

**CITY OF DOVER, DELAWARE
COUNCIL COMMITTEE OF THE WHOLE MEETING
Tuesday, September 09, 2025 at 6:00 PM**

City Hall Council Chambers, 15 Loockerman Plaza, Dover, Delaware

AGENDA

Public comments are welcomed on any item and will be permitted at the appropriate time. When possible, please notify the City Clerk (302-736-7008 or email at cityclerk@dover.de.us) should you wish to be recognized.

VIRTUAL MEETING NOTICE

This meeting will be held in City Hall Council Chambers with electronic access via WebEx. Public participation information is as follows:

Dial: 1-650-479-3208

Link: <https://rb.gy/tt2yzg>

Event number: 2530 458 3225

Event password: DOVER (if needed)

If you are new to WebEx, get the app now at <https://www.webex.com/> to be ready when the meeting starts.

CALL COUNCIL COMMITTEE OF THE WHOLE MEETING TO ORDER

ADOPTION OF AGENDA

COUNCIL REPORTS - AUGUST 2025

- 1. First District**
- 2. Second District**
- 3. Third District**
- 4. Fourth District**
- 5. At-Large**
- 6. Council President Neil**

PARKS, RECREATION, AND COMMUNITY ENHANCEMENT COMMITTEE**ADOPTION OF THE AGENDA****1. First State Aquatic Project (Courtney Ford, Head Coach, First State Masters Swimming)**

(Committee Action Not Required)

2. Review of Active Recreation Plan - The Governor: Mixed Use Building at 120 S. Governors Avenue (Located at 120 S. Governors Avenue and associated parcels at 105, 111, and 115 S. New Street: Site Plan/Architectural Review Certification S-25-11/ HI-25-02) (Dawn Melson-Williams, Principal Planner)

(Staff Recommendation: Approval of the Active Recreation Area Plan for the project, subject to the conditions outlined in the Active Recreation Review Report)

ADJOURNMENT OF THE PARKS, RECREATION, AND COMMUNITY ENHANCEMENT COMMITTEE MEETING**LEGISLATIVE, FINANCE, AND ADMINISTRATION COMMITTEE****ADOPTION OF THE AGENDA****1. Investment Portfolio Presentation (Patricia Marney, Controller/Treasurer, Martin Hammond, Managing Director, PFM Asset Management, and Jeff Fasino, Senior Managing Consultant, PFM Asset Management)**

(Committee Action Not Required)

2. Change Order - Meeting House Branch Drainage Improvement Project (Jason Lyon, Water & Wastewater Director)

(Staff Recommendation: Approval from City Council of the proposed amendments to the engineering design scope by the consulting firms to complete the design of this project.)

3. County and Municipal General Pension Plan Update (Naomi Poole, Human Resources Director, Patricia Marney, Controller/Treasurer, and David S. Hugg, III, City Manager)

(Committee Action Not Required)

4. Small Local Cybersecurity Grant Program (SLCGP) Grant Approval for FY26 Information Technology Projects (Joseph Simmons, Information Technology Director)

(Staff Recommendation: Recommend approval of the following Small Local Cybersecurity Grant Program (SLCGP) grants totaling \$316,000 through the Cybersecurity and Infrastructure Security Agency (CISA): SLCGP-23-1157, SLCGP-23-1158, SLCGP-23-1159, SLCGP-23-1160, and SLCGP-23-1161, and to authorize the City Manager to perform the necessary budget amendments based upon the awarded)

5. Non-Bargaining Step Proposal Discussion (David S. Hugg, III, City Manager)

(Staff Recommendation: Discussion and direction for staff)

6. Review of Application for the Economic Development Fund (David S. Hugg, III, City Manager)

(Staff Recommendation: Review, revise as needed, and approve)

**ADJOURNMENT OF THE LEGISLATIVE, FINANCE, AND ADMINISTRATION
COMMITTEE MEETING**

ADJOURNMENT OF THE COUNCIL COMMITTEE OF THE WHOLE

THE AGENDA ITEMS AS LISTED MAY NOT BE CONSIDERED IN SEQUENCE. PURSUANT TO 29 DEL. C. §10004(e)(2), THIS AGENDA IS SUBJECT TO CHANGE TO INCLUDE THE ADDITION OR THE DELETION OF ITEMS, INCLUDING EXECUTIVE SESSIONS, WHICH ARISE AT THE TIME OF THE MEETING

First State

AQUATIC CENTER



Item 1.

Transforming Delaware into a premier sports tourism destination

The First State Aquatic Center (FSAC) represents a transformative opportunity to drive economic growth, boost local tourism, and provide essential aquatic facilities to the community. Featuring:

- **10-lane Olympic/Long course pool**
- **8-lane short course pool**
- **Zero-depth entry multi-use pool**
- **Recreational Ninja Cross** (obstacle course attraction)
- **Outdoor Water Feature**
- **Spectator Seating 1,500+**

The FSAC is designed to attract elite swimmers from the Mid-Atlantic region and beyond. With its strategic location, experienced leadership, and strong community backing, the FSAC is poised to become a key player in the sports tourism landscape while addressing a critical gap in the community: indoor, year-round swimming pools essential for health, wellness, and water safety in a state surrounded by water. Your investment will help turn this vision into a thriving reality for Delaware.

Non-Profit Board



- Co-Founder, CEO;
 - Courtney Ford, Owner First State Masters Swimming
- Co-Founder, Board President;
 - Julie Gorman, Owner Edelman Spine & Orthopaedic
- Planning & Strategy Committee;
 - Jenn Holmes, Joel Loftus,
 - John Van Gorp, Strohm Edwards
- Resource Development Committee;
 - Knolan Rawlins, Laurie Judy, John Cribbin
- Community Engagement Committee;
 - Janie Warren, Nanette Holmes, Sean Saxton

Letters of Support



- Community;
 - Home of the Delaware Swim Team; South
 - Capitol School District
 - Caesar Rodney School District
- State Rep;
 - Kerri Evelyn Harris (pending)

Secure Site and Developer



- Potential Sites:
 - DAFB, DE Turf, Dover Mall, Kitts Hummock/City of Dover
- Needed:
 - \$20-\$44mil
 - 60,-90,000 sq. ft
 - 5-10 acres

STEPS IN CURRENT PHASE

The FSAC has progressed from the "initiative" phase to a formalized board structure. With governance now in place, the board is actively fundraising to complete the feasibility and design study. These efforts will provide critical insights into site selection, programming, and long-term sustainability. The project continues to engage stakeholders—including local government officials, community leaders, and potential partners—as it moves closer to realizing its vision.

CONNECT

Follow us on social media | [@1stMasters](#)
Watch our FSAC presentation on YouTube | [@1stMastersDE](#)
Sign the petition | [tinyurl.com/ynxr3k3k](https://www.tinyurl.com/ynxr3k3k)
Email us | FirstStateMastersSwimming@gmail.com

AUG 2025



Empowering adults to improve their lives through swimming

MODEL FACILITIES

Item 1.

Prince George's County Sports and Learning Complex

Features;

- 50 meter indoor; community/fitness pool; indoor gymnastics; indoor track; outdoor sport fields as well; classrooms

Year; 2000

Size; 240,000 sq. ft

Cost; \$31 Million



Nova Aquatics, VA

Features;

- Macy's Mall rebuild. An eight-lane 50-meter pool and two three-lane 25-yard pools. locker rooms, dry-land training area, administrative areas, and the Virginia Swim Shop

Year; 2018

Size; 50,000 sq. ft

Cost; \$18 Million

Virginia Military Institute

Features;

- Indoor 50-meter swimming pool which holds 800,000 gallons of water. It has two 1-meter springboards, two 3-meter springboards, and a 5-meter dive platform, plus seating for 570 spectators. The pool is large enough to be divided into three sections, making diving, water polo, and competitive swimming possible simultaneously.

Year built; 2020

Size; 58,000 sq. ft

Cost; \$44 Million



Rockville Swim and Fitness Center, MD

Features;

- New construction consists of 3 bodies of water: a free-form shaped activity pool with beach entries and interactive play features, a rectangular shaped wellness pool to serve a variety of uses and a water slide structure. Dryland installation of play features, deck areas, shade structures.

Year built; 2024

Size; 53,000 sq. ft

Cost; \$13 Million





First State

AQUATIC CENTER

Item 1.

P: 928-242-2586

E: FirstStateMastersSwimming@gmail.com

f @1stMasters y @1stMastersDE

Dear Supporter of the FSAC initiative,

July 15, 2025

A place to swim, heal, train, and belong — that's the vision behind the First State Aquatic Center (FSAC). A year-round aquatic and wellness facility designed to meet critical needs in Central Delaware and the Mid-Atlantic region. Despite being a state surrounded by water, Delaware currently lacks an indoor 50-meter pool and has few facilities that are fully accessible to veterans, seniors, families, and athletes all in one place. FSAC will change that.

The proposed facility includes:

Board of Directors

Community Engagement

Nanette Holmes
Sean Saxton
Janie Warren

Planning and Strategy

Strohm Edwards
Jennifer Holmes
Maj. Joel Loftus
John Van Gorp

Resource Development

John Cribbin
Laurie Judy
Knolan Rawlins

- A 10-lane, 50-meter competition pool with seating for 1,500+
- An 8-lane short-course pool for lessons, rehab, and fitness
- A zero-depth entry warm therapy and teaching pool
- Outdoor water feature
- Fitness facilities, classrooms, and meeting space
- Dedicated access for teams, masters swimmers, and community use

FSAC will be more than a pool. It will be a community anchor, public health resource, and economic driver — hosting local and regional meets, creating jobs, and delivering life-saving swim instruction.

Your support will help us:

- Fund the feasibility study
- Complete design and engineering plans
- Begin site work and permitting

Whether you give \$50 or \$5,000, your donation directly supports this bold and vital project. Make a secure, tax-deductible gift at donorbox.org/fund-the-feasibility-study, scan the QR code below, or contact us to explore sponsorship and other giving options. Together, we can build something transformative for Delaware.

With appreciation,

Courtney Ford

Courtney Ford

Co-founder & Executive Director

Julia Gorman

Julia Gorman

Co-founder & Board President





DATA SHEET FOR RECREATION PLAN REVIEW
Review of Active Recreation Area Plan

PARKS, RECREATION AND COMMUNITY ENHANCEMENT COMMITTEE
MEETING OF September 9, 2025
Planning Commission Meeting of September 15, 2025

Plan Title: The Governor: Mixed-Use Building at 120 S. Governors Avenue, S-25-11

Plan Type: Site Development Plan: Active Recreation Area Plan

Location: On the west side of South Governors Avenue and halfway between Reed Street and West Loockerman Street in Dover, DE

Addresses: 120 S. Governors Avenue and 105, 111, and 115 S. New Street

Tax Parcel: ED-05-077.09-01-144.00-000
(Related Properties) ED-05-077.09-01-37.00-000, ED-05-077.09-01-42.00-000, ED-05-077.09-01-43.00-000

Owner: Downtown Dover Development Corporation c/o Downtown Dover Partnership and the City of Dover (Parcels at 105 and 115 S. New Street)

Property Area: 1.7622 acres +/- (main parcel)
1.9813 acres +/- (total of all parcels)

Proposed Use: Mixed-Use Commercial (Grocery, retail, restaurant, child day care center) and Multi-family Housing (Apartments – 120 units) and associated parking

Zoning: C-2 (Central Commercial Zone)
H (Historic District Zone)

I. Project Summary

The Governor: Mixed-Use Building at 120 S. Governors Avenue project will be reviewed as a Site Development Plan and for Architectural Review Certification by the Planning Commission. The Plan proposes construction of a mixed-use commercial and multi-family (apartment) building in Downtown Dover, to be located between South Governors Avenue and South New Street, midway between Reed Street and West Loockerman Street. The 1.7622+/- acre property is a vacant lot that was formerly an auto parts retail store and daycare center. The proposal includes a four-story, 139,306 SF mixed-use structure that includes space for retail, child day care, 120 residential apartments, and a roof-top courtyard, with 13 vehicle parking spaces and associated site improvements

II. Active Recreation Area Plan Summary:

As part of the Plan review process for this project, the applicant is required to provide open space and Active Recreation Area in accordance with the *Zoning Ordinance*, Article 5, Section 10.

Dover Code of Ordinances, Appendix B – Zoning, Article 5 – Supplementary Regulations, Section 10 – Open Space, Recreation and Other Public Facilities (select excerpts).

Article 5 Section 10

Section 10. - Open space, recreation, and other public facilities.

The City of Dover shall require the reservation of open space, recreation, and other public facilities in accordance with the provisions of this section as a condition of approval for all one-family dwelling, two-family dwelling and multiple-family dwelling residential developments requiring conditional use approval, site development plan approval, or land subdivision approval by the City of Dover Planning Commission.

10.1 Recreation areas.

10.11 Purpose. The purpose of this section is to ensure that active recreation areas are provided as an integral design element within residential developments and that such facilities are of an adequate scale in relation to the size of the residential development and which provide residents with a variety of active recreational pursuits.

10.12 Dedication required. The commission shall require the dedication or reservation of recreation areas, and the subsequent construction of recreation facilities of a character, extent and location suitable to the needs created by a development for recreation facilities as defined and in accordance with the design guidelines set forth.

10.13 Definition. The following are illustrative of the types of recreation areas and subsequent facilities that shall be deemed to serve active recreational needs and therefore to count toward satisfaction of the recreation area requirements of this section: tennis courts, handball courts, racquetball courts, swimming pools, saunas and exercise rooms, meeting or activity rooms within clubhouses, baseball and soccer fields, basketball courts, volleyball courts, swings, slides and play apparatus, and developed walking, jogging or biking trails.

Because the project is located within the Downtown Redevelopment Target Area, it qualifies for an exemption under Article 5, §10.515 *Residential developments located within the Downtown Redevelopment Target Area as defined in Appendix C*. Under this provision, the applicant must provide 75 square feet of active recreation per dwelling unit with a minimum of 2,500 square feet provided on site. See code excerpt:

Article 5 §10.5 *Exemption to recreation area and open space dedication.*

10.51 Exemptions for small developments.

10.515 *Residential developments located within the Downtown Redevelopment Target Area as defined in Appendix C*. These developments shall be exempt from the area requirements set forth in section 10.16, but shall be required to provide 75 square feet of active recreation area per dwelling unit with a minimum of 2,500 square feet provided on site. If the commission determines that the construction of the entirety of the required active recreation area is not practical or desirable, the commission shall require a cash in lieu donation for the active recreation area determined as not practical or desirable. Cash in lieu shall be calculated in accordance with subsection 10.173 of this article.

The plan identifies a proposed 11,090 SF park area located on the three additional parcels along South New Street, to the northwest of the proposed building. This park would feature a dog park, playground area, and pollinator garden along with a variety of trees and shrubs. Although this

already exceeds the required active recreation square footage (9,000 SF), the plan also proposes a courtyard/wellness area (5,729 SF); fitness center (2,054 SF); and community space (2,995 SF) on the first floor of the building. In addition to first floor amenities, a rooftop courtyard is proposed on the second floor measuring 7,225 SF. The total proposed area of active recreation space for the proposed project is 29,093 SF.

This Active Recreation component must be reviewed by the Parks, Recreation, and Community Enhancement Committee for a recommendation prior to consideration of the Site Plan by Planning Commission.

The following table provides information from the submitted Plans and drawings for The Governor: Mixed-Use Building at 120 S. Governors Avenue project showing the Active Recreation Area plan. This focuses on the amenities specifically being developed with this project:

	Required	Provided on Plan
Active Recreation Area (Article 5 §10.515)	75 SF per dwelling unit or 2,500 SF, greater thereof 120 DU = 9,000 SF Requires 9,000 SF	5,729 SF Courtyard/Wellness Area 11,090 SF Park Area of playground area, dog run, connection walkway 2,054 SF Fitness Center 2,995 SF Community Space 7,225 SF Rooftop Courtyard 20 Interior Bicycle Parking Spaces 20 External Bicycle Parking Spaces Total: 29,093 SF
Active Recreation Amenities (Article 5 §10.15)	Accessible	Elevators are provided on each floor to access the rooftop courtyard. First floor active recreation amenities are accessible via a network of sidewalks with ramps to enter the building
Active Recreation Amenities (Article 5 §10.15)	Age Oriented to development	Amenities can be used by a variety of age groups.
	Parking	The entire site has 13 parking spaces to serve the residents with other parking nearby.
	Setbacks for equipment and game courts: 30 feet from residential lots and 25 feet from right-of-way for street	Most amenities are within or associated with the building and comply. The distance of the playground equipment from the street must be shown and placement may need to be adjusted for compliance.
	Landscaping	The Landscape Plan shows a variety of trees, shrubs, lawn spaces, and a pollinator garden.

III. STAFF RECOMMENDATIONS:

The following are comments and recommendations from Staff of the Department of Planning & Inspections and the Parks & Recreation Department following review of the Active Recreation Area proposed for The Governor: Mixed-Use Building at 120 S. Governors Avenue project.

1. The project plan is required to provide 9,000 SF of Active Recreation Area. The Plan shows a total of 29,093 SF of Active Recreation Area including a 5,729 SF Courtyard/Wellness Area; 2,054 SF Fitness Center; 2,995 SF Community Space; 11,090 SF Park with playground and dog run; and 7,225 SF Rooftop Courtyard.
 - a. Additionally, there is an indoor bike storage area that can store 20 bicycles and 20 exterior bicycle parking spaces.
2. Staff recommends approval of the proposed Active Recreation Area amenities, subject to review of the Active Recreation Plan sheet to confirm details. Staff also notes that this location in the Downtown is in a walkable area where the sidewalk system leads to open space areas like Mirror Lake Park, Silver Lake Park, the Legislative Mall area, and The Green, and to the Capital City Trail system.
3. The following items related to the recreation amenities:
 - a. For playground area provide the distance of equipment from the street right-of-way to ensure compliance with the setback requirements.
 - b. It is recommended that rules for usage of the dog-run area be posted along with any trash/waste disposal equipment.
 - c. Identify if the playground usage will be limited by operations of the child day care center.
 - d. Identify height and materials of the proposed fencing.
4. The applicant is reminded of the requirements for construction phasing of the recreation area associated with the development of the residential units. With all residential units in one building, the recreation amenities will have to be completed in conjunction with the building's construction and prior to issuance of a Final Certificate of Occupancy.

Article 5 §10.6 Construction Phasing. The recreation and open space areas shall be completed in a proportion equal to or greater than the proportion of residential dwelling units completed, except that one hundred (100) percent of the recreation and open space areas shall be completed prior to issuing building permits for the final twenty (20) percent of the dwelling units proposed. Building permits shall not be issued for dwelling units unless the requirements of this section are met.

5. There shall be provisions which ensure that the common open space land (including active recreation area) shall continue as such and be properly managed and maintained. The developer shall either retain ownership and responsibility for maintenance of such open land; or provide for and establish one (1) or more organizations for the ownership and maintenance of all common open space i.e. a Homeowners Association. The organization shall be responsible for maintenance, insurance and taxes on the common open space.

IV. ADVISORY COMMENTS

1. In the event that major changes and revisions to the Site Plan occur in the finalization of the Site Plan, contact the Department of Planning and Inspections. Examples include reorientation of buildings, relocation of site components, and increases in building floor area. These changes may require resubmittal for review by the Development Advisory Committee, Historic District Commission, Planning Commission, or other agencies and commissions making recommendations in regard to the plan.
2. Clarify the status of ownership status of the parcels at 105 and 115 S. New Street as these is a specific process for the disposal of City owned properties.
3. The Parks, Recreation, and Community Enhancement Committee shall submit to the Planning Commission a report detailing the recommendations as to the Recreation Area Plan.

Attachments:

- Select Pages from S-25-11 Plan Set:
 - Cover Sheet and Overall Site Plan (C-001), Active Recreation Plan (C-202), and Landscape Plan Sheet (Z-100) dated August 2025
- Select Floor Plans from the Planning Board Presentation: Ground Floor Plan, Second Floor Plan
- Select Building Renderings for view of site from S. Governors Avenue and S. New Street

Note: This review Report was initially prepared by Staff of the Rossi Group (under a Planning Services contract with the City of Dover). The Report was completed with additional review and editing by the City's Planning Office.

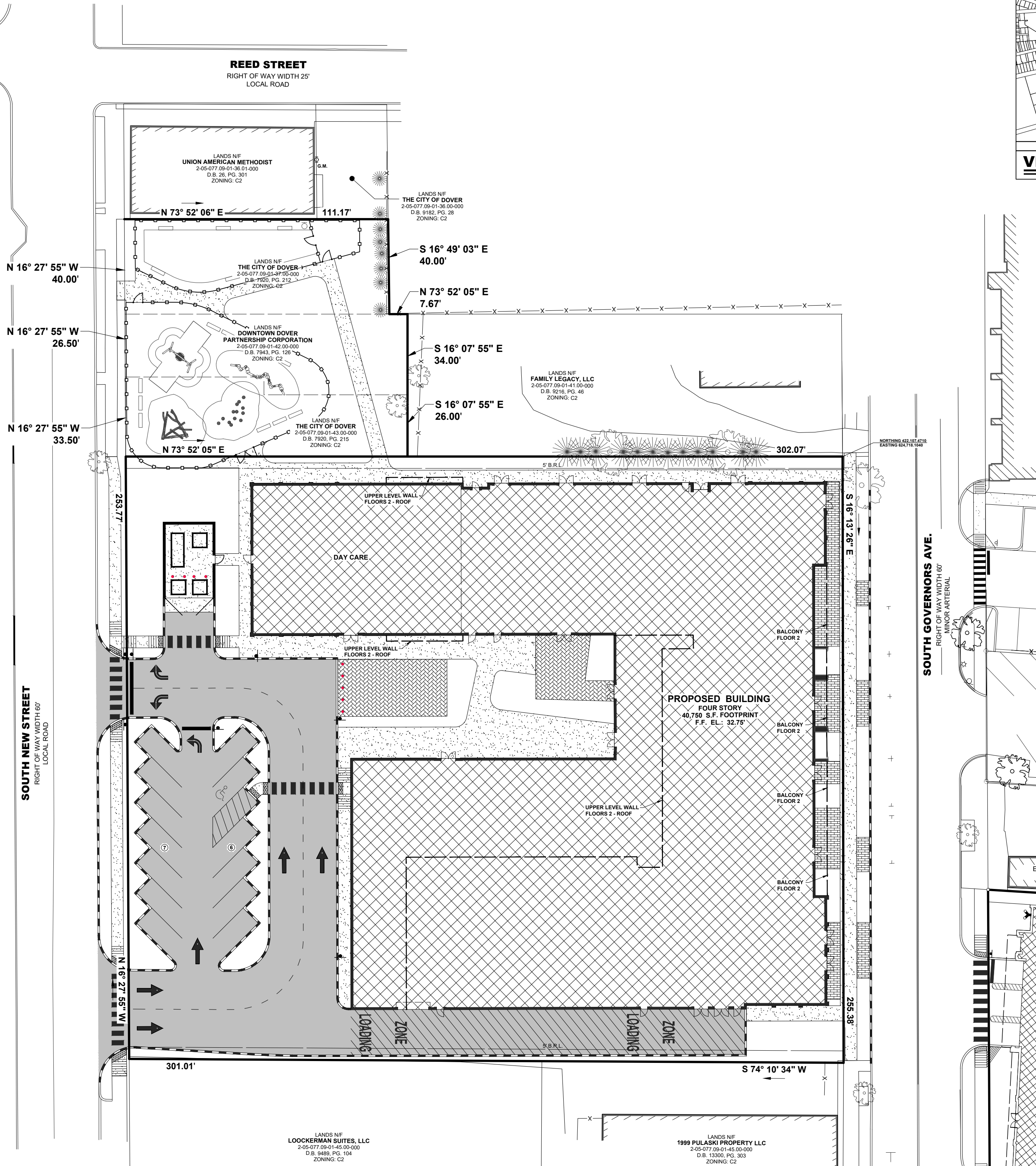
GENERAL NOTES :

- BOUNDARY AND TOPOGRAPHIC SURVEY DATA SHOWN HEREON WAS TAKEN FROM A PLAN ENTITLED "120 SOUTH GOVERNORS AVENUE, PARCEL ED-36-077, 09-01-44.00-000 - BOUNDARY & TOPOGRAPHIC SURVEY AS PREPARED BY SHAHEED A. SMITH GEOSPATIAL, LLC, 2005 S. EASTON ROAD, SUITE 207, DOVER, DE 19901 DATED 04-24-24 AND UPDATED ON 03-14-25.
- PROPERTY SHOWN HEREON IS SUBJECT TO ANY RIGHT-OF-WAY, EASEMENTS, RESTRICTIONS, ETC. AS MAY BE SHOWN OR NOTED IN ANY RECORD, PUBLIC OR OTHERWISE, OR ANY REQUIREMENT OR REGULATION OF ANY PUBLIC AGENCY.
- THE EXISTING UTILITIES SHOWN WERE TAKEN FROM THE BEST AVAILABLE RECORDS. ADDITIONALLY, A UTILITY MARK-OUT WAS PROVIDED BY CENTURY ENGINEERING IN SEPTEMBER 2017. THE CONTRACTOR SHALL CONTACT MISS UTILITY OF DELAWARE (1-800-282-8555) AND ENGAGE A PRIVATE UTILITY LOCATOR TO VERIFY THEIR EXACT LOCATION PRIOR TO THE START OF ANY CONSTRUCTION. ANY DAMAGE INCURRED TO ANY UTILITIES SHALL BE REPAIRED IMMEDIATELY AT THE CONTRACTORS EXPENSE. IF THE CONTRACTOR RELIES ON THE UTILITY LOCATIONS SHOWN HEREON, HE DOES SO AT HIS OWN RISK AND WILL NOT BE ENTITLED TO ADDITIONAL COMPENSATION DUE TO TIME DELAYS FROM SAID RELIANCE.
- FLOODPLAIN: PARCEL IS LOCATED WITHIN ZONE "X", AREA OF MINIMAL FLOODING HAZARD, BASED ON FEMA FIRM MAP 10001C0167H EFFECTIVE MAY 5TH, 2003.
- ALL ROADS, PARKING AND OTHER PAVED AREAS WILL BE PRIVATELY OWNED AND MAINTAINED AND ARE NOT INTENDED FOR DEDICATION.
- DELAWARE REGULATIONS PROHIBIT THE BURIAL OF CONSTRUCTION DEMOLITION DEBRIS, INCLUDING TREES AND STUMPS ON CONSTRUCTION SITES. ANY SOLID WASTE FOUND DURING EXCAVATION MUST BE REMOVED AND PROPERLY DISCARDED.
- ALL HANDICAPPED PARKING DEMARICATION, STALLS, AND BUILDING ACCESSIBLE ROUTES SHALL COMPLY WITH THE "AMERICAN WITH DISABILITIES ACT" AND ANSI ICC A117.1 - 2017 "ACCESSIBLE AND USABLE BUILDINGS AND FACILITIES"
- THIS DRAWING DOES NOT INCLUDE NECESSARY COMPONENTS FOR CONSTRUCTION SAFETY. ALL CONSTRUCTION MUST BE DONE IN COMPLIANCE WITH THE OCCUPATIONAL SAFETY AND HEALTH ACT OF 1970 AND ALL RULES AND REGULATIONS THERETO APPURTENANT.
- BEFORE THE CONTRACTOR CAN BEGIN CONSTRUCTION HE MUST OBTAIN THE PROPER PERMITS AND/OR APPROVALS FROM THE CITY OF DOVER (C.O.D.), DEPARTMENT OF NATURAL RESOURCES AND ENVIRONMENTAL CONTROL (DNREC), DELAWARE DEPARTMENT OF TRANSPORTATION (DELDOT), KENT CONSERVATION DISTRICT (KCD) AND ALL APPROPRIATE STATE AND COUNTY AGENCIES.
- ALL CONSTRUCTION METHODS AND MATERIALS SHALL BE ACCORDING TO THE CITY OF DOVER WATER & WASTEWATER DEPARTMENT AND THE STATE OF DELAWARE (DELDOT) STANDARDS AND CONSTRUCTION SPECIFICATIONS.
- ALL FIRE LANE DEMARICATION AND FIRE LANE SIGNS SHALL BE IN ACCORDANCE WITH ALL STATE FIRE PREVENTION REGULATIONS.
- ALL WORK WITHIN CITY/DELDOT MAINTAINED ROAD RIGHT-OF-WAYS SHALL MEET THE REQUIREMENTS AS SET FORTH IN THE CURRENT REVISION OF THE STANDARD SPECIFICATION FOR ROAD AND BRIDGE CONSTRUCTION, BY THE DELAWARE DEPARTMENT OF TRANSPORTATION AND ALL CITY OF DOVER REQUIREMENTS.
- TRAFFIC AND SAFETY CONTROL SHALL BE MAINTAINED DURING CONSTRUCTION IN CONFORMANCE WITH THE CURRENT VERSION OF THE DELAWARE MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES.
- STORMWATER MANAGEMENT AND SEDIMENT / EROSION CONTROL SHALL BE IN ACCORDANCE WITH THE CURRENT VERSION DELAWARE SEDIMENT AND STORMWATER REGULATIONS BY THE DELAWARE DEPARTMENT OF NATURAL RESOURCES AND ENVIRONMENTAL CONTROL.
- CONTRACTOR SHALL REFER TO ARCHITECTURAL/STRUCTURAL DRAWINGS OF PROPOSED STRUCTURES FOR ALL DIMENSIONS OF BUILDINGS AND FOUNDATIONS. PROPOSED BUILDING FOOTPRINTS, AS SHOWN ON SITE PLAN, SHOULD ONLY BE USED AS A REFERENCE TO THE ABOVE MENTIONED PLANS.
- HYDRANT CONNECTIONS BY THE CONTRACTOR ARE PROHIBITED. THIS METHOD MAY NOT BE UTILIZED DURING ANY PHASE OF THE PROJECT.
- ALL EXISTING SANITARY SEWER LINES, STORM DRAINS, AND WATER LINES NOT USED FOR THE PROPOSED FACILITY MUST BE PROPERLY ABANDONED AT THE MAINS IN ACCORDANCE WITH THE CITY OF DOVER WATER & WASTEWATER DEPARTMENT REQUIREMENTS PRIOR TO ISSUANCE OF A CERTIFICATE OF OCCUPANCY.
- PART II, CHAPTER 180, ARTICLE III, SECTION 180-10 OF THE CODE OF KENT COUNTY REQUIRES THAT "NO PERSON SHALL DISCHARGE OR CAUSE TO BE DISCHARGED ANY STORMWATER, SURFACE WATER, UNCONTAMINATED GROUNDWATER, ROOF RUNOFF, SUBSURFACE DRAINAGE, UNCONTAMINATED NONCONTACT COOLING WATER, CONDENSATE, OR UNPOLLUTED INDUSTRIAL PROCESS WATERS TO ANY SANITARY SEWER". THE CONTRACTOR/DEVELOPER SHALL ENSURE DURING CONSTRUCTION THAT NO ILLEGAL DISCHARGES TO THE SANITARY SEWER SYSTEM ARE CREATED WITH THE SITE IMPROVEMENTS.
- THE SITE CONTRACTOR SHALL NOTIFY THE CITY OF DOVER DEPARTMENT OF WATER AND WASTEWATER CONSTRUCTION MANAGER AT 302-736-7025 PRIOR TO THE START OF CONSTRUCTION. A REPRESENTATIVE FROM THE CITY OF DOVER DEPARTMENT OF WATER AND WASTEWATER MUST OBSERVE ALL CITY OWNED WATER AND SANITARY SEWER INTERCONNECTIONS AND TESTING. ALL WATER TAPS MUST BE PERFORMED BY A CITY OF DOVER APPROVED CONTRACTOR. THE PROPOSED LOCATION FOR THE WATER TAP MAY NEED TO BE ADJUSTED IN THE FIELD DUE TO CONDITIONS OF THE EXISTING MAIN. POSSIBLE CONDITIONS THAT WOULD REQUIRE TAPPING RELOCATION INCLUDE PROXIMITY TO PIPE JOINTS, OTHER TAPS, CONCRETE ENCASEMENTS, CONFLICT WITH OTHER UTILITIES, AND THE LIKE. TEST HOLES MUST BE PERFORMED BY THE CONTRACTOR TO DETERMINE THE BEST TAPPING LOCATION. THE CITY OF DOVER WILL NOT BE HELD RESPONSIBLE FOR FIELD CONDITIONS REQUIRING ADJUSTMENT OF THE TAPPING LOCATION OR FOR ANY WORK REQUIRED BY THE CONTRACTOR TO MAKE AN APPROPRIATE AND LAWFUL CONNECTION.
- IF THE APPROVED PLAN NEEDS TO MODIFIED DUE TO ERRORS OR OMISSIONS OR FIELD CONDITIONS, ADDITIONAL SEDIMENT AND STORM WATER CONTROL MEASURES MAY BE REQUIRED AS DEEMED NECESSARY BY THE KENT CONSERVATION DISTRICT (KCD).
- THE KENT CONSERVATION DISTRICT (KCD) RESERVES THE RIGHT TO ENTER PRIVATE PROPERTY FOR PURPOSES OF PERIODIC SITE INSPECTION.
- ALL WATER AND WASTEWATER UTILITY COMPONENTS MUST MEET THE REQUIREMENTS OF THE CITY OF DOVER WATER & WASTEWATER DEPARTMENT SPECIFICATIONS.
- ALL EXISTING UTILITIES SHALL BE ADJUSTED TO FINAL GRADE IN ACCORDANCE WITH CURRENT CITY OF DOVER REQUIREMENTS AND PRACTICES.
- PRIOR TO THE START OF CONSTRUCTION OR ORDERING OF MATERIALS, THE CONTRACTOR SHALL ENGAGE A PRIVATE UTILITY LOCATOR TO VERIFY LOCATIONS OF ALL EXISTING UTILITIES WITHIN THE PROJECT EXTENTS AS WELL AS VERIFYING ELEVATIONS OF ALL UTILITIES TO BE CROSSED WITH NEW IMPROVEMENTS. CONTRACTOR SHALL REPORT CONFLICTS/ISSUES TO THE ENGINEER.
- ALL SUBSURFACE UTILITIES SHOWN HEREON ARE BASED ON SURFACE EVIDENCE COLLECTED FROM THE FIELD TOPOGRAPHIC SURVEY AND THE BEST AVAILABLE RECORDS.

NOTE:

PRIOR TO THE START OF CONSTRUCTION OR ORDERING OF MATERIALS, THE CONTRACTOR SHALL ENGAGE A PRIVATE UTILITY LOCATOR TO VERIFY LOCATIONS OF ALL EXISTING UTILITIES WITHIN THE PROJECT EXTENTS AS WELL AS VERIFYING ELEVATIONS OF ALL UTILITIES TO BE CROSSED WITH NEW IMPROVEMENTS. CONTRACTOR SHALL REPORT CONFLICTS/ISSUES TO THE ENGINEER.

LEGEND					
ITEM	EXISTING	PROPOSED	ITEM	EXISTING	PROPOSED
CONCRETE CURB & GUTTER			SANITARY GRAVITY SEWER LINE (S) SIZE & FLOW DIRECTION		
CONCRETE SIDEWALK, SLAB / PAVING			SANITARY SEWER FORCE MAIN (F.M.) SIZE & FLOW DIRECTION		
IMPERVIOUS SURFACED ROAD, DRIVE OR PARKING LOT			SANITARY SEWER MANHOLE (S.S.M.H.)		
INDIVIDUAL TREE OR BUSH			SANITARY SEWER CLEANOUT (C.O.)		
WIRE FENCE			WATER MAIN & SIZE		
CHAINLINK FENCE			FIRE HYDRANT (F.H.)		
STOCKADE FENCE			WATER VALVE (W.V.) OR METER (W.M.)		
STRUCTURE (CONCRETE, WOOD, METAL, ETC.)			STORM DRAIN MANHOLE (S.D.M.H.)		
DRAINAGE DITCH OR SWALE			STORM DRAIN LINE (CMP, RCP, HDPE)		
WETLAND BOUNDARY LINE			CATCH BASIN (C.B.)		
CONTOUR			UTILITY POLE W/ OVERHEAD SERVICE (TELEPHONE (O.T.), ELECTRIC (O.E.))		
ELEVATION SPOT SHOT			UNDERGROUND ELECTRIC (U.E.)		
BENCHMARK			UNDERGROUND TELEPHONE (U.T.)		
PROPERTY OR RIGHT-OF-WAY LINE			UNDERGROUND GAS MAIN (G)		
CENTERLINE					
LIGHT POLE					



SITE DATA

- OWNER OF RECORD: DOWNTOWN DOVER DEVELOPMENT CORPORATION
101 W LOCKERMAN ST, SUITE 2B
DOVER, DE 19904
(302) 678-2940 - EMAIL: diane@downtowndoverpartnership.com
- ENGINEER / SURVEYOR: BECKER MORGAN GROUP INC.
309 SOUTH GOVERNORS AVE.
DOVER, DE 19904
(302) 734-7950 - EMAIL: mhenry@beckermorgan.com
- PROPERTY MAP NUMBERS: 2-05-07709-01-4400-00001
(ADDITIONAL PROJECT PARCELS) 2-05-07709-01-4300-00001
2-05-07709-01-4200-00001
2-05-07709-01-3700-00001
- PROPERTY ADDRESS: PARCEL 44.00 120 S. GOVERNORS AVE, DOVER, DE 19904
(ADDITIONAL PROJECT PARCELS) PARCEL 43.00 115 S. NEW ST, DOVER, DE 19904
PARCEL 42.00 111 S. NEW ST, DOVER, DE 19904
PARCEL 37.00 105 S. NEW ST, DOVER, DE 19904
- PROPERTY LOCATION: LATITUDE N39° 09' 32.26" - NAD83 (2011)
LONGITUDE W75° 31' 39.25" - NAD83 (2011)
- ZONING CLASSIFICATION: EXISTING: C-2 - CENTRAL COMMERCIAL, HISTORIC DISTRICT
PROPOSED: C-2 - CENTRAL COMMERCIAL, HISTORIC DISTRICT
- DEED REFERENCE: DEED BOOK: D 4620342 (PARCEL 44.00)
(ADDITIONAL PROJECT PARCELS) DEED BOOK: D 7920215 (PARCEL 43.00)
DEED BOOK: D 7943126 (PARCEL 42.00)
DEED BOOK: D 7920212 (PARCEL 37.00)
- PRESENT USE: PARKING LOT (FORMERLY PARKING LOT, RETAIL, DAYCARE)
- PROPOSED USE: RETAIL, DAYCARE, RESIDENTIAL APARTMENTS
- PROPERTY AREA: PARCEL 44.00 76,762 S.F. (1.7622 ACRES)
PARCEL 43.00 3,562 S.F. (0.0818 ACRES)
PARCEL 42.00 3,653 S.F. (0.0838 ACRES)
PARCEL 37.00 2,330 S.F. (0.0536 ACRES)
- PROJECT AREA: (ADDITIONAL PROJECT PARCELS) PROJECT AREA TOTAL: 86,307 S.F. (1.9813 ACRES)
- IMPERVIOUS (LOT) COVERAGE: MAXIMUM ALLOWED: 100%
EXISTING: 74,661 S.F.
PROPOSED: 69,402 S.F. = 78.6%
- BULK STANDARDS: REQUIRED PROVIDED
C-2 - CENTRAL COMMERCIAL LOT AREA (MIN.): N/A 1.7622 AC. (PARCEL 44)
LOT WIDTH (MIN.): N/A 255.38 FT.
LOT DEPTH (MIN.): 70 FT. 302.07 FT.
FRONT SETBACK: 0 FT. 6.16' (GOVERNORS), 52.27' (NEW)
SIDE SETBACK: 0 FT. 10.9' (N) - 21.7' (S)
REAR SETBACK: 5 FT. N/A
SIDE/REAR ADJ. RESIDENTIAL: 15 FT. N/A
- BUILDINGS: EXISTING: 0 S.F.
PROPOSED: 40,735 S.F. (1ST FLOOR)
32,857 S.F. (2ND FLOOR)
32,857 S.F. (3RD FLOOR)
32,857 S.F. (4TH FLOOR)
- UTILITIES: TOTAL S.F. AT COMPLETION: 139,306 S.F.
HEIGHT: 125 FT. (MAX.) 54'-3"
STORIES: 10 (MAX.) 4
FLOOR AREA RATIO: 5.0 (MAX.) 1.81
NFAA CONSTRUCTION TYPE: TYPE II
DWELLING UNITS: 120
- PARKING CALCULATIONS: C-2 ZONING (NO REQUIREMENT)
REQUIRED: 0
PROVIDED: 13 (SEE PARKING STATEMENT)
HANDICAPPED PARKING REQUIRED: 1
HANDICAPPED PARKING PROVIDED: 1 (1 VAN ACCESSIBLE)
BICYCLE PARKING REQUIRED: 1
BICYCLE PARKING PROVIDED: 20 EXTERNAL, 20 INTERNAL (BIKE STORAGE ROOM)
- LOADING CALCULATIONS: TOTAL PROVIDED: 40
LOADING BERTHS REQUIRED: 2
LOADING BERTHS PROVIDED: 2
- DUMPSTER CALCULATIONS: DUMPSTERS REQUIRED: 7
DUMPSTERS PROVIDED: 2 EXTERNAL, 7 INTERNAL (TRASH ROOMS)
- TREE PRESERVATION: EX. WOODLAND AREA: 0 S.F.
WOODLANDS TO BE CLEARED: 0 S.F. (0%)
TOTAL WOODLANDS REMAINING: 0 S.F. (0%)
TOTAL NON-WOODLAND PROJECT AREA: 86,307 S.F.
EXISTING TREES TO BE RETAINED: 29 TREES REQUIRED
PROPOSED TREES: 28
TOTAL TREES: 35
- SIGNAGE: FUTURE PERMIT SUBMISSION
- OUTDOOR LIGHTING: LIGHTING SHALL BE 1.5 FOOT CANDLES (MINIMUM) AT GRADE
- SURVEY DATUM: VERTICAL: NAVD88
HORIZONTAL: NAD 83 (2011 DSP) -
- MONUMENTATION: 3 FOUND / 0 SET
- SOILS ON SITE: H&B - HAMBROOK-URBAN LAND COMPLEX, 0 TO 5 PERCENT SLOPES (ENTIRE SITE)
- WETLAND AREA: 0.00 ACRES

OWNERS CERTIFICATION

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

ENGINEERS CERTIFICATION

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

J. MICHAEL RIEMANN, P.E.

DATE

BECKER
MORGAN
GROUPARCHITECTURE
ENGINEERING

Delaware

Dover

302.734.7950

Newark

302.369.3700

Maryland

Salisbury

410.546.9100

North Carolina

Charlotte

980.270.9100

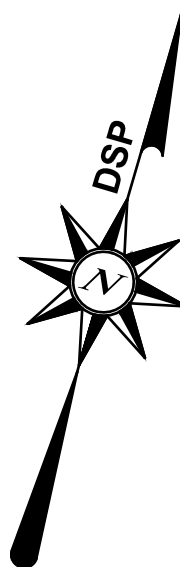
Raleigh

919.243.1332

Wilmington

910.341.7600

www.beckermorgan.com



PROJECT TITLE

DOWNTOWN
DOVER
DEVELOPMENT
CORPORATION
'THE GOVERNOR'120 S. GOVERNORS AVE.
CITY OF DOVER
KENT COUNTY, DELAWARE

SHEET TITLE

COVER SHEET
AND OVERALL
SITE PLAN0 15 30 60
SCALE: 1" = 30'

ISSUE BLOCK

MARK	DATE	DESCRIPTION

PROJECT NO.: 2025041.00

DATE: 8-1-25

SCALE: 1" = 30'

DRAWN BY: M.J.H. PROJ. MGR.: M.J.H.

SHEET

C-001

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ARCHITECTURE
ENGINEERING

Delaware

Dover

302.734.7950

Newark

302.369.3700

Maryland

Salisbury

410.546.9100

North Carolina

Charlotte

980.270.9100

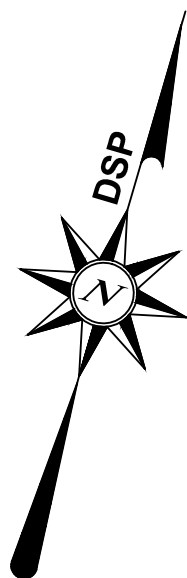
Raleigh

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Wilmington

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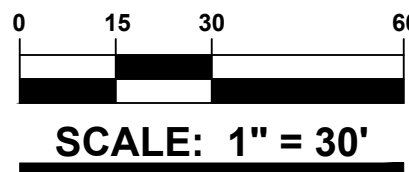
PROJECT TITLE

**DOWNTOWN
DOVER
DEVELOPMENT
CORPORATION
'THE GOVERNOR'**

120 S. GOVERNORS AVE.
CITY OF DOVER
KENT COUNTY, DELAWARE

SHEET TITLE

**ACTIVE
RECREATION PLAN**



SCALE: 1" = 30'

ISSUE BLOCK

MARK DATE DESCRIPTION

LAYER STATE: Rec Plan

PROJECT NO.: 2025041.00

DATE: 8-1-25

SCALE: 1" = 30'

DRAWN BY: CS PROJ. MGR.: M.J.H.

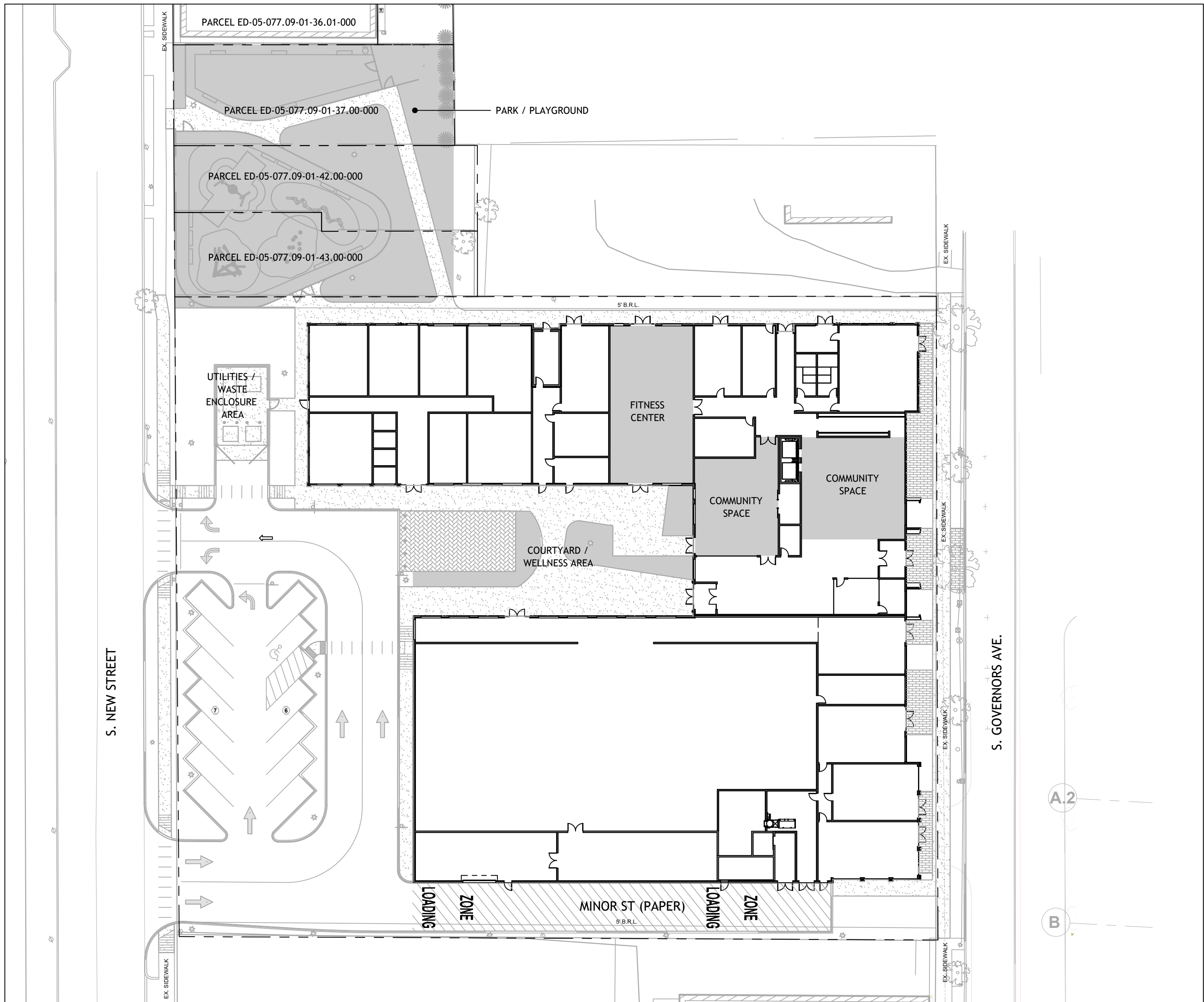
SHEET

C-202

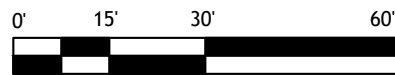
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DRAWING BY CORE STATES GROUP



1 1ST FLOOR SITE PLAN
SCALE: 1" = 30'-0"

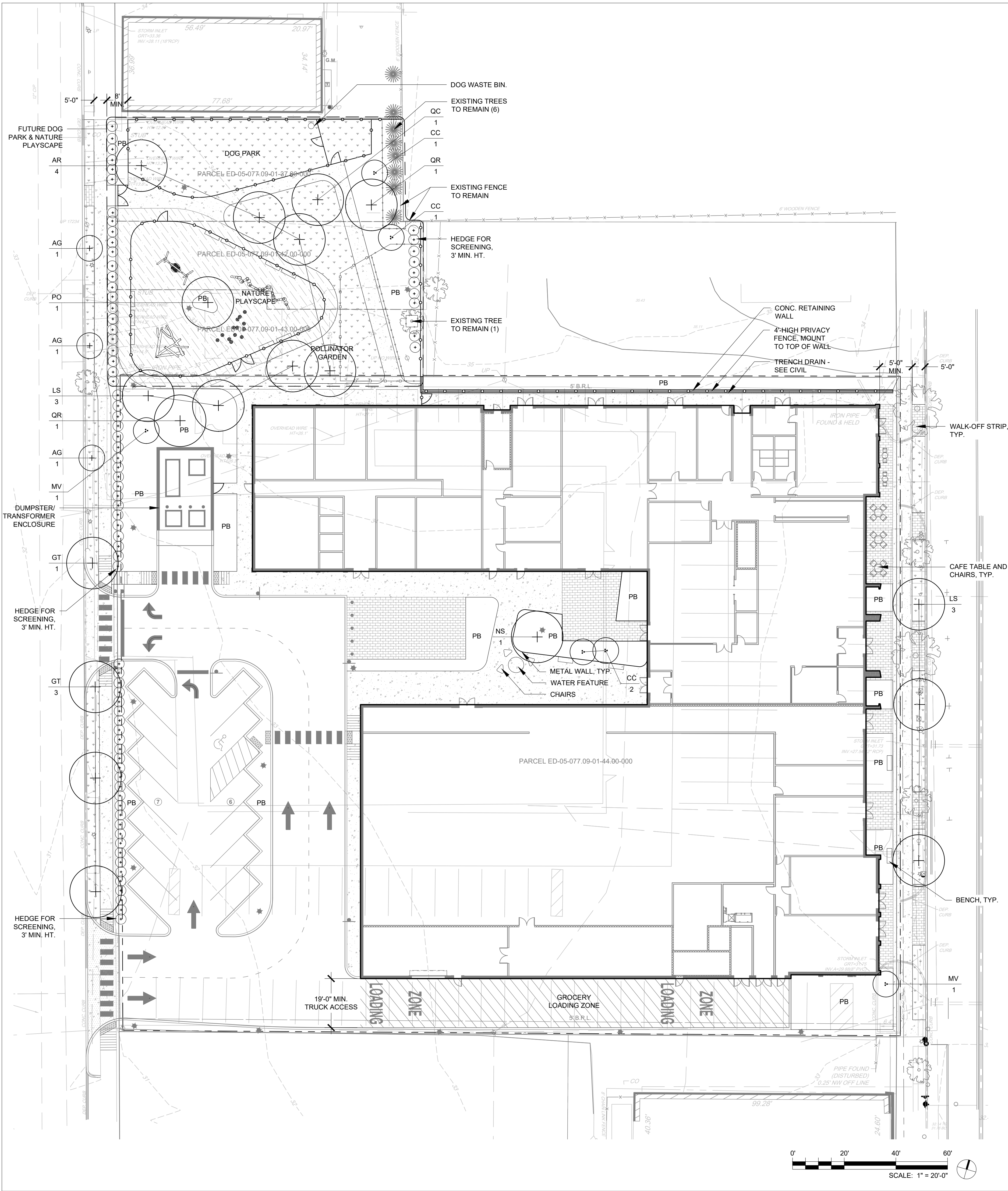


120 SOUTH GOVERNORS AVENUE						
ACTIVE RECREATION TABULATIONS (SQUARE FEET)						
	FIRST FLOOR	SECOND FLOOR	THIRD FLOOR	FOURTH FLOOR	PERCENTAGE	TOTAL (SF)
COURTYARD/WELLNESS AREA	5,729	-	-	-	19.7%	5,729
FITNESS CENTER	2,054	-	-	-	7.1%	2,054
COMMUNITY SPACE	2,995	-	-	-	10.3%	2,995
PARK	11,090	-	-	-	38.1%	11,090
ROOFTOP COURTYARD	-	7,225	-	-	24.8%	7,225
TOTAL ACTIVE RECREATION SQUARE FOOTAGE REQUIRED (75 SF PER UNIT - TOTAL UNITS = 120)						9,000
TOTAL ACTIVE RECREATION SQUARE FOOTAGE PROVIDED						29,093

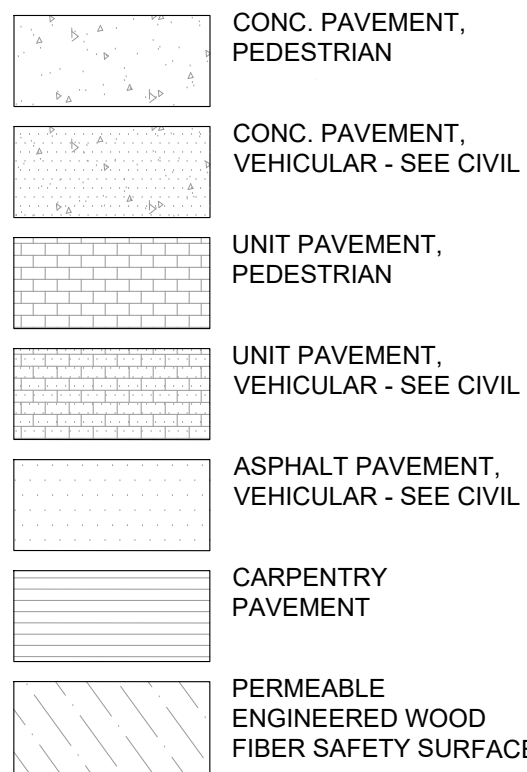


2 SECOND FLOOR PLAN
SCALE: 1" = 30'-0"

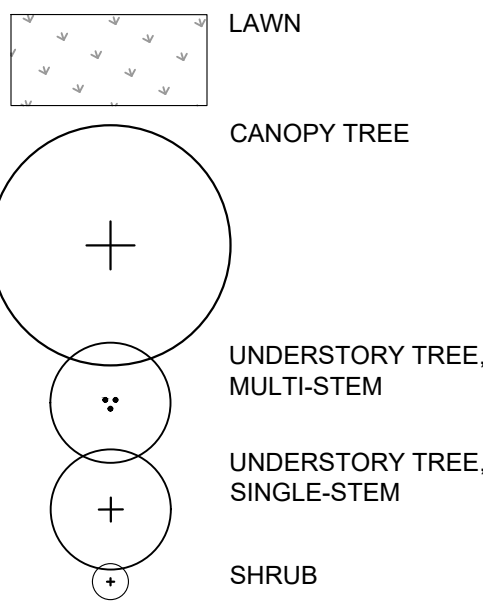




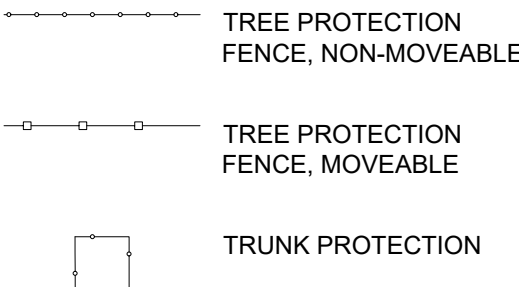
MATERIALS LEGEND



PLANTING LEGEND



TREE PROTECTION LEGEND



PROJECT INFORMATION

- PROJECT NAME: MIXED-USE BUILDING AT 120 S GOVERNORS AVENUE, HI-25-02
- ZONING CLASSIFICATION: EXISTING: C-2 - CENTRAL COMMERCIAL, HISTORIC DISTRICT PROPOSED: C-2 - CENTRAL COMMERCIAL, HISTORIC DISTRICT
- PARCEL NUMBERS: ED-05-077.09-01-44.00-000 (MAIN PARCEL) ED-05-077.09-01-43.00-000 ED-05-077.09-01-42.00-000 ED-05-077.09-01-37.00-000
- TOTAL ACREAGE: ED-05-077.09-01-44.00-000: 1.7622 ACRES (MAIN PARCEL) ED-05-077.09-01-43.00-000: 0.0818 ACRES ED-05-077.09-01-42.00-000: 0.0838 ACRES ED-05-077.09-01-37.00-000: 0.0535 ACRES PROJECT AREA TOTAL: 1.9813 ACRES

SETBACKS & YARD AREAS

	REQUIRED	ACHIEVED
FRONT SETBACK	0'	5.8'
SIDE YARD	NONE REQUIRED BUT 5' MIN. IF PROVIDED	10' ON THE NORTH 22' ON THE SOUTH
REAR YARD	20' ABOVE GROUND FLOOR. AT GROUND FLOOR 5' REQUIRED	37' GROUND FLOOR 54' ABOVE GROUND FLOOR

SENSITIVE HABITAT INFORMATION

- SURVEY PREPARED BY SHAHEED A. SMITH GEOSPATIAL, LLC ON 4/4/25
- WETLANDS PRESENT ON SURVEY: NONE
- WOODLANDS PRESENT ON SURVEY: NONE

TREE PRESERVATION

- EXISTING WOODLAND AREA: 0 SF
- WOODLANDS TO BE CLEARED: 0 SF (0%)
- TOTAL WOODLANDS REMAINING: 0 SF (0%)
- TOTAL NON-WOODLAND PROJECT AREA: 86,307 SF
- 86,307 SF / 3,000 SF / TREE = 28.8 = 29: 29 TREES REQUIRED
- EXISTING TREES TO BE RETAINED: 7
- PROPOSED TREES: 28
- TOTAL TREES: 35 (ALL TREES SHALL HAVE A 1-YEAR REPLACEMENT GUARANTEE)

TREE PROTECTION

- LOTS IN NON-WOODLAND AREAS EXPECTED TO RETAIN EXISTING TREES TO MEET TREE DENSITY REQUIREMENTS: ED-05-077.09-01-43.00-000 ED-05-077.09-01-37.00-000
- TREE PROTECTION SHALL BE INSTALLED AROUND EACH INDIVIDUAL OR GROUP OF PROXIMATE TREES TO BE PROTECTED.
- TREE PROTECTION AREAS SHALL BE PROTECTED BY FENCING AND SILT SOCKS SITUATED TO COINCIDE WITH THE DRIPLINES OF THE TREE OR GROUP OF TREES TO BE PRESERVED.
- PROTECTION MEASURES SHALL BE ERCTED PRIOR TO CONSTRUCTION AND MUST REMAIN UNTIL THE FINAL LANDSCAPE IS INSTALLED.
- TEMPORARILY MOVEABLE SECTIONS OF FENCING MAY BE CONSIDERED FOR LIMITED AREAS WHERE LANDSCAPE CONSTRUCTION MAY OCCUR, SUCH AS PAVEMENT IN A FILL CONDITION. NO EXCAVATION SHALL OCCUR IN THESE AREAS.

EROSION & SEDIMENTATION CONTROL

- TREE PROTECTION FENCING AND SILT SOCKS SHALL BE INSTALLED TO AVOID SEDIMENTATION INTRUSIONS AND EROSION IN TREE PROTECTION AREAS.
- SEE CIVIL FOR ADDITIONAL E&S INFORMATION.

Canopy Trees

KEY	QTY	BOTANICAL NAME	COMMON NAME	SIZE	ROOT	SPACING	NOTES	PERMIT NOTES
AR	4	Acer rubrum 'October Glory'	Red Maple	2"-2.5" cal.	B&B	As shown	Fall Hazard species - do not dig in fall	Species on City's Table of Trees Species on City's Table of Trees, but straight species preferred to listed cultivar due to increased height and shade of straight species
GT	4	Gleditsia triacanthos f. inermis	Thornless Honey Locust	2"-2.5" cal.	B&B	As shown		Species is not on City's Table of Trees but it is a DE native and performs well in urban environments
LS	6	Liquidambar styraciflua 'Rotundiloba'	Sweet Gum	2"-2.5" cal.	B&B	As shown	Fall Hazard species - do not dig in fall	
NS	1	Nyssa sylvatica	Black Tupelo	2"-2.5" cal.	B&B	As shown	Fall Hazard species - do not dig in fall	Species on City's Table of Trees Species is not on City's Table of Trees but it is a DE native and the biggest tree to be protected on this site is this species
PO	1	Platanus occidentalis	Sycamore	2"-2.5" cal.	B&B	As shown	Fall Hazard species - do not dig in fall	
QC	1	Quercus coccinea	Scarlet Oak	2"-2.5" cal.	B&B	As shown	Fall Hazard species - do not dig in fall	Species on City's Table of Trees Genus is on City's Table of Trees but this DE-native species is more drought tolerant than most of the listed species
QR	2	Quercus rubra	Red Oak	2"-2.5" cal.	B&B	As shown	Fall Hazard species - do not dig in fall	
Total	19							

Understory Trees

KEY	QTY	BOTANICAL NAME	COMMON NAME	SIZE	ROOT	SPACING	NOTES	PERMIT NOTES
AG	3	Amelanchier x grandiflora 'Robin Hill'	Brilliance Serviceberry	8'-10' ht.	B&B	As shown		Species on City's Table of Trees
CC	4	Cercis canadensis	Eastern Redbud	6'-8' ht.	B&B	As shown	Multi-stem, 3 trunks minimum; Fall Hazard species - do not dig in fall	Species on City's Table of Trees Species on City's Table of Trees, but straight species preferred to listed cultivar due to decreased bushiness and increased wildlife benefits of stright species
MV	2	Magnolia virginiana	Sweetbay Magnolia	6'-8' ht.	B&B	As shown	Multi-stem, 3 trunks minimum	
Total	9							

Item 8.

studio sustena

Landscape Architecture Reimagined

STIPULATION FOR REUSE

THIS DRAWING WAS PREPARED FOR USE ON A SPECIFIC SITE, AND IS NOT SUITABLE FOR USE ON A DIFFERENT PROJECT SITE OR LATER TIME. USE OF THIS DRAWING FOR REFERENCE OR EXAMPLE ON ANOTHER PROJECT REQUIRES THE SERVICES OF PROPERLY LICENSED LANDSCAPE ARCHITECTS AND ENGINEERS. PRODUCTION OF THIS DRAWING FOR REUSE ON ANOTHER PROJECT IS NOT AUTHORIZED AND MAY BE CONTRARY TO THE LAW.

PROJECT TEAM

OWNER OF RECORD:
DOWNTOWN DOVER DEVELOPMENT CORPORATION
101 W. LOCKERMAN STREET
SUITE 2B
DOVER, DE, 19904

DEVELOPER:
MOSAIC DEVELOPMENT PARTNERS JV
3002 CECIL B. MOORE AVENUE
SUITE 202
PHILADELPHIA, PA 19121
215-921-8107

LANDSCAPE ARCHITECT:
STUDIO SUSTENA
4537 WAYNE AVENUE
SUITE 201
PHILADELPHIA, PA 19144
215-247-8784 | STUDIO-SUSTENA.COM

ARCHITECT:
CORE STATES GROUP
1315 WALNUT STREET
SUITE 600
PHILADELPHIA, PA 19107
215-609-4609

CIVIL ENGINEER:
BECKER MORGAN GROUP, INC.
309 S. GOVERNORS AVENUE
DOVER, DE 19904
302-734-7950

MIXED-USE BUILDING

120 S GOVERNORS AVE.
DOVER, DE 19904

SEAL:

ISSUE BLOCK:

CHECKED BY:

LM

DRAWN BY:

XW/IM

SCALE:

AS NOTED

SHEET NAME:

LANDSCAPE PLAN

SHEET NUMBER:

Z-100

14

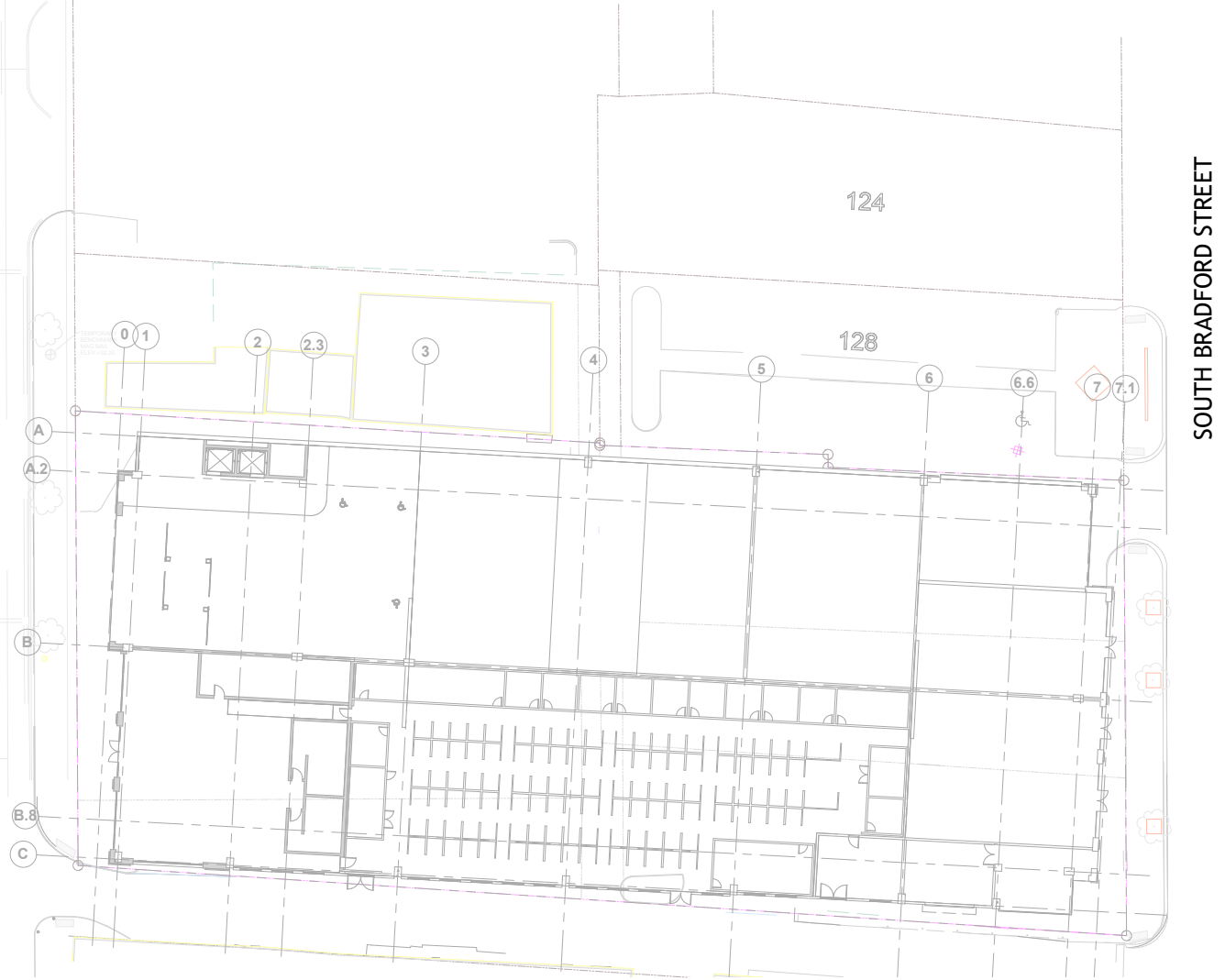
120 S GOVERNORS AVENUE **MIXED USE**

DOVER, KENT COUNTY, DELAWARE
PLANNING BOARD PRESENTATION



GROUND FLOOR PLAN

Total Building Area in SF:		169,080
Total Development Site Area from assemblage below:		85,377
120 S. Governors Ave Parcel ID: ED05-077.09-01-44.00		74,052
115 S. New Street Parcel ID: ED05-077.09-01-43.00		3,484
111 S. New Street Parcel ID: ED05-077.09-01-42.00		3,485
105 S. New Street Parcel ID: ED05-077.09-01-37.00		4,356
C-2 Allowable FAR per DRAFT Proposed Ordinance 2024-01 C-2 Zone Revisions		5.0
Proposed FAR		2.0



SECOND FLOOR PLAN



LEVELS	L01	L02	L03	L04	TOTAL	MIX
DELTA	0	11	11	11	33	28%
ALPHA	0	21	21	21	63	53%
BETA	0	7	7	7	21	18%
GAMMA	0	1	1	1	3	3%
SUBTOTALS	0	40	40	40	120	100%



2: VIEW FACING SOUTH WEST FROM S GOVERNORS AVENUE



3: VIEW FACING EAST FROM S NEW STREET



4: VIEW FACING NORTH EAST FROM S NEW STREET



CITY OF DOVER

Investment Performance Review For the Quarter Ended June 30, 2025

Client Management Team	PFM Asset Management A division of U.S. Bancorp Asset Management, Inc	
Marty Hammond, Managing Director Robert Cheddar, CFA, Managing Director Jeffrey Fasino, Institutional Sales and Relationship Manager Alessandra Demsko, Institutional Sales and Relationship Manager	200 Princeton South Corporate Center, Suite 270A Ewing, NJ 08628 609-452-0263	213 Market Street Harrisburg, PA 17101-2141 717-232-2723

Agenda

- Market Summary
- Portfolio Review

Market Summary

Summary

- The second quarter of 2025 was characterized by growing uncertainty as markets reacted to the volatile rollout of tariffs that were larger than expected. Markets reacted negatively during the first two weeks of the quarter and experienced the largest declines since the onset of the COVID pandemic. The rest of the quarter was marked by equity and bond markets recovering to pre-tariff levels on constructive trade negotiations and stable economic data.
- Inflation remained relatively benign but is expected to increase in the second half of the year as tariff-related cost pressures begin to emerge. The timing, extent, and duration of these pressures are unknown.
- The labor market remained healthy though early signs of cooling are emerging, such as rising initial jobless claims. Continuing claims have also increased, and a slower hiring rate may mean any acceleration in layoffs could result in unemployed workers remaining without a job for longer. Federal job cuts are beginning to flow through the data, but severance packages and deferred resignations have delayed the impact on claims data. However, the reduced pace of population growth, particularly among foreign-born workers, may suggest the economy needs fewer new jobs to keep the unemployment rate stable.
- Consumer sentiment remains subdued due to expectations for higher prices and weaker labor market conditions as tariffs weigh on the pace of economic growth. However, there has been modest improvement from the April lows due to progress on tariff negotiations. A sharp labor market downturn remains the biggest threat to consumer spending.
- The Federal Reserve (Fed) left the overnight policy rate unchanged at 4.25% - 4.50%. The Federal Open Market Committee's (FOMC) "dot plot" continues to suggest 50 basis points (bps) in rate cuts by the end of 2025, although there is a divergence of views as eight members are calling for two rate cuts in 2025 and seven are calling for none. Fed Chair Powell noted the Fed would likely be in a position to begin cutting rates again were it not for the unknown impact of tariffs, but the resilient economic data supports the Fed's wait-and-see approach.

Economic Snapshot

- U.S. inflation moved marginally closer to the Fed's 2% target, but tariff-driven price pressures may emerge as excess inventories built up before tariffs are depleted. Fed Chair Powell said that he expects tariffs to impact inflation, but the size, duration, and time of tariff effects are highly uncertain. The year-over-year change in the consumer price index (CPI) stood at 2.4% while core CPI, which excludes the volatile food and energy components, moved marginally lower but rounded to an unchanged 2.8%.
- U.S. real GDP turned negative in Q1 2025 mainly on the one-off effect of the trade deficit expanding to the highest level on record as businesses increased imports in advance of tariffs. Strong inventories and higher fixed investment served as a bit of an offset, and a decline in the trade deficit is expected to reverse and support

future growth. However, consumer spending slowed notably, which may foreshadow decreased spending and investment due to declining confidence going forward.

Interest Rates

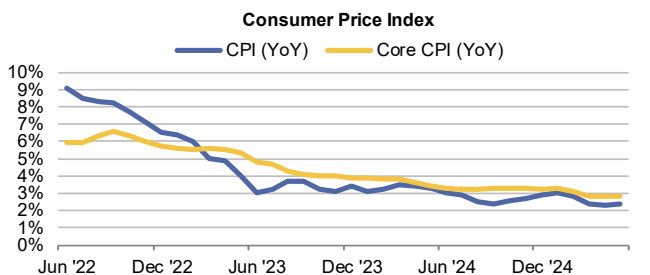
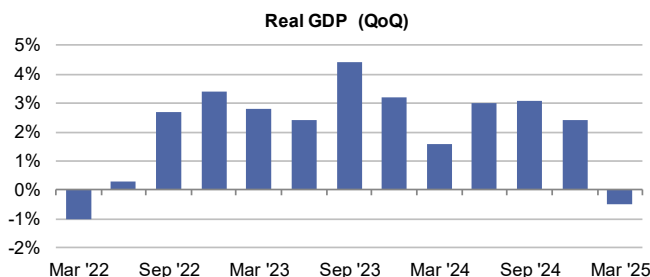
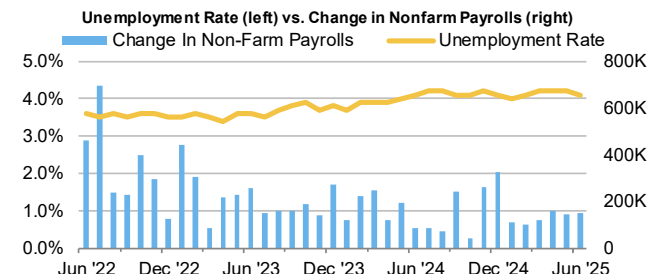
- The U.S. Treasury yield curve steepened over the quarter. The front end of the yield curve moved lower amid expectations for Fed rate cuts while longer-dated tenors rose on concerns regarding the longer-term impacts of the proposed federal reconciliation bill.
- The 3-month Treasury was relatively unchanged given no rate cuts from the Fed while 2- and 5-year Treasuries fell by 15-16 bps to 3.72% and 3.80% respectively. In addition, the 2-year traded over a wide 60 basis point range during the quarter, highlighting the elevated volatility. The 10-year Treasury increased by 2 bps to 4.23% while the 30-year Treasury increased by 16 basis points to 4.78% as investors demanded more yield to make investments further out the curve.
- Short- and intermediate-duration U.S. Treasury indices generated positive total returns for the quarter. The ICE BofA 2-, 5-, and 10-year U.S. Treasury indices returned 1.11%, 1.66%, and 0.98% for the quarter, while the shorter-duration ICE BofA 3-month U.S. Treasury index returned 1.04%.

Sector Performance

- Excess returns were strong across investment grade sectors as the spread widening experienced in April reversed following trade news and resilient economic data.
- Federal Agency & supranational spreads remained low throughout Q2. Both sectors produced slightly positive excess returns for the quarter. Issuance remained light and the incremental income from the sectors is near zero.
- Investment-grade (IG) corporate bond spreads spiked early in the quarter on tariff announcements, but as external stressors eased much of the widening retraced. Demand for new issuance remains strong while net issuance is predicted to decrease over the balance of the year. Lower-quality issuers outperformed as did banks and other financials.
- Asset-backed securities (ABS) spreads retraced over quarter, but to a lesser degree than most other sectors. ABS showed the impact of the slower decrease in spreads by posting more modest excess returns over the quarter. We expect the sector to continue generating value from carry going forward.
- Mortgage-backed securities (MBS) performance was strong across all structures and coupons as rate volatility moderated over the quarter. Likewise, Agency-backed commercial MBS (CMBS) also posted strong performance for the quarter and saw positive excess returns.
- Short-term credit (commercial paper and negotiable bank CDs) yields on the front end of the yield curve rose slightly in response to the approaching Treasury "X-Date" (estimated date for Treasury to exhaust funds under the debt ceiling) while yields fell modestly on the long end as demand shifted into longer-term Treasury notes. Yield spreads tightened over the quarter in response to moderated issuance and strong demand.

Economic Snapshot

Labor Market		Latest	Mar '25	Jun '24
Unemployment Rate	Jun'25	4.1%	4.2%	4.1%
Change In Non-Farm Payrolls	Jun'25	147,000	120,000	87,000
Average Hourly Earnings (YoY)	Jun'25	3.7%	3.9%	3.9%
Personal Income (YoY)	May'25	4.5%	4.7%	5.4%
Initial Jobless Claims (week)	6/28/25	233,000	219,000	238,000
Growth				
Real GDP (QoQ SAAR)	2025Q1	-0.5%	2.4%	1.6%
GDP Personal Consumption (QoQ SAAR)	2025Q1	0.5%	4.0%	1.9%
Retail Sales (YoY)	May'25	3.3%	5.1%	2.0%
ISM Manufacturing Survey (month)	Jun'25	49.0	49.0	48.3
Existing Home Sales SAAR (month)	May'25	4.03 mil.	4.02 mil.	3.93 mil.
Inflation / Prices				
Personal Consumption Expenditures (YoY)	May'25	2.3%	2.3%	2.4%
Consumer Price Index (YoY)	May'25	2.4%	2.4%	3.0%
Consumer Price Index Core (YoY)	May'25	2.8%	2.8%	3.3%
Crude Oil Futures (WTI, per barrel)	Jun 30	\$65.11	\$71.48	\$81.54
Gold Futures (oz.)	Jun 30	\$3,308	\$3,123	\$2,340



1. Data as of Fourth Quarter 2024.

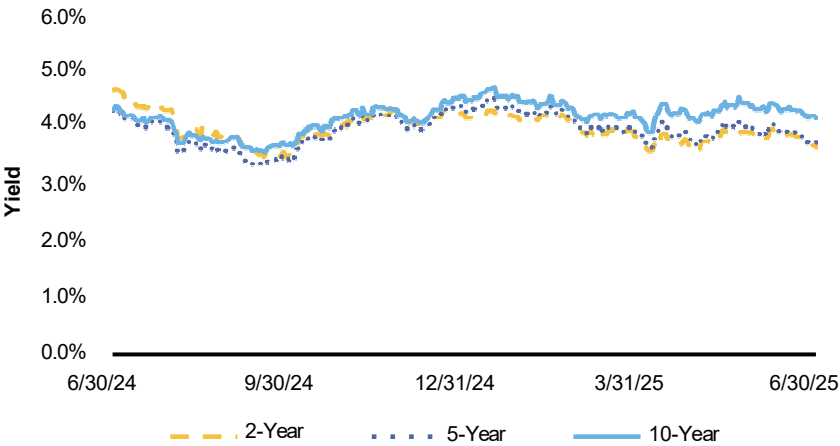
2. Data as of First Quarter 2024.

Note: YoY = year-over-year, QoQ = quarter-over-quarter, SAAR = seasonally adjusted annual rate, WTI = West Texas Intermediate crude oil.

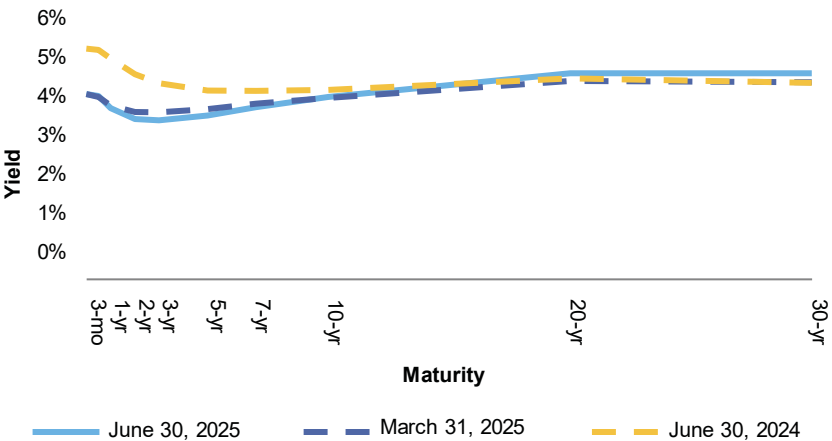
Source: Bloomberg Financial L.P.

Interest Rate Overview

U.S. Treasury Note Yields



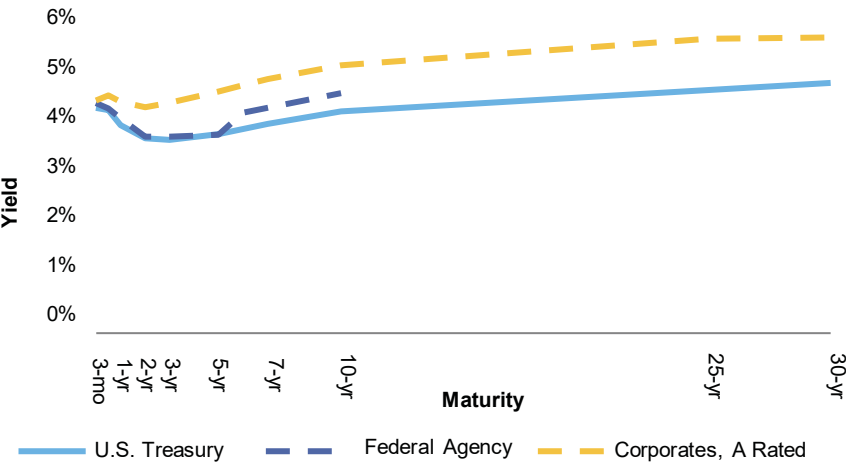
U.S. Treasury Yield Curve



U.S. Treasury Yields

Maturity	Jun '25	Mar '25	Change over Quarter	Jun '24	Change over Year
3-Month	4.30%	4.30%	0.00%	5.36%	(1.06%)
1-Year	3.97%	4.03%	(0.06%)	5.12%	(1.15%)
2-Year	3.72%	3.89%	(0.17%)	4.76%	(1.04%)
5-Year	3.80%	3.95%	(0.15%)	4.38%	(0.58%)
10-Year	4.23%	4.21%	0.02%	4.40%	(0.17%)
30-Year	4.78%	4.57%	0.21%	4.56%	0.22%

Yield Curves as of June 30, 2025



Source: Bloomberg Financial L.P.

ICE BofA Index Returns

As of 06/30/2025		Returns for Periods ended 06/30/2025			
June 30, 2025	Duration	Yield	3 Month	1 Year	3 Years
1-3 Year Indices					
U.S. Treasury	1.83	3.79%	1.18%	5.67%	3.41%
Federal Agency	1.45	3.85%	1.12%	5.43%	3.53%
U.S. Corporates, A-AAA rated	1.84	4.33%	1.40%	6.48%	4.45%
Agency MBS (0 to 3 years)	1.91	4.45%	1.25%	5.84%	3.64%
Taxable Municipals	1.86	4.14%	1.40%	6.07%	3.82%
1-5 Year Indices					
U.S. Treasury	2.55	3.77%	1.36%	6.07%	3.23%
Federal Agency	2.07	3.83%	1.27%	5.72%	3.42%
U.S. Corporates, A-AAA rated	2.64	4.38%	1.69%	7.06%	4.63%
Agency MBS (0 to 5 years)	3.07	4.51%	1.67%	7.18%	3.69%
Taxable Municipals	2.41	4.28%	1.50%	6.19%	3.65%
Master Indices (Maturities 1 Year or Greater)					
U.S. Treasury	6.10	4.06%	0.76%	5.18%	1.31%
Federal Agency	3.33	3.96%	1.30%	5.78%	3.08%
U.S. Corporates, A-AAA rated	6.67	4.86%	1.65%	6.64%	3.67%
Agency MBS (0 to 30 years)	5.79	4.97%	1.13%	6.42%	2.28%
Taxable Municipals	8.81	5.24%	0.72%	4.82%	2.17%

Returns for periods greater than one year are annualized.

Source: ICE BofA Indices.

Disclosures

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N.A. is not responsible for and does not guarantee the products, services, or performance of U.S. Bancorp Asset Management, Inc.

NOT FDIC INSURED : NO BANK GUARANTEE : MAY LOSE VALUE

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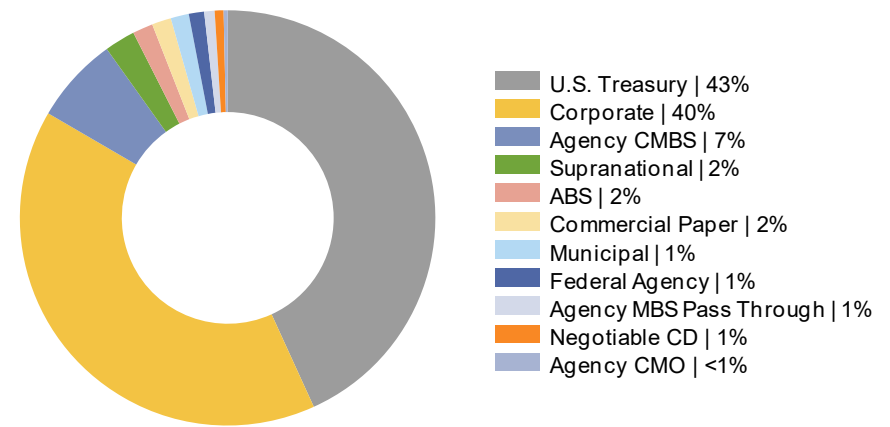
Portfolio Review: DOVER POOLED INVESTMENT ACCOUNT

Portfolio Snapshot - DOVER POOLED INVESTMENT ACCOUNT¹

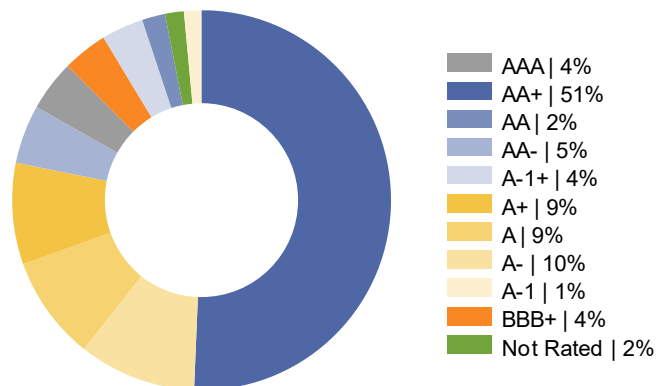
Portfolio Statistics

Total Market Value	\$113,085,929.43
Securities Sub-Total	\$112,227,266.41
Accrued Interest	\$784,725.16
Cash	\$73,937.86
Portfolio Effective Duration	2.06 years
Benchmark Effective Duration	2.05 years
Yield At Cost	4.14%
Yield At Market	4.20%
Portfolio Credit Quality	AA

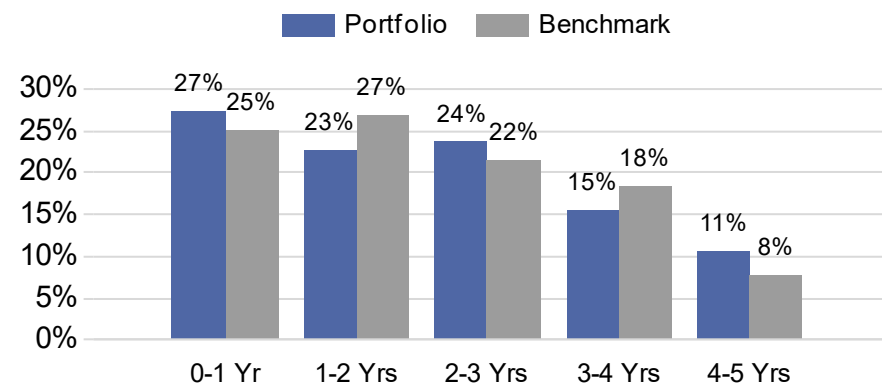
Sector Allocation



Credit Quality - S&P



Duration Distribution



- Yield and duration calculations exclude cash and cash equivalents. Sector allocation includes market values and accrued interest. The portfolio's benchmark is the ICE BofA 0-5 Year U.S. Treasury Index. Source: Bloomberg Financial LP. An average of each security's credit rating was assigned a numeric value and adjusted for its relative weighting in the portfolio.
- Percentages may not equal 100% due to rounding.

Issuer Diversification

Security Type / Issuer	Market Value (%)	S&P / Moody's / Fitch
U.S. Treasury	43.2%	
United States Treasury	43.2%	AA / Aa / AA
Federal Agency	1.2%	
Federal Home Loan Banks	0.7%	AA / Aa / NR
Federal Home Loan Mortgage Corp	0.5%	AA / Aa / AA
Agency CMBS	6.6%	
Federal Home Loan Mortgage Corp	6.6%	AA / Aa / AA
Agency CMO	0.3%	
Federal National Mortgage Association	0.3%	AA / Aa / AA
Agency MBS Pass Through	0.8%	
Federal Home Loan Mortgage Corp	0.2%	AA / Aa / AA
Federal National Mortgage Association	0.5%	AA / Aa / AA
Supranational	2.3%	
Asian Development Bank	2.3%	AAA / Aaa / AAA
Municipal	1.4%	
Los Angeles Unified School District/CA	0.2%	NR / Aa / AAA
New York State Dormitory Authority	0.5%	AA / NR / AA
State Board of Administration Finance C	0.6%	AA / Aa / AA
Negotiable CD	0.7%	
Groupe BPCE	0.7%	A / A / A
Commercial Paper	1.5%	
Bank of America Corp	1.5%	A / NR / AA
Corporate	40.4%	
Accenture PLC	0.3%	AA / Aa / A
American Express Co	0.5%	A / A / A

Security Type / Issuer	Market Value (%)	S&P / Moody's / Fitch
Corporate	40.4%	
Analog Devices Inc	0.7%	A / A / A
AstraZeneca PLC	0.8%	A / A / A
Bank of America Corp	1.9%	A / A / AA
Bank of Montreal	0.7%	A / A / AA
Bank of New York Mellon Corp	0.8%	A / Aa / AA
Bank of Nova Scotia	0.5%	A / A / AA
Bayerische Motoren Werke AG	0.7%	A / A / NR
BlackRock Inc	0.7%	AA / Aa / NR
Bristol-Myers Squibb Co	0.5%	A / A / NR
Canadian Imperial Bank of Commerce	0.6%	A / A / AA
Charles Schwab Corp	0.4%	A / A / A
Cintas Corp	0.3%	A / A / NR
Cisco Systems Inc	1.5%	AA / A / NR
Citigroup Inc	2.1%	A / A / A
Confederation Nationale du Credit Mutue	0.5%	A / A / AA
Credit Agricole Group	0.5%	A / A / AA
Cummins Inc	0.0%	A / A / NR
Depository Trust & Clearing Corp	1.5%	AA / Aa / NR
Eli Lilly & Co	0.8%	A / Aa / NR
Goldman Sachs Group Inc	1.7%	A / A / A
Groupe BPCE	0.7%	A / A / A
Hershey Co	0.4%	A / A / NR
Honda Motor Co Ltd	0.7%	A / A / NR
HSBC Holdings PLC	0.7%	A / A / A
Johnson & Johnson	1.5%	AAA / Aaa / NR
JPMorgan Chase & Co	1.7%	A / A / AA

Ratings shown are calculated by assigning a numeral value to each security rating, then calculating a weighted average rating for each security type / issuer category using all available security ratings, excluding Not-Rated (NR) ratings. For security type / issuer categories where a rating from the applicable NRSRO is not available, a rating of NR is assigned. Includes accrued interest and excludes balances invested in overnight funds.

Issuer Diversification

Security Type / Issuer	Market Value (%)	S&P / Moody's / Fitch
Corporate	40.4%	
Kenvue Inc	0.6%	A / A / NR
Mars Inc	0.4%	A / A / NR
Mercedes-Benz Group AG	0.7%	A / A / NR
Mitsubishi UFJ Financial Group Inc	0.5%	A / A / A
Morgan Stanley	2.4%	A / Aa / AA
National Bank of Canada	0.7%	BBB / A / A
National Rural Utilities Cooperative Fi	0.8%	A / A / A
NatWest Group PLC	0.4%	A / A / AA
Roche Holding AG	0.6%	AA / Aa / AA
Sanofi SA	0.7%	AA / Aa / NR
Siemens AG	0.7%	AA / Aa / NR
Skandinaviska Enskilda Banken AB	0.5%	A / Aa / AA
State Street Corp	1.5%	A / Aa / AA
Sumitomo Mitsui Trust Holdings Inc	0.7%	A / A / NR
Svenska Handelsbanken AB	0.7%	AA / Aa / AA
Swedbank AB	1.5%	A / Aa / AA
Target Corp	0.1%	A / A / A
Toronto-Dominion Bank	0.8%	A / A / AA
Toyota Motor Corp	0.3%	A / A / A
Truist Financial Corp	0.2%	A / Baa / A
UBS Group AG	0.2%	A / Aa / A
United Parcel Service Inc	0.3%	A / A / NR
United Services Automobile Association	0.3%	AA / Aa / NR
Wells Fargo & Co	0.1%	BBB / A / A
Westpac Banking Corp	0.7%	AA / A / NR

Security Type / Issuer	Market Value (%)	S&P / Moody's / Fitch
ABS	1.6%	
Bank of America Corp	0.2%	NR / Aaa / AAA
BMW Vehicle Lease Trust	0.3%	AAA / NR / AAA
Kubota Credit Owner Trust	0.1%	NR / Aaa / AAA
Porsche Innovative Lease Owner	0.2%	AAA / NR / AAA
Verizon Master Trust	0.7%	NR / Aaa / AAA
Total	100.0%	

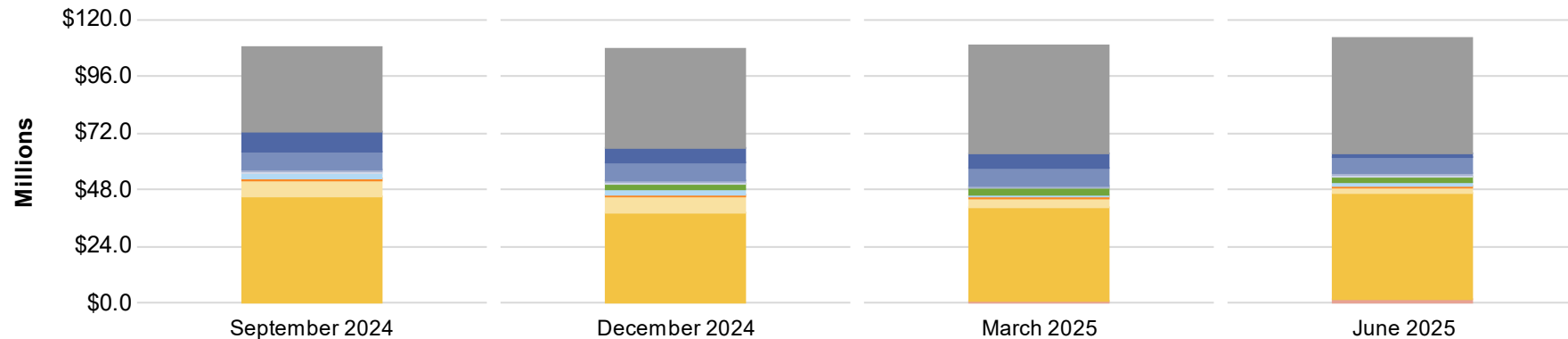
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Sector Allocation Review - DOVER POOLED INVESTMENT ACCOUNT

Security Type	Sep-24	% of Total	Dec-24	% of Total	Mar-25	% of Total	Jun-25	% of Total
U.S. Treasury	\$36.4	33.4%	\$42.3	39.0%	\$45.7	41.7%	\$48.6	43.2%
Federal Agency	\$8.1	7.4%	\$6.1	5.7%	\$6.2	5.7%	\$1.4	1.2%
Agency CMBS	\$8.0	7.3%	\$7.5	7.0%	\$7.5	6.9%	\$7.5	6.7%
Agency CMO	\$0.4	0.3%	\$0.3	0.3%	\$0.3	0.3%	\$0.3	0.3%
Agency MBS Pass Through	\$1.0	0.9%	\$0.9	0.9%	\$0.9	0.8%	\$0.9	0.8%
Supranational	\$0.0	0.0%	\$2.6	2.4%	\$2.6	2.4%	\$2.6	2.4%
Municipal	\$2.4	2.3%	\$2.5	2.3%	\$1.2	1.1%	\$1.5	1.4%
Negotiable CD	\$0.8	0.7%	\$0.8	0.7%	\$0.8	0.7%	\$0.8	0.7%
Commercial Paper	\$6.5	6.0%	\$6.5	6.1%	\$3.3	3.0%	\$1.7	1.5%
Corporate	\$45.3	41.7%	\$38.5	35.6%	\$39.9	36.6%	\$45.3	40.2%
ABS	\$0.0	0.0%	\$0.0	0.0%	\$0.8	0.8%	\$1.8	1.6%
Total	\$108.8	100.0%	\$108.1	100.0%	\$109.3	100.0%	\$112.2	100.0%

U.S. Treasury
 Agency CMBS
 Agency MBS Pass Through
 Municipal
 Negotiable CD
 Commercial Paper
 Corporate
 ABS

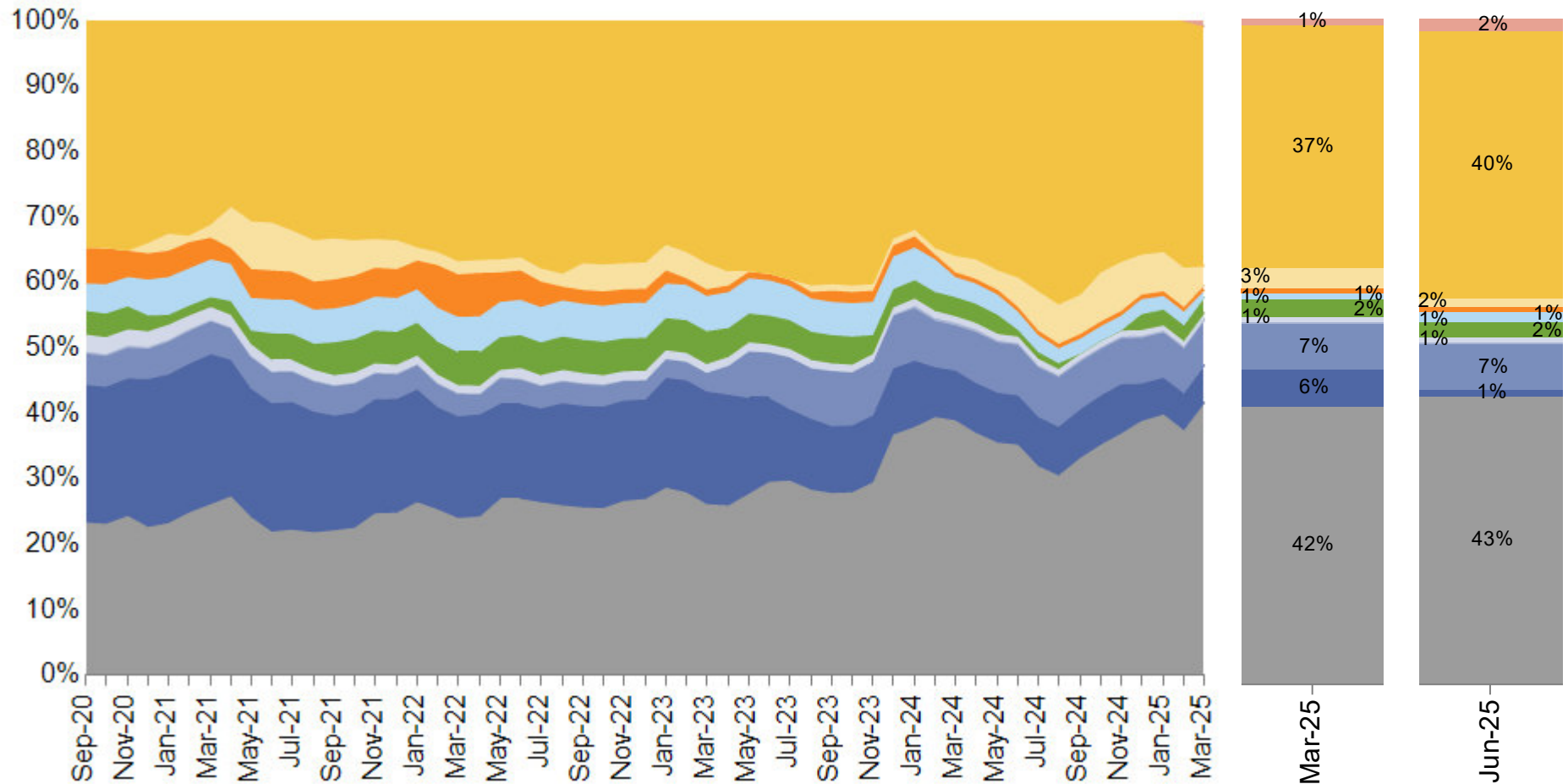
Federal Agency
 Agency CMO
 Supranational



Market values, excluding accrued interest. Only includes fixed-income securities held within the separately managed account(s) and LGIPs managed by PFMAM. Detail may not add to total due to rounding.

Historical Sector Allocation - DOVER POOLED INVESTMENT ACCOUNT

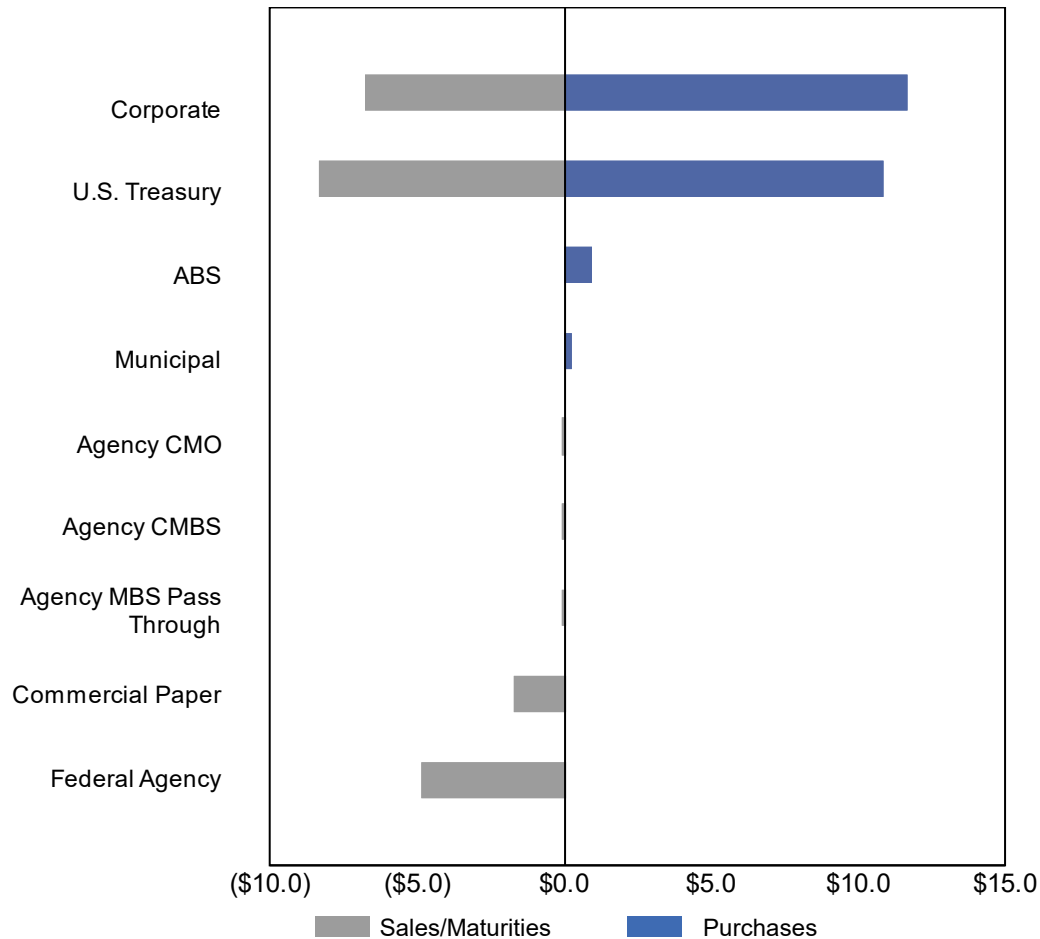
U.S. Treasury Agency CMBS Agency MBS Pass Through Municipal Commercial Paper Corporate ABS
 Federal Agency Agency CMO Supranational Negotiable CD



Only includes fixed-income securities held within the separately managed account(s) and LGIPs managed by PFMAM.

Portfolio Activity - DOVER POOLED INVESTMENT ACCOUNT

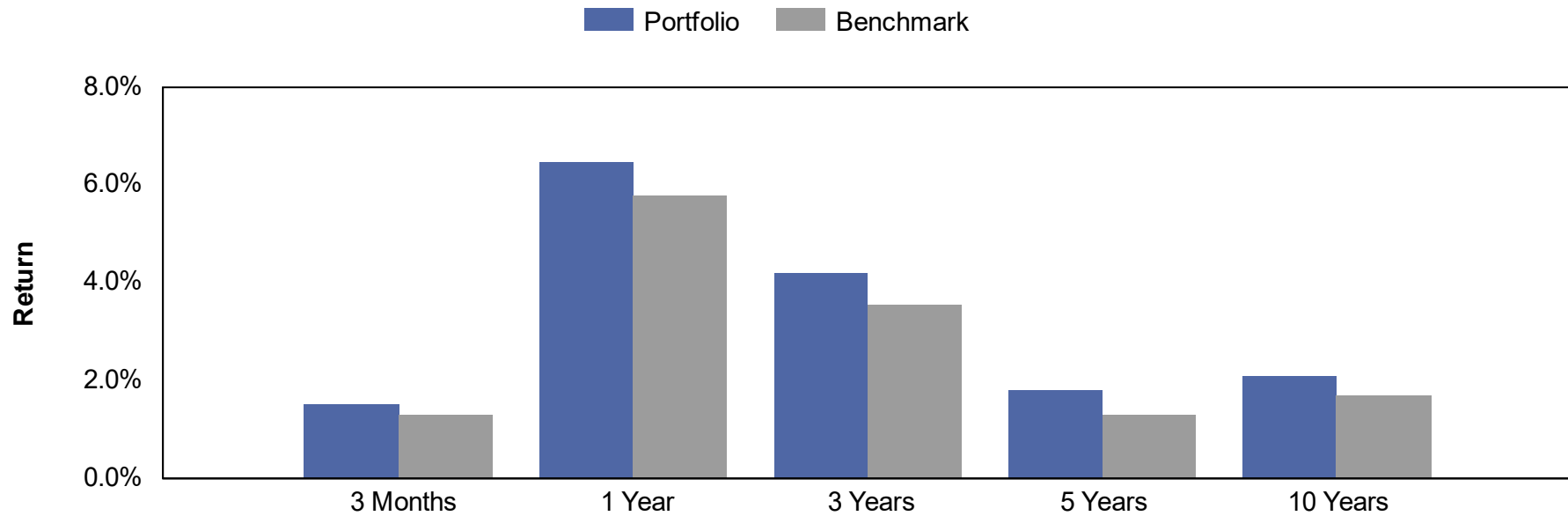
Net Activity by Sector
(\$ millions)



Sector	Net Activity
Corporate	\$4,938,194
U.S. Treasury	\$2,538,152
ABS	\$934,956
Municipal	\$265,000
Agency CMO	(\$11,464)
Agency CMBS	(\$32,980)
Agency MBS Pass Through	(\$50,189)
Commercial Paper	(\$1,675,000)
Federal Agency	(\$4,825,000)
Total Net Activity	\$2,081,671

Based on total proceeds (principal and accrued interest) of buys, sells, maturities, and principal paydowns. Detail may not add to total due to rounding.

Portfolio Performance



Total Return ²	3 Months	1 Year	3 Years	5 Years	10 Years ¹
Portfolio	1.52%	6.47%	4.20%	1.81%	2.11%
Benchmark ³	1.28%	5.80%	3.53%	1.31%	1.71%
Difference	0.24%	0.67%	0.67%	0.50%	0.40%

1. The lesser of 10 years or since inception is shown. Since inception returns for periods one year or less are not shown. Performance inception date is September 30, 2011.

2. Returns for periods one year or less are presented on a periodic basis. Returns for periods greater than one year are presented on an annualized basis.

3. The portfolio's benchmark is the ICE BofA 0-5 Year U.S. Treasury Index. Source: Bloomberg Financial LP.

Dover's Debt Service Reserve Funds

- The City's 2013 debt service reserve portfolio is invested in U.S. Treasury and Federal Agency Notes.

Q2 2025	Market Value	Effective Duration (years)	Yield at Cost
2013 Debt Service Reserve Fund	\$1,323,397	2.17	3.44%

Q1 2025	Market Value	Effective Duration (years)	Yield at Cost
2013 Debt Service Reserve Fund	\$1,322,686	2.38	3.44%

*Data as of March 31, 2025 and June 30, 2025.
Market value includes accrued interest.
Market value excludes cash balance.*

Important Disclosures

This material is for general information purposes only and is not intended to provide specific advice or a specific recommendation, as it was prepared without regard to any specific objectives or financial circumstances.

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It is not possible to invest directly in an index. The index returns shown throughout this material do not represent the results of actual trading of investor assets. Third-party providers maintain the indices shown and calculate the index levels and performance shown or discussed. Index returns do not reflect payment of any sales charges or fees an investor would pay to purchase the securities they represent. The imposition of these fees and charges would cause investment performance to be lower than the performance shown.

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- Generally, PFMAM's market prices are derived from closing bid prices as of the last business day of the month as supplied by ICE Data Services. There may be differences in the values shown for investments due to accrued but uncollected income and the use of differing valuation sources and methods. Non-negotiable FDIC-insured bank certificates of deposit are priced at par. Although PFMAM believes the prices to be reliable, the values of the securities may not represent the prices at which the securities could have been bought or sold. Explanation of the valuation methods for a registered investment company or local government investment program is contained in the appropriate fund offering documentation or information statement.
- In accordance with generally accepted accounting principles, information is presented on a trade date basis; forward settling purchases are included in the monthly balances, and forward settling sales are excluded.
- Performance is presented in accordance with the CFA Institute's Global Investment Performance Standards (GIPS). Unless otherwise noted, performance is shown gross of fees. Quarterly returns are presented on an unannualized basis. Returns for periods greater than one year are presented on an annualized basis. **Past performance is not indicative of future returns.**
- ICE Bank of America Indices provided by Bloomberg Financial Markets.
- Money market fund/cash balances are included in performance and duration computations.
- Standard & Poor's is the source of the credit ratings. Distribution of credit rating is exclusive of money market fund/LGIP holdings.
- Callable securities in the portfolio are included in the maturity distribution analysis to their stated maturity date, although, they may be called prior to maturity.
- MBS maturities are represented by expected average life.

Glossary

- **Accrued Interest:** Interest that is due on a bond or other fixed income security since the last interest payment was made.
- **Agencies:** Federal agency securities and/or Government-sponsored enterprises.
- **Amortized Cost:** The original cost of the principal of the security is adjusted for the amount of the periodic reduction of any discount or premium from the purchase date until the date of the report. Discount or premium with respect to short-term securities (those with less than one year to maturity at time of issuance) is amortized on a straight line basis. Such discount or premium with respect to longer-term securities is amortized using the constant yield basis.
- **Asset-Backed Security:** A financial instrument collateralized by an underlying pool of assets – usually ones that generate a cash flow from debt, such as loans, leases, credit card balances, and receivables.
- **Bankers' Acceptance:** A draft or bill of exchange accepted by a bank or trust company. The accepting institution guarantees payment of the bill as well as the insurer.
- **Commercial Paper:** An unsecured obligation issued by a corporation or bank to finance its short-term credit needs, such as accounts receivable and inventory.
- **Contribution to Total Return:** The weight of each individual security multiplied by its return, then summed for each sector to determine how much each sector added or subtracted from the overall portfolio performance.
- **Effective Duration:** A measure of the sensitivity of a security's price to a change in interest rates, stated in years.
- **Effective Yield:** The total yield an investor receives in relation to the nominal yield or coupon of a bond. Effective yield takes into account the power of compounding on investment returns, while nominal yield does not.
- **FDIC:** Federal Deposit Insurance Corporation. A federal agency that insures bank deposits to a specified amount.
- **Interest Rate:** Interest per year divided by principal amount and expressed as a percentage.
- **Market Value:** The value that would be received or paid for an investment in an orderly transaction between market participants at the measurement date.
- **Maturity:** The date upon which the principal or stated value of an investment becomes due and payable.
- **Negotiable Certificates of Deposit:** A CD with a very large denomination, usually \$1 million or more, that can be traded in secondary markets.
- **Par Value:** The nominal dollar face amount of a security.
- **Pass-through Security:** A security representing pooled debt obligations that passes income from debtors to its shareholders. The most common type is the mortgage-backed security.

Glossary

- Repurchase Agreements: A holder of securities sells these securities to an investor with an agreement to repurchase them at a fixed price on a fixed date.
- Settle Date: The date on which the transaction is settled and monies/securities are exchanged. If the settle date of the transaction (i.e., coupon payments and maturity proceeds) occurs on a non-business day, the funds are exchanged on the next business day.
- Supranational: A multinational union or association in which member countries cede authority and sovereignty on at least some internal matters to the group, whose decisions are binding on its members.
- Trade Date: The date on which the transaction occurred; however, the final consummation of the security transaction and payment has not yet taken place.
- Unsettled Trade: A trade which has been executed; however, the final consummation of the security transaction and payment has not yet taken place.
- U.S. Treasury: The department of the U.S. government that issues Treasury securities.
- Yield: The rate of return based on the current market value, the annual interest receipts, maturity value, and the time period remaining until maturity, stated as a percentage on an annualized basis.
- YTM at Cost: The yield to maturity at cost is the expected rate of return based on the original cost, the annual interest receipts, maturity value, and the time period from purchase date to maturity, stated as a percentage on an annualized basis.
- YTM at Market: The yield to maturity at market is the rate of return based on the current market value, the annual interest receipts, maturity value, and the time period remaining until maturity, stated as a percentage on an annualized basis.



CITY OF DOVER, DELAWARE ACTION FORM

PROCEEDING: Council Committee of the Whole (Leg & Fin)

DEPARTMENT OF ORIGIN: Water & Wastewater

SUBMITTED ON: August 29, 2025

PREPARED BY: Jason A. Lyon, P.E., Director of Water & Wastewater / Engineering Services

REVIEWED BY: David S. Hugg, III, City Manager and Patricia M. Marney, Controller / Treasurer

SUBJECT: Change Order – Meeting House Branch Drainage Improvements

TIMETABLE: Notice to proceed to be issued within seven (7) days of Council approval.

RELATED PROJECT: X

REFERENCE: X

EXPENDITURE REQUIRED: \$151,180.00

AVAILABLE BUDGET: \$40,276.27

FUNDING SOURCE (Dept./Page in CIP & Budget): Department of Public Works – Streets – Meeting House Branch Improvements, Project No. ST2003, Account No.: 101-12-18-35-000-54030. Shortfall to be covered by SW2502 – Meeting House Branch Drainage Improvements, Project No. SW2502, Account No.: 101-12-18-60-000-54031

STAFF RECOMMENDATION:

Approval from City Council of the proposed amendments to the engineering design scope by the consulting firms to complete design of this project.

BACKGROUND AND ANALYSIS:

In the summer of 2022, AECOM was awarded a contract to complete engineering design work for the Meeting House Branch Drainage Improvement Project. As this design was moving forward, various unforeseen items came up to complicate the project. This included the potential of creating a park on the property, which required a closed pipe design (instead of the originally designed open channel). Additionally, the city worked with Bayhealth to assure their future master plan did not conflict with our design. A third item was the requirement of wetland jurisdiction from DNREC. A fourth item included our consultant unsuccessfully locating a critical underground pipe that must be precisely designed to avoid any issues during construction. Finally, our environmental consultant, Compliance Environmental, provided a proposal to finalize the required DNREC feasibility study and provide additional support during excavation.

Date	Description	Change Order Amount	Total Project Budget	Cumulative Change Order % against Original Budget
7/25/22	AECOM Contract Approved	n/a	\$250,000	n/a
2/7/23	Agreement Amendment #1 – Hydraulic Model	\$7,000	\$257,000	2.8%
5/22/23	Agreement Amendment #2 – Bayhealth Evaluation	\$12,000	\$269,000	7.6%
5/22/23	Agreement Amendment #3 – Cost Comparison	\$1,500	\$270,500	8.2%
6/2/23	Agreement Amendment #4 – Design of Culvert	\$9,000	\$279,500	11.8%
10/18/24	Agreement Amendment #6 – Geotechnical Investigation	\$20,000	\$299,500	19.8%
n/a	Proposed - Agreement Amendment #7 – Wetland Jurisdiction	\$10,500	\$310,000	24.0%
n/a	Proposed - Compliance Environmental Inc. – Feasibility Study et. al.	\$99,980	\$409,980	63.9%
n/a	Proposed – AECOM Subconsultant - Level A – Geophysical Services	\$40,700	\$450,680	80.2%

The shortfall will be covered by the following breakdown:

Funding Source	Description	Current Budget	Spent / Encumbered	Savings / Remaining	Requested Change	Proposed Budget Remaining
General	ST2003 Meeting House Branch Improvements	\$266,000	\$225,723.73	\$40,276.27	\$110,903.73	\$74,000
General	SW2502 Meeting House Drainage Improvements	\$1,250,000	\$0	\$1,250,000	(\$110,903.73)	\$1,139,096.27

City staff recommend the authorization of the proposed amendments to complete the design of the Meeting House Branch Drainage Improvement Project.

ACTION FORM

Item 4.

PROCEEDING: City Council Approval	
DEPARTMENT OF ORIGIN: Information Technology	DATE SUBMITTED: 8/25/2025
PREPARED BY: Joseph Simmons. Information Technology Director	
SUBJECT: SLCGP Cybersecurity Grants – Budget Amendment Request	
REFERENCE:	
RELATED PROJECT:	
REVIEWED BY: David S. Hugg, III, City Manager and Patricia M. Marney, Controller / Treasurer	
EXHIBITS:	
EXPENDITURE REQUIRED: \$316,000.00	AMOUNT BUDGETED: \$0
FUNDING SOURCE (Dept./Page in CIP & Budget): IT Budget	
TIMETABLE: Completion by 2027	
STAFF RECOMMENDATION: Recommend approval of the following grants that total \$316,000 through the Cybersecurity and Infrastructure Security Agency: SLCGP-23-1157, SLCGP-23-1158, SLCGP-23-1159, SLCGP-23-1160, and SLCGP-23-1161. The work performed by these grants will aid us in upgrading our infrastructure to better protect our system and network by enhancing security, and to update plans for best practices and Continuity of Operations.	

BACKGROUND AND ANALYSIS

The State of Delaware, through the Cybersecurity and Infrastructure Security Agency (CISA), has made available funds to improve the cybersecurity posture of municipalities, counties, and state agencies through a grant program. The city has been approved, and funding is available for a series of projects that were submitted. There is no cost share needed for these grants.

These projects have been reviewed and approved by a State and Local Cybersecurity Grant committee, DEMA, CISA, and FEMA. They address areas that have been identified as improvements in various parts of our IT infrastructure. The plans are:

SLCGP-23-1157-S: Cyber Resilience and Business Continuity Project (\$170,000) The purpose of this project is to establish a framework and system that allows the City of Dover to continue critical operations in the face of disruptions, whether due to cyberattacks, phishing and social engineering attacks, ransomware infections, distributed denial-of-service (DDoS) attacks, advanced persistent threats, or other incidents. This project aims to reduce the amount of time the City of Dover's operations are affected by incidents, particularly those that threaten digital infrastructure, while safeguarding the city's data against threats that may compromise its confidentiality, integrity, and availability, ensuring that it can be accessed and used when needed. The scope of the project is to procure an on-site and cloud-based system for providing regular data backups, secure storage of backups (both on-site and off-site), and redundant hardware to ensure data can be restored quickly after an incident. In particular, to address failures in critical hardware systems (servers, networking equipment), inadequate backup storage capacity that can disrupt business continuity that could result in service disruptions and data loss.

SLCGP-23-1158-S: (\$29,000) Security, Compliance, and Identity Training (\$20,000). Effective cybersecurity is the foundation for managing and securing an organization's identities, devices, apps, data, and infrastructure. Learn by doing hands-on exercises, training courses, and live classes that provide foundational and advanced-level knowledge on security, compliance, and identity concepts and related cloud-based and on-site security to

and solutions. The purpose is to train the City of Dover IT staff on Microsoft and other security, compliance, and identity solutions to provide a holistic and end-to-end security solution in the Microsoft 365 environment. This training will include the basic concepts of security, compliance, and identity of Microsoft identity and access management solutions, along with identifying and implementing compliance capabilities in Microsoft AD, and its connected identity technologies. This training includes identity content for enterprise application registration, conditional access, identity governance, and other identity tools.

SLCGP-23-1159-S: Transition domain to .GOV from DOVER.DE.US (\$20,000). Our current Dover.DE.US domain name is outdated, and since technically owned by the State of Delaware, getting certificates requires authorization from the state and causes delays in the certificate renewal process. Email and identity phishing campaigns are becoming more prevalent and are increasingly more elaborate. However, it can be difficult to know whether someone communicating via email is who they say they are, or that they really represent their purported government entity. The .gov is identified as a secure domain name that shows government websites and emails for the City of Dover adhere to the highest standards in data protection.

SLCGP-23-1160-S: IT-OT Network Security (\$87,000). Our Public Works and Electrical Departments' Operational Technology (OT) Infrastructure is the backbone of services provided to our communities, but it lags behind in software and hardware upgrades, needing to support modern cybersecurity tools and solutions. Critical infrastructure is targeted as one of the core areas for funding, addressing these shortcomings to protect against cybersecurity attacks. The importance of a secure infrastructure system within our OT network, like scanning and monitoring tools, updated hardware, and proper communication and network segregation, will help in protecting these critical assets.

SLCGP-23-1161-S Cybersecurity Incident Plan Update - Phase 2 (\$19,000). This project is phase two of the previous year's award grant (SLCGP-22-0976: Cybersecurity Incident Plan Update (\$20,000)). This grant will complete the review and update our existing plans and policies, and detail a comprehensive and best practice guideline-compliant document.

ACTION FORM

Item 5.

PROCEEDING: Council Committee of the Whole - Legislative, Finance and Admin. Committee	
DEPARTMENT OF ORIGIN: City Manager and HR	DATE SUBMITTED: 9/3/2025
PREPARED BY: David S. Hugg III	
SUBJECT: Non-bargaining Step Proposal Discussion	
REFERENCE:	
RELATED PROJECT:	
REVIEWED BY: City Manager and HR Director	
EXHIBITS: #1 - Discussion Paper, #2 - Examples of Compression and #3 - HR Director Wage Compression Recommendation	
EXPENDITURE REQUIRED: n/a AMOUNT BUDGETED: n/a	
FUNDING SOURCE (Dept./Page in CIP & Budget): n/a	
TIMETABLE:	
STAFF RECOMMENDATION: Discussion and Direction for staff	

BACKGROUND AND ANALYSIS

Non-bargaining employees (those not represented by a union) traditionally receive a flat annual adjustment to their compensation as part of the budget preparation action. In recent years that increase was 3% and most recently set at 4%. This is significantly below the increases built into the various union scales as a result of both an annual adjustment of the pay scale and the award of an annual step in grade. These increases were around 7% depending on the union contract.

This disparity results in what is known as “wage compression”, as discussed in the attached exhibits. Wage compression can result in reduced morale and retention, and difficulty filling managerial jobs. Staff wish to address this issue during the current Fiscal Year and as we go forward into the subsequent budget cycle which will commence this fall.

There are two documents attached for committee consideration: a discussion paper drafted by the City Manager and a response with different options prepared by the HR Director. Input from the Council and Committee is desired so that the proposal can be more fully developed and possibly implemented as early as January 2026.

DRAFT

**Discussion Paper for consideration by the
Legislative, Finance and Administration Committee**

Wage Compression- A Significant and Growing Concern for Dover

Salaried and hourly (union represented) experience two different compensation structures. Salaried employment provides a fixed, predictable income, while hourly paid employment fluctuates based on hours worked, potentially including overtime. Salaried positions often come with benefits like health insurance and paid time off, while hourly employees may have more ability to earn overtime pay.

Wage (or pay compression) occurs when there is little difference in pay between employees with varying levels of experience, skills, or seniority. This often happens when new hires are brought in at salaries close to or higher than those of long-tenured employees, or when the pay for lower-level positions approaches that of higher-level ones, especially when the differences between levels are too small to be meaningful. It also happens where there are union contract scales and steps that vary significantly compared to a non-union formula. It may occur when two otherwise comparable jobs are treated differently due to eligibility for union coverage (as a result of differing access to confidential records, for example).

In some cases, this can even result in wage inversion , whereby new employees earn *more* than older, more experienced ones or when contracted increases move up faster over time than budgeted ones.

Wage inversion opens up the door for a discrimination claim, especially if the individual earning less than the new hire is part of a protected class of worker based on gender, race, sexual orientation, age, or other underrepresented group. The employee has an opportunity to claim pay discrimination.

Wage compression can be the result of external factors like minimum wage increases or a tight labor market or internal issues, such as a failure to keep pace with fair market pay.

The negative impacts of Wage Compression hurt culture and employee morale, promoting a sense of unfairness at work, which may lead to an a decision to leave the city, or view the pay discrepancy as discriminatory. It encourages turnover and affects human capital, leading an enterprise to lose long-standing employees, who are often some of their best employees, and as noted above create grounds for litigation.

Often employees represented by unions benefit as a result of a fixed automatic compensation increase, often combining a general wage increase for all positions (maybe inflation adjusted) plus an advancement (step-increase) in grade as a function of tenure. Salaried employees typically don't get both.

In Dover, in recent years union contract combined increases have averaged near 7%. In this same period, non-bargaining increases have ranged between 2% and 4% (current budget year is 4%) with no step or longevity increases. Benefits and other forms of added compensation are essentially the same for all employees except for the opportunity to work overtime.

In many instances union employees may reach or exceed the compensation of a non-bargaining manager or supervisor where skills or education do not support the outcome. In some instances, employees tend to decline promotion to a managerial level because of the small difference in compensation, the benefits of a contract scale, and the ability to earn more with the benefit of overtime or special duty pay (1.5 to 2.0 x regular rate).

Union representation provides many desired benefits such as predictability, job protection, added compensation, stronger grievance provisions, and built-in pay increases. But the desire for representation shouldn't be to the detriment of those not represented, at least as it relates to fair compensation.

EXAMPLES* - The following examples (See table) demonstrate the impact of wage compression or inversion, projected two years in the future.

First example – equal positions but unequal compensation due to union contracted scale. Non-bargaining budgeted increases do not keep pace. The difference in current compensation is probably due to longevity. Because non-bargaining employees in this class have access to sensitive data, they are not union eligible.

Second, third and fourth examples -reflects the cumulative effect of different percentages – plays out in subsequent years. They also demonstrate the manager/supervisor to employee relationship where employee closes in or exceeds manager's compensation. The impact is exacerbated in future years.

Fifth and sixth examples – these are examples of supervision of employees with specialized skills or credentials; the delta grows disproportionately (constantly widening spread) leading to a form of wage inversion. It's pretty common for technically skilled employees to make more than their managers in many industries. A skilled employee is typically compensated based on their specific, valuable skills, certification and knowledge, while a manager's compensation includes pay for taking on responsibilities, accountability, and leadership. Salary is about market value theoretically. If a manager is managing someone

who's highly technical with a rare skill set, then the manager should expect the employee's salary to be independent of theirs.

Prior to the consideration of the FY26 budget, Naomi Poole, HR Director, raised this concern in June in response to a compensation adjustment in the Police Department. Her original proposal**:

What other Non-Bargaining Positions are involved? The 9% spread for the Chief and the Major do not impact the other non-bargaining employees. It is my assessment that pay equity amongst all non-bargaining employees should be comparable if not better than the other negotiated union contracts so that we can limit the impact of pay compression. Maintaining a 4% increase will continue to create a huge lag in pay equity and will increase the probability of union employees' ability to make more than the non-bargaining employees that supervise them. My suggestion by no means is a permanent resolve, as that will take more resources and discussion, but merely a recommendation to keep non-bargaining pay scales above water.

What would this cost to implement? With the help of my HR team, and Trish, we created a FY26 non-bargaining pay scale to include the average percentage that union employees are set to receive FY26. The average increase is 7%, and the non-bargaining scale reflects just that. The total additional cost added to the approved 4% non-bargaining increase will be approximately **\$130,448.35**. I have included a spreadsheet with a full breakdown of how we arrived at the estimated amount.

How soon can we act on the recommendations? My recommendations are certainly a change from what was already projected and approved for FY26. The changes would need approval, and once approved, my team and I can implement those changes for the July 1st increase as planned. Time is of the essence because HR would need an appropriate amount of time to build the new scale in Tyler.

**Note: These recommendations were not deemed timely enough to become part of the FY26 budget. However, the Council President and the Chair of the Legislative, Finance and Administration Committee requested that the issue be discussed further, with the possibility a mid-year correction.

RECOMMENDATIONS:

Any additional compensation during FY26 would require analysis to identify additional funding. Assuming that some additional funding is available, a short-term solution is to

increase non-bargaining compensation by approximately 3% for the second half of the fiscal year (at a projected added cost of about \$65,000 – this needs to be confirmed).

Longer term considerations include creating a two-part salary adjustment for non-bargaining positions with a fixed base adjustment (4%-5%) and a second part based on some index (perhaps CPI) .

Simply mirroring the average percentage increase granted to unionized civilian employees each year putting all employees on a level basis.

Additionally, schedule a regular wage study for non-bargaining positions no less often than every 3- 5 year to reflect fair market conditions. Make necessary adjustments to base compensation.

Finally, carefully identify those circumstances where an employee's credentials, special skills, training, certifications/licensing, etc. support a wage exceeding the regular compensation structure and for those determine a market scale separate from practice.

DSH Revised 8/30

(See also additional comments from HR Director Poole – separate document/email)

Examples of compression:

Assumptions:

- Non-bargaining employees receive an additional 4% each year.
- Union employees* (second number in each case) receive the increase assumed by contract of an additional 7% each year (average for illustration).
- Does not adjust for longevity or maximum range.
- Difference is non-bargaining amount over or **below** union (annualized).
- Illustrative only.

	Now	+Year 1	+Year 2
Admin, Assistant (NB) +4%	\$42,494	\$44,194	\$45,962
Admin. Assistant* +7%	<u>\$45,739</u>	<u>\$48,941</u>	<u>\$52,367</u>
Difference	(\$3,245)	(\$4,747)	(\$6,405)
Assist Library Director (NB) +4%	\$79,518	\$82,698	\$86,007
Librarian II* +7%	<u>\$75,296</u>	<u>\$80,566</u>	<u>\$86,206</u>
Difference	\$4,222	\$2,132	(\$199)
Code Enforcement, Mgr.(NB)+4%	\$69,364	\$72,034	\$74,915
Code Inspector II* +7%	<u>\$67,392</u>	<u>\$72,109</u>	<u>\$77,156</u>
Difference	\$1,972	(\$75)	(\$2,241)
P&R Director (NB) +4%	\$87,454	\$90,952	\$94,580
Recreation Specialist* +7%	<u>\$82,492</u>	<u>\$88,266</u>	<u>\$94,445</u>
Difference	\$4,620	\$2,686	\$135
Facilities Manager (NB) +4%	\$82,547	\$85,849	\$89,283
Electrician II* +7%	<u>\$87,922</u>	<u>\$94,087</u>	<u>\$100,673</u>
Difference	(\$5,375)	(\$8,238)	(\$11,390)
Electric Director (NB) +4%	\$137,363	\$142,857	\$148,571
Engineer* +7%	<u>\$138,424</u>	<u>\$148,114</u>	<u>\$158,482</u>
Difference	(\$1,061)	(\$5,527)	(\$9,911)

*Note: these examples are based on actual conditions, however some of the comparisons could be distorted because of longevity. They are intended to demonstrate the impacts of wage compression if extrapolated two years into the future at the 4% and 7% rates.

Wage Compression Recommendation:

There has been no radical change in positions and the job market that would otherwise require a market study. However, following the last civilian wage study, a comparable non-bargaining pay scale should have been implemented. Current compression issues are internal and largely due to inequities between unionized and non-unionized positions.

Recommendation

1. Adjustment to Pay Increases

- Instead of applying a 3% increase, non-bargaining employees should receive a total 6% increase to account for FY25 and FY26.
- This mirrors increases granted to civilian unionized employees and places non-bargaining employees on a level playing field.
- It also provides an opportunity to incorporate a new non-bargaining scale moving forward.

2. Cost of Living and Step Scale

- A combined adjustment totaling 7% should be considered (4% cost of living + 3% step increase).
- With each civilian negotiation cycle, the non-bargaining scale should be recalibrated to accommodate percentage changes, ensuring fairness and consistency.

3. Compression and Equity

- Implementing a scale consistent with unionized employees will help reduce inequities and address compression concerns.
- Supervisory positions, though smaller in number per the report I shared with you, should also be reviewed to ensure alignment.

This recommendation should be fully costed by Finance. The non-bargaining pay scale must be rebuilt to reflect these changes so that the FY26 structure incorporates the adjustments that should have been made if a FY25 scale had originally been established for non-bargaining employees.

To achieve equity, mitigate compression, and align with unionized pay practices, it is recommended that the City implement a 6% increase (spanning FY25 and FY26) for non-bargaining employees. Finance should rebuild the pay scale accordingly to ensure long-term alignment.

This approach will at minimum bring civilian non-bargaining employees into parity with their unionized counterparts while providing a sustainable framework for future adjustments.

ACTION FORM

Item 6.

PROCEEDING: Council Committee of the Whole – Legislative, Finance and Admin. Committee	
DEPARTMENT OF ORIGIN: City Manager	DATE SUBMITTED: 9/3/2025
PREPARED BY: David Hugg	
SUBJECT: Review of Application for the Economic Development Fund	
REFERENCE:	
RELATED PROJECT:	
REVIEWED BY: David Hugg	
EXHIBITS: Draft Application	
EXPENDITURE REQUIRED: n/a AMOUNT BUDGETED: n/a	
FUNDING SOURCE (Dept./Page in CIP & Budget): n/a	
TIMETABLE:	
STAFF RECOMMENDATION: Review and revise as needed and approve.	

BACKGROUND AND ANALYSIS

The City established an Economic Development Fund to promote projects that enhance the city’s economy. The Resolution creating the fund reads”:

“The Mayor and City Council seek to set aside funds for economic development and community development projects to include opportunities to improve the city’s economy and quality of life. An economic development project will constitute a program or activity having the primary purpose of encouraging the establishment and growth of business in the city, including the creation and retention of jobs (Res. 2024-15, adopted October 29, 2024).

The purpose of the Economic and Community Development funds will be for the use of programs, policies, or activities that seek to improve the economic well-being and quality of life for the residents of the City of Dover.

Funds may be used for land or building acquisition, building renovation, matching funds for related grants, incentives associated with new or expanded businesses, workforce training and development, upfront and administrative costs associated with the issuance of conduit or TIF bonds, blight removal, or other purposes consistent with the economic development fund purposes.”

As grants from this fund will benefit qualifying private parties, a rigorous application process is desired to ensure that the use of such funds has a high probability for success in its goals and has a lasting impact on achievement of the city’s economic development strategies and plans.

The action requested is further discussion and input on the application process and requirements.

APPLICATION FOR ECONOMIC DEVELOPMENT FUND GRANT

Version 8/26/2025

Purpose Statement:

The “Mayor and City Council seek to set aside funds for **economic development and community development projects** to include opportunities to improve the city’s economy and quality of life. An economic development project will constitute a program or activity having the primary purpose of encouraging the establishment and growth of business in the city, including the creation and retention of jobs (Res. 2024-15, adopted October 29, 2024).

The purpose of the **Economic Development Fund** will be for the use of programs, policies, or activities that seek to improve the economic well-being and quality of life for the residents of the City of Dover.

Funds may be used for land or building acquisition, building renovation, matching funds for related grants, incentives associated with new or expanded businesses, workforce training and development, upfront and administrative costs associated with the issuance of conduit or TIF bonds, blight removal, or other purposes consistent with the economic development fund purposes.

Grant cycle: applications may be submitted at any time and are subject to the availability of funds.

Only 1 (one) grant will be awarded to the same applicant in any 12-month period.

All applications must be sponsored by a councilmember and meet the criteria listed below:

Applicant:

Date of application _____ Received by City Clerk _____

Applicant name _____ EIN # _____

Project Title: _____

Project physical address (in the City of Dover) _____

A project located outside city limits may be considered but must demonstrate a primary benefit to Dover residents.

Council Sponsor (signature) _____

Designation of Program/project Manager: include contact individual’s

Name _____

Address _____,

Title _____
 Phone number _____
 Email _____

Proof of authority to submit application on behalf of applicant (attachment – must be submitted by an authorized representative of the applicant)

Proof of non-profit status- (501c) or other non-profit status (attachment – must include latest IRS determination)

Proof of operation for 2 (two) years or more (attachment – annual reports, grant award letters, audits or similar documents)

Joint Ventures:

An applicant may be part of a joint venture with a for-profit entity who will not be eligible to receive Community Development Fund dollars. The same information must be provided as required of the applicant.

Project description (500 words maximum)

- Location map and street address of project
- Zoning confirmation obtained from city Planning Department
- Need demonstrating impact and value to City of Dover residents
- Beneficiaries (immediate and long term)
- Permission to use private property, if applicable
- Statistics, photos, documents, supporting need

The timeline for completion, a project must be completed not more than one year after application approval; an extension of up to one additional year may be granted at the discretion of the Parks, Recreation and Community Enhancement Committee.

Project budget (explain all amounts):

- Personnel costs _____
- Materials and supplies _____
- Other funds (and source) _____
- Miscellaneous _____
- Amount requested _____ (not to exceed \$20,000)
 - Total _____

Sources and amounts of other funding _____

Dispersal and Reimbursement of Funds: Reporting; Audit; Clawback:

(a) Invoicing for reimbursement:

- Reimbursements require a written progress report and an invoice requesting reimbursement to be sent to the Department of Finance.
- Receipts are required for all purchases or expenditures of more than \$50, regardless of the method of payment of amount.
- Timesheets or similar records are required with each personnel request.
- Reimbursement will be no more often than once every two months (60days).
- Reimbursement requires approval by the Controller/Treasurer and City Manager.
- Payment will be by City check payable within 30 days to the applicant's business account or by direct deposit.

(b) Closeout and Final Reporting:

- A final report including a financial statement is required within 60 days of the completion or termination of the project.
- Twenty (20%) percent of the award will be held pending acceptance of the final report.
- The city reserves the right to request a return of all or part of the funds if there is any evidence of fraud or misuse of any portion of the funds, and to disqualify the applicant with further funding.
- Expenditures shall be subject to audit by the city at any time.

Other Provisions and Restrictions:

- Funds provided through this grant may be used as a local contribution or match regardless of source, provided such a match is authorized in writing by other funding sources.
- Employees, elected officials, and others having direct financial dealings with the city are prohibited from benefitting from this fund.
- Letters of support from community leaders and others who have knowledge of the applicant **may be submitted** (maximum of 4).

Applications must be made on such forms and in accordance with such instructions as are prescribed by the City and include all forms and questionnaires as may be applicable to the specific proposed activity.

A staff report will be prepared on each application that will at a minimum include the following: a certification that the application/applicant has met all applicable threshold requirements; certification that the proposed budget represents a realistic/ reasonable budget; conformance of the proposed activities to the goals and objectives of the Fund's purpose; and an evaluation of the applicant's capacity, and past performance, if relevant.

All applications and the staff report will be considered by the Parks, Recreation and Community

Enhancement Committee at a regularly scheduled meeting during which a public workshop will be conducted. An oral presentation by the applicant to the Committee is a factor in the final decision.

Date and location of scheduled meeting and required public workshop (set by the City Clerk) _____

Submit applications to:

Attention: City Clerk, City of Dover
P.O. Box 475
Dover, DE 19904

One signed original copy shall be submitted to the City Clerk's Office electronically; two printed copies shall also be submitted.

Signature of Authorized Applicant _____ **Date** _____