is to resolve them. With regards to snow removal (Problem #7) at Nottingham Meadows, Mr. Koenig stated that the bank has hired a contractor to oversee both the "punch list items" and snow removal for this season at Nottingham Meadows. He stated that the developers or the banks are hiring contractors for removal of snow in other abandoned areas; therefore, he assured members that, to his knowledge, all undedicated developments have some method of snow removal in place during the current winter season.

At the request of Mr. Ruane, Mr. Koenig read the comments submitted by Major Kosior in response to Mr. Koenig's memorandum of January 3, 2011, Subject: Development Projects - Performance and Maintenance Bonding Concerns (***Attachment #3 - Major Kosior's comments are depicted in red font***).

Council President Hogan stated that he had prepared a ranking, apologized for not submitting it to staff, and noted that he also ranked Problem #2 as the top priority.

Mr. McGiffin moved to recommend acceptance of the designation of Problems #2, #5, and #4 as the highest-ranked concerns related to Development Projects - Performance and Maintenance Bonding, with the expectation that a timeline would be developed to begin resolving these problems, as recommended by staff. The motion was seconded by Mr. Snaman and unanimously carried.

Review of Utility Related Capital Investment Plan (CIP) (Electric and Water/Wastewater) *(November) (Deferred by Committee on 1/10/2011)*

Members were provided Project Tracking Reports, as of November 30, 2010, for the Utility (Electric and Water/Wastewater) Related Capital Investment Plan (CIP).

Mr. Anthony DePrima, City Manager, advised members that the City has received permits from the Delaware Department of Transportation (DelDOT) to begin work in the Route 13 area. He noted that because the project involves Route 13, it will create significant problems; however, he assured members that actions will be taken to minimize the problems, such as conducting work during evening hours.

Responding to Mr. Ruane regarding the Bayard Avenue Project, Mr. Ron Lunt, Public Utilities Director, indicated that there has been no change on this project. He advised members that soil sampling at the location resulted in the discovery of contamination, which is currently being resolved with the Department of Natural Resources and Environmental Control (DNREC). He assured members that when the project begins, notification will be sent to the neighbors and that standard practice requires members of Council to be included in this notification.

Although not included on the CIP Report, Mr. Ruane requested that staff provide members with an update on the Garrison Tract. Mr. DePrima stated that the January 23, 2011 edition of the Delaware State News featured an article about the progress of the Garrison Tract. He noted that construction of the parking lot is underway and that the opening of the power plant, including the operation and generation of power supply, was anticipated by July 2011.

Mr. Bonar moved to recommend acceptance of the Utility Related Capital Investment Plan (CIP) Reports for November 2010, seconded by Mr. McGiffin and unanimously carried.

PACE/NAES Monthly Report *(November 2010)*

The PACE/NAES Monthly Report for November 2010 was 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.

Major Kosior moved to recommend acceptance of the PACE/NAES Monthly Report for November 2010, seconded by Mr. Snaman and unanimously carried.

By unanimous consent, the meeting adjourned at 5:29 p.m.

Respectfully submitted,

Eugene B. Ruane
Chairman

EBR/TM/jg/js/ac/dd
S:\AGENDAS & MINUTES\Committee-Minutes\2011\01-24-2011 UTILITY.wpd

Attachments

Attachment #1 - Proposed Resolution No. 2011-02 Setting a Public Hearing for Alley Abandonment - Adjacent to 514 Loockerman Street and 222 S. DuPont Highway

Attachment #2 - Revised Proposed Ordinance #2011-01 - Amendment to Appendix B - Zoning, Article 5 - Supplementary Regulations, (New) Section 20 - Solar and Small Wind Energy Systems, as Amended

Attachment #3 - Comments Submitted by Major Kosior in Response to Mr. Scott Koenig's Memorandum of January 3, 2011, Subject: Development Projects - Performance and Maintenance Bonding Concerns

City of Dover

MAYOR AND COUNCIL

DRAFT PROPOSED COUNCIL RESOLUTION NO. 2011-02

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

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

Section 1. The Council of the City of Dover favors the vacating and abandoning of the following alley:

> Being all that certain piece or parcel of land situated in the City of Dover, Kent County, State of Delaware, being an improved public alley running east to west, lying on the southerly side of and running parallel to East Loockerman Street, said portion of alley beginning at a point identified as the southeast corner of 516 East Loockerman Street, parcel #ED-05-077.06-01-63.00; thence running west toward Bayard Avenue, South 57 degrees 11 minutes 46 seconds West 213.78 feet along the northwest line of said 15' wide alley but stopping at the southwest corner of 512 East Loockerman Street, parcel #ED-05-077.06-01-65.00; thence running perpendicular across said 15' wide alley to a point in the southwest line of a 15' wide alley; thence running North 57 degrees 11 minutes 46 seconds East 213.78 feet along the southwest line of said 15' wide alley to a point at the corner of parcel #ED-05-077.06-01-87.00; thence running 15 feet along the eastern boundary of said 15' wide alley to the point and place of beginning and containing 3,206.70 square feet (0.0736 acres) of land, be the same more or less.

Section 2. The Council of the City of Dover will sit on Monday, February 28, 2011, at 7:30 p.m., in the Council Chambers at City Hall, Dover, Delaware, to hear the objections of such residents of the City or owners of the property affected as shall attend, in accordance with the provisions of Section 27 of the Charter of the City of Dover (Chapter 158, Volume 36, Laws of Delaware).

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

ADOPTED: *

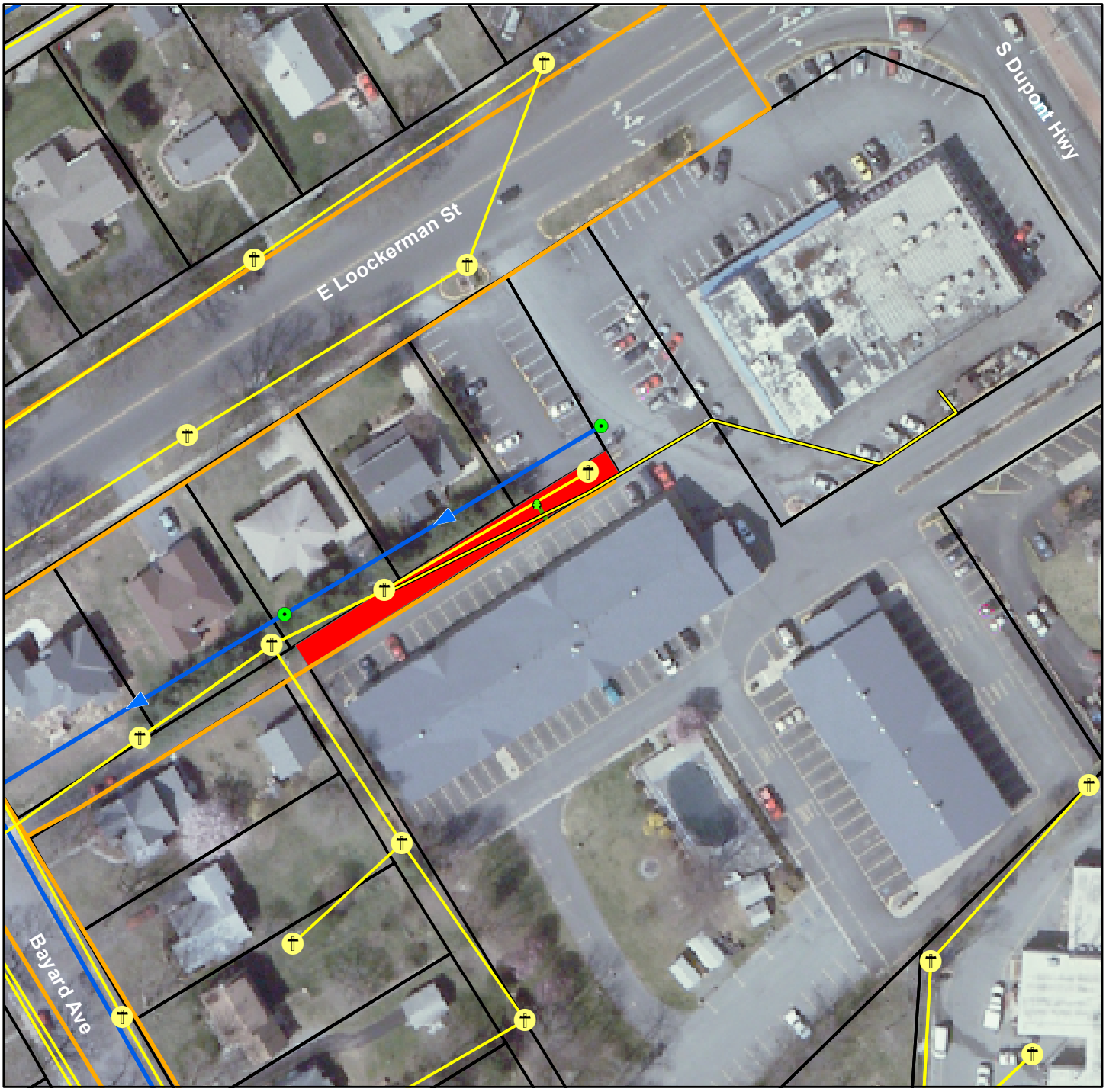
S:\RESOLUTIONS & PROCLAMATIONS\2011\DRAFT\Res. No. 2011-02 - Setting Public Hearing - Alley Abandonment - Adjacent to 514 E Loockerman St and 222 S DuPont Hwy.wpd

CARLETON E. CAREY, SR.	KENNETH L. HOGAN
MAYOR	COUNCIL PRESIDENT

Actions History:
February 14, 2011 - Introduced at City Council

Draft

514 East Loockerman Street Alley
Proposed Alley Abandonment



0 65 130 260 Feet

N

Date Printed: November 23, 2010
Date Created: November 23, 2010
File: m:\gis_data\projects\tech_mxds
\st_abandonment_map
Department: Public Services GIS
City of Dover, Delaware

Legend

- Overhead Electric Pole
- Underground Electric Lines
- Overhead Electric Lines
- Water Main
- Hydrant Line
- Hydrants
- Manholes
- Sewer Line
- Right of Way to be Abandoned
- Dover Parcels

CITY OF DOVER
ORDINANCE #2011-01

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

That Appendix B - Zoning, Article 5 – Supplementary Regulations be amended by adding a new section 20 as follows:

Section 20. Solar and small wind energy systems.

Solar energy systems and small wind energy systems shall be permitted as accessory uses within all zones subject to the following requirements:

20.1 *Residential Zones.*

20.11 Solar energy systems shall be subject to the following:

(a) Ground-mounted solar energy systems shall be permitted only in the rear yard.

(b) Ground-mounted solar energy systems shall be set back a minimum of five feet from side and rear property lines, or the height of the tallest point on the system, whichever is greater.

(c) Ground-mounted solar energy systems shall not exceed 15 feet in height.

(d) Ground-mounted solar energy systems shall be visually screened from adjacent properties to a height of six feet by either an opaque fence or a dense vegetative screen.

(e) All exterior electrical and/or plumbing lines must be buried below the surface of the ground and placed in a conduit.

(f) Roof-mounted solar energy systems must comply with all building height requirements for the zoning district where the system is to be installed.

20.12 Small wind energy systems in residential zones shall be subject to the following restrictions:

(a) Small wind energy systems shall be set back 1.0 times the turbine height from adjoining property lines. Turbine height means the height of the tower plus the length of one blade.

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(b) The aggregate noise or audible sound of a small wind energy system shall not exceed five decibels above the existing average noise level of the surrounding area and shall be restricted to a maximum of 60 decibels measured at any location along the property line of the parcel where the wind system is located.

(c) Small wind energy systems shall be free from signage, advertising, flags, streamers, decorative items, or any item not related to the operation of the wind turbine. Electric wiring for the turbines shall be placed underground for non-building integrated systems.

(d) Small wind energy systems shall not be permitted within the H (Historic District) Zone.

(e) Any small wind energy system shall be visually screened to a height of six feet by either an opaque fence or a dense vegetative screen from any properties or structures included on the National Register of Historic Places.

20.2 Non-Residential Zones.

20.21 Solar energy systems shall be subject to the following:

(a) For the purposes of this subsection, a use is considered accessory if it is located within a complex or campus that includes one or more contiguous lots under common ownership and management, where the principal use of the complex or campus is other than a solar energy system, and the energy generated by the solar energy system is intended to primarily reduce on-site consumption of utility-supplied energy.

(b) Ground-mounted solar energy systems shall not occupy more than 30 percent of the lot area of the complex or campus for which the solar energy system is proposed.

(c) If ground-mounted solar energy systems are proposed to occupy more than 30 percent of the lot area of the complex or campus, their placement shall be subject to conditional use approval by the Planning Commission.

(d) Ground-mounted solar energy systems shall not be located between the principal structure and the street upon which the principal structure fronts.

(e) All exterior electrical and/or plumbing lines must be buried below the surface of the ground and placed in a conduit.

(f) Solar energy systems, whether roof-mounted or ground-mounted, must comply with all building setback and height requirements for the zoning district where the system is to be installed.

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20.22 Small wind energy systems shall be subject to the following restrictions:

(a) Small wind energy shall be set back 1.0 times the turbine height from adjoining property lines. Turbine height means the height of the tower plus the length of one blade.

(b) The aggregate noise or audible sound of a wind system shall not exceed five decibels above the existing average noise level of the surrounding area and shall be restricted to a maximum of 60 decibels measured at any location along the property line to the parcel where the small wind energy system is located.

(c) Small wind energy systems shall be free from signage, advertising, flags, streamers, decorative items, or any item not related to the operation of the wind turbine. Electric wiring for the turbines shall be placed underground for non-building integrated systems.

(d) Small wind energy systems shall not be permitted within the H (Historic District) Zone.

(e) Any small wind energy system shall be visually screened to a height of six feet by either an opaque fence or a dense vegetative screen from any properties or structures included on the National Register of Historic Places.

20.3 *Decommissioning.*

Solar energy systems and/or small wind energy systems must be maintained and kept in a state suitable for immediate operation. When it can be demonstrated that a solar energy system or small wind energy system, as approved in accordance with this section, is in a state of disrepair and is not suitable for immediate operation, that system shall be removed and the accessory use terminated.

BE IT FURTHER ORDAINED:

That Appendix B – Zoning, Article 12 – Definitions, be amended to add the following definitions:

Solar energy system. Any solar collector or other solar energy device, or any structural design feature, mounted on a building or on the ground, and whose primary purpose is to provide for the collection, storage, and distribution of solar energy for space heating or cooling, for water heating, or for electricity.

Small wind energy system. A wind energy conversion system consisting of a wind turbine, a tower, and associated control or conversion electronics which is intended to primarily reduce on-site consumption of utility-supplied energy.

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SYNOPSIS

The proposed ordinance adds solar energy systems and small wind energy systems as accessory uses within all zoning districts; sets standards for these systems to ensure protection of the character of the zones, as well as public health, safety and welfare; and adds definitions for such systems to the *Zoning Ordinance*.

Actions History:

January 24, 2011 – Proposed First Reading - Council

January 10, 2011 – Introduced at Utility Committee and referred back to staff for changes.

DRAFT

Memorandum

Public Services Manager
P. O. Box 475
City Hall/ The Plaza
Dover, Delaware 19903-0475
Phone: (302) 736-7026
Fax: (302) 736-7177
E-mail: skoenig@dover.de.us

TO: Utility Committee Members
City Council Members

FROM: Scott D. Koenig, P.E., Public Services Manager
Anthony J. DePrima, AICP, ICMA-CM, City Manager
Ann Marie Townshend, AICP, Director of Planning & Community Development

DATE: January 3, 2011

SUBJECT: **Development Projects – Performance & Maintenance Bonding Concerns**

As part of a shared performance goal, the City Manager, the Public Services Manager and the Director of Planning & Community Development conducted a series of four (4) internal meetings to brainstorm various ideas regarding concerns raised about Performance & Maintenance Bonding in subdivisions, site plan compliance, ensuring the functionality of homeowners associations (HOAs), and other development project problems. These meetings were held in October, November and December of 2010.

Eight (8) specific problems/concerns were identified. Each problem is listed below along with one or more suggestions to improve the area of concern.

Problem #1 – Active Recreation Areas in some Subdivisions / Site Plans (Apartments) are not being completed in proportion to the lots constructed. Article 5, Section 10.6 of the *Zoning Ordinance* is weak and difficult to enforce. It is difficult to build the recreation areas in proportion to the lots / building permits, as specified by code; therefore, an alternative solution must be developed.

Possible Solutions:

1. Require specific phasing plan for the Active Recreation Plan.
2. Require a Performance Bond / Letter Of Credit (LOC) equal to 150% of the value (or add the active recreation improvements to current infrastructure LOC). LOC is preferred over a bond as the LOC creates more leverage.
   What's the possibility of having the developer build the Active Recreation Area during Ph 1?

Note: A Code amendment is required to accomplish this.

Problem #2 – Some projects are partially built and the construction or the site work has been abandoned. (Examples: Enterprise Business Park, Tall Pines, Dove View)

Possible Solutions:

1. Fund a Demolition Reserve that can be sustained with monies collected from liens and be used to demolish or safely seal construction.
2. Amend Tall Grass & Weed Ordinance (Chapter 114, Article II) to allow the City to regrade or restore the property and place a lien against the property to collect the costs.
3. Amend state law for Demolition Liens to allow for the City to recover costs through sheriff's sale.
4. A Dangerous Building (DB) declaration accelerates tax sale (for delinquent taxes). This is an administrative action that is already in place.
   Is there a way to have the builders set up a Demolition Escrow Account? This way, if the builder defaults, the city already has funding to pay for demolition. If the builder completes, then the builder gets money back.

Problem #3 – Failure of HOA to take over initial responsibilities or HOA does not form or stay formed and therefore fails to function. Common Areas are not maintained. (Example: Four Seasons)

Possible Solutions:

1. Amend assessment section of the code to allow city to bill and lien individual property owners for the common areas that the City is forced to maintain. A formula would need to be developed that would equally distribute cost among homeowners. Perhaps a ratio of total square footage of common area to square footage of homeowners property multiplied by a standard maintenance cost.
2. Amend subdivision ordinance to require an escrow start up account so HOA is capitalized from the beginning.
3. Buyers somehow are notified and certify / acknowledge that they are required to be part of the HOA and that there are maintenance responsibilities for which the HOA is responsible. Possible venues could include requiring that information be posted conspicuously in model homes or the City could send a letter after real estate transfer tax is received. Could these be placed in deed restrictions?
4. Require developer to meet guideline to turn over HOA at 75% of the initial phase of the development.
   - City could facilitate initial HOA meeting – Notice, Public Meeting at City Hall, City representative in attendance
   - Ensure elected official in attendance.
5. Amend subdivision ordinance to include a specific turnover requirement.
6. Amend subdivision ordinance to require a Certified Management Agency.

This is probably the toughest one to resolve.

Problem #4 – Stormwater / Passive Open Space – Not Being Maintained

Possible Solutions:

1. Amend sections of the code addressing special assessment (Chapter 94) and/or amend tall grass and weeds (Chapter 114) to allow staff to hire contractors to maintain the passive open space and/or stormwater management areas and bill the property owners (developer or individual owners) and place a lien against the property to recover costs. Prefereable.
2. Create a Limited Stormwater Utility
    - Unilateral authority to take over facilities that are not being maintaned
    - Start with new developments

    I think this solution would have to be all or none.

Problem #5 – Nuisance issues such as maintenance of buildable lots with homes, partially complete homes, partially complete subdivisions, roll-off trash containers for construction debris, soil stockpiles and material storage areas are degrading the overall quality of various subdivisions (in both dedicated and undedicated subdivisions).

Possible Solutions:

1. Require an upfront agreement and escrow deposit from the developer of the subdivision ($1,000 / lot) to address these issues if they arise.
2. Provide incentives to dedicate infrastructure – Bill developer for Street Light operating costs and pump station maintenance until subdivision is dedicated. Good solution.

Problem #6 – Sidewalk network not complete and the developer wants to dedicate the rights-of-way and infrastructure.

Possible Solutions:

1. Require all sidewalk construction to be complete prior to dedication. This position would maintain the status quo.
2. Add option that developer can go to Safety Advisory & Transportation Committee with a special Letter of Credit for the uncompleted sidewalks on the streets to be dedicated. The uncompleted sidewalks are associated with lots that have not had building permits issued as of that date. Potential enhancement to this option is to require a Public Hearing with notice to all residents and/or property owners in the development. Preferable.

Problem #7 – Snow Removal on uncompleted and/or undedicated streets represents a serious service delivery problem for the City of Dover and residents in these areas.

Possible Solutions:

1. Require a maintenance escrow to be set up by the developer that can be used for snow and ice removal. Preferable.
2. Require a signed contract between the developer and a private contractor responsible for snow removal be shared with the City.

Problem #8 – The City does not provide a full range of services on undedicated streets since they are considered private property. (i.e. – snow removal, street sweeping, speed enforcement)

Possible Solutions:

1. Earlier dedication – city would accept dedication of uncompleted streets and follow up with completion of the infrastructure on a designated time line identified in the dedication action.
2. Require more extensive maintenance agreement with longer time period for coverage.

Based upon the above information, staff is proposing the following next steps:

1) Staff would like to receive feedback from members of the Committee and Council on the possible solutions presented above as well as other items you would like to consider to address the identified problems.
2) Prioritize the problems listed above.
3) Prepare a timeline to address the problems in priority order.
4) Hold focus group with stakeholders (HOAs, Civic Associations, Civic Leaders, the development community, KCD)
5) Develop ordinances / charter amendments / administrative changes

If you have any questions, please contact me.

SDK/sdk

LEGISLATIVE, FINANCE, AND ADMINISTRATION COMMITTEE

The Legislative, Finance, and Administration Committee meeting was held on January 24, 2011 at 6:01 p.m. with Chairman Leary presiding. Members present were Mr. McGiffin, Mr. Salters, and Dr. Jones. Mr. Shevock was absent. Members of Council present were Mr. Bonar, Dr. McGlumphy, Council President Hogan, Mrs. Williams, and Mr. Ruane. Mayor Carey was also present.

AGENDA ADDITIONS/DELETIONS

Mr. McGiffin moved for approval of the agenda, seconded by Dr. Jones and unanimously carried.

Review and Recommendation - Filling of Critical Positions

During their meeting of February 23, 2009, members recommended approval of a Hiring Freeze for Fiscal Year 2008-2009, but to allow the hiring of critical positions through the review and approval of the Legislative, Finance, and Administration Committee and City Council. It was suggested that there be a "standing" agenda item to consider the filling of critical positions and, if there were no positions to consider, the item could be removed.

Mr. Leary noted that there were no critical positions to be considered; therefore, no further action was required.

Review of Council Memberships *(Tabled by Committee on 12/13/2010)*

During their meeting of December 13, 2010, members reviewed Council Memberships. After much discussion, members tabled the matter to allow the opportunity for the Central Delaware Chamber of Commerce and other organizations to address members regarding this issue.

Mr. McGiffin moved to remove the matter from the table, seconded by Mr. Salters and unanimously carried.

Mr. McGiffin reiterated his concerns regarding utilizing tax dollars for membership dues to organizations that engage in overtly political activity. He reminded members that, during the budget and election seasons, he received communications that were clearly political in nature. As a result, Mr. McGiffin felt that members should be thoughtful and deliberative in determining which organizations the City should become involved with as a "dues paying member." He indicated he believed that the relationships between the City of Dover and the local and State Chambers of Commerce are positive. However, he stated he was not convinced that these relationships require the City to be a dues paying member and restated his concerns regarding paying dues to organizations that engage in overtly political activity.

Mr. Bonar stated that, although he understood some of the concerns relayed by Mr. McGiffin, he felt confident that the benefits of being a dues paying member of these organizations far outweigh the inconvenience of receiving political notifications. As mentioned during the previous meeting, Mr. Bonar reminded members that the City receives far more benefits from being a member of these organizations than the cost of the membership dues. As an example, he stated that the membership dues, in the amount of $875 per year for the Central Delaware Chamber of Commerce, are minimal compared to the untold thousands of tax dollars and revenues that the businesses associated with this

organization have contributed to the community over past years. It was his recollection that the late Mayor Crawford Carroll initiated the City's membership with the support of previous Councils. It was Mr. Bonar's hope that the organizations would consider the concerns relayed by Mr. McGiffin, should the City continue its memberships, and limit Council's involvement and/or exposure to any type of political efforts in the future.

Mr. Ruane noted the receipt of information from the Chamber of Commerce outlining the efforts made by the Chamber that correspond and coincide with the City's purposes. He advised members of his participation with the Chamber as a member of its Transportation Committee and the benefits that this has provided to the City of Dover, as well as to other municipalities. Mr. Ruane relayed support for the City continuing its memberships.

Dr. McGlumphy indicated his opposition to discussing this matter; however, since the issue was presented, he suggested that there be a review of all memberships throughout the City, including all 35 City departments, to determine if they were political in nature. He noted that the memberships being considered are only those included in the City Council's budget. Dr. McGlumphy stated that he preferred overt political activity to covert political activity and indicated his support for continuing the memberships.

Mrs. Williams indicated she shared the concerns and dismay of Dr. McGlumphy and suggested that members of Council should receive such political information and viewpoints.

Council President Hogan stated that the concerns expressed are not related to the amount of dues. He relayed concern with utilizing taxpayer money for issues that involve political campaigning. He stated he wished the City to continue with the Chamber membership; however, he requested that the Chamber distance the City from political issues.

Mr. Charles "Chuck" James, 1212 Fawn Road, Wilmington, Representative of the State Chamber of Commerce, advised members that the Chamber is an organization of community businesses throughout the State whose primary purpose is to represent and promote businesses. Mr. James assured members that the Chamber values the opportunity to connect the City with businesses statewide and noted that there are 88 businesses located in Kent County, which employ approximately 9,000 individuals. Mr. James reviewed the various functions, events, and meetings held by the Chamber. He explained that the Chamber represents the interests of diverse businesses that vary in their political affiliations, and it was his opinion that there is very little overtly political communication from the State Chamber; however, he stated that there is communication advocating for business.

Ms. Judy Diogo, Central Delaware Chamber of Commerce, 435 N. DuPont Highway, explained that the common goals of all the organizations are to develop and maintain a healthy environment, to help businesses grow, and develop new businesses. She also felt that another shared goal is to assure good employment for the residents of Kent County. Mrs. Diogo reviewed several joint projects shared by the Chamber and the City. In regards to political messages, she stated that those who do not wish to receive broadcast e-mails can simply "click" on the small button located on the bottom of the screen to unsubscribe.

Mr. James Hutchison, 15 Gleneagles Court, felt that memberships in the Central Delaware Chamber of Commerce and State Chamber of Commerce were some of the most important affiliations of the City. He explained their important role in assisting the City in making major decisions regarding businesses. Mr. Hutchison noted that the Central Delaware Chamber of Commerce plays an important role in maintaining the relationship between the City and the Dover Air Force Base. He urged members to continue memberships with these organizations.

At the request of Mr. Bonar, Mayor George Wright, 31 Locust Street, Smyrna, Representative of the Delaware League of Local Governments, explained the benefits of membership with the League of Local Governments. He noted that the League serves as an advocate for legislation submitted to State legislators and assisting municipalities with Community Development Block Grant (CDBG) funding, the Community Oriented Policing Service (COPS) program, etc. Mayor Wright stated that much of the League's work is "behind the scenes," noting that the League has a full-time lobbyist. Responding to Mr. Bonar, Mayor Wright stated that if the City were to engage a full-time lobbyist, the cost would be approximately $20,000.

Mayor Carey relayed his support for memberships in all the organizations, explaining the importance of communication between the City and its customers, such as businesses, to keep costs at a minimum, to offer services, and to promote the expansion of jobs and businesses. He noted that the memberships under discussion are of great value in assisting the City with these endeavors.

Mr. Bonar stated that a veteran legislator once confided to him that, whether one wishes to admit it or not, all actions taken at Legislative Hall and in Council Chambers throughout the State, are political.

Mr. McGiffin indicated that he did not intend to offend other members and assured them that he had no secret motives for raising this issue. He noted he was not disturbed by the receipt of emails with which he did not necessarily agree; however, he was concerned that the City belongs to organizations engaging in overtly partisan political activity, which he felt was wrong. Noting that a majority of Council supports these organizations, Mr. McGiffin stated that he would not suggest the elimination of the membership dues from Council's budget.

Dr. Jones moved to recommend that the City Clerk be authorized to include membership dues in City Council's budget, as follows: 1) League of Local Governments - Annual Membership Renewal - $ 6,000; 2) National League of Cities - Annual Membership Renewal - $3,258; 3) Delaware State Chamber of Commerce - $856; 4) Central Delaware Chamber of Commerce $875; and 5) Miscellaneous (magazine subscriptions, etc.) - $200, totaling $11,198. The motion was seconded by Mr. Salters and carried unanimously.

Statistics on Residency of City of Dover Employees

During their meeting of October 25, 2010, members felt that it was critical to obtain statistics relating to the residency of current employees and requested that staff provide this information at a future meeting. Mr. Anthony DePrima, City Manager, provided members with the residency statistics for City of Dover employees and noted that 88 employees (24%) reside within City limits and 284 employees (76%) live outside City limits.

Responding to Mr. Salters, Mr. DePrima stated that the main consideration with regards to employees who reside outside of the City limits would be the difficulty of getting to work during a large storm; however, this has never impeded the City in providing services. To his knowledge, the only municipality in Delaware that requires residency is Wilmington, where employees are required to move within City limits within seven (7) years of employment.

Mr. Ruane stated that this is a "hot" topic and very controversial on a national level. He indicated that, in researching this matter, he discovered a recent trend to reverse residency requirements for those municipalities that have them; however, noted that the requirements continue to prevail in many jurisdictions. Mr. Ruane stated that there are arguments for the continuation of residency requirements. He explained it has been suggested that if an employee serves as an administrator or inspector who imposes regulations, the employee should be subject to the regulations which they enforce. In addition, Mr. Ruane advised members that resident employees might have a better understanding of neighborhood problems. He stated that off-duty police officers living within City limits would be better able to confront crime and provide neighborhood security, although he noted that, nationally, police organizations are opposed to this requirement.

Mr. Ruane indicated that, although he did not propose any action at this time, he was surprised by the number of City employees who reside outside City limits and requested that they consider the benefits of living in the City.

Mrs. Williams stated that, although she concurred with many of the comments made by Mr. Ruane, one of the benefits of living outside City limits is avoiding double taxation (paying both City and County property taxes).

Mr. McGiffin moved to recommend acceptance of the Statistics on Residency of City of Dover Employees Report, as presented. The motion was seconded by Mr. Salters and unanimously carried.

Review of City Reserves and Policy Requirements

Mrs. Donna Mitchell, Controller/Treasurer, reviewed the schedule of City Reserve Account Balances as of December 31, 2010. She noted that the schedule reflects budget balances, as included in the most recent budget amendment, for the operating and capital project funds. Mrs. Mitchell advised members that some of the estimated budget balances for the utility capital project funds are higher than the policy requirement; however, in most instances, this is a result of having a five (5) year Capital Investment Plan (CIP) and multiple year projects. Therefore, she stated, the funds may be planned for use next year for a multi-year project.

Mrs. Mitchell relayed concern regarding the calculation of the budget balance requirement for the Electric Revenue Fund. She reminded members that the policy requires the budget balance to equal at least 8% and no greater than 12% of operating revenues. Mrs. Mitchell stated that since the City is now utilizing the Power Cost Adjustment to increase/decrease the base revenue, the increase or reduction will be included in the budget balance calculation, which would have the potential to create substantial increases or decreases in the budget balance requirement from year to year. She indicated that staff prefers to keep the City's cash flow balances levelized for paying vendors.

Mrs. Mitchell stated that this would also assist the City in managing funds in years in which the power cost adjustment (PCA) may not match the year in which the power supply cost was incurred. For example, she stated that if last year's power supply came in lower than budgeted and those funds were put in the reserve for the following year's PCA, yet the following year, the power supply was higher than the prior year, City's cash flow requirements might be impacted.

Staff recommended acceptance of the reserve analysis.

Responding to Mr. Bonar regarding reimbursement from the Federal Government for the snowstorm that occurred in February 2010, Mr. Scott Koenig, Public Services Manager/Director of Public Works, indicated that the second reimbursement request, in the amount of $196,000, was signed last week. He stated that the City has signed its portion of the agreement, which then will go through the accounting system with the Delaware Emergency Management Agency (DEMA) for issuance of the disbursement. He advised members that there are a total of four (4) to five (5) disbursements, totaling $250,000 and that the City has received approximately $1,400 to date.

In response to Mr. Ruane, Mrs. Mitchell explained that if a budget balance exceeds the maximum amount according to City policy, the excess is to be used at the discretion of Council. She concurred that the use of excess funds must be approved by Council; however, she noted that there have been emergency situations involving City operations when the use of funds has been accomplished and then submitted to Council as a budget amendment.

Mr. McGiffin moved to recommend acceptance of the reserve analysis, as presented by staff, and that with respect to the Electric Revenue Fund, the reserve calculation, based upon electric revenue, be done irrespective of the Power Cost Adjustment (PCA). The motion was seconded by Mr. Salters and unanimously carried.

By unanimous consent, the meeting adjourned at 6:54 p.m.

Respectfully submitted,

Thomas J. Leary
Chairman

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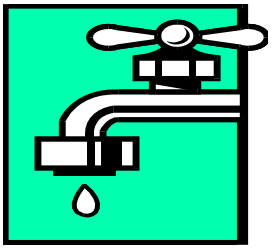
CITY OF DOVER

FINANCE DEPARTMENT

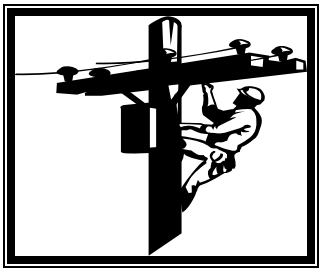
MONTHLY BUDGET REPORT

DECEMBER 2010









PREPARED BY: FINANCE DEPARTMENT

PLEASE NOTE – THIS REPORT PROVIDES TOP LINE INFORMATION ON THE THREE MAJOR OPERATING FUNDS. IF YOU WOULD LIKE ADDITIONAL INFORMATION, PLEASE FEEL FREE TO CONTACT THE FINANCE DEPARTMENT.

City of Dover
Finance Department
Monthly Budget Report

December 2010

Strategic Objectives for Fiscal Year 2010 – 2011

1. Develop Days Sales Outstanding (DSO) monthly report to provide timely information on receivable collections.

2. Assist with implementation of inventory system for Electric Plant inventory.

3. Implementation and transition to an external service for time keeping and payroll.

4. Implement and transition to lockbox and remote deposit services for cash receipts.

ACTIVITY LEVELS

	FY10 YTD			FY11 YTD		
BANK TRENDS						
Number of Deposits Made	584			1,668		
Total Amount of All Deposits	$ 72,750,137			$ 80,608,706		
PAYROLL						
	Hours	%	Amount	Hours	%	Amount
Gross wages per registers	**517,556**	**100.0%**	**$ 11,306,080**	**491,492**	**100.0%**	**$ 10,978,594**
Wages and Hours Worked						
Regular	416,233	80.4%	$ 8,770,111	411,405	83.7%	$ 8,772,937
All over time	19,183	3.7%	$ 769,482	18,314	3.7%	$ 771,987
Other Paid or Unpaid Wages and Hours						
Vacation	33,925	6.6%	$ 889,530	32,317	6.6%	$ 825,456
Sick	10,307	2.0%	$ 228,779	9,254	1.9%	$ 213,595
Furlough	12,659	2.4%	$ -	1,506	0.3%	$ -
Terminal Leave - Retiree Vacation/Sick Payout	10,225	2.0%	$ 345,717	3,220	0.7%	$ 91,298
Comp Time (Police)	3,175	0.6%	$ 96,572	3,905	0.8%	$ 123,537
Personal	589	0.1%	$ 15,699	548	0.1%	$ 15,844
Leave Without Pay	2,811	0.5%	$ -	2,399	0.5%	$ -
Other (description below)	8,452	1.6%	$ 190,189	8,626	1.8%	$ 163,939

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

Other Activity		
Number of Pay Periods	14	14
Number of Payroll Checks Issued	6,131	5,736
Number of Pension Checks Issued	1,369	1,430
Total Pension Benefits Paid - Defined Benefit Plan	$ 2,150,664	$ 2,266,911

ACCOUNTS PAYABLE		
Number of Check Vouchers	3,794	3,276
Number of EFT Vouchers	862	1,057
Vouchers Dollar Amount Disbursed	$ 59,208,433	$ 48,979,354

City of Dover
Finance Department
Monthly Report – December 2010

General Fund Summary

	Budget	Revised Budget	YTD	Balance	50% of Budget
Beginning Balance	$ 2,277,575	$ 2,654,528	$ 2,655,562	$ (1,034)	100.0%
Revenues					
Court of Chancery Fees	645,000	645,000	226,800	418,200	35.2%
Fines & Police Revenues	881,502	881,502	492,759	388,743	55.9%
Franchise Fees	486,000	486,000	136,380	349,620	28.1%
Grants	831,850	831,850	153,060	678,790	18.4%
Intrafund Services	4,347,834	4,347,834	2,008,430	2,339,404	46.2%
Library & Recreation Revenues	665,689	665,689	289,690	375,999	43.5%
Licenses & Permits	2,457,675	2,457,675	1,718,441	739,234	69.9%
Property Taxes (Includes BID Revenue) (1)	11,035,326	11,035,326	10,868,804	166,522	98.5%
Sanitation Revenues	2,387,511	2,387,511	1,172,835	1,214,676	49.1%
Other Miscellaneous Revenues	365,250	365,250	105,999	259,251	29.0%
Transfers-In from Special Funds & Utilities					
Civil Traffic Penalties	930,000	930,000	317,028	612,972	34.1%
Municipal Street Aid Fund	526,843	526,843	263,776	263,067	50.1%
Transfer Taxes	1,000,000	650,000	279,030	370,970	42.9%
Electric Fund	8,856,000	8,856,000	4,428,000	4,428,000	50.0%
Total Revenues	35,416,480	35,066,480	22,461,032	12,605,448	64.1%
Total Beginning Balance & Revenues	**$ 37,694,055**	**$ 37,721,008**	**$ 25,116,594**	**$ 12,604,414**	66.6%
Expenditures					
City Clerk & Council	$ 418,172	$ 418,172	$ 181,883	$ 236,289	43.5%
Mayor, City Manager & Human Resources	1,008,803	1,008,803	511,356	497,447	50.7%
Police & Police Extra Duty	12,907,889	12,907,889	6,274,997	6,632,892	48.6%
Public Services	4,574,682	4,574,682	2,108,940	2,465,742	46.1%
Central Services	2,422,663	2,422,663	1,102,481	1,320,182	45.5%
Planning & Inspections	1,943,804	1,943,804	971,970	971,834	50.0%
Finance, Info Tech & Customer Services	2,444,787	2,444,787	1,218,176	1,226,611	49.8%
Library & Recreation	1,904,696	1,904,696	898,137	1,006,559	47.2%
Fire Department	709,862	709,862	323,146	386,716	45.5%
Assessor	197,249	197,249	93,816	103,433	47.6%
Insurance	600,000	600,000	285,757	314,243	47.6%
OPEB - Retiree's Health Care Contribution	1,297,509	1,297,509	973,129	324,380	75.0%
Police Pension Trust Contribution - State Grant	620,000	620,000	90,000	530,000	14.5%
Appropriation to Pension Fund	1,090,000	1,090,000	841,250	248,750	77.2%
Street Lights	985,000	985,000	478,944	506,056	48.6%
Debt Service	331,800	331,800	302,450	29,350	91.2%
Transfer to CDBG	6,000	6,000	-	6,000	0.0%
Provision for Uncollectible	10,000	10,000	10,000	-	100.0%
Transfers Out					
Capital Projects Fund	1,307,839	1,307,839	1,307,839	-	100.0%
Total Expenditures	34,780,755	34,780,755	17,974,271	16,806,484	51.7%
Budget Balance - Working Capital	2,913,300	2,940,253	-	2,940,253	0.0%
Total Budget Balance & Expenditures	**$ 37,694,055**	**$ 37,721,008**	**$ 17,974,271**	**$ 19,746,737**	47.7%
Reserve Balances					
Contingency	$ 417,971	$ 553,493	$ 537,626		

(1) Property Taxes are the taxes billed and not cash received. The outstanding receivable balance as of 12/31/10 is $392,614 as compared to $491,825 in December 2009.

City of Dover
Finance Department
Monthly Report – December 2010

Water/Wastewater Fund Summary

	Budget	Revised Budget	YTD	Balance	50% of Budget
Beginning Balance - Water	$ 943,545	$ 1,236,193	$ 1,236,546	$ (353)	100.0%
Beginning Balance - Wastewater	$ 585,053	$ 902,719	$ 902,366	$ 353	100.0%
Beginning Balance - Kent County Treatment	$ (1,632,876)	$ (1,872,081)	$ (1,872,081)	$ -	100.0%
Revenues					
Water Fees	4,206,700	4,206,700	2,742,814	1,463,886	65.2%
Wastewater Fees	3,308,300	3,308,300	1,932,535	1,375,765	58.4%
Kent County Treatment Fees	4,275,600	2,925,600	1,612,103	1,313,497	55.1%
Ground Water Adjusment Fees	-	1,350,000	613,678	736,322	45.5%
Water Tank Leases	71,000	71,000	41,006	29,994	57.8%
Miscellaneous	300,915	300,915	135,438	165,477	45.0%
Impact Fees - Water	357,000	357,000	135,100	221,900	37.8%
Impact Fees - Wastewater	323,000	323,000	120,650	202,350	37.4%
Total Revenues	12,842,515	12,842,515	7,333,324	5,509,191	57.1%
Total Beginning Balance & Revenues	**$ 12,738,237**	**$ 13,109,346**	**$ 7,600,155**	**$ 5,509,191**	58.0%
Expenses					
Water/Wastewater Operating Divisions					
Engineering & Inspection	$ 642,878	$ 642,878	$ 240,606	$ 402,272	37.4%
Water	412,588	412,588	184,696	227,892	44.8%
Water Treatment Plant	1,499,857	1,499,857	729,727	770,130	48.7%
Wastewater	969,762	969,762	419,903	549,859	43.3%
Construction & Inspection	392,561	392,561	198,590	193,971	50.6%
Kent County Treatment Fees	4,235,403	4,235,403	1,783,192	2,452,211	42.1%
Intrafund Services	1,272,331	1,272,331	535,672	736,659	42.1%
OPEB - Retiree's Health Care Contribution	177,427	177,427	133,068	44,359	75.0%
Pension Trust Contribution - Unfunded liability	372,000	372,000	279,000	93,000	75.0%
Debt Service	562,601	562,601	208,991	353,610	37.1%
Transfers Out					
Water I & E Fund	500,000	500,000	500,000	-	100.0%
Wastewater I & E Fund	500,000	500,000	500,000	-	100.0%
Capital Asset Reserve - Water	100,000	100,000	-	100,000	0.0%
Capital Asset Reserve - Wastewater	100,000	100,000	-	100,000	0.0%
Impact Fee Reserve - Water	110,597	110,597	-	110,597	0.0%
Impact Fee Reserve - Wastewater	6,802	6,802	-	6,802	0.0%
Total Expenses	11,854,807	11,854,807	5,713,445	6,141,362	48.2%
Budget Balances					
Budget Balance - Working Capital - Water	1,348,501	1,641,149	-	1,641,149	0.0%
Budget Balance - Working Capital - Wastewater	1,127,608	1,445,274	-	1,445,274	0.0%
Budget Balance-Working Capital - Kent County Treatment	(1,592,679)	(1,831,884)	-	(1,831,884)	0.0%
Total Budget Balances	883,430	1,254,539	-	1,254,539	0.0%
Total Budget Balances & Expenses	**$ 12,738,237**	**$ 13,109,346**	**$ 5,713,445**	**$ 7,395,901**	43.6%
Reserve Balances					
Contingency-Water	$ 126,607	$ 125,991	$ 123,927		
Contingency-Wastewater	$ 141,575	$ 140,887	$ 138,673		
Impact Fee Reserve - Sewer	NO BUDGET	NO BUDGET	$ 3,887,306		
Impact Fee Reserve - Water	NO BUDGET	NO BUDGET	$ 246,737		
Bond Coverage Ratio (Covenant 1.20)	4.76	4.79	10.13		

City of Dover
Finance Department
Monthly Report – December 2010

Electric Revenue Fund Summary

	Budget	Revised Budget	YTD	Balance	50% of Budget
Beginning Balance	$ 12,086,275	$ 13,537,864	$ 13,537,864	$ -	100.0%
Revenues					
Sales to Customers	96,595,300	96,595,300	53,265,257	43,330,043	55.1%
Purchased Power Adjustment - Credit	(2,000,000)	(2,000,000)	(1,074,974)	(925,026)	53.7%
Utility Tax	1,864,800	1,864,800	1,038,021	826,779	55.7%
Weyandt Hall Rents	186,816	186,816	96,965	89,851	51.9%
Miscellaneous Revenues	1,085,500	1,085,500	630,007	455,493	58.0%
Intrafund Service Receipts Water/Wastewater	299,442	299,442	84,560	214,882	28.2%
Total Revenues	98,031,858	98,031,858	54,039,836	43,992,022	55.1%
Total Beginning Balance & Revenues	**$ 110,118,133**	**$ 111,569,722**	**$ 67,577,700**	**$ 43,992,022**	60.6%
Expenses					
Power Supply & Generation					
Power Supply	$ 48,059,699	$ 48,059,699	$ 25,303,519	$ 22,756,180	52.7%
Power Supply Management/Incentive	2,280,000	2,280,000	1,192,944	1,087,056	52.3%
Capacity Charges	11,618,223	11,618,223	6,401,691	5,216,532	55.1%
PJM Charges - Load	11,850,876	11,850,876	7,734,471	4,116,405	65.3%
Total Power Supply	73,808,798	73,808,798	40,632,625	33,176,173	55.1%
Plant Operations	5,694,315	5,694,315	3,110,418	2,583,897	54.6%
Generation Fuels	297,820	297,820	3,138,177	(2,840,357)	1053.7%
Capacity Credits	(11,488,785)	(11,488,785)	(5,950,486)	(5,538,299)	51.8%
PJM Credits	(720,797)	(720,797)	(5,289,824)	4,569,027	733.9%
Total Generation	(6,217,447)	(6,217,447)	(4,991,715)	(1,225,732)	80.3%
Total Power Supply & Plant	67,591,351	67,591,351	35,640,910	31,950,441	52.7%
Electric Operating Divisions:					
Transmission/Distribution	3,206,515	3,206,515	1,462,086	1,744,429	45.6%
Electrical Engineering	1,842,903	1,842,903	616,887	1,226,016	33.5%
Administration	609,169	609,169	348,642	260,527	57.2%
Meter Reading	222,908	222,908	101,537	121,371	45.6%
Systems Operations	518,053	518,053	240,596	277,457	46.4%
Intrafund Services	3,374,945	3,374,945	1,557,318	1,817,627	46.1%
Utility Tax	1,864,800	1,864,800	1,038,021	826,779	55.7%
Interest on Deposits	54,500	54,500	13,866	40,634	25.4%
OPEB - Retirees Health Care Contribution	639,110	639,110	479,337	159,773	75.0%
OPEB Trust Contribution	1,200,000	1,200,000	1,200,000	-	100.0%
Pension Trust Contribution - Unfunded liability	833,000	833,000	624,750	208,250	75.0%
Green Energy Payment to DEMEC	128,600	128,600	73,478	55,122	57.1%
Accounts Receivable Write-Offs	135,000	135,000	135,000	-	100.0%
Inventory Write-Offs	175,000	175,000	175,000	-	100.0%
Pike Engineering	-	-	70,679	(70,679)	0.0%
Debt Service	4,058,700	4,058,700	1,353,901	2,704,799	33.4%
Transfers Out:					
General Fund	8,856,000	8,856,000	4,428,000	4,428,000	50.0%
Electric Improvement & Extension Fund	3,500,000	3,500,000	875,000	2,625,000	25.0%
Depreciation Reserve	1,250,000	1,250,000	-	1,250,000	0.0%
Rate Stabilization Reserve	1,300,000	1,300,000	-	1,300,000	0.0%
Total Expenses	101,360,554	101,360,554	50,435,008	50,925,546	49.8%
Budget Balance - Working Capital	8,757,579	10,209,168	-	10,209,168	0.0%
Total Budget Balance & Expenses	**$ 110,118,133**	**$ 111,569,722**	**$ 50,435,008**	**$ 61,134,714**	45.2%
Reserve Balances					
Contingency Reserve	$ 1,071,054	$ 1,071,054	$ 1,052,763		
Insurance Reserve	$ 408,503	$ 408,503	$ 401,938		
Rate Stabilization Reserve	$ 6,171,027	$ 6,171,027	$ 4,839,477		
Bond Coverage Ratio (Covenant 1.25)	1.51	1.57	2.77		
Megawatt Hours Sold & Purchased					
Sales to Customers MWh (excluding Street Light MWh)	707,536	707,536	393,172		
Sales per MWh	$ 136.524	$ 139.159	$ 135.476		
Purchased/Generated MWh	738,215	738,215	403,114		
All In MWh Supply & Generation	$ 91.561	$ 91.561	$ 88.414		

City of Dover
Finance Department
Monthly Report – December 2010

General Capital Project Fund Summary

	Budget	Revised Budget	YTD	Balance	50% of Budget
Beginning Balance - Projects	$ 65,479	$ 227,592	$ 227,592	$ -	100.0%
Beginning Balance - Library	$ -	$ 34,583	$ 34,583	$ -	100.0%
Revenues					
Transfer from General Fund for Projects	1,307,839	1,307,839	1,307,839	-	100.0%
State Grant - Library	3,343,520	4,232,348	425,822	3,806,526	10.1%
Police Grant	18,000	18,000	-	18,000	0.0%
Miscellaneous Receipts	-	-	5,130	(5,130)	0.0%
Library Bond Issue/Contributions	1,000,000	1,000,000	30,000	970,000	3.0%
Transfer from Library Reserve	2,343,519	2,363,732	-	2,363,732	0.0%
Transfer from Parkland Reserve	-	36,872	-	36,872	0.0%
Transfer from Capital Asset Reserve	140,000	-	-	-	0.0%
Interest Earnings	10,900	10,900	2,312	8,588	21.2%
Income from Sale of Assets	-	-	9,041	(9,041)	0.0%
Total Revenues	8,163,778	8,969,691	1,780,144	7,189,547	19.8%
Total Beginning Balance & Revenue	**$ 8,229,257**	**$ 9,231,866**	**$ 2,042,319**	**$ 7,189,547**	22.1%
Expenditures					
Fire	$ 288,210	$ 223,700	$ 220,000	$ 3,700	98.3%
Grounds Maintenance	63,675	63,675	9,347	54,328	14.7%
Library	6,687,039	7,630,663	515,171	7,115,492	6.8%
Recreation	45,000	81,872	38,453	43,419	47.0%
Police	282,380	335,880	142,443	193,437	42.4%
Streets	481,055	481,055	345,759	135,296	71.9%
Sanitation	246,075	246,075	-	246,075	0.0%
Information Technology	12,000	12,000	-	12,000	0.0%
Mayor	31,500	31,500	-	31,500	0.0%
Total Expenditures	8,136,934	9,106,420	1,271,173	7,835,247	14.0%
Budget Balance - Projects	92,323	125,446	-	125,446	0.0%
Total Budget Balance & Expenditures	**$ 8,229,257**	**$ 9,231,866**	**$ 1,271,173**	**$ 7,960,693**	13.8%
Reserve Balances					
Capital Asset Replacement Reserve	$ 116,465	$ 256,645	$ 252,543		
Library Reserve	$ 1,243,686	$ 3,581,311	$ 3,247,073		
Parkland/Recreation	$ 185,045	$ 228,394	$ 224,620		

City of Dover
Finance Department
Monthly Report – December 2010

Water/Wastewater Improvement & Extension Fund Summary

	Budget	Revised Budget	YTD	Balance	50% of Budget
Beginning Balance - Water	$ 743,431	$ 1,590,874	$ 1,590,874	$ -	100.0%
Beginning Balance - Wastewater	$ 257,168	$ (45,665)	$ (45,665)	$ -	100.0%
Beginning Balance - Bond Proceeds - Wastewater	$ 286,500	$ -	$ -	$ -	0.0%
Revenues					
Bond Issue Proceeds Series 2010	3,016,200	3,016,200	-	3,016,200	0.0%
Income from Sale of Assets	-	-	17	(17)	0.0%
Interest Earned	-	-	21,293	(21,293)	0.0%
State Loan-Water	-	2,404,017	-	2,404,017	0.0%
State Loan-Wastewater	-	5,597,956	2,042,107	3,555,849	36.5%
Transfer from Water Operating Fund for Water	500,000	500,000	500,000	-	100.0%
Department of Energy Grant	-	45,248	-	45,248	0.0%
Transfer from Wastewater Operating Fund for Wastewater	500,000	500,000	500,000	-	100.0%
Transfer from Impact Fee Reserve - Wastewater	242,040	758,821	-	758,821	0.0%
Total Revenues	4,258,240	12,822,242	3,063,417	9,758,825	23.9%
Total Beginning Balance & Revenues	**$ 5,545,339**	**$ 14,367,451**	**$ 4,608,626**	**$ 9,758,825**	32.1%
Expenses					
Water	$ 620,000	$ 3,605,055	$ 185,167	$ 3,419,888	5.1%
Wastewater	1,560,700	7,075,994	2,002,692	5,073,302	28.3%
Total Expenses	2,180,700	10,681,049	2,187,859	8,493,190	20.5%
Budget Bal-Working Capital - Wastewater Bond Proceeds	2,153,140	2,153,140	-	2,153,140	0.0%
Budget Balance - Working Capital - Water	623,431	889,836	-	889,836	0.0%
Budget Balance - Working Capital - Wastewater	588,068	643,426	-	643,426	0.0%
Total Budget Balances	3,364,639	3,686,402	-	3,686,402	0.0%
Total Budget Balances & Expenses	**$ 5,545,339**	**$ 14,367,451**	**$ 2,187,859**	**$ 12,179,592**	15.2%
Reserve Balances					
Capital Asset Replacement - Water	$ 319,003	$ 318,113	$ 214,600		
Capital Asset Replacement - Wastewater	$ 168,767	$ 168,476	$ 67,382		

City of Dover
Finance Department
Monthly Report – December 2010

Electric Improvement & Extension Fund Summary

	Budget	Revised Budget	YTD	Balance	50% of Budget
Beginning Balance	$ 1,688,861	$ 3,429,624	$ 3,429,624	$ -	100.0%
Beginning Balance Bond	$ -	$ 415,585	$ 415,585	$ -	100.0%
Revenues					
Interest Earnings	40,700	40,700	9,242	31,458	22.7%
Transfer from Electric Revenue Fund	3,500,000	3,500,000	875,000	2,625,000	25.0%
Insurance Claim Proceeds	-	280,000	265,643	14,357	94.9%
Department of Energy Grant	-	135,152	65,065	70,087	48.1%
Income from Sale of Assets	-	-	2,280	(2,280)	0.0%
State Reimbursement for Governor's Ave	-	254,757	-	254,757	0.0%
Total Revenues	3,540,700	4,210,609	1,217,230	2,993,379	28.9%
Total Beginning Balance & Revenues	**$ 5,229,561**	**$ 8,055,818**	**$ 5,062,439**	**$ 2,993,379**	62.8%
Expenses					
Power Plant	$ 1,480,068	$ 2,156,740	$ 1,475,663	$ 681,077	68.4%
Transmission/Distribution	739,000	739,000	272,268	466,732	36.8%
Electrical Engineering	1,390,429	1,598,982	704,098	894,884	44.0%
Transfer to Depreciation Reserve	-	1,000,000	-	1,000,000	0.0%
Total Expenses	3,609,497	5,494,722	2,452,029	3,042,693	44.6%
Budget Balance - Working Capital	1,620,064	2,561,096	-	2,561,096	0.0%
Total Budget Balance & Expenses	**$ 5,229,561**	**$ 8,055,818**	**$ 2,452,029**	**$ 5,603,789**	30.4%
Reserve Balances					
Depreciation Reserve	$ 9,572,390	$ 10,513,555	$ 8,130,536		
Future Capacity Reserve	$ 9,294,563	$ 9,294,627	$ 9,146,983		

City of Dover
Finance Department
Monthly Report – December 2010

Community Transportation Improvement Fund

	Budget	Revised Budget	YTD	Balance	50% of Budget
Beginning Balance	$ 100,913	$ 100,913	$ 309,851	$ (208,938)	307.0%
Revenues					
Grants Revenue	1,000,000	1,000,000	207,496	792,504	20.7%
Transfer from General Fund	300,000	300,000	300,000	-	100.0%
Interest Earned	2,800	2,800	204	2,596	7.3%
Total Revenues	1,302,800	1,302,800	507,700	795,100	39.0%
Total Beginning Balance & Revenues	**$ 1,403,713**	**$ 1,403,713**	**$ 817,551**	**$ 586,162**	58.2%
Expenses					
Program Expenses - Grant related	$ 1,000,000	$ 1,000,000	$ 463,821	$ 536,179	46.4%
Program Expenses - City appropriated	300,000	300,000	175,926	124,074	58.6%
Total Expenses	1,300,000	1,300,000	639,747	660,253	49.2%
Budget Balance - Working Capital	103,713	103,713	-	103,713	0.0%
Total Budget Balances & Expenses	**$ 1,403,713**	**$ 1,403,713**	**$ 639,747**	**$ 763,966**	45.6%

CITY OF DOVER
SPECIAL REVENUE FUNDS
COMBINING STATEMENT OF REVENUES, EXPENDITURES
AND CHANGES IN UNRESERVED FUND
PERIOD ENDED DECEMBER 31, 2010

	POLICE GRANTS	LIBRARY GRANTS	CDBG/NSP HOUSING GRANTS	GIRLS CIRCLE & GAMES GRANT OF DOVER	SUBSTANCE ABUSE PREV. GRANT	TOTALS
REVENUES:						
State Grants received	$ 46,799	$ -	$ -	$ -	$ 16,782	$ 63,581
Federal Grants received	123,567	124,498	225,190	8,551	-	481,806
Recreation revenue	-	-	-	-	4,400	4,400
Miscellaneous revenue	(5,130)	-	-	-	-	(5,130)
Investment income (loss)	298	-	-	-	-	298
TOTAL REVENUES	$ 165,534	$ 124,498	$ 225,190	$ 8,551	$ 21,182	$ 544,955
EXPENDITURES:						
Program expenditures	$ 128,046	$ 39,310	$ 307,171	$ 8,551	$ 77,785	$ 560,863
TOTAL EXPENDITURES	$ 128,046	$ 39,310	$ 307,171	$ 8,551	$ 77,785	$ 560,863
Excess (deficiency) of revenues over expenditures	$ 37,488	$ 85,188	$ (81,981)	$ -	$ (56,603)	$ (15,908)
Other financing sources (uses):						
Operating transfers-out	(40,679)	-	(136,557)	-	-	(177,236)
Excess (deficiency) of revenues and other financing sources over expenditures & other uses	$ (3,191)	$ 85,188	$ (218,538)	$ -	$ (56,603)	$ (193,144)
UNRESERVED FUND BALANCE AT BEGINNING OF YEAR	$ 315,736	$ 35,505	$ 61,672	$ -	$ 10,710	$ 423,623
UNRESERVED FUND BALANCE AT END OF YEAR	$ 312,545	$ 120,693	$ (156,866)	$ -	$ (45,893)	$ 230,479

Dover Police Department

Monthly Report
To
Mayor & City Council

"To Protect and Serve"

December 2010

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

January 13, 2011

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

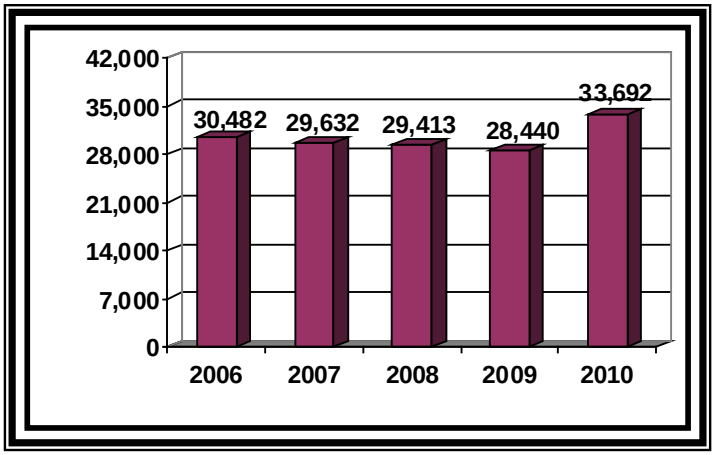
Mayor Carey and Council Members:

The following is the report on Police Department activities for the month of December 2010:

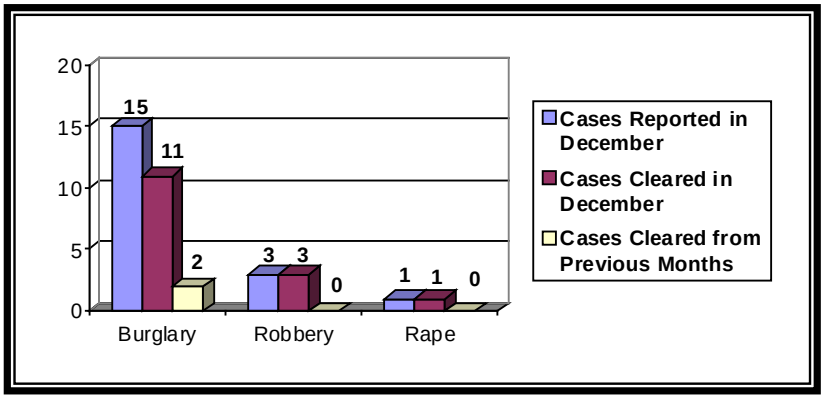
COMPLAINTS

Total complaints received through December 31st numbered 33,692. This is an increase of 5,253* complaints over the same time period for last year.

*Such a large increase is due in part to all calls for service are now included in total.



CRIMINAL INVESTIGATIONS

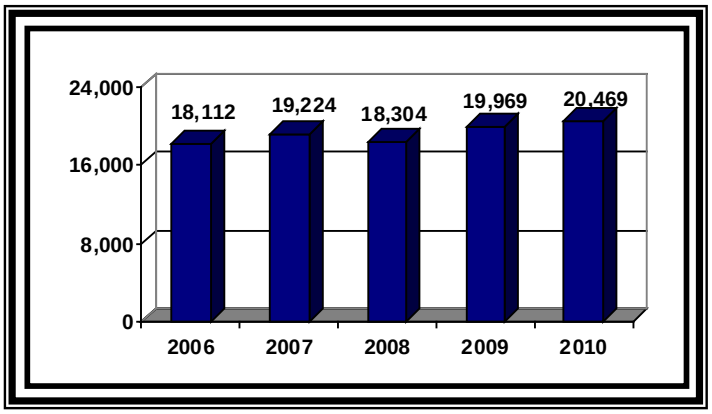


QUALITY OF LIFE TASK SECTION

ENFORCEMENT ACTION	ARRESTS
ABANDONED VEHICLES	1
ALCOHOL VIOLATIONS/DUI'S	1
ASSIST OTHER	0
WARRANTS ON FILE	3
BIKE ON SIDEWALK	0
CITY PARK VIOLATIONS	0
CRIMINAL ARRESTS	81
DRUG RELATED ARRESTS	30
LOUD MUSIC	0
MISCELLANEOUS VIOLATIONS	19
PARKING VIOLATIONS	20
PEDDLER	0
MEETINGS	7
PROSTITUTION	0
COLLECTION OF DELINQUENT DCO'S	0
WANTED CHECKS/CPC'S	17
TRAFFIC ARRESTS	102
WARNINGS	23
FUGITIVE	16
TOTAL ARRESTS	320

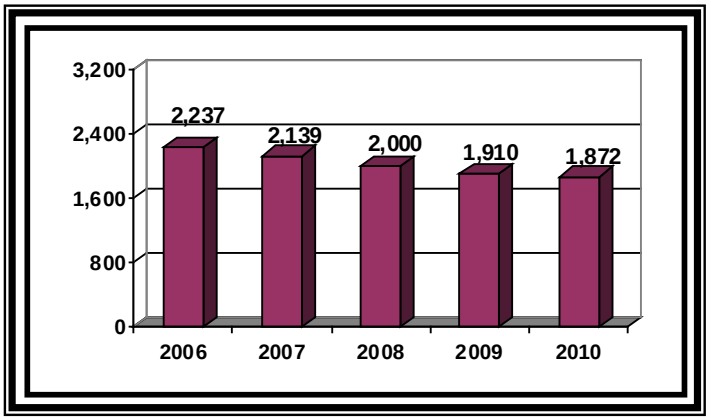
TRAFFIC ARRESTS

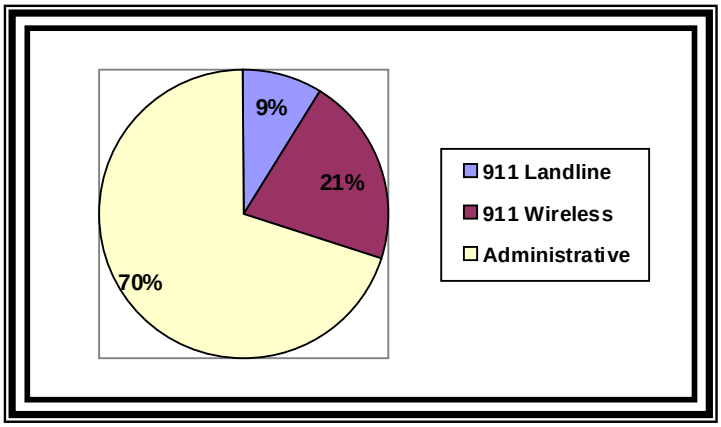
The department issued 20,469 traffic citations through this reporting period. This is an increase of 500 citations over the number issued during the same period last year.



TRAFFIC CRASHES

Through December 31st, Dover Police investigated 1,872 traffic crashes. This is a decrease of 38 accidents investigated during the same period last year.





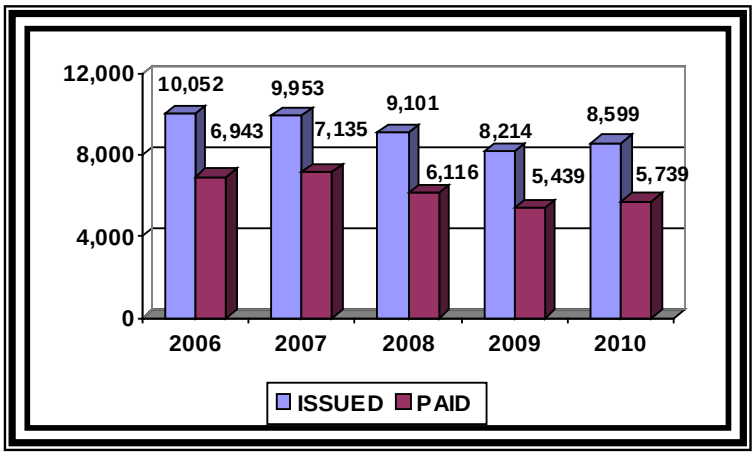
911 CENTER

During the month of December*, our 911 Center handled a total of 7,715 calls averaging 249 calls per day. Dispatchers handled 1,623 calls on the 911 wireless lines, an average of 53 calls per day and 694 calls on the 911 landlines, an average of 23 calls per day.

*Note: The 911 Dispatcher Center was folded down and calls were taken at Kent Center for the week of December 1 – 8, 2010 for replacement of the 911 Phone System.

CITY ORDINANCE SUMMONS

Through December 31st, we issued 8,599 city ordinance summons, an increase of 385 summons over December of last year. *Note: of those summonses issued in December, 43 were issued for handicapped parking violations, 28 for fire lane parking violations, 106 for false alarms (58 for 3-5 alarms, 33 for 6-9 alarms, 9 for 10-15 alarms, and 6 for 16 or more alarms) and 4 for noise violations (2 for vehicle violations and 2 for residence violations).



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

- On September 28, 2010, a suspect rode up on a bicycle and fired multiple shots into a vehicle occupied by three subjects on East Water Street. The vehicle sustained damage but no one in was injured in the vehicle. The suspect was known by the occupants of the vehicle and warrants were obtained for his arrest. He was wanted for Reckless Endangering 1st (3 counts), Possession of a Firearm By a Person Prohibited, Possession of a Firearm During Commission of a Felony, Disorderly Conduct, and Criminal Mischief. On December 28, 2010. Officers from the Patrol Unit, Quality of Life Section, and Community Policing Section, apprehended the suspect who was hiding in an apartment without incident.

- On December 3, 2010, Officers from the Drugs, Vice and Organized Crime Section executed a search warrant in the at a residence on Barrister Place. The search warrant was the conclusion of an investigation into the sale of Ecstasy from the residence. After completing the search, two suspects were charged with Trafficking Ecstasy and related offenses. Officers located 91 Ecstasy Tablets, a small amount of Marijuana, and miscellaneous drug paraphernalia throughout the residence and the suspect's vehicle. Four children were also present in the residence along with two additional adults.

- On December 9, 2010, Detectives arrested a suspect for numerous counts of Theft and Trespass after a search of his residence revealed property taken from various vehicles throughout the City of Dover. Detectives were able to link these items to the victims through serial and identification numbers on the property.

- On Friday, December 10, 2010, a suspect forced entry into a residence on East Water Street. The suspect then began to damage property inside the residence and fled without taking any items. As officers were at the scene investigating the incident the suspect appeared and was subsequently arrested for the incident.

- On December 10, 2010, officers from the Sex Offender Enforcement Section were conducting sex offender verifications. During which, they discovered a suspect had registered at an address in which he did not reside. Because he is a Tier 2 sex offender and is required to register his address with the State Bureau of Identification.

Major crimes and activities that occurred during the month of December continued:

- On Sunday, December 12, 2010, Dover Officers responded to a reported Protection from Abuse (PFA) violation and assault. The investigation revealed that the defendant has an active PFA, which orders him not to have contact with the victim. The suspect confronted the victim at her residence and an argument ensued. The suspect then began to strangle the victim, assaulted her with an electronic stun device and prevented her from leaving the residence. The defendant fled from the residence and was apprehended in Wilmington, Delaware.

- The Department's Accident Reconstruction Team is currently investigating a fatal collision involving a pedestrian. The collision which occurred on December 15, 2010 on South Dupont Highway involved a vehicle that was travelling southbound when a pedestrian stepped onto the road walking westbound. The front of the suspect's vehicle made contact with victim who was later pronounced dead at the scene by paramedics. The suspect was arrested for DUI and additional charges will be determined by the Attorney General's Office.

- Between December 14, 2010 and December 18, 2010, two churches located on South Dupont Highway and a church located on South State Street, were all burglarized and had property removed.

- On December 18, 2010, Dover Officers responded to a fight complaint on South New Street. Officers contacted a suspect and asked for his identification. He gave a false name and was being placed under arrest when he jumped in his vehicle and attempted to drive away. The vehicle struck one of the officers but did not cause injury. The suspect then got out of the vehicle and fled on foot but was apprehended by the officers and was found to be DUI. He was also in possession of two knives at the time of his arrest.

- On December 19, 2010, the Dover Police received an alarm from a business located on Martin Street and upon arrival observed two defendants running from the business. The arriving officers chased the defendants and apprehended both and recovered the stolen property.

- On December 19, 2010, an unknown suspect entered a residence on Forest Creek Drive through an unsecure front door. Once inside, the suspect removed two XBox games, a controller, and an IPOD Dock Station. The suspect then fled in an unknown direction.

- On Wednesday December 22, 2010, Officers from the Drugs, Vice, and Organized Crimes Section and Safe Streets Section conducted an uncover sting operation regarding counterfeit merchandise being sold from stores located in the Dover Mall. Officers recovered a total of 414 pieces of counterfeit merchandise bearing trademarks from NFL, MLB, DC Shoes Inc, and Fox Racing, for a total value of approximately $10,350.00. Two were arrested and charged with Trademark counterfeiting.

- On Wednesday December 22, 2010, a suspect forced open the front door at a residence located on Glenn Eagles Court. Once inside, he began removing Christmas gifts from a closet as well as attempting to take a flat screen television. The 21 year old victim and his 53 year old father began struggling with the suspect who caused minor injury to both before fleeing the residence. Detectives through their investigation were able to identify the suspect. He was apprehended and charged later that same day.

- On December 27, 2010, an unknown suspect broke out the front window glass of the business located in the Hamlet on Walker Road. The suspect then reached inside and removed several bottles of alcohol. The suspect fled in an unknown direction.

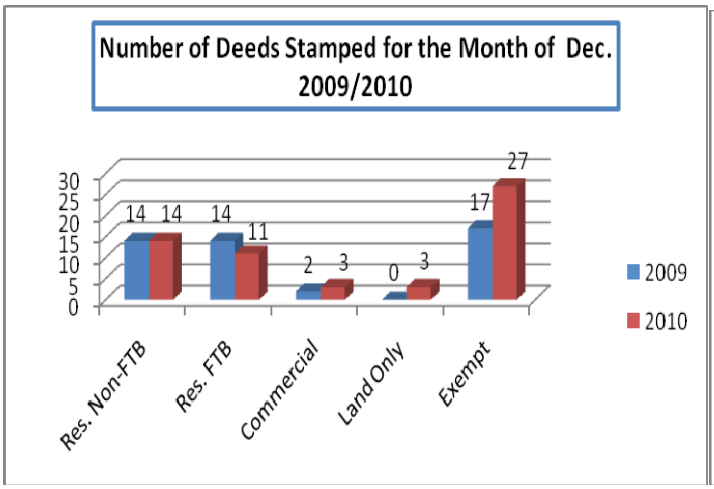
Respectfully Submitted,

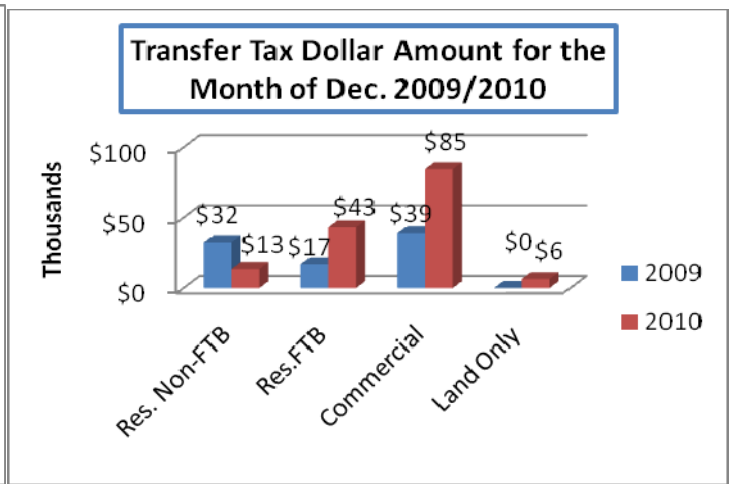
James E. Hosfelt, Jr.
Chief of Police

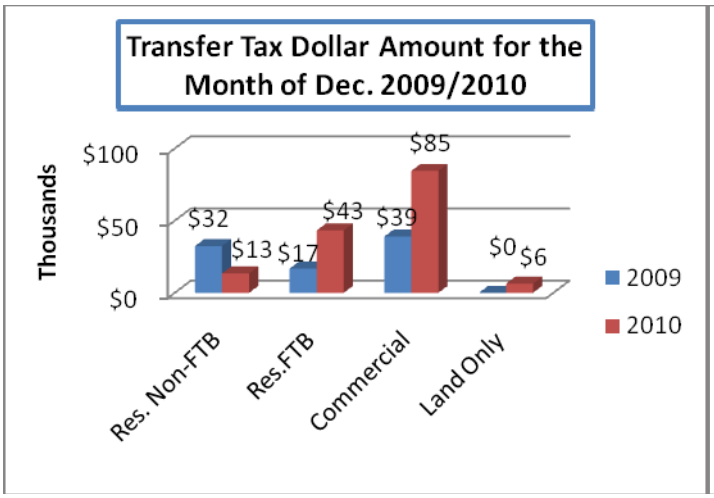
Monthly Report
December 2010

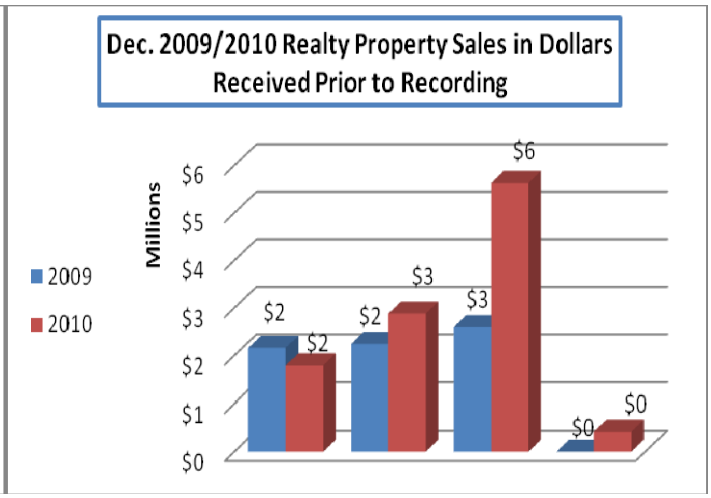


Office of City Assessor









Major Updates

	Oct-10	Nov-10	Dec-10
Assessment Change	$90,100	-$64,300	$2,262,800

Residential Sales Ratio Report

Sales in Study	Total Assessed Value	Total Sale Price	Ratio	PRD
12	$2,157,800	$1,941,790	1.11	1.01

Ratio – Assessed Value divided by Sale Price.

PRD – Mean – A PRD above 1.03 tends to indicate assessment regressivity – high valued properties are under appraised relative to low valued properties. A PRD below .98 tends to indicate assessment progressivity – high valued properties are relatively over appraised.

Points of Interest

Scanning & Filing

- All new deeds are being scanned and attached to the CAMA software for easy retrieval.

- All appeal documents and correspondence are being scanned and attached to the CAMA software for easy retrieval.

- All deeds from 2006 through current day are scanned and attached to our software.

- Hard Copies of original property record cards are being scanned and attached to the CAMA software for easy retrieval of previous years history.

Assessor's Office

-Scheduling and conducting residential appeals (see attached minutes of the meetings)

- Scheduling and conduction Exemption Requests

CITY OF DOVER
SALES RATIO REPORT

PARID	NBHD	LUC	ADDRESS	UNITS	STYLE	YRBLT	STORIES	SFLA	GRADE	CDU	TOTAL APPR	SALE DT	PRICE	ASR
ED05-067.14-01-16.00	20B	R10	208 OAKMONT DR	1	16	1974	1	2400	C+	GD	206,400	08-DEC-10	194,900	1.059
ED05-067.16-02-17.00	11A	R10	730 LAKEWOOD PL	1	14	1951	1	1372	C	AV	151,100	10-DEC-10	163,500	.924
ED05-067.17-03-09.00	22	R10	127 SHINNECOCK RD	1	5	1994	2	2561	B	GD	273,100	07-DEC-10	230,000	1.187
ED05-067.17-04-54.00	16E	R10	137 SWEETGUM DR	1	6	1994	2	2166	B	GD	222,100	20-DEC-10	219,000	1.014
ED05-068.15-03-29.00	16G	R10	1428 S HANCOCK AVE	1	14	1994	1	1152	C	AV	149,500	17-DEC-10	112,400	1.330
ED05-068.15-03-80.00	16G	R10	10 CLYMER CIR	1	14	1994	1	1490	C	AV	175,600	22-DEC-10	164,900	1.065
ED05-068.18-04-03.00	27	R10	1113 E DIVISION ST	1	14	1952	1	986	C-	AV	136,700	15-DEC-10	124,500	1.098
ED05-076.03-01-56.00	25	R10	167 E SHELDRAKE CIR	1	13	2006	2	1855	C+	AV	170,500	28-DEC-10	135,000	1.263
ED05-076.04-01-61.00	16M	R10	412 ANN MOORE ST	1	13	2009	3	2007	B-	AV	184,900	21-DEC-10	188,190	.983
ED05-076.06-08-59.00	17A	R10	35 PERIWINKLE DR	1	13	1995	2	1260	C+	AV	129,800	17-DEC-10	128,500	1.010
ED05-076.20-03-39.00	30	R10	1129 WOODSEDGE RD	1	5	1961	2	2458	B-	AV	206,500	30-DEC-10	164,900	1.252
ED05-077.06-02-83.00	27	R10	798 E LOOCKERMAN ST	1	3	1954	1	1910	C+	AV	151,600	03-DEC-10	116,000	1.307

City Council's
Board of Assessment Appeals *

December 01, 2010

The Board of Assessment Appeals was brought to order at 8:45 A.M. by the City Assessor Cheryl Russell. Board Members present were: James Welsh, William Garfinkel and Todd Stonesifer. Staff present was: City Assessor Cheryl Russell, Erika Schrader, Legal Counsel to the City Assessor and Administrative Assistant Annette Hart.

Appeals

B. Walker Woods Properties LLC

Location: Multiple Parcels: Harmony Lane

BACKGROUND AND ANALYSIS

An appeal form was submitted to the Assessor's Office with a requested assessment of $3,100,000.

Original Value Corrected Value/Appealed Value Requested Value

See attached spread sheet

These parcels in the past were under one parcel number. During the recent City-Wide revaluation, the parcels were split to match the Kent County Records.

When the mailing for the new values was sent out, the owner of record only received one notification. The other parcels were not changed to reflect the new ownership and mailing.

Since this was an error on our part, we allowed the property owner the right to appeal.

After meeting with the owner, we realized that one of the parcels was grossly incorrect, it still described a section of townhomes instead of an individual townhome (RES -2010-091)

This correction has been made. Also, we discovered that the "neighborhood" used for comps was not the best suited for this neighborhood.

The Assessor's Office made necessary corrections and informed by email to the property owner and/or his representative the new values based on these changes.

The property owner chose to appeal the corrected values and supplied the Assessor's Office with four pages of a summary appraisal report; indicating a total value of $3,100,000.

Recommended Actions: Staff recommends that the "corrected" number generated by the 2010 Revaluation remain the same.

Mrs. Ordway was present for the appeal hearing.

Ms. Russell went over the information provided by the appellant and explained to the board that the owners of Walker Woods Properties LLC visited the office to express their concerns about the value of the property, based on the fact that there were some discrepancies, the Assessor allowed the owners to file an appeal. Ms. Russell also explained that she did make changes to the grading and the neighborhood which changed the original value to the new value listed on the attached spread sheet.

Ms. Ordway explained to the board that properties were purchased three years ago for an average price of $52,000 per unit and that a recent appraisal valued each property at about $59,000 each. She mentioned that the property has been on the market for about $60,000 per unit, and has had no interested buyers. She believes that the new value is still too high. Ms. Russell explained to the board that the neighborhood used to calculate the new value was Barrister Place, which had a recent sales in December of 2009 for $79,400. Ms. Russell told the board that Ms. Ordway did not provide the Assessor with the whole appraisal, as requested and therefore was not able to see what comparables were used in the appraisal. Mr. Stonesifer asked Mrs. Ordway to see the complete appraisal. After looking at the whole appraisal, the Assessor pointed out that the comparables used, where not in the City of Dover city limits. Ms. Russell explained that this year was the first year the units are assessed as individual properties, to mirror Kent County at what time Mrs. Ordway acknowledged that the units are deeded as separate units. Mr. Garfinkel asked if any improvement to the properties has been made, at which time Mrs. Ordway told the board that no upgrades have been made because of the depressed nature of the tenants. She does not believe that any improvements made right now, would improve the property at all.

The Board had no more questions for Mrs. Ordway.

Before the appellant left, Ms. Russell explained that the board will deliberate and make their decision at 11:45 A.M., should she choose to come back to hear what the board's decision is. The appellant was also informed that they would receive written notification by certified mail.

Deliberations

Mr. Olson was present for the deliberation.

Mr. Garfinkel made the motion to accept the Assessor's valuation, Mr. Stonesifer seconded that motion with the intend to discuss. Mr. Stonesifer told to the board, that he believes that the city's values are too high based on the comparables used by the city. He believes that these units should not be assessed individually, as they were bought as one. Mr. Welsh pointed out that each unit has its own Tax Map Number and is also deeded individually. Mr. Garfinkel believes that the properties are in a good area of town and could be of greater value, if the owners would make some improvements. Mr. Stonesifer pointed out that the property was bought in 2008 for

approximately $52,000 each and that the property values certainly have not increased since 2008, certainly not as much as the increase suggested by the city.

Mr. Garfinkel pointed out that Mrs. Ordway mentioned earlier that there is no problem renting the properties and that they are in demand.

Mr. Garfinkel held the motion to accept the Assessor's value, which was seconded by Mr. Stonesifer earlier. Motion carried 2-1.

The Board shall inform, in writing, the appellant of its decisions and reasons after the conclusion of the hearing, and shall become final on the date the decision is signed by the members of the Board. Furthermore, any oral discussion of or vote upon the appeal by the Board during the hearing shall be deemed to be in the nature of a preliminary deliberation to the rendering of a final written decision and only the written decision, as adopted by a majority of the Board, shall constitute the decision of the Board. The decision of the Board may be appealed to the Superior Court of the State of Delaware within thirty (30) days from the date the Board's written decision.

Appeals – Abatement

A. 1. Tinman Enterprises LLC

Location: 28 W Loockerman St – ED05-077.09-04-15.00

BACKGROUND AND ANALYSIS

An appeal was requested via a phone conversation with Mr.Tinsley on Friday, November 19, 2010.

Appealed	Requested
$174,100	Not Available

Originally, in January when the values were generated by Tyler Technologies and notification went to the property owner, the value was based on 2010 values with current information on the property.

No appeal was requested at this time. The value on this property was $299,500.

Mr. Tinsley called later in the year with his concern about the Abatement that he should have received on the property.

Mr. DePrima met with the Assessor and discussed this item and we made adjustments to this property.

The 2007 Property Record Card indicates the value and the information that described this

property before the building permits were added and the revaluation was complete.

The 2010 Property Record Card indicates the value and the information that describes this property now, with the revaluation.

The CAMA software that we use can only store on set of information for a property. The Assessor had to go into the "current" year in the CAMA software and make all necessary changes to the information gathered by the Reval Company. The changes that were made, described the property as of Post Revaluation pre-permit status. Resulting with the value reducing from $299,500 to $174,100 for this billing cycle. Which raises it from last year's value of $133,300.

I cannot produce a Property Record Card for this new value without committing the value into CAMA software and losing the information gathered by the Revaluation Company for the future years (after the abatement). The information was processed into the Software; a value was generated by the software using the 2010 "tables" and the old information.
The number was then put into the 2010 year as an override until the next revaluation.

The Assessor assumes that the property owner would maintain the improvements as they were from the last revaluation; had there not been permits and renovations to the property.

2. Tinman Enterprises LLC

Location: 121 W Loockerman St. – ED05-077.09-02-05.00

BACKGROUND AND ANALYSIS

An appeal was requested via a phone conversation with Mr.Tinsley on Friday, November 19, 2010.

Appealed	Requested
$177,100	Not Available

Originally, in January when the values were generated by Tyler Technologies and notification went to the property owner, the value was based on 2010 values with current information on the property.

No appeal was requested at this time. The value on this property was $496,200.

Mr. Tinsley called later in the year with his concern about the Abatement that he should have received on the property.

Mr. DePrima met with the Assessor and discussed this item and we made adjustments to this

property.

The 2007 Property Record Card indicates the value and the information that described this property before the building permits were added and the revaluation was complete.

The 2010 Property Record Card indicates the value and the information that describes this property now, with the revaluation.

The CAMA software that we use can only store one set of information for a property. The Assessor had to go into the "current" year in the CAMA software and make all necessary changes to the information gathered by the Reval Company. The changes that were made, described the property as of Post Revaluation pre-permit status. Resulting with the value reducing from $492,200 to $177,000 for this billing cycle. Which raises it from last year's value of $117,600.

I cannot produce a Property Record Card for this new value without committing the value into CAMA software and losing the information gathered by the Revaluation Company for the future years (after the abatement). The information was processed into the Software; a value was generated by the software using the 2010 "tables" and the old information.
The number was then put into the 2010 year as an override until the next revaluation.

The Assessor assumes that the property owner would maintain the improvements as they were from the last revaluation; had there not been permits and renovations to the property.

Ms. Russell presented a brief history of the valuations of the Properties. The Abatement Program was explained to the Board and a summary of how the proposed abated valuation for the Properties was generated by the Assessor's Office. The value was generated by inputting the Pre-permit Condition of the Properties as they existed at the time of the previous revaluation (2005) using the computations for the current City-wide assessment to arrive at abated values at the rates for 2010.

There was some discussion between Ms. Russell and Mr. Tinsley regarding other tax issues related to other incentive programs the Properties enjoy but which are not directly related to the instant appeal. Through the discussion at the hearing, however, Mr. Tinsley did indicate that Tinman was satisfied with the resolution of those other issues.

Mr. Tinsley then testified that five years ago he paid approximately $155,000.00 for 28 W. Loockerman and approximately $165,000.00 three years ago for 121 W. Loockerman. He thought that the revised numbers presented by the Assessor were essentially fair. However, Mr. Tinsley represented to the Board that the conditions of the Properties should not be viewed as if they were in the same condition as they existed in the Pre-permit Condition but rather that they should be considered at an even lower grade because the structures would have continued to degrade had improvements not been made pursuant to the Abatement Program. He indicated that the value should what he paid for the Properties in 2005 and 2007 since he felt that a purchase at any price was the only way the value of the Properties would ever increase.

The Board asked for clarification of Tinman's position regarding the value of the Properties. It was not clear to the Board if Tinman was withdrawing the appeal. Mr. Tinsley clarified that he was not withdrawing his appeal; he restated that he felt the fair value would be the purchase prices of the Properties in 2005 and 2007. Clarification was also asked regarding the actual purchase prices of the Properties. Tinman did not have any documentation available. The City Assessor did, however, provide the purchase prices on record for the Properties as $165,000.00 for both 28 and 121 W. Loockerman.

The Board then voted to close the hearing to deliberate. A motion was then made and seconded to adopt the values proposed by Tinman – the amounts actually paid for the Properties. The Board then discussed the merits of the appeal. Mr. Garfinkel suggested that he did not feel that the data presented by Tinman was sufficient to rebut the presumption of the accuracy of the Assessor's proposed values. Mr. Tinsley was permitted to reply to these assertions that his evidence did in fact rebut the accuracy of the Assessor's proposed values because the purchase prices were based on the true value of the Properties in the current market. Mr. Stonesifer stated that the grounds for his motion was that the valuation, under the Abatement Program, the Properties are to be valued in the Pre-permit Condition and the price paid for the Properties in Pre-permit Condition would be the most accurate. When asked about the basis for the information used to determine the valuation, the Assessor restated that the value was determined by using the data available for the most recent revaluation and that it is not possible to speculate how the property might differ in condition at the time of the 2010 revaluation from the 2005 condition. Mr. Stonesifer indicated that it was his opinion that Tinman's position that the purchase price would be the best indicator of value for the Pre-permit Condition which would also not take into account any change in condition whether improving or continued degradation of the Properties.

The discussion was concluded and the Board voted on the motion to change the assessed values for the Properties to the actual prices paid by Tinman as indicated in the City records, $165,000.00 each. The motion carried unanimously, three to zero.

The Board shall inform, in writing, the appellant of its decisions and reasons after the conclusion of the hearing, and shall become final on the date the decision is signed by the members of the Board. Furthermore, any oral discussion of or vote upon the appeal by the Board during the hearing shall be deemed to be in the nature of a preliminary deliberation to the rendering of a final written decision and only the written decision, as adopted by a majority of the Board, shall constitute the decision of the Board. The decision of the Board may be appealed to the Superior Court of the State of Delaware within thirty (30) days from the date the Board's written decision.

* Draft (not yet approved by the board)

CITY MANAGER'S MONTHLY REPORT



December 2010

Monthly Highlights

Customer Services

- 1,212 payments were processed online or by telephone in December 2010.
- City of Dover property taxes were due August 31, 2010. As of December 31, 2010 the delinquent property taxes total $716,679.62 for all tax years.

Budget and Program Development

- Continued meetings with Customer Service staff to review implementation of the new utility bill design.
- Final review of Fiscal 2011 Revenue Manual completed.
- Participated in GFOA Webinar on Practices in Performance Based Management.
- Met with representatives from the Chamber of Commerce regarding involvement in the Budget process.
- Met with members of the Budget Team to review CIP submissions.

Human Resources

- Continued IBEW contract negotiations.
- Staff participated in the ADP training, in preparation for the new Payroll system.

Information Technology

- Continued working on the upgrade of the City's website.

Parks, Recreation, & Library

- The Library recorded 801 people attending 24 children's programs.
- Seventy-one residents were recorded in Job Resource Center.
- Annual Caroling on the Green was well attended with a crowd of approximately 250.
- The Annual Food Drive provided food to four local food banks.
- Coordinated all logistics for Annual First Night celebration.
- Pitts Center court rentals included Holy Cross CYM and Capital Baptist School.

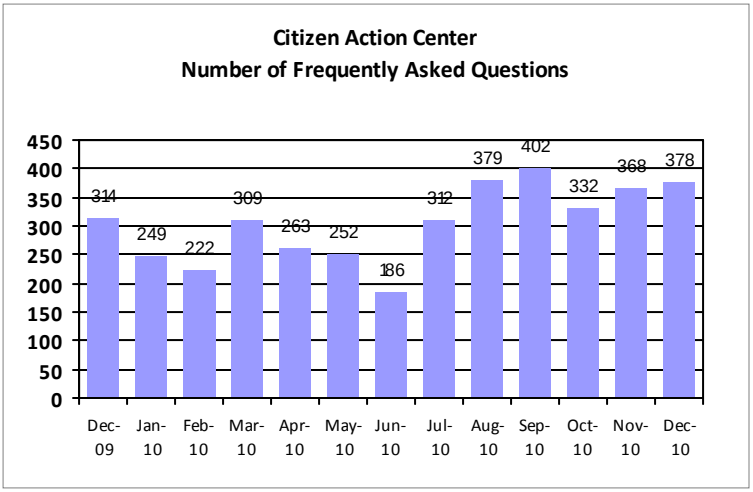
Public Services

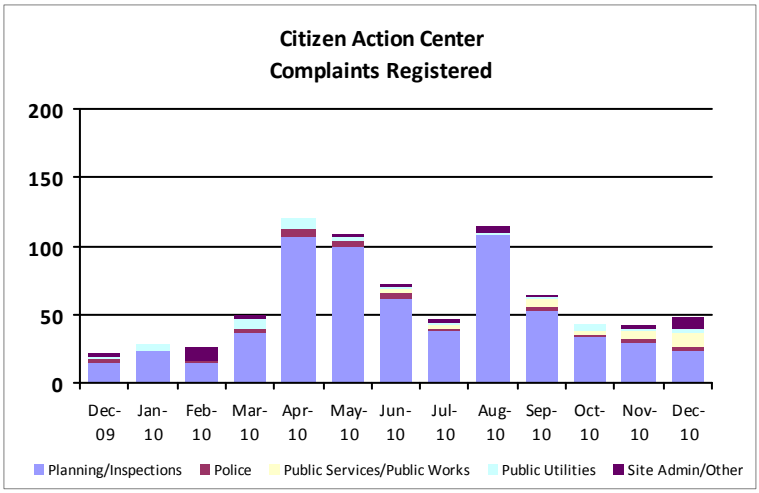
- Contractor for the Library Bid Pac A has completed approximately 40% of the contract work.
- Working on the Spring Street program bid documents.

Public Utilities

- All water main installations have been completed for east of North State Street (Phase "A" Water Main Replacement).

PUBLIC AFFAIRS





AVERAGE TIME TO CLOSE COMPLAINTS RECEIVED - December 2010

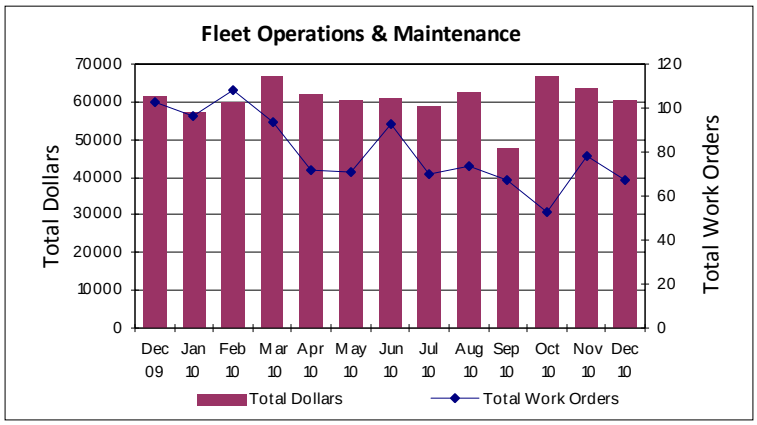
Department	Total # Complaints	# Of Days
Planning/Code Enforcement (property code violations)	24	3.92 days
Police (community policing)	2	8.4 days
Public Services - Grounds - Sanitation - Streets	 1 2 7	2.65 days
Public Utilities (electric outages)	3	7.2 days
Site Admin/Other Departments	9	1.7 days

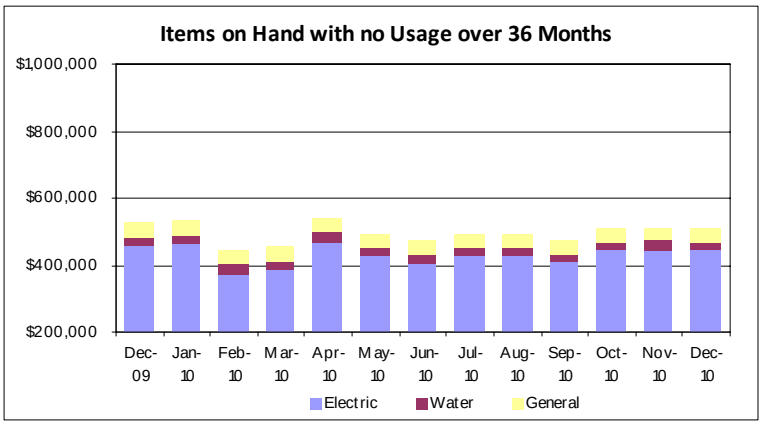
COMMUNITY OUTREACH, TRAINING AND EDUCATION EVENTS - December 2010

- Attended Library Public Relations Committee Meeting.
- Assumed snow related notification responsibilities due to the retirement of the Emergency Management Coordinator.
- Met with staff from Delmarva Rural Ministries and toured the facility to develop a relationship for resources with the constituents in the City.
- Home for the Holidays Parade.
- Continued working with Delaware.net on the redesign and content of the website.
- Attended events for and with Mayor Carey (Grand Opening and Awards Banquet).

OTHER ACTIVITIES	July 2010	Aug 2010	Sept 2010	Oct 2010	Nov 2010	Dec 2010	FYTD
Facebook - New Posts	21	26	54	41	52	59	253
Facebook - Page Views	716	1,004	1,145	1,152	1,671	1,768	7,456
Facebook –Replies to Questions	17	37	21	23	21	27	146
Press Releases	16	9	16	5	2	3	51
Ceremonial Documents (Proclamations, Certificates, Letters of Welcome)	25	16	26	19	17	16	119

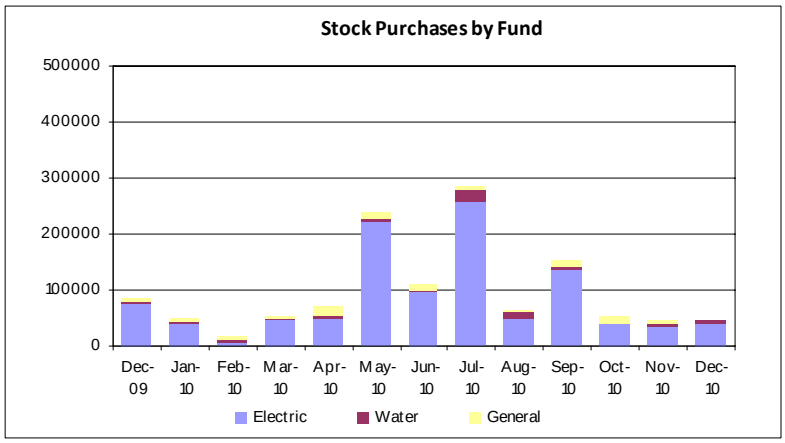
CENTRAL SERVICES

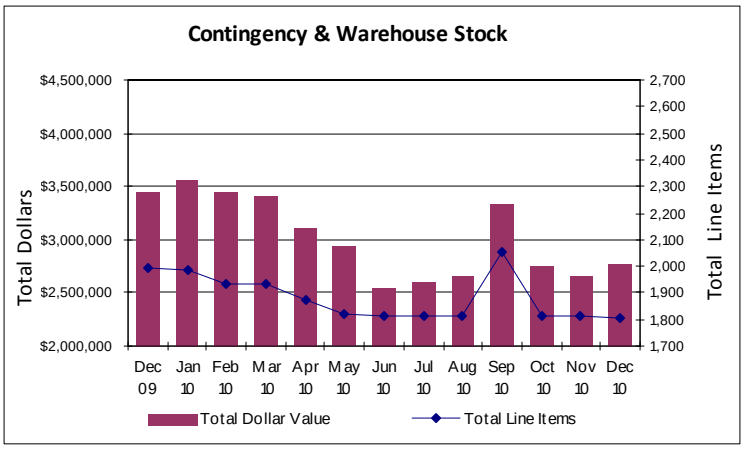




Work Orders: 67
Fleet Maintenance: $15585.69 (excludes Melvin's Sunoco)
Fuel: $45,048.87

Electric: $445,038.96
Water: $ 25,228.32
General: $ 39,258.86





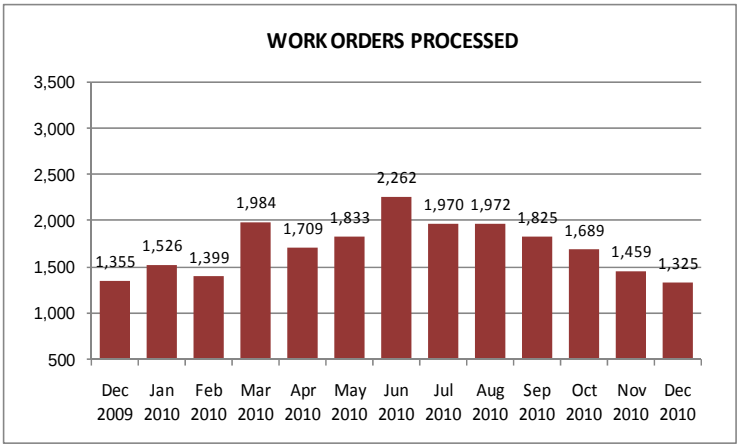
Electric: $38,630.01
Water: $ 6,214.71
General: $ 504.22

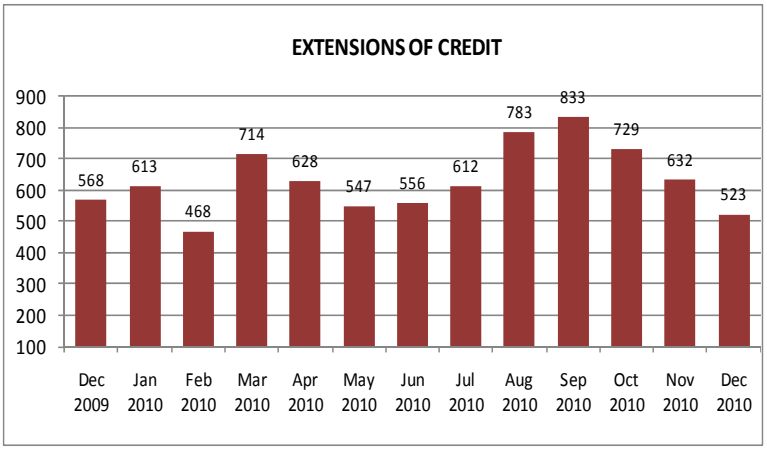
Total Dollar Value: $,762,712.76
Total Line Items: 1,808

Major Program Updates

MEASURE	DECEMBER 2010	DECEMBER 2009	DIFFERENCE
Issue Effectiveness (>90%) *How often the warehouse has what customers need when it's needed.* *[issues / (issues + back orders)] * 100*	99.0%	99.3%	-0.33%
Turn Over Rate (4-5 per yr.) *Indicates that the material stocked is the material being used.*	1 every 40.97 years	1 every 31.57 years	9.4 years
Bids for non-inventory items converted to purchase orders within timeframe *(Quantity and Percentage)*	11 of 12 Bids 91.6%	7 of 7 Bids (FY10 Total) 100%	-8.33%
Sealed bids prepared, received & distributed within 7 working days of receipt *(Quantity and Percentage)*	28 of 29 Bids 96.5% FYTD	36 of 38 Bids (FY10 Total) 94.7%	-1.85%
Scheduled Preventative Maintenance appointments being kept. *(Quantity and Percentage)*	9 of 20 appointments kept 45%	20 of 30 appointments kept 66.6%	-21.6%
Mail receiving lowest discounted rate *(Quantity and Percentage)*	162,236 pieces 96.4%	399,185 pieces (FY10 Total) 95.9%	0.46%
Routine work orders completed within 5 days *(Quantity and Percentage)*	37 work orders completed 88.1%	21 work orders completed 95.4%	2.1%
Emergency work orders completed within 2 days *(Quantity and Percentage)*	6 work orders completed 100%	1 work order completed 100%	-

CUSTOMER SERVICES





Write-Offs / Electric & Trash Bills

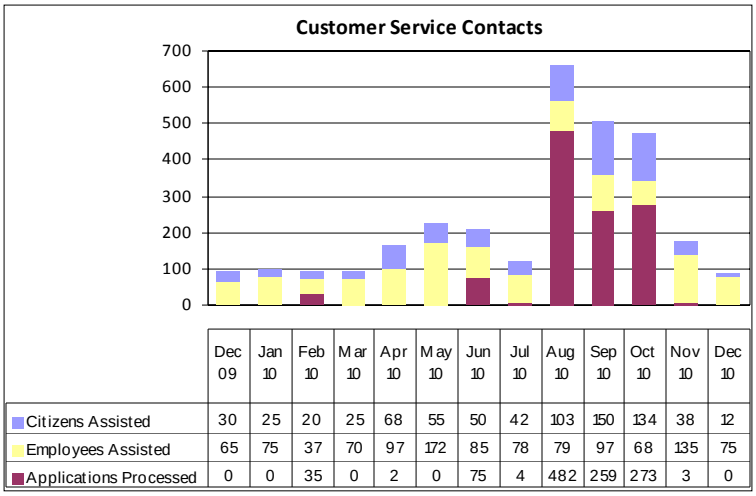
The electric write-off for outstanding electric bills with dates ranging mainly from October 2008 until December 2008 . The proposed write-off of $47,956.30 includes $21,874.23 from accounts that filed for bankruptcy. The 47,956.30 is the second write-off for Fiscal 2011 and is .20 percent of the revenue ($24,476,108) 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, $0.20 was not collected.

The trash write-off for outstanding trash bills with dates ranging mainly from July 2008 until Sept 2008. The proposed write-off of $1,238.80 includes $25.90 from accounts that filed bankruptcy. The $1,804.39 is the second write-off for Fiscal 2011 and is $0.40 percent of the revenue ($306,104) for the write-off period. In other words, the City collected 99.41% of all bills for the write-off period. For every $100 of revenue the City billed in the write-off period, $0.40 was not collected.

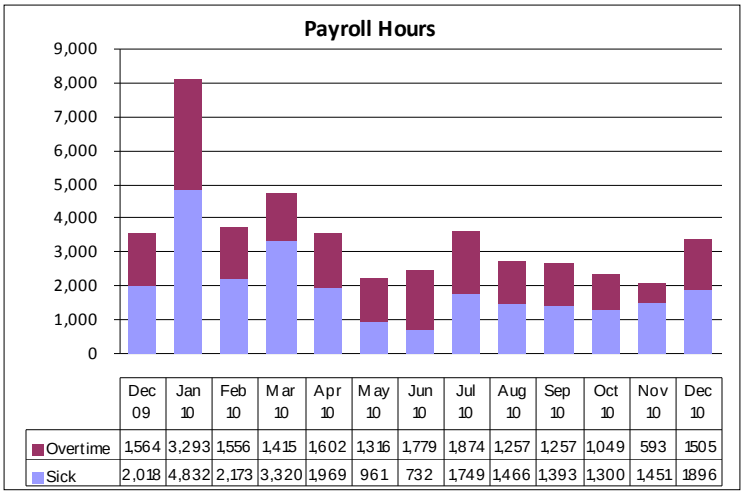
According to the APPA, the industry standard for collections among publicly held utilities of similare size is 99.74% of total electric revenue. The accounts are currently assisgned to our collection agency and will remain there even when they have been written off. A complete list of accounts is available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

Major Program Updates	Dec 2010	Dec 2009	Difference	FY 2011 Year-to-Date	FY 2010 Year-to-Date
Number of Customers Served	23,402	22,794	608	153,361	148,576
Final Bills	493	529	(36)	4,108	3,813
Estimated Bills	152	150	2	875	850
Penalties Posted	$ 20,355	$ 17,002	$ 3,353	$ 129,824	$ 109,732
Extensions of Credit - Amount Extended	$ 129,055	$ 134,521	$ (5,466)	$ 1,177,907	$ 971,099
Balance Transfers	$ 3,678	$ 460	$ 3,218	$ 15,364	$ 23,838
Utility Collections	$ 25,613	$ 15,768	$ 9,845	$ 154,189	$ 133,533
Special Assessments	$ 379	$ 110	$ 269	$ 6,819	$ 32,446
Miscellaneous Billings	$ 86,370	$ 235,586	$ (149,216)	$ 804,818	$ 746,088
CNP through Disconnect Collars	13	-	13	53	98
Court Cases	-	-	-	-	-
Tamperings	5	3	2	27	21
Taxes Levied	$ 1,070,825	$ -	$ 1,070,825	$ 12,183,657	$9,821,008
Billing Adjustments	$ 31,192	$ 103	$ 31,089	$ (292,821)	$1,278
Total Taxes Collected	$ 170,051	$ 101,959	$ 68,092	$ 9,602,416	$9,275,549
Taxes Outstanding	$ 931,971	$ 496,126	$ 435,845	$ 5,535,096	$458,831
Payments in Lieu	$ 1,500	$ 1,500	$ -	$ 9,000	$9,000
Billing Accuracy (on schedule billings)	99.0%	99.0%	-	99.0%	99.0%
Bills Published on Schedule	99.9%	99.9%	-	99.9%	99.9%
Meters Read on Schedule	99.9%	99.9%	-	99.9%	99.9%
Customer Satisfaction Rating	99.7%	99.8%	-	99.7%	99.8%
Deliquent Accounts Collected	99.7%	99.7%	-	99.7%	99.7%

HUMAN RESOURCES



	Dec 09	Jan 10	Feb 10	Mar 10	Apr 10	May 10	Jun 10	Jul 10	Aug 10	Sep 10	Oct 10	Nov 10	Dec 10
Citizens Assisted	30	25	20	25	68	55	50	42	103	150	134	38	12
Employees Assisted	65	75	37	70	97	172	85	78	79	97	68	135	75
Applications Processed	0	0	35	0	2	0	75	4	482	259	273	3	0



	Dec 09	Jan 10	Feb 10	Mar 10	Apr 10	May 10	Jun 10	Jul 10	Aug 10	Sep 10	Oct 10	Nov 10	Dec 10
Overtime	1,564	3,293	1,556	1,415	1,602	1,316	1,779	1,874	1,257	1,257	1,049	593	1505
Sick	2,018	4,832	2,173	3,320	1,969	961	732	1,749	1,466	1,393	1,300	1,451	1896

Category	Dec 09	Jan 10	Feb 10	Mar 10	Apr 10	May 10	June 10	July 10	Aug 10	Sept 10	Oct 10	Nov 10	Dec 10	Total
Caucasian*	322	320	320	318	315	315	315	314	314	315	319	312*	311	N/A
Minorities*	61	61	61	61	61	62	63	62	62	62	62	61*	61	N/A
Hired	1	1	-	1	-	2	2	-	2	1	4	1	-	15
Terminated/Resigned/ Retired	2	4	-	3	4	1	1	2	2	1	-	3	1	24
Promoted	-	1	2	1	6	3	-	1	-	-	-	-	-	14
Jobs Posted	3	1	3	3	-	3	-	2	3	4	1	-	-	23
Workers Comp. Injuries	-	4	2	2	3	4	8	5	6	3	5	2	5	49
Workers Comp. Hours	26	23	50	186	358	299	123	11	9	-	24	65	42	1216
Insurance Claims	2	1	10	9	6	7	10	8	2	8	3	4	8	78

Full-time Employees: 356 **Part-time Employees: 16** (4 Pitts Center, 1 Recreation, 11 Library)

* Total full-time, Caucasian and Minority employees were adjusted due to an audit of employee information.

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

Transfer: MEO II/Sanitation to MEO II/Streets

Terminated/Resigned/Retired: Emergency Management Coordinator

Unfilled/Open Positions By Department	Feb 10	Mar 10	Apr 10	May 10**	Jun 10	July 10	Aug 10	Sept 10	Oct 10	Nov 10	Dec 10
Public Utilities	10	13	12	~~12~~ 11	12	5	3	3	3	4	4
Public Services	3	3	3	4	4	1	2	2	2	1	2
Police	4	4	~~5~~ ~~6~~ 5	5	3	2	2	2	2	3	3
All Other Departments	10	10	10	~~10~~ 11	12	5	6	6	3	4	4
Totals	**27**	**30**	**~~30~~ ~~31~~ 30**	**31**	**31**	**13***	**13**	**13**	**10**	**12**	**13**

*January 2010: Public Services was overstated by one

*April 2010: Police understated by one. Six vacancies existed in April. June 2010: One Officer began terminal leave in April.

**May 2010: Incorrect numbers reported.

One vacant position filled with temp, position included in totals in chart: Central Services

*Significant decrease in number of Open Positions due to positions no longer being funded during Budget Process.

Public Utilities: Grounds Worker (1), Motor Equipment Operator II/Water (1), Construction & Inspection Manager (1), and Engineering Fieldman Crew Leader (1)

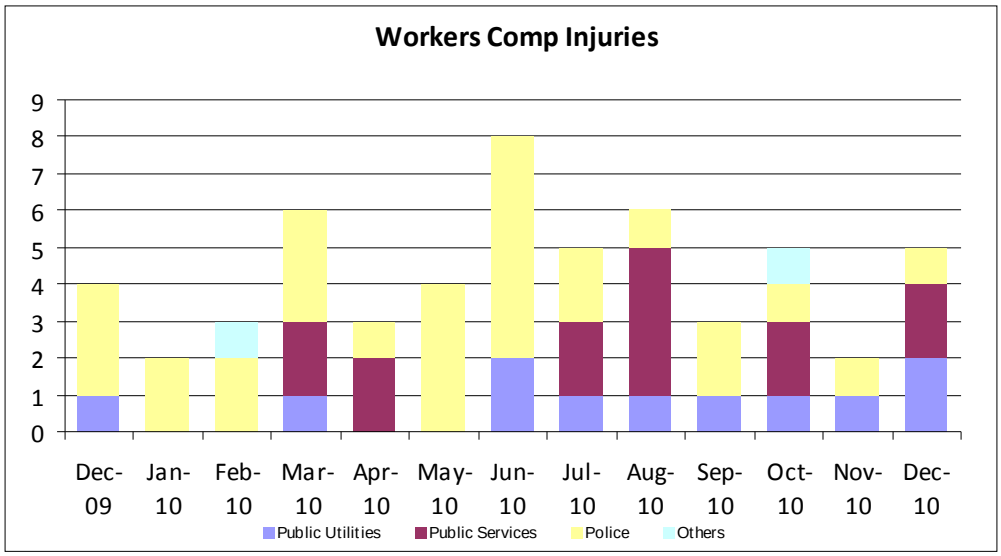
Public Services: Emergency Management Coordinator (1), Motor Equipment Operator I (Sanitation)

Police: Police Master Corporal (1), Communications Operator (1), and Patrolman (1)

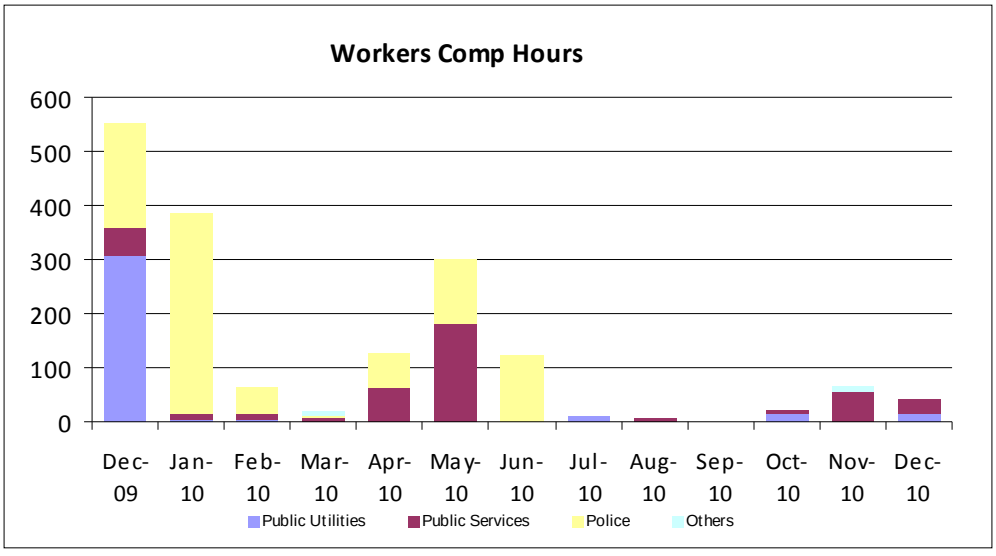
All Other Departments: Custodian I (1), Assistant Library Director (1), Programmer Analyst (1), and Sr. LAN Analyst (due to A. Siegel currently acting as IT Director)

HUMAN RESOURCES
continued

Bonus Program Category	Dec 09	Jan 10	Feb 10	Mar 10	Apr 10	May 10	Jun 10	July 10	Aug 10	Sept 10	Oct 10	Nov 10	Dec 10	Total
Stop Program-*Sensibly Taking Off Pounds(weigh-ins)*	13	20	-	20	24	41	42	42	29	10	5	13	7	266
Caught Doing it Right-*Promotes employees productivity & creativity (submissions)*	2	1	-	-	-	-	-	2	3	1	-	2	63	74
Breathe Program-*Rewards for ending tobacco use (submissions)*	2	1	-	-	-	1	1	-	-	-	-	-	4	9
Ducs in a Row-*Doing Useful Community Service (submissions)*	-	-	-	-	-	-	-	-	-	-	-	-	-	-

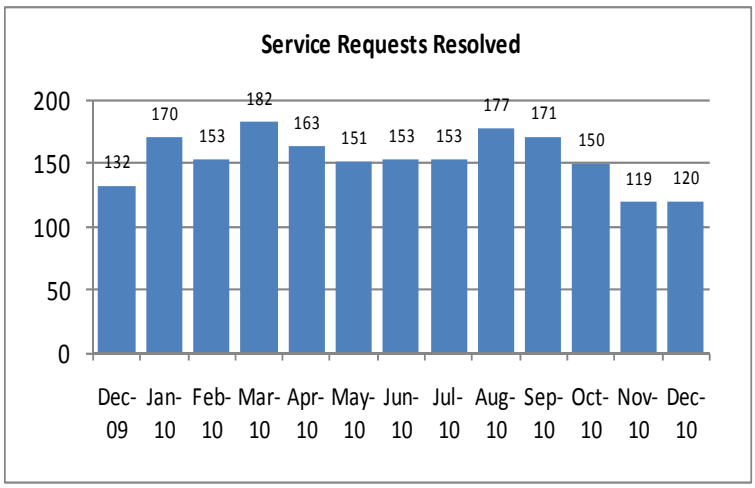


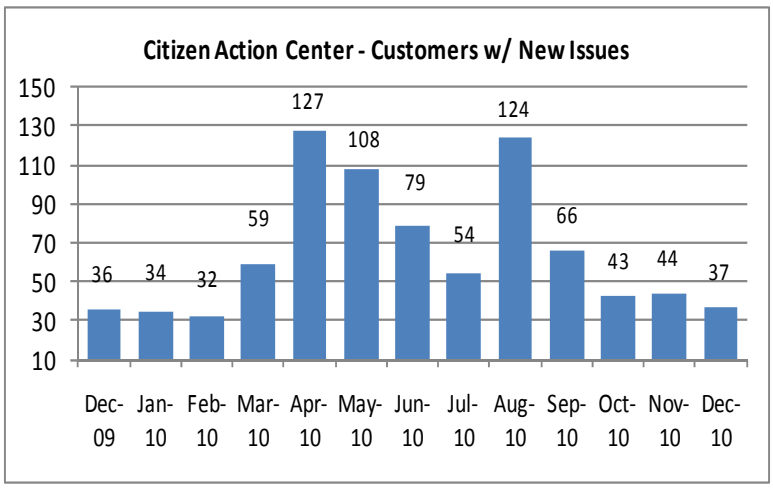
Public Utilities: 2 Public Services: 2 Police: 1 All Other Depts.: 0

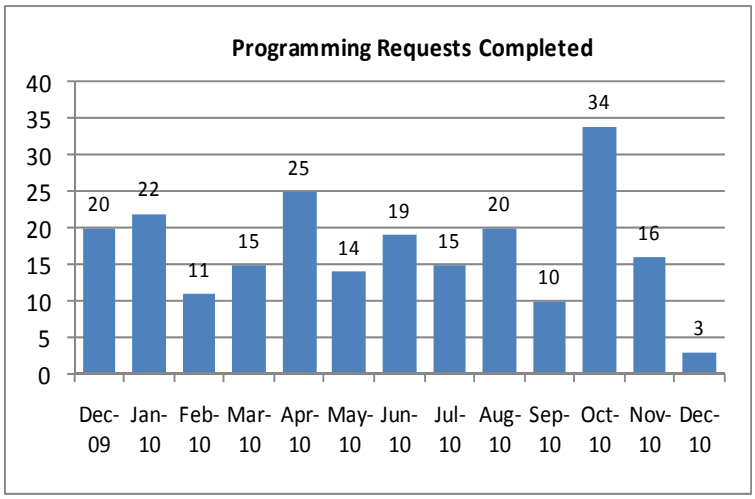


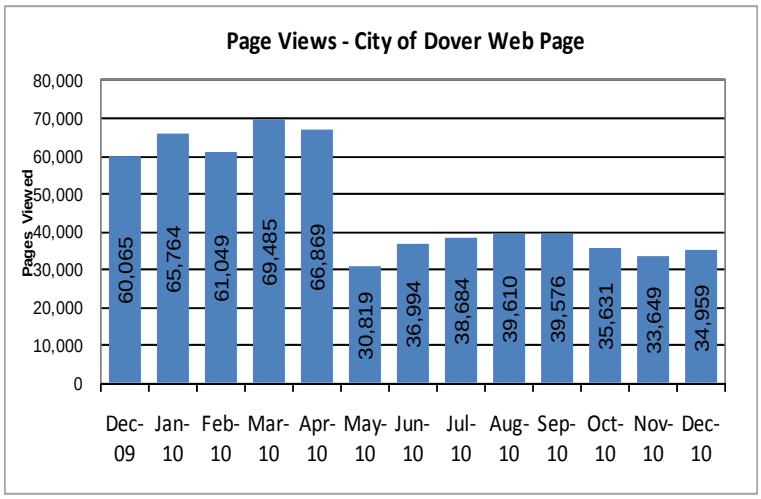
Public Utilities: 16 Public Services: 26 Police: 0 All Other Depts.: 0

INFORMATION TECHNOLOGY





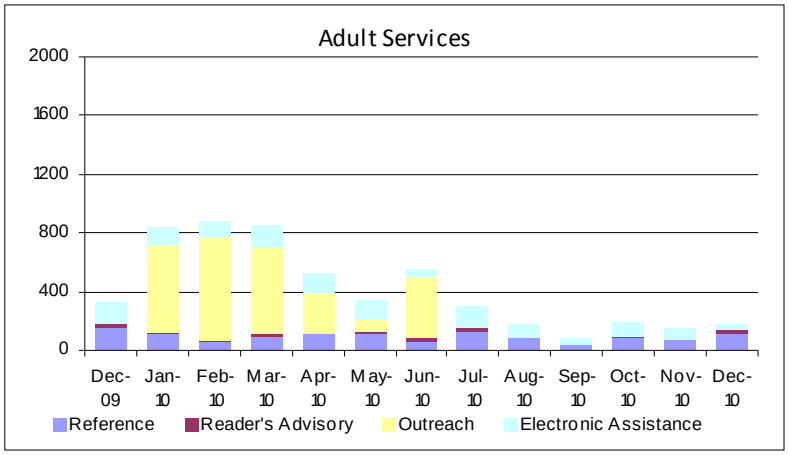


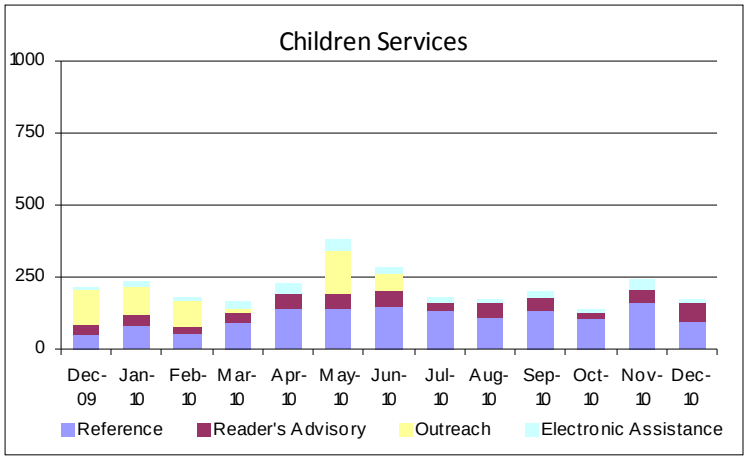


Performance Indicators	Current Month	Last Month	Same Month Last Year
iSeries Availability	100%	100%	100%
Server Availability	100%	100%	100%
AS/400 Connections (concurrent/authorized users)	N/A	N/A	N/A
PCs Supported	339	344	342
Scheduled PCs Replaced	-	-	-
Servers Supported	16	16	16
People Trained	12	4	9

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

Library





Reference: 112 Reader's Advisory: 23
Outreach: 0 Electronic Assistance: 42

Reference: 98 Reader's Advisory: 63
Outreach: 0 Electronic Assistance: 06

CIRCULATION	DECEMBER 10	FYTD 11	DECEMBER 09	FYTD 10
Dover Residents	14,575	103,264	13,727	96,632
Kent County Residents*	13,003	90,494	12,535	93,038
Non-County Residents	1,433	8,327	1,120	7,292
REGISTRATIONS				
Dover Residents	161	1,415	155	1,387
Kent County Residents*	62	618	97	882
Non-County Residents	11	67	20	107
OTHER				
Visiting Patrons	26,187	186,647	29,111	199,679
Meeting Room Usage	180	1,440	340	1,280
Photocopier Usage	1,150	9,396	1,491	9,788
Dial-A-Story	680	7,334	832	8,712
Computer Usage	3,724	27,203	4,103	29,740
Holds (Total)	5,553	40,768	3,031	32,948

***Breakout of Kent County Residential Statistics**

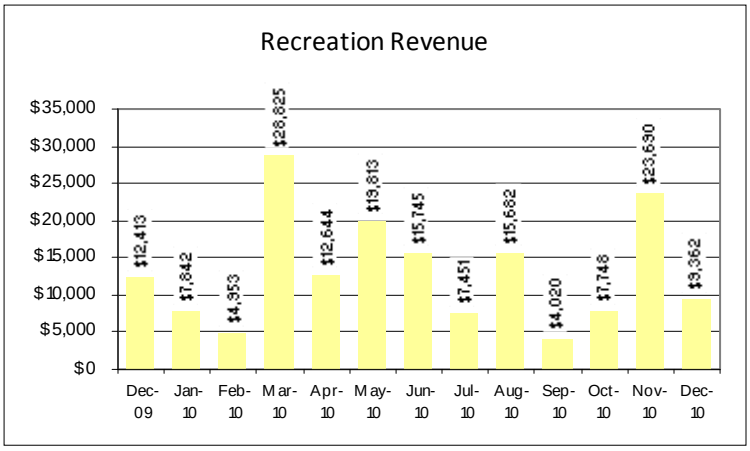
Circulation	Registrations
Harrington: 161	Harrington: 1
Smyrna: 645	Smyrna: 2
Milford: 69	Milford: 3
Outside City Limits: 12,128	Outside City Limits: 56

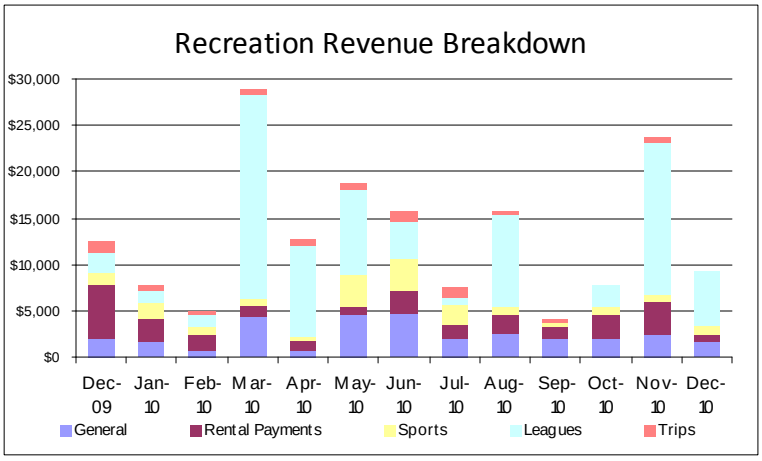
Total Registered Users: (Card Holders)
City: 17,325 Kent County: 13,652 Outside Kent County: 1,609

Other Points of Interest:
Interlibrary: 3,969 items loaned out
3,105 items borrowed
Technical services: 1,499 items added
1,086 items deleted

Volunteers: 343 hours of service completed

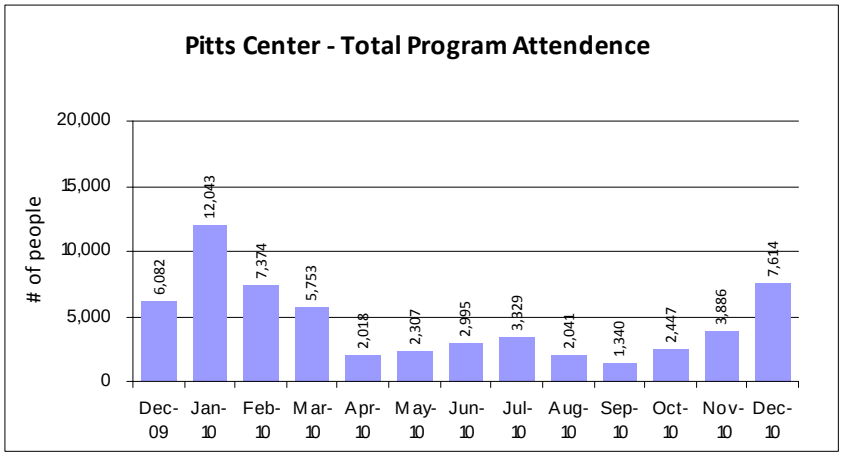
Parks and Recreation





General: $1,753 Rental Payments: $699 Sports: $1,016
Leagues: $5,783 Trips: $111

Rentals	DECEMBER 10		FYTD 11		DECEMBER 09		FYTD 10
Baseball/Softball Field Rentals*	-		111		-		108
Dover Park Pavilions (2)	-		18		-		18
Multipurpose/Field Hockey Field Rentals*	-		54		-		44
Recreation Center – Dover Park	11		109		11		69
Silver Lake Pavilions (2) / Schutte (1)	1		34		1		30
Soccer Field Rentals*	-		9		-		10
Stage – Mobile Platform	4		19		3		16
These numbers reflect groups that utilized our facilities during December.							
Program Attendance*	**DECEMBER 10**		**FYTD 11**		**DECEMBER 09**		**FYTD 10**
Soul to Sole Line Dancing	No December 2010 program				2		10
This number reflects activities that took place in December. (Not included on the JWP report.)							



FREE Open Gym Registration Cards* - through 12/31/2010
Total Cards Issued: **3,969**
City Residents: 1,803 - (45%)
Non-City Residents: 2,166 - (55%)
- Kent County: 1,747 - (44%)
- Sussex County: 141 - (3%)
- New Castle County: 96 - (2%)
- Out of State: 182 - (5%)

The cards permit entrance to the facility during scheduled Public Gym Periods at no charge.

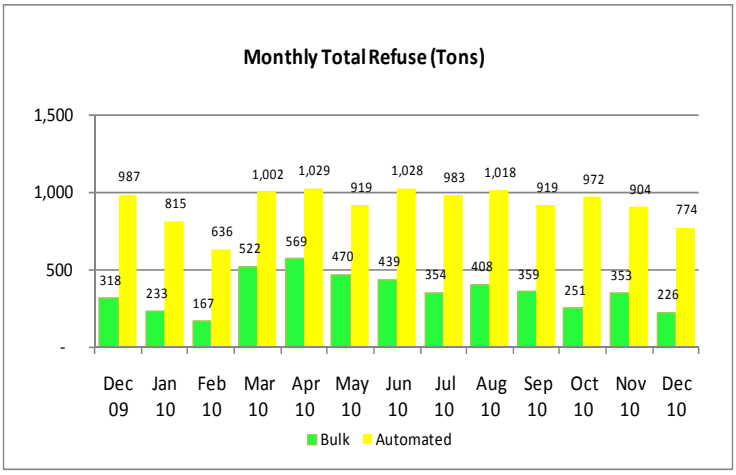
PUBLIC SERVICES

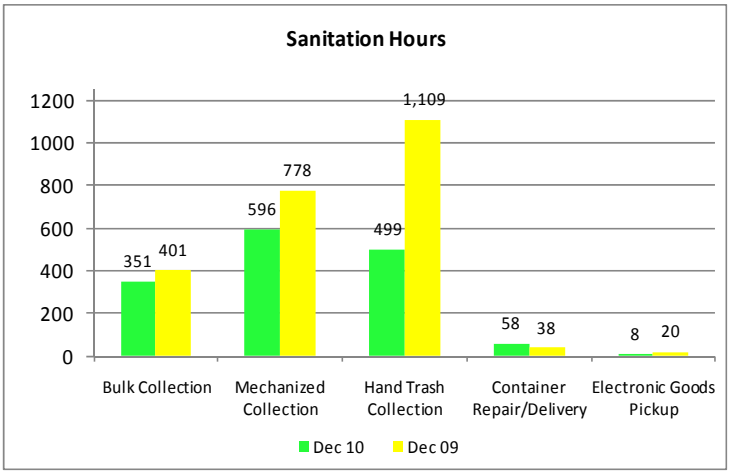
Administration

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	Nottingham Meadows
Stoney Creek (Phase II)	Clearview Meadows	Village of Cannon Mill
Somerset Park	Patriot Village	Eden Hill (Residential)

Sanitation





	DECEMBER 10	FYTD 11	DECEMBER 09	FYTD 10
Trips to DSWA Sandtown Landfill	209	1,446	241	1,451
Total Tonnage to DSWA	999.33	7,519.43	1,305.16	8,133.56
90-Gallon Containers Delivered	20	127	33	186
300-Gallon Containers Delivered	4	27	-	22
Total Man Hours - Containers Delivered	58	312	38	224

CURBSIDE RECYCLING STATS	TOTAL # OF HOUSEHOLDS	TOTAL # OF ACCOUNTS	WEIGHT/LBS.	AVG. LBS.
DECEMBER 2010	18,193	7,821	272,440	14.97

STREETS	DECEMBER 10	FYTD 11	DECEMBER 09	FYTD 10
Signed Installed	5	121	4	111
Signs Repaired	10	99	19	80
Curbs Painted Yellow (Ft.)	-	833	-	240
New Post Installed	10	50	3	40
Storm Catch Basins Repaired	2	30	-	5
Storm Catch Basin Repairing (Hrs.)	8	196	-	44
Hot Mix Patching (Tons)	1	93	-	651
Hot Mix Patching (Hrs.)	-	348	-	1,114
Cold Mix Patching Hrs.)	18	152	32	132
Concrete Work (Hrs)	5	221	-	150
Concrete Patching (Cubic Yards)	2	37	-	12
Street and Alley Maintenance (Hrs)	141	934	157	862
Ditch Work (Hrs).	-	65	-	22
Street Sweeping (Miles)	-	5,374	159	6,033
Street Sweeping (Cubic Yards)	-	1,239	37	1,033
Leaves Collected (Cubic Yards)	2,950	5,500	1,300	10,586
Leaf Collection (Miles)	1,637	5,325	830	5,137

GROUNDS - Arborist Crew	DECEMBER 10	DECEMBER 09
Trees Trimmed	47	38
Trees Removed	57*	16

- *Seventeen of the removals were the last of the 29 trees removed along the Puncheon run stream to make way for a channel to be dug by the Soil Conservation Service. The remaining removals were mostly dead trees in the woods at Dover Park.
- Assisted with setting the two floating Christmas trees on Silver Lake and Mirror Lake.

Beautification Crew

- Planted the last of the tulips, hyacinth and daffodil bulbs in the annual beds.
- Assisted with the work along the Puncheon Run and the dead trees at Dover Park.

Grounds Maintenance/Mowing Crews

- Continued leaf collection at City Hall, on the Plaza, Weyandt Hall and the Library, Governor's Mansion Island and The Green.
- Assisted with tree removals at the Puncheon Run stream project and dead trees at Dover Park.
- Snow removal on December 16th after 2" of snow and on December 26th after a 6-7" snow.

Special Projects Crew

- Planted, staked, and mulched five trees in the Mayfair/Crossgates Park.
- Assisted with tilling the annual beds and planting tulip and hyacinth bulbs in all 48 annual beds.
- Assisted with the removal of trees along the Puncheon Run stream.

Economic Development

UNEMPLOYMENT RATES	DEC 09	JAN 10	FEB 10	MAR 10	APR 10	MAY 10	JUN 10	JUL 10	AUG 10	SEP 10	OCT 10	Nov 10	Dec 10
City of Dover	8.8%	9.8%	10.3%	9.4%	9.4%	9.4%	10.2%	9.8%	10.2%	10.1%	10.3%	10.1%	Pending
National & State averages (US-9.8% & State-8.4%) Source: State of Delaware Department of Labor													

Number of contacts made with small businesses and with out-of-town companies interested in locating to Dover.

TYPE	YTD Contacts Made
Small Businesses	11
Out-of-town Companies	10

- Staff participated in a press conference announcing the Kent County Open for Business Program.
- Worked with DEDO to coordinate a presentation and site vision for a company considering opening a call center in Dover.
- Met with residents from Mild Meadows to provide an update on the status of the Solar Park project.
- Staff attended the Sustainable Energy Conference at the University of Delaware.

Downtown Dover Partnership

- Outcomes from the MPO/DDP Planning Charette were shared with DDP Board of Directors, including renderings for potential building improvements on three properties in the heart of the downtown district (former ACME site, 22-24 W. Loockerman Street, and the Collegian site). Board members identified the priorities for addressing the charette outcomes: (1) 22-24 W. Loockerman Street; (2) Development of a district parking solution; (3) the redevelopment of the former ACME site.
- The 3rd Annual Home for the Holidays parade and First Friday was held on December 3 and December 4.
- Downtown merchants reported a very successful weekend for sales on both days.
- Free metered parking was available in the Bradford Street lot during the month of December.
- DDP distributed approximately 2,000 party favors during the annual First Night celebration on December 31.

Life Safety

Inspections	DECEMBER 10	FYTD 11	DECEMBER 09	FYTD 10
Fire Protection Inspections (new & existing)	54	349	11	168
Fire Code Inspections	44	679	63	411
Inspection Deficiencies	57	699	51	502
Certificate of Occupancy	5	38	7	56
Non-Inspection Hours				
Office	174	635	122	685
Meetings	50	260	42	253
Plan Review	54	255	60	349
Training	-	202	-	362
Fire Investigations	9	86	45	175
Damage Cost				
Accidental	$7,000	$ 68,950	$190,000	$341,000
Incendiary	-	$192,550	-	$132,500
Undetermined	$ 300	$ 22,600	$ 10,000	$ 29,000

Permitting and Inspections

Permits Issued	DECEMBER 10	FYTD 11	DECEMBER 09	FYTD 10
Administrative Permit	-	12	4	15
Building Addition/Renovation Permits	34	323	24	267
Building Permits	5	72	2	59
Demolition Permits	1	13	3	24
Fence Permits	2	41	-	47
Fire Prevention Permits	6	40	7	40
Mechanical Permits	23	154	12	227
Plumbing Permits	34	284	27	288
Sign Permits	14	119	11	136
Swimming Pool Permits	-	2	-	1
Licenses Issued				
Business Licenses	28	1,487	56	1,132
Merchant Licenses	1	272	2	271
Contractor Licenses	20	770	20	688
Lodging House Licenses	-	-	24	25
Mobile Homes	1	229	-	346
Public Occupancy	2	34	165	184
Rental Dwelling	1	64	664	766

Building Inspections

Permits Issued	DECEMBER 10	FYTD 11	DECEMBER 09	FYTD 10
Building	471	2,369	393	2,390
Plumbing/Mechanical	331	2,352	161	1,730
Certificate of Occupancy	17	120	16	158

Geographic Information Systems (GIS)

- Mapped all coin operated vending machine locations.
- Prepared street and address for Dover PD and Police Beat maps.
- Made corrections and additions to the Water System per GPS points collected by the Water Department.
- Created and printed numerous maps, banners and posters for Downtown Dover Partnership.
- Created maps in preparation of Christmas weekend snow storm.

Dangerous Building/Demolition Status – December 2010

66 Washington Street

- Declared dangerous by City Council on October 12, 2009.
- Building permit obtained by property owner on February 5, 2010 and expired on August 5, 2010 with no inspections scheduled or completed in relation to the building permit.
- City will proceed with notifying property owner of our intent to conduct an asbestos survey and abatement and will secure bids for demolition.
- Demolition bids were received on December 7, 2010. Low bid authorized by City Manager.
- Demolition has been scheduled for January 2011.

715 Slaughter Street (Complete - No Further Action Required)

- Declared dangerous by City Council on May 24, 2010.
- Asbestos survey & report completed on October 1, 2010.
- Asbestos abatement and removal completed on October 7, 2010.
- Bids received on October 13, 2010.
- Public Service Manager is awaiting receipt of bids from the City's Contract and Procurement Manager. Low bid from Sunnyfield Contractors in the amount of $2,950.00 approved by City Manager on October 19, 2010.
- Demolition was completed in November 2010. Paperwork to place lien on the property has been forwarded to Administrative Services. Total cost was $7,598.75.

628 N. West Street (Complete - No Further Action Required)

- Pool declared dangerous by City Council on August 23, 2010.
- Demolition quotes received on October 12, 2010.
- Low quote is currently being reviewed. Low bid from Sunnyfield Contractors in the amount of $3,900.00 has been submitted to the City Manager for Authorization to Purchase.
- Demolition was completed in November 2010. Paperwork to place lien on the property has been forwarded to Administrative Services. Total cost was $3,900.00.

749 West North Street

- Declared dangerous by City Council on October 25, 2010.
- Asbestos survey was conducted in December 2010.
- Asbestos abatement was scheduled for January 2011.
- Demolition bids are due in January 2011.

301 South Governors Avenue

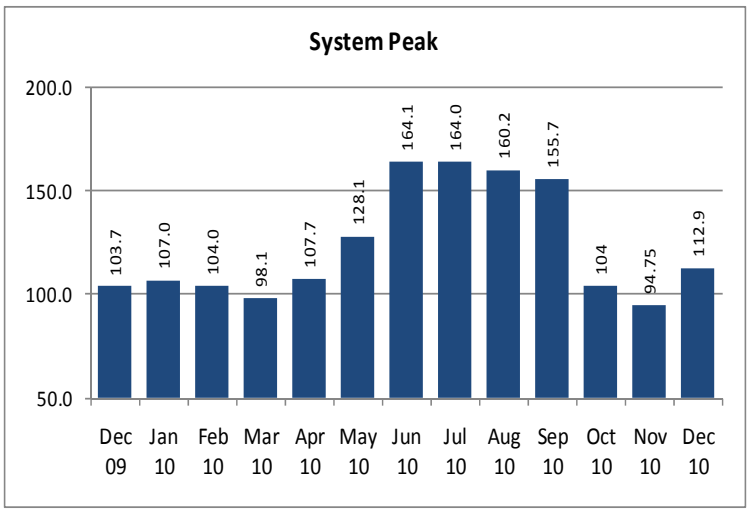
- Declared dangerous by City Council on October 25, 2010.
- Asbestos survey was conducted in December 2010.
- Asbestos abatement will be done in January/February 2011.
- Demolition bids will be solicited in January 2011.

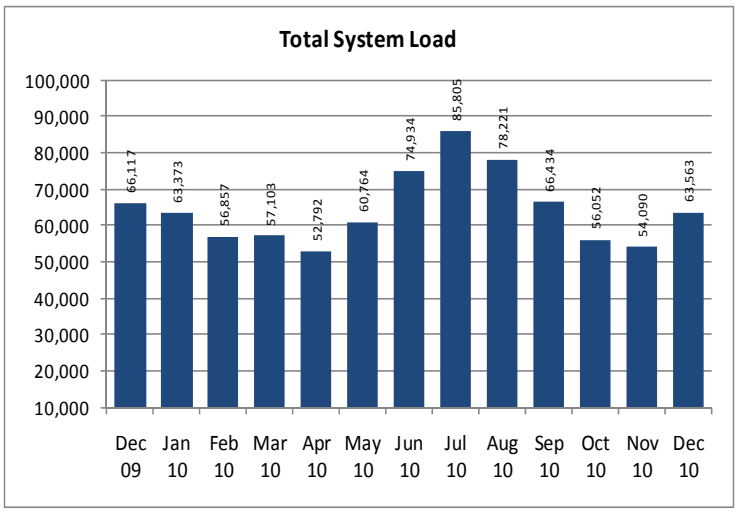
35 North New Street

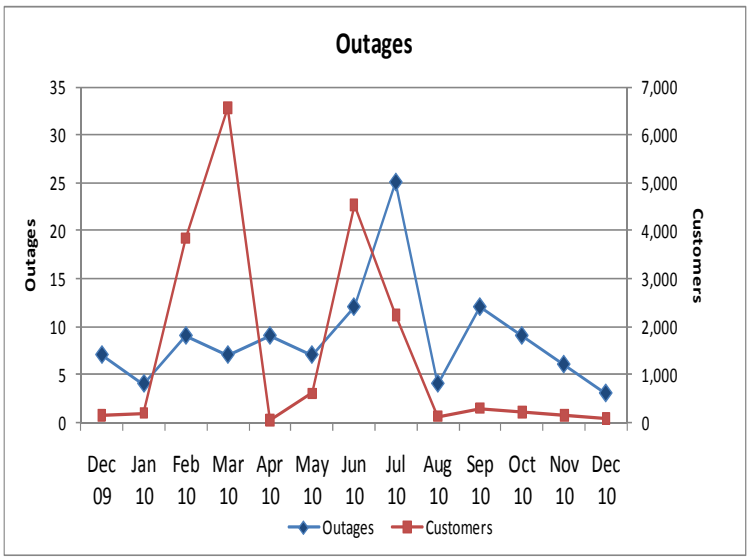
- Declared dangerous by City Council on November 22, 2010.
- Asbestos survey will be scheduled for January 2011.
- Demolition bids will be solicited in January 2011.

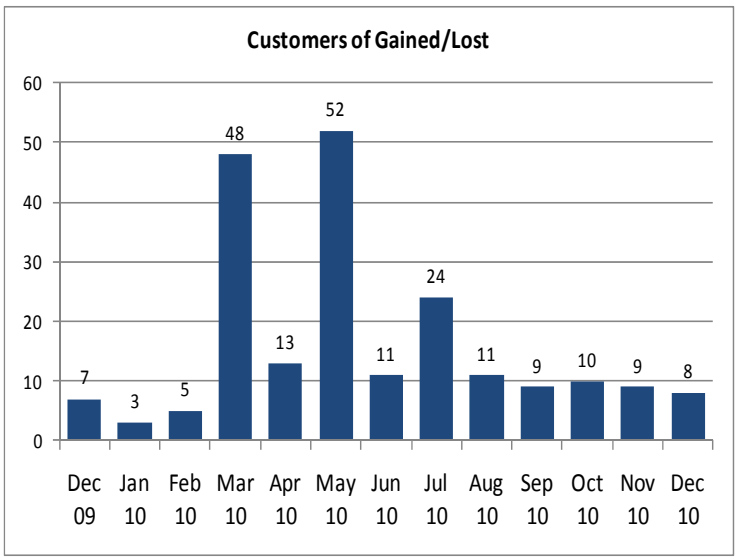
PUBLIC UTILITIES

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 11 YTD	FY 10	FY 09
77.47	160.14	155.17

Controllable Outages *Annual goal is less than 40*		Average Response Time *Goal is less than 30 minutes*	
Month	**Year-to-date**	**Month**	**Year-to-date**
1	25	30.3 Minutes	37.7 Minutes

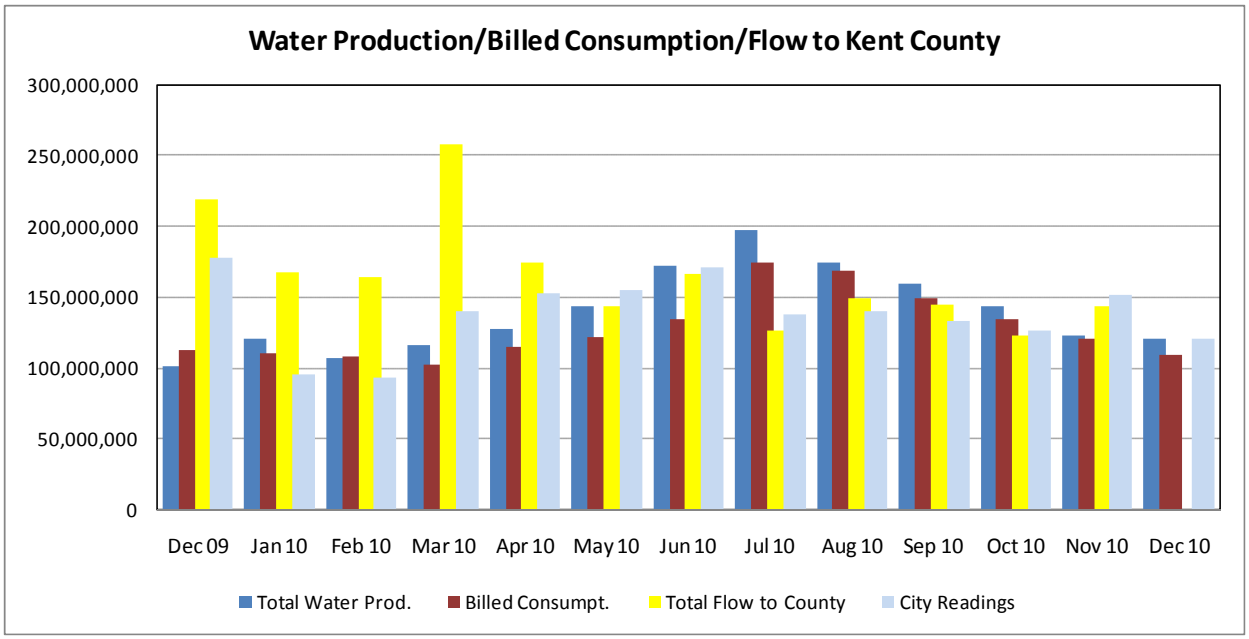
Electric Engineering Design

Major Program Updates	Dec 10	Dec 09	DIFF	FY11 YTD	FY10
Extensions Design Completed Within 30 days of complete Submission	0	0	-	0	3

New Underground Installation	% Completed	New Underground Installation	% Completed
• Kent General Hospital • Crossgates Development	*Ongoing* *Ongoing*	• Farthing Woods • Buchanan Acres	Ongoing Ongoing

PROGRAM UPDATES	Dec 10	Dec 9	FY11 YTD
Tree Trimming	472	177	1292
Number of Oil Releases	0	0	2
Lost Time Accidents – All Electric Utility Divisions	0	0	0
New Services	8	7	67
Major Goals Completed in the Past Two Months			
✓ Governor's Ave			

Water/Wastewater



ENGINEERING SUMMARY

Major Program Updates	DECEMBER 10	DECEMBER 09	DIFF	FY11 YTD	FY10
State and Federal Violations	0 violations	0 violations	-	-	-
Water Quality Complaints	2	5	-3	77	139
Plan Review Completed Within 30 days of Submission	11 plans 91%	14 plans 100%	3 plans	94%	98%
Field Inspection Response within 48 hours of Request	100%	100%	-	100%	100%

Major Goals Completed in the Past Two Months

- ✓ All water main installation was completed for East of North State Street Phase "A" Water Main Replacement.

OPERATIONAL SUMMARY

Task	DECEMBER 10	DECEMBER 09	Current FY
Water Production – Daily Average	3,896,742	3,264,742	919,641,000
Average Field Response Time (goal is < 30 minutes)	17.7	15.8	20.5
Water Mains Repaired	5	3	14
Water Service Lines Repaired	2	1	12
Wastewater Mains Repaired	1	-	5
Wastewater Service Lines Repaired	-	1	4
Sewer Lines Flushed – Linear Feet	41,892	82,352	493,127
Percentage of Flow Sent to Kent County vs. Gallons Billed (inflow/Infiltration monitoring)	125%	130%	105%
Total Water Meters in City Distribution System	13,888	13,764	60
Lost Time Accidents – All Water/Wastewater Divisions	1	-	2

CITY PLANNER'S MONTHLY REPORT

Public Services Group
P.O. Box 475
Dover, DE 19903
Phone: (302) 736-7010 Fax (302) 736-4217

December 2010

EDEN HILL FARM TND

- Follow-up inspections were completed for the townhouse units issued Temporary Certificates of Occupancy in November; however, all conditions of compliance were not satisfied as Ann Moore Park remained incomplete at the time of inspection. For the Residential District of Eden Hill Farm Traditional Neighborhood Design a total of 42 dwelling units are complete of the 51 permits approved for dwelling units. No additional permits were filed in December only revisions to two previously issued permits. Construction activity began on a series of seven townhouse units on South Greenberry Lane where permits were previously issued.
- An Administrative Plan (MI-10-20) was filed for review on December 10th pertaining to lot revisions in a portion of Phase 2 of the Residential District. The proposed revisions focused on conversion of townhouse lots to a width of 20 feet and the conversion of some single family dwelling lots to duplex lots (as allowed by the Planning Commission). Staff began review of this plan submission for compliance with the Pattern Book guidelines and anticipates issuing review comments in early January.
- In December, there was no specific activity associated with the Professional Office, Medical & Financial District.
- For the Neighborhood Commercial District, no plan submissions (Check Prints) have been received since the Planning Commission's action on the Revised Implementation Plan (Revision #2-Updated Plan of October 1, 2010) in October.

COMPREHENSIVE PLAN IMPLEMENTATION

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

- Planning Staff conducted research in regards to development of a series of text amendments relating to solar and wind energy systems. Staff is also working on a draft text amendment for the application processing provisions of *Zoning Ordinance*, Article 10.
- A draft Table of Contents for the update to the *Design Standards and Guidelines for the Historic District Zone* was presented to the Historic District Commission for review and comment at their December meeting. In January, Staff will begin working on the document layout and section formatting for the new document.

Other Activities

New Dover High School Project - Planning Staff continues to be involved in the various planning discussions related to the new Dover High School project proposed to be constructed on the south side of Forrest Avenue (Route 8). Meetings have been held with the Capital School District and their design professionals (architects, engineers, construction managers, etc.), the developer of the adjacent property to the west (Rinnier Development), and DelDOT. This project is one of the largest development projects (in building size, site acreage, and infrastructure needs) to be reviewed in the City in recent years. The Conditional Use Site Development Master Plan for Dover High School (C-10-05) was granted conditional approval at the Planning Commission meeting of December 20, 2010. Planning Staff anticipates significant coordination and review over the upcoming Winter and Spring 2011 in order to meet the proposed construction timing of the project.

PERMITTING AND LICENSING REVIEW

The Planning Staff is part of the Building Permit review process. Our activities involving reviewing specific types of permit applications for compliance with the *Zoning Ordinance* and for compliance with any conditions of approval from the Planning Commission, Board of Adjustment, or Historic District Commission.

		Feb-10	Mar-10	Apr-10	May-10	Jun-10	Jul-10	Aug-10	Sep-10	Oct-10	Nov-10	Dec-10	# Reviewed (Issued) YTD
Building Additions/Renovations/ Shed/Deck Permits	16	15		30	22	40	51	79	29	19	56	21	378
Building Permits	12	10	9	5	8	6	5	7	13	9	12	3	99
Demolition Permits	3	5	2	2	2	3	2	2	2	2	4	1	30
Fence Permits	4	0	8	16	11	5	12	9	5	7	4	2	83
Sign Permits	12	10	12	5	11	7	11	6	7	13	8	7	109
Temporary Sign Permits	7	3	9	4	8	4	6	5	6	5	6	3	66
Swimming Pool Permits	0	0	0	2	2	4	2	0	0	0	0	0	10
Certificate of Occupancy	6	6	9	11	24	28	13	31	19	8	16	17	188
Total # Permits Reviewed (Issued)	**60**	**49**	**49**	**75**	**88**	**97**	**102**	**139**	**81**	**63**	**106**	**54**	**963**

CODE ENFORCEMENT

Case Type	# cases current month	# cases YTD	% staff initiated current month	% staff initiated YTD
No valid rental permit	4	88	75%	94%
No valid building permit	8	40	88%	78%
Tall grass and weeds	2	505	50%	56%
Unregistered vehicle	1	36	100%	53%
Abandoned vehicle	10	88	30%	41%
Annual Housing Inspection	105	584	95%	97%
CO Inspection – Planning	1	1	100%	100%
Property Maintenance – Exterior	28	417	32%	47%
Electric Termination	19	252	5%	3%
Dover Code of Ordinances	38	542	68%	39%
Zoning	3	124	100%	71%
Basketball goal	1	26	100%	54%
Total Cases	**220**	**2703**		
Total # of Inspections	**415**			

COMMUNITY DEVELOPMENT

FISCAL YEAR 09-10 CDBG PROJECTS

Homeowner Rehabilitation Program FY09

Four (4) homes are underway (814 River Road, 40 Bertrand Drive, 508 Walker Road and 106 Gordon Place.)

CDBG FY10 PROJECTS

Habitat for Humanity

Buyers are scheduled to go to settlement at the end of January.

First State Resource Conservation & Redevelopment Council (RC &D)

Emergency repairs have been completed on 7 homes in the City of Dover.

Homeownership Assistance Program

One client is closing by the end of the month and two are scheduled to close in January.

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 $1,249,467 has been expended on the acquisition and renovations for 8 properties. The remaining balance of $177,272 will be utilized for renovations and acquisition. Two properties have been sold, three are for sale, one is under contract, one is a lease purchase and one is a rental that serves persons with disabilities. The following list the status of each NSP property:

218 Ann Avenue (sold)
343 Mimosa Avenue (sold)
907 Woodcrest Avenue (lease purchase)
1430 S. Hancock (group home)
337 N. Governors Avenue (for sale)
254 Green Blade Drive (under sales contract)
302 Stonebrook Place (for sale)
11 Westover Drive (for sale)

MEETING REPORTS

Board of Adjustment:

The Board of Adjustment did not meet on December 15, 2010. The next regular scheduled meeting of the Board of Adjustment is scheduled for January 19, 2011.

Historic District Commission:

The Historic District Commission met for the regular meeting on December 15, 2010 and took the actions listed below. The next regular Historic District Commission meeting is scheduled for January 20, 2011

1. **HI-10-11 Parking Lot on West Water Street: Renovation and Addition** – Moved to approve to include Staff recommendations and the addition of the north/south sidewalk entrance along Water Street. With regards to hedges versus the planting of trees, hedges are a public safety point of view where hedges are not a good thing and are a maintenance hassle. He would also recommend approval of the Architectural Review Certificate.

Planning Commission

The Planning Commission met on December 20, 2010 and took the actions summarized listed below. The next scheduled Planning Commission meeting is scheduled for January 18, 2010.

1. **MI-10-17 Text Amendments to the *Zoning Ordinance*: Maintenance of Private Streets in MHP** - Moved to forward a recommendation of approval to City Council.
2. **MI-10-18 Text Amendments to the *Zoning Ordinance*: Permitted Uses** - Moved to forward recommendation of approval to City Council with the added language to exempt interment structures unless they are abutting a residential area or would present an obstruction and sight distance issue at an

intersection.

3. **MI-10-19 Request for Alley Abandonment: Portions of Loockerman Street Alley South** - Moved to forward a recommendation of approval to City Council to include the additional revised comments from the City of Dover Public Utilities Department.
4. **S-10-31 William Henry Middle School/ Booker T. Washington Elementary School/ Kent County Community School Site Improvements** – Moved to approve with the acceptance of the DAC comments and approval of the waiver for partial elimination of the curbing requirement and the elimination of the opaque barrier fence component.
5. **C-10-05 New Dover High School** – Moved to approve to include approval of the Site Development Master Plan with phases identified in the plan submission. Also, to include as conditions of the approval the DAC comments of record and specifically noting Items #1 and #2 relating to the timing of the interconnection to Tribbitt Street. Action for approval on the waiver requests for partial elimination of curbing, elimination of the fence component opaque barrier requirement, and alternative sidewalk construction material. The motion would not include the waiver for hot mix asphalt in the ten foot wide areas; however, that all the sidewalk construction be made of concrete. The project meets the Superior Urban Design Standards architecturally. With regards to the Campus Parking Plan, Staff supports the 840 parking spaces and would be accepted. Approval of two loading berths, tree density, and buffer requirements as the determination of whether the vegetation buffer shown on the landscape plan are appropriate and sufficient based on what the Board of Adjustment granted in terms of a variance, Staff believes that they are. Approval of tree mitigation and the recommendation to City Council to reduce the right-of-way from sixty (60) feet to fifty (50) feet in certain areas

Submitted by:

Ann Marie Townshend

Ann Marie Townshend, AICP
Planning & Community Development Director

DOVER
FIRE DEPARTMENT

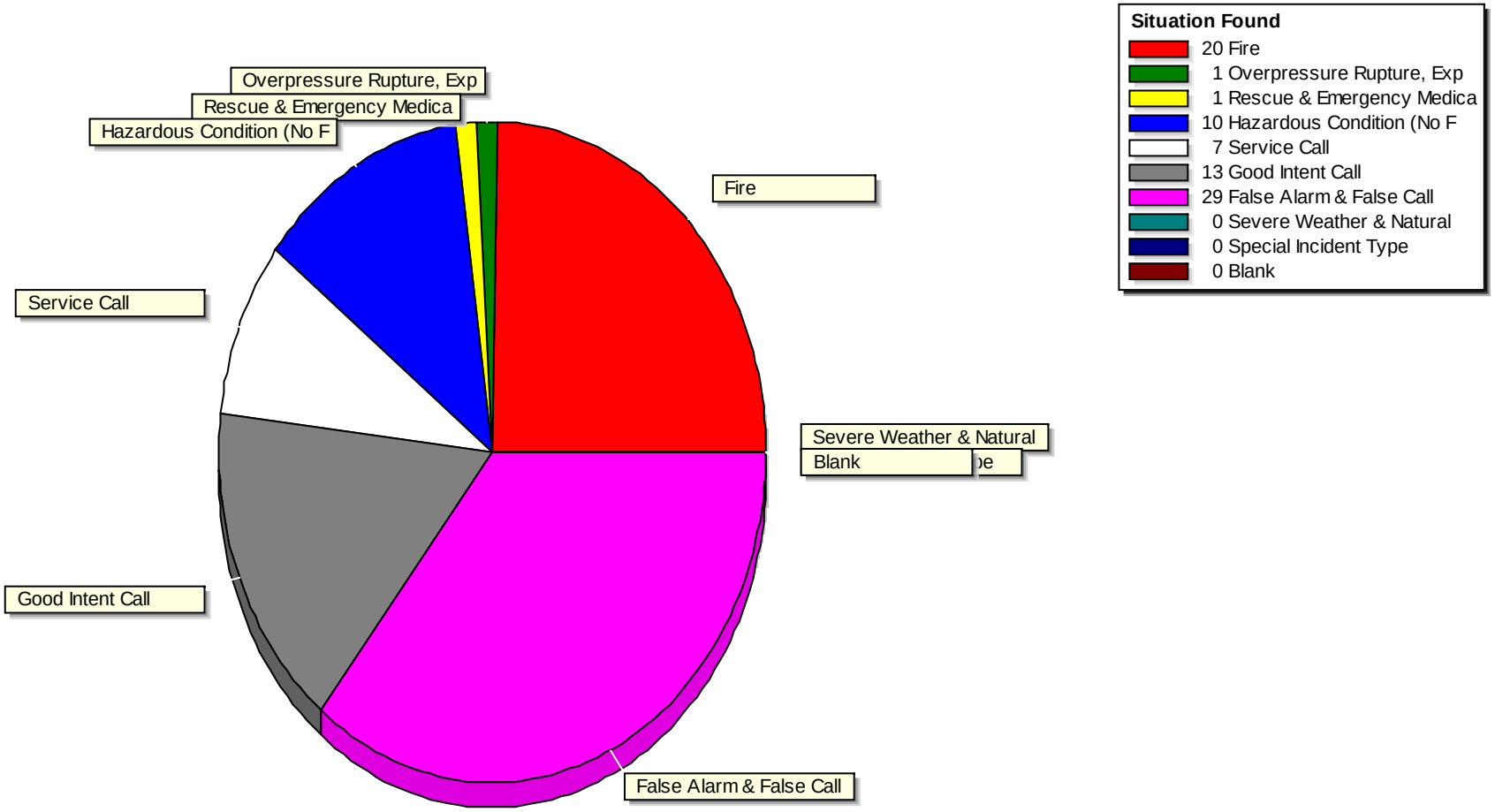


DECEMBER
2010

Incidents by Situation Found

Dover Fire Department

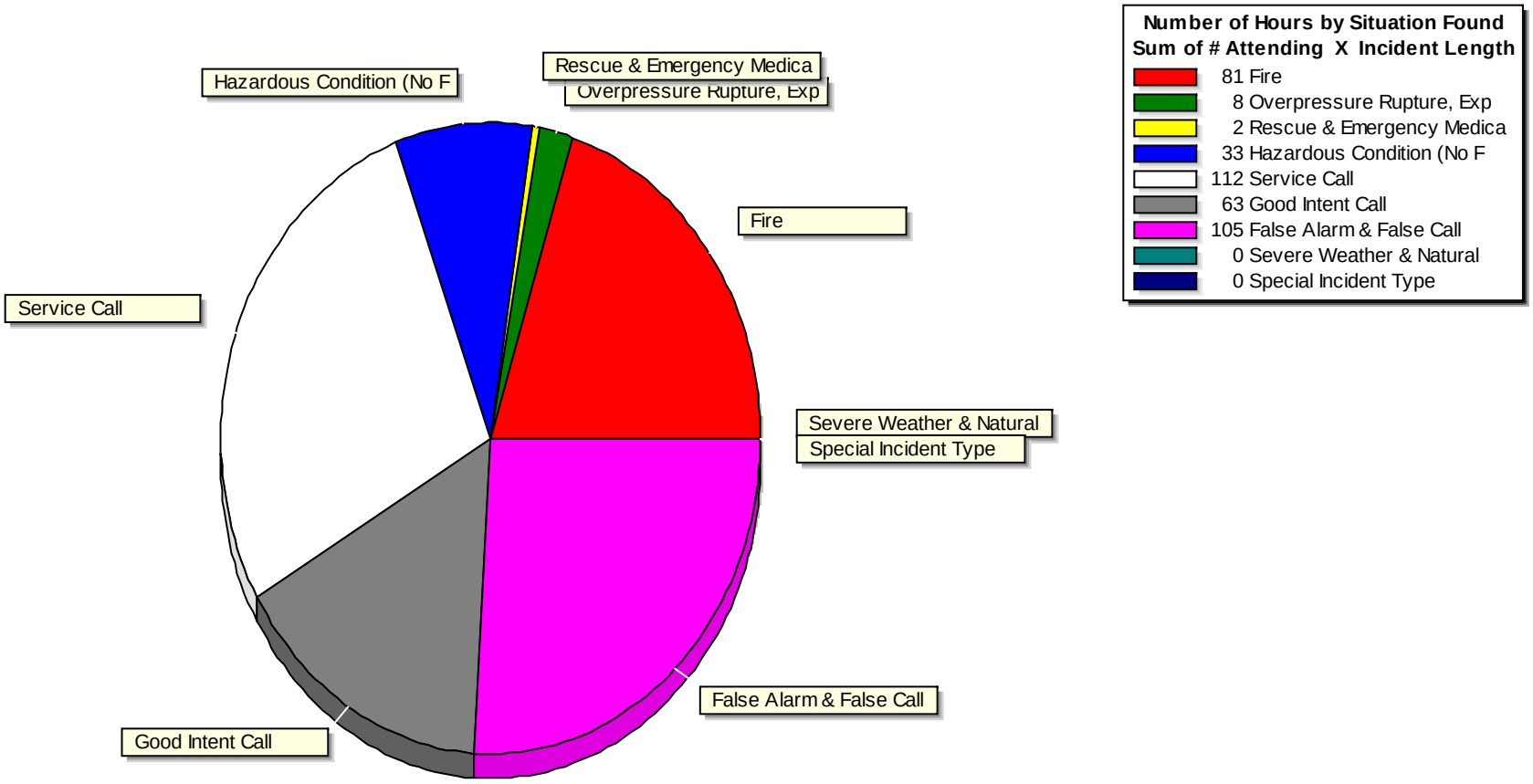
Date Range: From 12/ 01/ 2010 to 12/ 31/ 2010



Manpower Hours by Sitation Found

Date Range: From 12/ 01/ 2010 to 12/ 31/ 2010

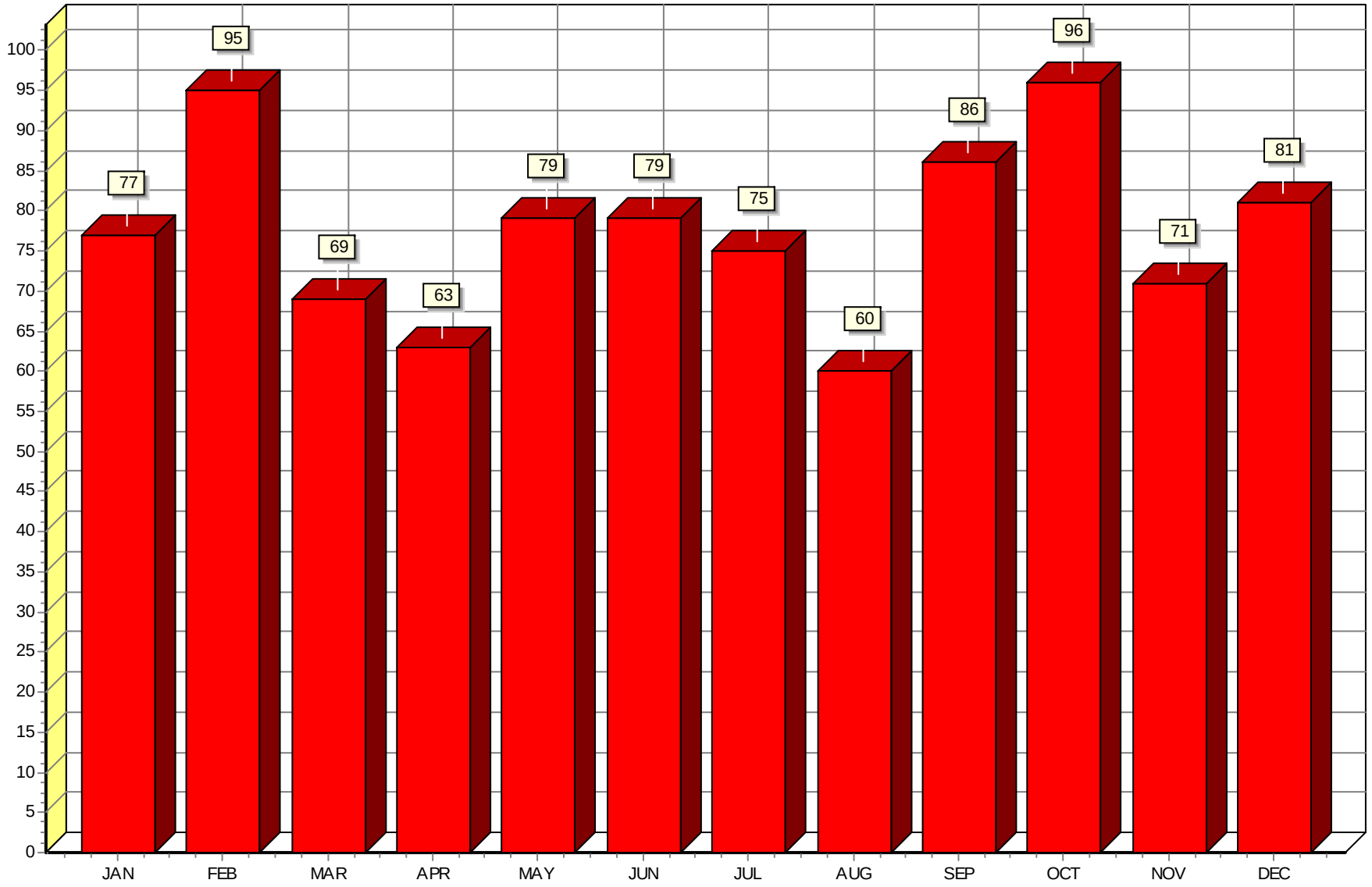
Dover Fire Department



Alarms by Month of Year

Dover Fire Department

Date Range: From 01/01/2010 to 12/31/2010



Incident Run Log

Dover Fire Department

Date Range: From 12/01/2010 to 12/31/2010
Company: All Companies
Sorted by: Incident Number

Date	FDID	Incident#	Alarm	###	Address	Suite	Type
12/01/2010	30046	2010-000851	13:10		SCARBOROUGH RD		Dispatched & canceled en route
		RECEIVED A CALL REPORTING A VEHICLE FIRE AS A RESULT OF AN MVC. DPD UNITS ARRIVED ON SACENE AND ADVISED NO NEED FOR FIRE DEPT UNITS.					
12/01/2010	30046	2010-000852	18:42	2030	GENERALS WAY	B	Cooking fire, confined to container
		UNATTENDED COOKING/NO EXTENSION. TURNED OVER TO BUILDING MAINTENANCE.					
12/01/2010	30046	2010-000853	23:39	1200	N DUPONT HWY		Alarm system activation, no fire - unintentional
		STUDENTS BURN'T POPCORN. CONTACTED BY OFFICER CHERRY DSU SECURITY. NOTIFIED DEPUTY CHIEF CAREY OF THE SAME.					
12/02/2010	30046	2010-000854	14:21	227	CARROLLS PLAZA		Gasoline or other flammable liquid spill
		Fuel Line Leaking. FD provided stay dry and reconected the fuel line					
12/02/2010	30046	2010-000855	23:20	228	W LOOCKERMAN ST		HazMat release investigation w/no HazMat
		RECEIVED A CALL REPORTING AN ODOR OF GAS AT THE ABOVE ADDRESS. AN INVESTIGATION FOUND THAT A KEROSENE HEATER IN THE MERCANTILE ON DIVISION 1 WAS THE SOURCE OF THE ODOR.					
12/03/2010	30046	2010-000856	08:59	655	N DUPONT HWY		Steam, vapor, fog or dust thought to be smoke
		call for a general fire alarm at the above address. Prior to dispatch, an employee called DFD direct and advised that the heat was turned on for the first time in the laundry room which set off a detector. Dispatch contacted Dover 18 who advised dispatch to notify and FM. FM2 notified and handled the same.					
12/03/2010	30046	2010-000857	11:08	1016	Wyoming mill rd		Combustible/flammable gas/liquid condition, other
		Call for a washdown, result of an MVC					
12/04/2010	30046	2010-000858	08:30	224	KESSELRING AVE		Carbon monoxide detector activation, no CO
		BATTERY NEEDED CHANGING ON CO DETECTOR.					
12/04/2010	30046	2010-000859	08:49	10	FAIRWAY LAKES DR	B	Cooking fire, confined to container
		UNATTENDED COOKING APT B22.					
12/04/2010	30046	2010-000860	16:29	120	N STATE ST		Cooking fire, confined to container
		UNATTENDED COOKING APT 314.					
12/05/2010	30046	2010-000861	00:27	1200	N DUPONT HWY		False alarm or false call, other
		DISPTACHER CHERRY CANCELLED DOVER F.D. SHE ADVISED DSU OFFICERS INVESTAGATEDTHE ALARM MALFUNCTION AND PULL STATION WITH NEGATIVE RESULTS.					
12/05/2010	30046	2010-000862	10:09	272	TROON RD		Alarm system activation, no fire - unintentional
		ACCIDENTAL ACTIVATION.					
12/05/2010	30046	2010-000863	11:13	318	CRICKLE CREEK LN		Alarm system activation, no fire - unintentional
		ACCIDENTAL ACTIVATION.					
12/05/2010	30046	2010-000864	20:41	1200	N DUPONT HWY		System malfunction, other
		call for a general fire alarm at the warren franklin building. security called after the alarm company advising they were checking the building. dispatch contacted security at the time limit and they advised that the fd was not needed.					
12/05/2010	30046	2010-000865	21:57	1200	N DUPONT HWY		False alarm or false call, other
		call from Advantech with a fire alarm at Warren Franklin, DSU security was calling at same time to advise they were checking the building. on call back security advised a subject using a hair dryer in room 22C set off the system, no need for fd					
12/06/2010	30046	2010-000866	18:52	145	HAMAN DR		Cooking fire, confined to container
		Dover Fire Dispatch received notification for a oven fire contained to the unit in apartment 301 of building 146 Haman Drive. Engine 2 responded under the Command of Asst. Chief Mullaney to find nothing evident from a 3 story multi family dwelling. Engine 2's crew investigated with the assistance of Ladder 2's crew. Ladder 2 Officer, Deputy Chief Carey reported the situation was under control and positive pressure was needed. Engine 2's crew set positive pressure up at the main entrance door. Engine 6 returned. Writer had a face to face with Ladder 2 Officer and it was reported that the fire was contained to the oven unit with no extension and that the tenant of the apartment removed an element from the oven itself. This was taken out of the apartment by Ladder 2 officer and placed outside the building. All units cleared the scene after positive pressure was secured. The alarm was still sounding and the tenants were awaiting Maintenance.					
12/06/2010	30046	2010-000867	20:49	45	S STATE ST		Dumpster or other outside trash receptacle fire
		Dover Fire Dispatch received notification of a dumpster fire at 45 S. State Street outside the City of Dover Public Library. Engine 2 responded under the Command of Asst. Chief Mullaney to find a large City of Dover Trash Container fully involved. Engine 2's crew placed the front bumper 1 3/4 handline into service and extinguished the same. Writer notified Dover Fire Dispatch to have the on call fire marshal make a response. Engine 6 under the Command of Asst. Chief O'Connor returned. Engine 2's crew conducted overhaul to ensure the dumpster was completely extinguished. Engine 2 awaited arrival of FM2. Engine 2 cleared the scene turning the scene over to FM2.					
12/07/2010	30046	2010-000868	00:42	1200	N DUPONT HWY		Alarm system sounded due to malfunction
		ALARM MALFUNCTION					
12/07/2010	30046	2010-000869	02:08	1200	N DUPONT HWY		Alarm system sounded due to malfunction
		ALARM MALFUNCTION					
12/07/2010	30046	2010-000870	20:02	131	SAM WILSON LN		Cover assignment, standby, moveup

Date	FDID	Incident#	Alarm	###	Address	Suite	Type
RIT ASSIST SYAYION 54.							
12/08/2010	30046	2010-000871	09:34	720	VINE ST		Smoke or odor removal
RESPONDED TO THE ABOVE ADDRESSS FOR A REPORT OF AN ODOR OF SMOKE AND VISIBLE SMOKE INSIDE THE RESIDENCE. AN INVESTIGATION FOUND NO EXACT CAUSE FOR THE ODOR. THE RESIDENT WAS ADVISED TO CONTACT A COMPANY TO REPAIR/INSPECT HIS HEATER.							
12/08/2010	30046	2010-000872	13:54	280	ROSE VALLEY SCHOOL RD		Authorized controlled burning
RESPONDED TO THE ABOVE ADDRESS FOR A REPORT OF AN DITCH ON FIRE. AN INVESTIGATION FOUND THE PROPERTY OWNER WAS BURNING OFF SCRUB IN THEIR DITCH. THEY WERE ADVISED OF PROPER PROCEDURE.							
12/08/2010	30046	2010-000873	14:06		COLLEGE RD		Steam, vapor, fog or dust thought to be smoke
RESPONDED TO THE ABOVE INTERSECTION FOR A REPORT OF A VEHICLE FIRE. UNITS ARRIVED ON SCENE TO FIND A TWO-VEHICLE MVC/ NON-INJURY. NO FIRE CONDITION WAS FOUND. THE AIR-BAG DUST WAS BELIEVED TO HAVE BEEN MISTAKEN FOR SMOKE.							
12/08/2010	30046	2010-000874	15:15	51	WEBBS LA	K	Cooking fire, confined to container
RESPONDED TO THE ABOVE ADDRESS FOR A REPORT OF A BUILDING FIRE. AN INVESTIGATION FOUND SMOKE FROM FOOD WASTE IN THE OVEN CREATED A SMOKE CONDITION.							
12/08/2010	30046	2010-000875	20:09		MORIARTY ST N/O S LITTLE CREEK		Cooking fire, confined to container
SMALL GREASE FIRE EXTINGUISHED BY HOMEOWNER. OUT ON ARRIVAL. NO OTHER SERVICES REQUIRED.							
12/09/2010	30046	2010-000876	13:42	582	ROBERTA AVE		Arcing, shorted electrical equipment
RESPONDED TO THE ABOVE ADDRESS FOR A REPORT OF WIRES ARCING IN AN ELECTRICAL OUTLET. ELECTRIC WAS SECURED AND AN ELECTRICIAN WAS CALLED TO FIX THE PROBLEM.							
12/09/2010	30046	2010-000877	15:56	508	ACORN LA		Natural vegetation fire, other
12/09/2010	30046	2010-000878	22:36	19	N GOVERNORS AVE		Central station, malicious false alarm
MULTIPLE PULL STATIONS IN PARKING GARAGE. SECURITY HAD RESET SYSTEM PRIOR TO OUR ARRIVAL.							
12/10/2010	30046	2010-000879	10:03	115	N AMERICAN AVE		Smoke detector activation due to malfunction
Call from Harrington Realty (3rd party) advising tennants called them to advise that the fire alarm was sounding. They advised to avacuate and called us. Engine 2 made a response and found a smoke detector malfunction. FM 2 on scene							
12/10/2010	30046	2010-000880	20:55	350	PEAR ST		Cooking fire, confined to container
RESPONDED TO THE ABOVE ADDRESS FOR A REPORT OF AN AUTOMATIC FIRE ALARM ACTIVATION. AN INVESTIGATION FOUND THAT OVERCOOKED POPCORN IN THE MICROWAVE CAUSED A SMOKE DETECTOR TO ACTIVATE.							
12/11/2010	30046	2010-000881	11:37	1300	S FARMVIEW DR	D	Vicinity alarm (incident in other location)
Call for an alarm sounding with no signs of fire or smoke. Engine 6 responded from training to investigate. Upon arrival crews investigated and found unattended cooking in apartment D17							
12/11/2010	30046	2010-000882	12:12	20	GLENEAGLES CT		Good intent call, other
Call for an odor of gas outside the residence. Upon arrival crews checked the area with meteres with negative results.							
12/11/2010	30046	2010-000883	13:43	51	WEBBS LA	M	Vicinity alarm (incident in other location)
Call for an alarm sounding at the above address. Crews investigated and found unattended cooking in apartment 7. Left a message for maintenance.							
12/11/2010	30046	2010-000884	16:36	10	FAIRWAY LAKES DR	O	Vicinity alarm (incident in other location)
Call for smoke coming from the neighbors apartment. Engine 3 arrived and investigated and found unattended cooking. Positive pressure ventilation utilized. Maintenance notified and responded.							
12/11/2010	30046	2010-000885	20:44	950	WHATCOAT DR		Smoke detector activation, no fire - unintentional
RESPONDED TO THE ABOVE ADDRESS FOR A REPORT OF AN AUTOMATIC FIRE ALARM ACTIVATION. AN INVESTIGATION DETERMINED INDIVIDUALS SMOKING IN THE HALLWAY ACTIVATED A SMOKE DETECTOR.							
12/13/2010	30046	2010-000886	15:44	426	S NEW ST		Cooking fire, confined to container
UNATTENDED COOKING APT 412.							
12/13/2010	30046	2010-000887	17:48	101	BABB DR		Smoke detector activation, no fire - unintentional
Cleaning apartment 2113 which set the detector off in the apartment							
12/14/2010	30046	2010-000888	11:49	540	S DUPONT HWY		Cooking fire, confined to container
UNATTENDED COOKING /NO EXTENSION/ TRIPPED SMOKE DETECTOR/TURNED OVER TO BUILDING MAINTENANCE.							
12/14/2010	30046	2010-000889	13:02	1200	N DUPONT HWY		Alarm system activation, no fire - unintentional
ALARM ACTIVATED IN WARREN/FRANKLIN HALL. SECURITY INVESTIGATED AND ADVISED THEY BELIEVED SOMEONE WAS SMOKING. WE DID NOT RECEIVE ANY CALL FROM ADVANTECH.							
12/14/2010	30046	2010-000890	17:11	414	FEDERAL STREET		Electrical wiring/equipment problem, other
Dispatched to a car fire. Upon arrival, found a 1992 Ford Explorer on the side of the road with it's flashers on, no fire evident. Upon investigation, found slight smoke condition coming from under the dash and hood area. Crews disconnected the battery and smoke condition dispatched. Advised car owner not to reconnect and to have the vehicle inspected by a mechanic. Cleared the scene.							
12/15/2010	30046	2010-000891	19:58	10895	WESTVILLE RD		Cover assignment, standby, moveup
TRUCK COMPANY ASSIST STATION 41 WITH A HOUSE FIRE.							
12/16/2010	30046	2010-000892	04:38	220	PEBBLE VALLEY DR		Smoke detector activation due to malfunction
FAULTY SMOKE DETECTOR IN CRAWL SPACE.							
12/16/2010	30046	2010-000893	09:38	25	GREENTREE DR		Arcing, shorted electrical equipment
RECEIVED A CALL FROM THE ABOVE LOCATION REQUESTING THE FIRE DEPT FOR AN UNKNOWN REASON. DURING THE CALL, THE							

Date	FDID	Incident#	Alarm	###	Address	Suite	Type
					MANAGER CANCELLED THE REQUEST. FM-4 WAS NOTIFIED AND RESPONDED. A COMPRESSOR ARCED CAUSING A SMOKE CONDITION INSIDE THE BUILDING. AN EXTINGUISHER WAS DISCHARGED ON THE ARCING EQUIPMENT. NO FIRE DEPT RESPONSE WAS MADE PER DCC.		
12/16/2010	30046	2010-000894	13:45	210	PENN AVE		System malfunction, other
					RESPONDED TO THE ABOVE ADDRESS FOR A REPORT OF AN AUTOMATIC FIRE ALARM ACTIVATION. AN INVESTIGATION DETERMINED THERE WAS A MALFUNCTIONING ALARM SYSTEM IN THE RESIDENCE. NO FIRE CONDITION WAS FOUND.		
12/16/2010	30046	2010-000895	14:27	121	DUKE OF YORK		Smoke detector activation, no fire - unintentional
					RESPONDED TO THE ABOVE ADDRESS FOR A REPORT OF AN AUTOMATIC FIRE ALARM. AN INVESTIGATION FOUND THE ELEVATOR TECHNICIAN SPILLED OIL ON A SMOKE DETECTOR ACTIVATING THE ALARM SYSTEM. NO FIRE CONDITION WAS FOUND.		
12/16/2010	30046	2010-000896	18:09	426	S NEW ST		Cooking fire, confined to container
					UNATTENDED COOKING. WHILE AT THIS ALARM RECEIVED ANOTHER ALARM WHICH TURNED OUT TO BE A FALSE ALRM. F.M. 4 IS AWARE.		
12/16/2010	30046	2010-000897	22:06	1200	N DUPONT HWY		Cooking fire, confined to container
					SMALL GREASE FIRE . SMOKE TRIPPED SMOKE DETECTOR. NO EXTENSION. NEVER RECEIVED A CALL FROM ADVANTECH.		
12/17/2010	30046	2010-000898	00:34	1061	S LITTLE CREEK RD		Extrication of victim(s) from vehicle
					REPORTED AS SUBJECT TRAPPED BUT 63 UPON THEIR ARRIVAL ADVISED SUBJECT WAS OUT OF VEHICLE. REDUCED ASSIGNMENT TO E-2 /WITH NO FURTHER ACTION NEEDED.DPD ON SCENE ALSO.		
12/17/2010	30046	2010-000899	16:21	400	HASLET ST		False alarm or false call, other
					WATER FLOW CAUSED ALARM TO GO OFF. CITY ELECTRIC CONTACTED TO SECURE THE METER TO THE BUILDING. FM 4 WAS ON SCENE AS WELL		
12/17/2010	30046	2010-000900	16:27	1575	MCKEE RD	102	False alarm or false call, other
					MALFUNCTIONING ALARM		
12/17/2010	30046	2010-000901	18:34	506	E LOOCKERMAN ST		Good intent call, other
					RP REPORTED GAS LEAK OUTSIDE OF HER HOUSE. SEWER SMELL WAS CAUSE OF CONCERN.		
12/17/2010	30046	2010-000902	18:40	122	DAVIS CIR		False alarm or false call, other
					UNATTENDED COOKING		
12/19/2010	30046	2010-000903	00:31	129	WILLIS RD		CO detector activation due to malfunction
					RESPONDED TO THE ABOVE ADDRESS FOR A REPORT OF A CO DETECTOR ACTIVATION. AN INVESTIGATION DETERMINED THE DETECTOR WAS 15 YEARS OLD AND MALFUNCTIONING. NO LEVELS OF CO WERE RECORDED IN THE STRUCTURE.		
12/19/2010	30046	2010-000904	00:51	650	BAY RD		Electrical wiring/equipment problem, other
					RESPONDED TO THE ABOVE AREA FOR A REPORT OF SMOKE AND WIRES ARCING. AN INVESTIGATION FOUND A POWER LINE FOR A LIGHT POLE WAS ARCING UNDERGROUND. CITY OF DOVER ELECTRIC WAS NOTIFIED TO HANDLE THE ISSUE.		
12/20/2010	30046	2010-000905	08:26	215	THORNTON ST		Smoke detector activation due to malfunction
					ALARM MALFUNCTION		
12/21/2010	30046	2010-000906	08:45	104	SAULSBURY RD		Electrical wiring/equipment problem, other
					ELECTRICAL PROBLEM WITHIN THE BUILDING CAUSING A SURGE THAT MELTED SOME SURGE PROTECTORS. SCENE TURNED OVER TO FM 4 AND CITY ELECTRIC.		
12/21/2010	30046	2010-000907	22:58	1131	BAY RD LOT 1		Carbon monoxide detector activation, no CO
					RP believed she had CO in the residence after speaking to her neighbor. She advised she did not have a CO detector; however, her neighbor advised her of the symptoms and both her and her daughter were experiencing them (headaches and nausea). FD made a response as well as BLS. Crews found negative results. BLS received 2 refusals. The daughter was not on site, she was at a grandparents house, she was not checked.		
12/22/2010	30046	2010-000908	11:04	426	S NEW ST		Cooking fire, confined to container
					UNATTENDED COOKING IN APT. 203. NO EXTENSION. TURNED OVER TO BUILDING MAINTENANCE.		
12/22/2010	30046	2010-000909	13:03		SAULSBURY ROAD		Assist police or other governmental agency
					MINOR LEAK FROM P.D. 10-10. USED STA-DRY.		
12/23/2010	30046	2010-000910	01:16	1225	WALKER RD		Smoke detector activation due to malfunction
					ALARM MALFUNCTION, SMOKE DETECTOR #16.		
12/23/2010	30046	2010-000911	16:39	515	N DUPONT HWY		HazMat release investigation w/no HazMat
					RESPONDED TO THE ABOVE ADDRESS FOR A REPORT OF A GAS ODOR INSIDE THE STRUCTURE. AN INVESTIGATION FOUND NO ODOR OF GAS OR ANY READINGS ON THE MULTI-GAS METER. STORE MANAGEMENT WAS ADVISED TO CONTACT CHESAPEAKE UTILITIES IF THEY HAD ANY FURTHER ISSUES.		
12/24/2010	30046	2010-000912	10:52	203	INGRAM ST		Cooking fire, confined to container
					RESPONDED TO THE ABOVE ADDRESS FOR A REPORT OF AN AUTOMATIC FIRE ALARM ACTIVATION. AN INVESTIGATION FOUND UNATTENDED COOKING WAS THE CAUSE OF THE ACTIVATION.		
12/24/2010	30046	2010-000913	11:12	122	DEER TRACK LA		Building fire
					Dover Fire was notified of a kitchen fire at the above property. Dover Engine 2 responded under the command of Asst. Chief Mullaney to find nothing evident from a 1 story single family dwelling. Engine 2's crew investigated to find an extinguished kitchen fire was a small amount of extension to the above cabinets. Postiive pressure was used to remove the smoke condition. Writer made contact with the on call State Fire Marshal Billings and Engine 2 cleared the scene.		
12/24/2010	30046	2010-000914	17:17	35	N QUEEN ST		Person in distress, other
					ASSISTED A 63 WITH REMOVING A OBESE PATIENT FROM A BATHROOM.		
12/24/2010	30046	2010-000915	19:23	437	TROON RD		False alarm or false call, other

Date	FDID	Incident#	Alarm	###	Address	Suite	Type
UNATTENDED COOKING							
12/25/2010	30046	2010-000916	09:53	75	HARMONY LA		Excessive heat, scorch burns with no ignition
12/25/2010	30046	2010-000917	17:25	310	BILLY MITCHELL LA	F	Smoke detector activation due to malfunction
FAulty SMD, scene turned over to maintenance.							
12/25/2010	30046	2010-000918	18:36	1679	S STATE ST		Cooking fire, confined to container
Grease fire on the stove.							
12/26/2010	30046	2010-000919	07:25	25	W camden wyoming ave		Cover assignment, standby, moveup
Ladder company assist station 41 on a working garage fire at the above address.							
12/27/2010	30046	2010-000920	11:22	325	Charring cross dr		Smoke detector activation due to malfunction
Call from DPD (officers on scene) reporting a smoke detector activation at the above address and they could not make entry. The neighbor advised that the resident was out of town. Crews made access to find a malfunctioning smoke detector. Power secured from detector.							
12/28/2010	30046	2010-000921	10:16	1506	N LITTLE CREEK RD	1	Hazardous condition, other
LOT # 7 HAD A FIRE ABOVE THERE WOOD STOVE ON 12/25. NEIGHBORS PUT THE FIRE OUT. HOME OWNER CONTACTED DFD 12/28 TO HAVE THE HOME CHECK TO SEE IF IT WAS LIVABLE.							
12/28/2010	30046	2010-000922	19:19	600	JEFFERIC BLVD		Gas leak (natural gas or LPG)
Call for a general fire alarm, water flow activation. While en route, dispatch received a call from the hotel advising they had a major gas leak and a sprinkler activation in the kitchen. Crews arrived and confirmed the same. Crews secured the sprinkler system and shut off the gas. They also ventilated the kitchen. All units cleared, Chesapeake was notified and made a response.							
12/29/2010	30046	2010-000923	00:04		Pearsons corner rd		Cover assignment, standby, moveup
RIT/ladder company assist station 51 on a working house fire.							
12/29/2010	30046	2010-000924	00:10	141	WILLIS RD		Smoke scare, odor of smoke
Call for a burning odor inside the residence, believed to be electrical. Crews arrived and investigated to find a malfunctioning heater. Maintenance notified and made a response.							
12/29/2010	30046	2010-000925	07:01	866	N DUPONT HWY		Unintentional transmission of alarm, other
Call for a west wing pull station and water flow activation. Second call attempted to cancel due to false alarm, unknown reason why. Crews arrived on scene and investigated. They found an accidental trip of a pull station, west wing. Subject was turning on lights and struck the pull station. Received a 2nd call after units were in quarters for a general fire alarm. Dover 15 responded and found that they were having trouble resetting the system.							
12/29/2010	30046	2010-000926	18:00		N DUPONT HWY		Good intent call, other
CALL FOR GAS ODOR WAS UNFOUNDED AFTER INVESTGATING THE AERA							
12/30/2010	30046	2010-000927	00:05	1365	N dupont hwy		Gas leak (natural gas or LPG)
Call from Dover Mall security advising a gas leak inside the structure (Boardwalk Fries). Crews arrived on scene and investigated to find all the gas burners were left on in the establishment. Security advised that the establishment just went out of business. Chesapeake also on scene. Crews went under control turning the scene over to Chesapeake.							
12/30/2010	30046	2010-000928	12:49	13	80 RIVERCHASE DRIVE		Dumpster or other outside trash receptacle fire
FIRE CONTAINED TO DUMPSTER.							
12/31/2010	30046	2010-000929	13:33	411	S QUEEN ST		Cooking fire, confined to container
LADY LOCKED HERSELF OUT OF APARTMENT AND LEFT POT ON STOVE. MADE FORCIBLE ENTRY INTO APARTMENT. NO FURTHER ACTION REQUIRED. TURNED OVER TO BUILDING MAINTENANCE.							
12/31/2010	30046	2010-000930	13:42	31	RIVERSIDE RD		Cooking fire, confined to container
COOKING FIRE WITH EXTENSION AND CONSIDERABLE DAMAGE TO CABINETS. FIRE EXTINGUISHED PRIOR TO ARRIVAL. TURNED OVER TO F.M. 2.							
12/31/2010	30046	2010-000931	19:37	652	N Dupont Hwy		False alarm or false call, other
ALARM MALFUNCTION IN THE ELEVATOR ROOM. ALARM COMPANY HAD THE WRONG ADDRESS ON FILE. OCCUPENTS ADVISED PROBLEM WITH THE ELEVATOR ALL DAY LONG							

Total Incidents: 81

Robbins Hose Company # 1, Inc.
Profit & Loss Detail
December 2010

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
Ordinary Income/Expense								
Expense								
Apparatus Repairs & Maintenance								
Check	12/4/2010	315	Atlantic Emergency ...	MBRO664MB...		City Fund Acco...	4,997.62	4,997.62
Check	12/4/2010	316	ATCO International	Inv 10291454		City Fund Acco...	117.00	5,114.62
Check	12/4/2010	317	Carl King Tire Comp...	Tires for Eng 4		City Fund Acco...	2,782.52	7,897.14
Check	12/5/2010	326	Winner Ford	Inv S271491- ...		City Fund Acco...	480.90	8,378.04
Total Apparatus Repairs & Maintenance							8,378.04	8,378.04
Electricity								
Check	12/5/2010	318	City of Dover	Sta 1- Electric		City Fund Acco...	2,878.81	2,878.81
Check	12/11/2010	329	City of Dover	Sta 1- Electric...		City Fund Acco...	555.37	3,434.18
Total Electricity							3,434.18	3,434.18
Gasoline								
Check	12/5/2010	321	ESI Equipment, Inc.	Inv 10-1671		City Fund Acco...	229.00	229.00
Check	12/18/2010	332	City of Dover	Unleaded-Nov		City Fund Acco...	230.06	459.06
Check	12/18/2010	332	City of Dover	Diesel- Nov		City Fund Acco...	891.36	1,350.42
Total Gasoline							1,350.42	1,350.42
Heating Expenses- Gas								
Check	12/11/2010	328	Chesapeake Utilities	Oct to Nov		City Fund Acco...	122.06	122.06
Check	12/18/2010	331	Chesapeake Utilities	Sta 1-11/3 to ...		City Fund Acco...	827.15	949.21
Total Heating Expenses- Gas							949.21	949.21
Office Supplies								
Check	12/5/2010	324	Rebecca Rollison	Office Suplies...		City Fund Acco...	11.82	11.82
Check	12/18/2010	332	City of Dover	Postage-Nov		City Fund Acco...	15.26	27.08
Total Office Supplies							27.08	27.08
Program Expenses								
Check	12/5/2010	321	ESI Equipment, Inc.	Inv 10-1734		City Fund Acco...	1,750.00	1,750.00
Check	12/5/2010	322	Kunkel Auto Supply	Inv-056433526		City Fund Acco...	19.10	1,769.10
Total Program Expenses							1,769.10	1,769.10
Radio Repairs								
Check	12/5/2010	323	Magnum	Inv 24440		City Fund Acco...	73.15	73.15
Total Radio Repairs							73.15	73.15
Small Tolls								
Check	12/5/2010	322	Kunkel Auto Supply	Inv-056431168		City Fund Acco...	136.80	136.80
Check	12/5/2010	327	Rommel's ACE	Ticket- 20048...		City Fund Acco...	332.65	469.45
Total Small Tolls							469.45	469.45

Robbins Hose Company # 1, Inc.
Profit & Loss Detail
December 2010

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
Telephone								
Check	12/5/2010	325	Verizon Wireless	Cell Charges-...		City Fund Acco...	407.50	407.50
Check	12/18/2010	332	City of Dover	Phone- July A...		City Fund Acco...	759.31	1,166.81
Total Telephone							1,166.81	1,166.81
Training & Travel Expenses								
Check	12/5/2010	319	Delaware State Fire ...	Inv 11-1638		City Fund Acco...	600.00	600.00
Check	12/5/2010	320	Delaware State Fire ...	Inv 11-1762		City Fund Acco...	1,200.00	1,800.00
Check	12/11/2010	330	National Academy of...	EFD Certifcati...		City Fund Acco...	40.00	1,840.00
Check	12/30/2010	334	Salamander Technol...	Inv 7850-Pas...		City Fund Acco...	125.00	1,965.00
Total Training & Travel Expenses							1,965.00	1,965.00
Uniforms								
Check	12/26/2010	333	D.E. Williams	Inv 2007816		City Fund Acco...	578.00	578.00
Total Uniforms							578.00	578.00
Water/Sewer								
Check	12/5/2010	318	City of Dover	Water ...		City Fund Acco...	185.80	185.80
Check	12/11/2010	329	City of Dover	Water/Sewer		City Fund Acco...	11.54	197.34
Total Water/Sewer							197.34	197.34
Total Expense							20,357.78	20,357.78
Net Ordinary Income							-20,357.78	-20,357.78
Net Income							**-20,357.78**	**-20,357.78**

FY 10-11 City Funded Account Balance Sheet

ACCOUNT	BUDGET	SPENT	BALANCE
Apparatus Repairs & Maintenance	$ 60,500.00	$ 42,975.43	$ 17,524.57
Gasoline	$ 21,000.00	$ 7,415.01	$ 13,584.99
Medical Supplies	$ 700.00		$ 700.00
Other Equipment Repairs	$ 4,000.00	$ 714.00	$ 3,286.00
Program Expenses	$ 34,630.00	$ 7,394.01	$ 27,235.99
Radio Repairs	$ 2,000.00	$ 583.17	$ 1,416.83
Safety & Security	$ 3,150.00	$ 506.76	$ 2,643.24
Small Tools	$ 4,800.00	$ 1,714.90	$ 3,085.10
Uniforms & Firefighting Gear	$ 26,100.00	$ 9,330.01	$ 16,769.99
Building Expenses- Electricity	$ 53,820.00	$ 26,199.52	$ 27,620.48
Building Maintenance Supplies	$ 1,950.00	$ 570.86	$ 1,379.14
Heating Expenses- Gas	$ 20,000.00	$ 1,785.01	$ 18,214.99
Telephone	$ 19,340.00	$ 7,573.48	$ 11,766.52
Water & Sewer	$ 2,150.00	$ 1,834.92	$ 315.08
Contractual Services	$ 16,587.00		$ 16,587.00
Training & Travel	$ 8,365.00	$ 4,496.00	$ 3,869.00
Pension	$ 3,500.00		$ 3,500.00
Office Supplies	$ 2,200.00	$589.12	$ 1,610.88

Balance as of: 12/31/10

City of Dover
Capital Investment Plan
Project Tracking Report
December 31, 2010

Points to Remember -

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

Current Year Budget Funding Sources	General	Community Transportation	Water & Wastewater	Electric	Total CIP
Budget Balance	$ 113,156	$ -	$ -	$ -	$ 113,156
Project Carry Forward Balances	88,083	-	953,238	850,736	2,729,628
Federal and/or State Grants	4,250,348	1,000,000	45,248	135,152	5,430,748
New Revolving Fund Loans	-	-	863,060	-	863,060
Carry Forward Construction Loan Balances	-	-	8,001,973	254,757	8,256,730
Bond Proceeds	-	-	-	415,585	415,585
Impact Fees	-	-	758,821	-	758,821
Income from Sale of Assets	-	-	-	-	-
Parkland Reserve	36,872	-	-	-	36,872
Library Reserve & Contributions	3,363,732	-	-		3,363,732
Transfer from Operating Funds	1,019,629	300,000	58,709	2,797,792	4,176,130
Interest Earned	10,900	-	-	40,700	51,600
Total Funding Sources (Unaudited)	$ 8,882,720	$ 1,300,000	$ 10,681,049	$ 4,494,722	$ 26,196,062

City of Dover
General Fund - Major CIP Projects
December, 2010

			TOTAL PROJECT - PAST, CURRENT & FUTURE BUDGETS					CURRENT FISCAL YEAR					
	Type	Description	Original Project Budget	Latest Project Budget	Project To Date Expenses	Project Budget Balance	% Budget Spent	Current Fiscal Yr. Budget	Revised Fiscal Yr. Budget	Fiscal YTD Expenses	% Budget Spent	Status	Comments
1		**FY2009**											
2	M/G	New Library Project	$ 18,200,000	$ 24,679,934	$ 1,252,237	$ 23,427,697	5.1%	$ 6,687,039	$ 7,630,663	$ 515,171	6.8%	Started	Bid Pack A - constuction started / Bid Pack B - bidding started.
3		**Totals - FY09**	$ 18,200,000	$ 24,679,934	$ 1,252,237	$ 23,427,697	5.1%	$ 6,687,039	$ 7,630,663	$ 515,171	6.8%		
4													
5		**FY2010**											
6		Pitts Center Addition	50,000	40,000	28,629	11,371	71.6%	-	36,872	25,501	69.2%	Complete	Complete.
7		**Totals - FY10**	$ 50,000	$ 40,000	$ 28,629	$ 11,371	71.6%	$ -	$ 36,872	$ 25,501	69.2%		
8													
9		**FY2011**											
10		Vehicles & Equipment	$ 63,675	$ 63,675	$ 205,564	$ (141,889)	322.8%	$ 735,185	$ 735,185	$ 205,564	28.0%	Started	Vehicles being ordered.
11		Core Law Enforcement Server Replacement	-	53,500	-	53,500	0.0%	-	53,500	-	0.0%	Started	Specifications done.
12		Playground Improv Program	-	15,000	12,952	2,048	86.3%	15,000	15,000	12,952	86.3%	Complete	BB Courts paved.
13		Skate Park	-	30,000	-	30,000	0.0%	30,000	30,000	-	0.0%	Not Started	In discussions with equipment provider
14		Concrete Program	50,000	50,000	45,759	4,241	91.5%	50,000	50,000	45,759	91.5%	Started	Complete with contractor portion.
15		Transfer to CT Fund	300,000	300,000	300,000	-	0.0%	300,000	300,000	300,000	100.0%	Started	Transfer to Com Transp Fund - December.
16		Downtown Security Cameras	31,500	31,500	-	31,500	0.0%	31,500	31,500	-	0.0%	Started	Contract signed
17		**Totals - FY11**	$ 445,175	$ 543,675	$ 564,275	$ (20,600)	103.8%	$ 1,161,685	$ 1,215,185	$ 564,275	46.4%		
18													
19		**Grand Totals**	$ 18,695,175	$ 25,263,609	$ 1,845,141	$ 23,418,468	7.3%	$ 7,848,724	$ 8,882,720	$ 1,104,947	12.4%		

Legend

M = Multi-year project - a project with a specific schedule to occur over multiple years.
R = Recurring project - a project that begins and ends each fiscal year and is re-budgeted to start over each fiscal year.
G = Grant funded project

City of Dover
Community Transportation & General Fund Street Funds - Major CIP Projects
December, 2010

			TOTAL PROJECT - PAST, CURRENT & FUTURE BUDGETS					CURRENT FISCAL YEAR					
	Type	Description	Original Project Budget	Latest Project Budget	Project To Date Expenses	Project Budget Balance	% Budget Spent	Current Fiscal Yr. Budget	Revised Fiscal Yr. Budget	Fiscal YTD Expenses	% Budget Spent	Status	Comments
1		**FY 2006**											
2	M	Lincoln Park Center	$ 400,000	$ 479,148	$ 415,223	$ 63,925	86.7%	$ 121,891	$ 121,891	$ 57,966	47.6%	Started	Ongoing.
3		**Totals**	$ 400,000	$ 479,148	$ 415,223	$ 63,925	86.7%	$ 121,891	$ 121,891	$ 57,966	47.6%		
4													
5		**FY 2007**											
6		E. Water Street Brick	$ 65,000	$ 65,000	$ -	$ 65,000	0.0%	$ 65,000	$ 65,000	$ -	0.0%		Specialty contract needed.
7		**Totals**	$ 65,000	$ 65,000	$ -	$ 65,000	0.0%	$ 65,000	$ 65,000	$ -	0.0%		
8													
9		**FY 2009**											
10		Schutte Parking Lot	$ 21,950	$ 21,950	$ -	$ 21,950	0.0%	$ 21,950	$ 21,950	$ -	0.0%		Trying to move this to Library Project if State approves.
11		Turnberry Drive	40,000	40,000	40,000	-	100.0%	40,000	40,000	40,000	100.0%		Curb work complete, paving in process.
12		**Totals**	$ 61,950	$ 61,950	$ 40,000	$ 21,950	64.6%	$ 61,950	$ 61,950	$ 40,000	64.6%		
13													
14		**FY 2011**											
15		Washington Street	$ 105,000	$ 105,000	$ 104,000	$ 1,000	99.0%	$ 105,000	$ 105,000	$ 104,000	99.0%		Complete.
16		Mitschner Road (incl. CDBG)	169,066	169,066	246,672	(77,606)	145.9%	169,066	169,066	246,672	145.9%		In progress.
17		Delaware Ave	6,250	6,250	6,250	-	100.0%	6,250	6,250	6,250	100.0%		Complete.
18		Oak Road Signage	11,875	11,875	10,375	1,500	87.4%	11,875	11,875	10,375	87.4%		Just received.
19		Street & Alley Program	300,000	300,000	175,926	124,074	58.6%	300,000	300,000	175,926	58.6%		In progress.
20		State Agreements not yet rec'd	458,968	458,968	-	458,968	0.0%	458,968	458,968	-	0.0%		Agreements have not been received.
21		**Totals**	$ 1,051,159	$ 1,051,159	$ 543,223	$ 507,936	51.7%	$ 1,051,159	$ 1,051,159	$ 543,223	51.7%		
22													
23		**Grand Totals**	$ 1,578,109	$ 1,657,257	$ 998,446	$ 658,811	60.2%	$ 1,300,000	$ 1,300,000	$ 641,189	49.3%		

Legend
M = Multi-year project - a project with a specific schedule to occur over multiple years.
R = Recurring project - a project that begins and ends each fiscal year and is rebudgeted to start over each fiscal year.

City of Dover
Water/Wastewater Improvement & Extension Fund - Major CIP Projects
December, 2010

			TOTAL PROJECT - PAST, CURRENT & FUTURE BUDGETS					CURRENT FISCAL YEAR					
	Type	Description	Original Project Budget	Latest Project Budget	Project To Date Expenses	Project Budget Balance	% Budget Spent	Approved Fiscal Yr. Budget	Revised Fiscal Yr. Budget	Fiscal YTD Expenses	% Budget Spent	Status	Comments
1		**FY 2008**											
2		South Governors Ave. Water Main Upgrade	$ 200,000	$ 200,000	$ 2,664	$ 197,336	1.3%	$ -	$ 197,336	$ -	0.0%	Complete	Done.
3	M	1.0 MG Elevated Water Storage Tower	4,196,600	2,590,000	11,062	2,578,938	0.4%	-	193,377	4,439	2.3%	Started	Selecting Tank Model & Site; FY11 = Constr.
4	M	Piney Point Well	398,800	665,000	61,414	603,586	9.2%	-	162,525	8,939	5.5%	Started	DNREC permiting; FY11 = Constr.
5	M	South Governors Ave. Sewer Main	300,000	291,000	13,561	277,439	4.7%	-	279,244	1,805	0.6%	Complete	Done.
6	M/SL	US 13 East Sanitary Sewer Interceptor	2,376,800	3,409,641	2,429,610	980,031	71.3%	-	2,335,862	1,561,448	66.8%	Complete	Functionally completed, some minor site restoration.
7		**Totals - FY08**	$ 7,472,200	$ 7,155,641	$ 2,518,311	$ 4,637,330	35.2%	$ -	$ 3,168,344	$ 1,576,631	49.8%		
8													
9		**FY2009**											
10	M/SL	Bayard Avenue	$ 590,910	$ 590,910	$ 11,288	$ 579,622	1.9%	$ -	$ 584,420	$ 4,798	0.8%	Started	Material ordered.
11	M/SL	East side N. State Street	868,707	877,596	176,913	700,683	20.2%	-	847,700	147,910	17.4%	Done	Done.
12	M/SL	Route 13 Water Main	1,058,700	1,035,898	137,256	898,642	13.2%	-	967,801	13,259	1.4%	Started	Goig to bid
13	R	Water Quality Improvements FY09	$ 2,518,317	$ 2,504,404	$ 325,457	$ 2,178,947	13.0%	$ -	$ 2,399,921	$ 165,968	19.6%	Started	
14													
15	M/SL	DE State University Pumping Station Repl.	$ 386,400	$ 386,400	$ 293,367	$ 93,033	75.9%	-	240,324	147,652	61.4%	Completed	Done.
16	M/SL	Fox Hall/Retreat Force Main Rerouting	133,100	139,245	238,789	(99,544)	171.5%	-	-	20,351	0.0%	Completed	Done. Overage covered by US 13 Interceptor.
17	M/SL	Acorn Lane Pump Station Replace.	386,400	386,400	293,209	93,191	75.9%	-	210,528	117,698	55.9%	Completed	Done.
18		**Totals - FY09**	$ 3,424,217	$ 3,416,449	$ 1,150,822	$ 2,265,627	33.7%	$ -	$ 2,850,773	$ 451,670	15.8%		
19													
20		**FY2010**											
21	R	Remote Control & Monitor Wells	$ 55,000	$ 55,000	$ 23,104	$ 31,896	42.0%	$ -	$ 31,896	$ -	0.0%	Started	Material Ordered
22	M/SL	Inflow/Infiltration Removal	1,800,000	1,799,668	6,369	1,793,299	0.4%	-	1,798,447	5,148	0.3%	Started	Pre-construction inspections ongoing.
23	M	Fox Hall Pump Station	427,900	52,000	30,286	21,714	58.2%	375,900	426,044	28,430	6.7%	Started	DNREC review.
24	M	Heatherfield Force Main Rerouting	220,400	40,000	31,511	8,489	78.8%	229,200	267,916	30,227	11.3%	Started	DNREC review.
25	I	Tar Ditch Interceptor Upgrade	518,230	518,230	7,851	510,379	1.5%	-	516,781	6,402	1.2%	Started	Reviewing design.
26		Various Pump Motor Replacements	45,248	45,248	-	45,248	0.0%	-	45,248	-	0.0%	Started	Grant approved. Ordering begun.
27		**Totals - FY10**	$ 3,066,778	$ 2,510,146	$ 99,121	$ 2,411,025	3.9%	$ 605,100	$ 3,086,332	$ 70,207	2.3%		
28													
29		**FY2011**											
30		Misc. Distribution System Upgrade	$ 60,000	$ 60,000	$ -	$ 60,000	0.0%	$ 60,000	$ 60,000	$ -	0.0%	Started	On-going as needed.
31		Wellhead Redevelopement Program	60,000	60,000	-	60,000	0.0%	60,000	60,000	-	0.0%	Started	Council for approval.
32		Water Quality Improvements	500,000	500,000	-	500,000	0.0%	500,000	500,000	250	0.1%	Not Started	See above FY09.
33	M/SL	Inflow/Infiltration Removal	500,000	500,000	-	500,000	0.0%	500,000	500,000	-	0.0%	Started	Will start after FY10 is done.
34	R	Scada Technology Equip Upgrade	82,100	82,100	43,600	38,500	53.1%	82,100	82,100	43,600	53.1%	Started	Installation starting.
35		Del State/Del Tech Force Main Rerouting	286,500	286,500	3,801	282,699	1.3%	286,500	286,500	3,801	1.3%	Done	Shifted completion to interceptor.
36		Lepore Road Pump Station Replacement	52,000	52,000	6,548	45,452	12.6%	52,000	52,000	6,548	12.6%	Started	Design with Braun..
37	R	Misc. Sewer System Improvements	35,000	35,000	35,152	(152)	100.4%	35,000	35,000	35,152	100.4%	Started	Ongoing as needed.
38		**Totals - FY11**	$ 1,575,600	$ 1,575,600	$ 89,101	$ 1,486,499	5.7%	$ 1,575,600	$ 1,575,600	$ 89,351	5.7%		
39													
40		**Grand Totals**	$ 15,538,795	$ 14,657,836	$ 3,857,355	$ 10,800,481	26.3%	$ 2,180,700	$ 10,681,049	$ 2,187,858	20.5%		

Legend
M = Multi-year project - a project with a specific schedule to occur over multiple years.
R = Recurring project - a project that begins and ends each fiscal year and is rebudgeted to start over each fiscal year.
SL = State Loan Project - construction phase is financed
I = Impact Fee Financed Project

City of Dover
Electric Improvement & Extension Fund - Major CIP Projects
December, 2010

			TOTAL PROJECT - PAST, CURRENT & FUTURE BUDGETS					CURRENT FISCAL YEAR					
	Type	Description	Original Project Budget	Latest Project Budget	Project To Date Expenses	Project Budget Balance	% Budget Spent	Current Fiscal Yr. Budget	Revised Fiscal Yr. Budget	Fiscal YTD Expenses	% Budget Spent	Status	Comments
1		**FY 2006**											
2	M/B	69 KV feeders 3 and 4	$ 11,060,000	$ 8,693,782	$ 8,761,762	$ (67,980)	100.8%	$ -	$ 4,242	$ 4,242	100.0%	Completed	In service.
3	M/S	Governor's Avenue Rebuild	1,268,450	2,068,260	550,725	1,517,535	26.6%	-	250,000	30,264	12.1%	Completed	Done.
4		**Totals - FY06**	$ 12,328,450	$ 10,762,042	$ 9,312,486	$ 1,449,556	86.5%	$ -	$ 254,242	$ 34,506	13.6%		
5													
6		**FY 2008**											
7		Unit 3 Turb Bearing Fire Protect Deluge	$ 50,000	$ 50,000	$ 44,720	$ 5,280	89.4%	$ -	$ 50,000	$ 44,720	89.4%	Completed	Final training needed.
8		**Totals - FY08**	$ 50,000	$ 50,000	$ 44,720	$ 5,280	89.4%	$ -	$ 50,000	$ 44,720	89.4%		
9													
10		**FY2010**											
11	B	Vansant CT Mark IV Control (Replmnt)	$ 700,000	$ 610,000	$ 438,687	$ 171,313	71.9%	$ -	$ 202,363	$ 152,050	75.1%	Completed	In service.
12	B	McKee Run Entrance Road	240,000	240,000	154,722	85,278	64.5%	-	154,244	154,244	100.0%	Completed	In service.
13		Work Mgmt. System Replacement	85,000	85,000	26,577	58,423	31.3%	-	-	9,859	0.0%	Completed	Done.
14		Photovoltaic Install @ McKee Run	-	-	65,065	(65,065)	0.0%	-	65,065	65,065	100.0%	Completed	In service.
15	M/B	Mid City Substation	1,488,461	993,711	975,819	17,892	98.2%	-	1,087	1,087	100.0%	Completed	In service.
16	S	LED Lighting Replacement	70,087	70,087	70,010	77	99.9%	-	70,087	70,010	99.9%	Completed	Installed on Division.
17	B	Crossgates	396,904	543,075	524,391	18,684	96.6%	-	-	1,440	0.0%	Completed	Done.
18	B	Buchanan Acres	406,000	865,144	1,207,967	(342,823)	139.6%	-	53,648	129,502	241.4%	Completed	Done. This project is over budget due to having addtiional bond proceeds to spend.
19													
20		**Totals - FY10**	$ 3,386,452	$ 3,407,017	$ 3,463,238	$ (56,221)	101.7%	$ -	$ 546,494	$ 583,257	106.7%		
21													
22		**FY2011**											
23		Vehicles & Equipment	$ 158,200	$ 158,200	$ 113,437	$ 44,763	71.7%	$ 158,200	$ 158,200	$ 113,437	71.7%	Started	Vechicles being ordered.
24		Substation PT & CT Replacement	256,218	256,218	143,653	112,565	56.1%	256,218	256,218	143,653	56.1%	Started	Material being received.
25		Replace of 69 kV Breakers	100,000	100,000	7,220	92,780	7.2%	100,000	100,000	7,220	7.2%	Completed	Installed.
26		Lighting Rehabilitation	100,000	100,000	107,644	(7,644)	107.6%	100,000	100,000	107,644	107.6%	Started	Foxhall 75% done.
27		Walker Road OH Conversion	350,511	350,511	-	350,511	0.0%	350,511	-	-	0.0%	Dropped	Funds reappropriated.
28		Engineering Misc Equipment Replmnt	40,000	40,000	24,751	15,249	61.9%	40,000	40,000	24,751	61.9%	Started	Ongoing as needed.
29		Substation Batteries	24,500	24,500	23,489	1,011	95.9%	24,500	24,500	23,489	95.9%	Started	Ongoing as needed.
30		UG Transformers	120,536	120,536	60,031	60,505	49.8%	120,536	120,536	60,031	49.8%	Started	Ongoing as needed.
31		UG Conductors	529,464	529,464	131,559	397,905	24.8%	529,464	529,464	131,559	24.8%	Started	Ongoing as needed.
32		Meters	50,000	50,000	44,224	5,776	88.4%	50,000	50,000	44,224	88.4%	Started	Ongoing as needed.
33		69kV Sub Switch Replacement	-	180,000	-	180,000	0.0%	-	180,000	-	0.0%		
34		Unit 3 Cooling Tower Fill	353,338	353,338	371,513	(18,175)	105.1%	353,338	398,338	371,513	93.3%	Completed	Done.
35		Units 1 & 2 Cooling Tower	218,730	218,730	70,280	148,450	32.1%	218,730	173,730	70,280	40.5%	Completed	Done.
36		Unit 3 Tubine Inspection	348,000	348,000	-	348,000	0.0%	348,000	-	-	0.0%	Started	Scoping.
37		Unit 3 Aux System Components	113,000	113,000	-	113,000	0.0%	113,000	-	-	0.0%	Deferred	Funding reallocated to Unit 1 repair.
38		Plant Misc Equipment Replmnt	71,000	71,000	53,912	17,088	75.9%	71,000	71,000	53,912	75.9%	Started	Ongoing as needed.
39		Unit 3 Stack Repairs	25,000	25,000	-	25,000	0.0%	25,000	-	-	0.0%	Deffered	Funding reallocated Unit 1 repair.
40		Units 1 & 2 Life Extension	276,000	276,000	23,601	252,399	8.6%	276,000	180,000	23,601	13.1%	Started	Scoping, some funding reallocated Unit 1 repair
41		Unit 1 Turbine Outage	-	-	424,747	(424,747)	0.0%	-	412,000	424,747	103.1%	Completed	Emergency repair; Budget amendment approved in Dec.
42		Unit 3 FD & ID FAN CNRL UP	45,000	45,000	-	45,000	0.0%	45,000	-	-	0.0%	Deferred	Next fiscal year.
43		Unit 3 DCS Com & Software	30,000	30,000	-	30,000	0.0%	30,000	-	-	0.0%	Deffered	Next fiscal year.
44		Unit 2 Boiler Inspection & Repair	-	175,000	102,151	72,849	58.4%	-	175,000	102,151	58.4%	Completed	Emergency repair.
45		Unit 3 Heat Expansion Joint	-	65,000	-	65,000	0.0%	-	65,000	-	0.0%	Not Started	Scheduled Spring outage.
46		Units 1 & 2 Control Modifications	-	150,000	-	150,000	0.0%	-	150,000	-	0.0%	Not Started	Scheduled Spring outage.
47		Unit 3 Gas Line Modification	-	60,000	-	60,000	0.0%	-	60,000	-	0.0%	Not Started	Scheduled Spring outage.
48		Distribution Upgrades	400,000	400,000	139,891	260,109	35.0%	400,000	400,000	139,891	35.0%	Started	Ongoing as needed.
49			$ 3,609,497	$ 4,239,497	$ 1,842,102	$ 2,397,395	43.5%	$ 3,609,497	$ 3,643,986	$ 1,842,102	50.6%		
50													
51		**Grand Totals**	$ 19,374,399	$ 18,458,556	$ 14,662,546	$ 3,796,010	79.4%	$ 3,609,497	$ 4,494,722	$ 2,504,584	55.7%		

Legend
M = Multi-year project - a project with a specific schedule to occur over multiple years.
R = Recurring project - a project that begins and ends each fiscal year and is rebudgeted to start over each fiscal year.
B = Bonded Project

ACTION FORM

PROCEEDING: City Council **AGENDA ITEM NO.:**
DEPARTMENT OF ORIGIN: Public Utilities – Electric Eng. **DATE SUBMITTED**: 1-26-2011
PREPARED BY: Ronald H. Lunt, Public Utilities Director
SUBJECT: Evaluation of Proposals – 69 kV Substation Switch Replacement
REFERENCE: N/A
RELATED PROJECT: N/A
APPROVALS: City Manager, Controller
EXHIBITS: N/A
EXPENDITURE REQUIRED: **$144,593** **AMOUNT BUDGETED**: $180,000 **FUNDING SOURCE**: November 8, 2010, Council approved this 69 KV Substation Switch Replacement CIP, Electric Engineering Account 487-8300-563-40-35, Project # EE1112.
TIMETABLE: Contract to be awarded upon Council approval.
RECOMMENDED ACTION: Staff recommends awarding the bid to Tecot/Rumsey for a total amount of **$144,593**.

BACKGROUND AND ANALYSIS

Staff recommended that this project be accelerated (originally scheduled to start in FY 13) and funded for FY 11; City Council approved this CIP modification request on November 8, 2010. This project will begin with the replacement of obsolete 69kV switches at North Street and McKee Run substations. Over the past two years we have had four switches fail due to overheating contacts, which is an extraordinarily high failure rate. Proactively replacing these switches will minimize the potential of outages due to switch failure.

A Request for bids (RFP 11-0034DPU) was sent out and was advertised according to the Purchasing Policy by the City's Purchasing Agent. We received bids from six vendors; one vendor's bid was rejected as non-conforming. The following is a summary of the acceptable bids:

Bidder	Bid Submission Price
Teacot/Rumsey	**$144,593**
United Electric Supply	$149,114
HD Supply Utilities	$145,147
Spectrum Power Prod.	$147,387
G&M Sales	$150,425

FIRST READING

CITY OF DOVER
ORDINANCE #2011-01

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

That Appendix B - Zoning, Article 5 – Supplementary Regulations be amended by adding a new section 20 as follows:

Section 20. Solar and small wind energy systems.

Solar energy systems and small wind energy systems shall be permitted as accessory uses within all zones subject to the following requirements:

20.1 *Residential Zones*.

20.11 Solar energy systems shall be subject to the following:

(a) Ground-mounted solar energy systems shall be permitted only in the rear yard.

(b) Ground-mounted solar energy systems shall be set back a minimum of five feet from side and rear property lines, or the height of the tallest point on the system, whichever is greater.

(c) Ground-mounted solar energy systems shall not exceed 15 feet in height.

(d) Ground-mounted solar energy systems shall be visually screened from adjacent properties to a height of six feet by either an opaque fence or a dense vegetative screen.

(e) All exterior electrical and/or plumbing lines must be buried below the surface of the ground and placed in a conduit.

(f) Roof-mounted solar energy systems must comply with all building height requirements for the zoning district where the system is to be installed.

20.12 Small wind energy systems in residential zones shall be subject to the following restrictions:

(a) Small wind energy systems shall be set back 1.0 times the turbine height from adjoining property lines. Turbine height means the height of the tower plus the length of one blade.

DRAFT

(b) The aggregate noise or audible sound of a small wind energy system shall not exceed five decibels above the existing average noise level of the surrounding area and shall be restricted to a maximum of 60 decibels measured at any location along the property line of the parcel where the wind system is located.

(c) Small wind energy systems shall be free from signage, advertising, flags, streamers, decorative items, or any item not related to the operation of the wind turbine. Electric wiring for the turbines shall be placed underground for non-building integrated systems.

(d) Small wind energy systems shall not be permitted within the H (Historic District) Zone.

(e) Any small wind energy system shall be visually screened to a height of six feet by either an opaque fence or a dense vegetative screen from any properties or structures included on the National Register of Historic Places.

20.2 Non-Residential Zones.

20.21 Solar energy systems shall be subject to the following:

(a) For the purposes of this subsection, a use is considered accessory if it is located within a complex or campus that includes one or more contiguous lots under common ownership and management, where the principal use of the complex or campus is other than a solar energy system, and the energy generated by the solar energy system is intended to primarily reduce on-site consumption of utility-supplied energy.

(b) Ground-mounted solar energy systems shall not occupy more than 30 percent of the lot area of the complex or campus for which the solar energy system is proposed.

(c) If ground-mounted solar energy systems are proposed to occupy more than 30 percent of the lot area of the complex or campus, their placement shall be subject to conditional use approval by the Planning Commission.

(d) Ground-mounted solar energy systems shall not be located between the principal structure and the street upon which the principal structure fronts.

(e) All exterior electrical and/or plumbing lines must be buried below the surface of the ground and placed in a conduit.

(f) Solar energy systems, whether roof-mounted or ground-mounted, must comply with all building setback and height requirements for the zoning district where the system is to be installed.

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20.22 Small wind energy systems shall be subject to the following restrictions:

(a) Small wind energy shall be set back 1.0 times the turbine height from adjoining property lines. Turbine height means the height of the tower plus the length of one blade.

(b) The aggregate noise or audible sound of a wind system shall not exceed five decibels above the existing average noise level of the surrounding area and shall be restricted to a maximum of 60 decibels measured at any location along the property line to the parcel where the small wind energy system is located.

(c) Small wind energy systems shall be free from signage, advertising, flags, streamers, decorative items, or any item not related to the operation of the wind turbine. Electric wiring for the turbines shall be placed underground for non-building integrated systems.

(d) Small wind energy systems shall not be permitted within the H (Historic District) Zone.

(e) Any small wind energy system shall be visually screened to a height of six feet by either an opaque fence or a dense vegetative screen from any properties or structures included on the National Register of Historic Places.

20.3 *Decommissioning.*

Solar energy systems and/or small wind energy systems must be maintained and kept in a state suitable for immediate operation. When it can be demonstrated that a solar energy system or small wind energy system, as approved in accordance with this section, is in a state of disrepair and is not suitable for immediate operation, that system shall be removed and the accessory use terminated.

BE IT FURTHER ORDAINED:

That Appendix B – Zoning, Article 12 – Definitions, be amended to add the following definitions:

Solar energy system. Any solar collector or other solar energy device, or any structural design feature, mounted on a building or on the ground, and whose primary purpose is to provide for the collection, storage, and distribution of solar energy for space heating or cooling, for water heating, or for electricity.

Small wind energy system. A wind energy conversion system consisting of a wind turbine, a tower, and associated control or conversion electronics which is intended to primarily reduce on-site consumption of utility-supplied energy.

DRAFT

SYNOPSIS

The proposed ordinance adds solar energy systems and small wind energy systems as accessory uses within all zoning districts; sets standards for these systems to ensure protection of the character of the zones, as well as public health, safety and welfare; and adds definitions for such systems to the *Zoning Ordinance*.

Actions History:

January 24, 2011 – Proposed First Reading - Council

January 10, 2011 – Introduced at Utility Committee and referred back to staff for changes.

DRAFT

FINAL READING

CITY OF DOVER PROPOSED ORDINANCE #2010-01

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

That Chapter 102 – Taxation, Article I - In General, Section 102-1 - Valuation and Assessment, be amended by deleting the text indicated in red strikeout as follows:

Sec. 102-1. Valuation and assessment.

Section 47 of the Charter provides that an impartial valuation and assessment of all real property within the city shall be conducted by the city assessor every third year. The council may also direct that in lieu of the reassessment and valuation by the city assessor, such reassessment and valuation may be done by an outside appraiser chosen by the council. Pursuant to section 47 of the Charter, commencing with the year 2010 and every ninth year thereafter, the valuation and assessment of all real property shall be conducted by an outside appraiser chosen by the council. All property shall be valued as to its status; as of its ownership; and as of its current market value as of the January 1st assessment date~~***; except if improvements are not deemed by the assessor to be complete; property shall be partially valued if construction has ceased for 90 days as of the January 1st assessment date***~~.

ADOPTED: *

SYNOPSIS

The proposed ordinance amendment provides language that property shall be valued as to its status; as of its ownership; and as of its current market value.

Actions History

February 14, 2011 - Public Hearing/Final Reading - Council
January 24, 2011 - First Reading - Council
January 10, 2011 - Considered by Legislative, Finance, and Administration Committee
January 11, 2010 - Legislative, Finance, and Administration Committee Referred Back to Staff to Work with Real Estate Community

Draft

CITY OF DOVER PROPOSED ORDINANCE #2011-02

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

That Chapter 102 - Taxation, Article IV - Abatement of Real Estate Taxes, be amended by inserting a new Section 102-117 - Construction of new facility, as follows:

Sec. 102-117. Construction of new facility.

(a) *Tax abatement benefit.* During the construction of a new facility or an expanded facility, meaning after the issuance of a building permit and prior to the issuance of a Certificate of Occupancy, improvements less than one hundred percent (100%) complete by January 1 shall be eligible for an abatement of City real estate taxes.

(b) *Application. Eligibility.*

(1) Separate application under this subsection shall be submitted to the Office of the Assessor pursuant to the requirements of section 102-114 (a) no later than thirty days after notice of eligibility is issued.

(2) Applicants must certify that they are in good standing pursuant to section 1-13 of the City Code. All construction must be active at the time of application.

(c) *Limitation on applicability.*

(1) Abatement under this subsection may not exceed a period of 12 months.

(2) Notwithstanding other provisions of this subsection, the abatement period may, at the discretion of the Assessor, be extended for a period not to exceed an additional 12 months for good cause shown. Good cause includes, but is not limited to, increase in the scope of the project, acts of nature, and, as long as no party with control of the new facility is at fault, fire or vandalism. Abandonment of a project shall not be considered good cause.

(d) *Right to appeal.* Any aggrieved taxpayer shall have the right to appeal the decision of the Assessor to the City Council. Appeals must be filed with the Council not more than ten (10) days after the date the written decision of the Assessor is issued.

ADOPTED: *

SYNOPSIS

This ordinance will provide for application for abatement of taxes, if the eligibility requirements outlined in subsection (b) are met.

Actions History
February 14, 2011 - Public Hearing/Final Reading - Council
January 24, 2011 - First Reading - Council
January 10, 2011 - Considered by Legislative, Finance, and Administration Committee

Draft