REGULAR COUNCIL MEETING
AGENDA

MARCH 14, 2016 - 7:30 P.M.

CITY HALL COUNCIL CHAMBERS
15 LOOCKERMAN PLAZA
DOVER, DELAWARE

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

THE "OPEN FORUM" SEGMENT IS PROVIDED TO EXTEND THE OPPORTUNITY TO THE GENERAL PUBLIC TO SHARE THEIR QUESTIONS, THOUGHTS, COMMENTS, CONCERNS, AND COMPLAINTS. DISCUSSION OF ANY ITEM APPEARING ON THE AGENDA AS A PUBLIC HEARING IS PROHIBITED DURING THE OPEN FORUM AS AN OPPORTUNITY WILL BE PROVIDED DURING CONSIDERATION OF THAT ITEM. CITIZEN COMMENTS ARE LIMITED TO THREE (3) MINUTES. COUNCIL IS PROHIBITED FROM TAKING ACTION SINCE THEY ARE NOT IN OFFICIAL SESSION; HOWEVER, THEY MAY SCHEDULE SUCH ITEMS AS REGULAR AGENDA ITEMS AND ACT UPON THEM IN THE FUTURE.

INVOCATION BY REVEREND THEODORE HENDERSON

PLEDGE OF ALLEGIANCE LED BY COUNCILMAN COLE

AGENDA ADDITIONS/DELETIONS

* **CONSENT AGENDA**

THOSE ITEMS ON THE COUNCIL AGENDA WHICH ARE CONSIDERED ROUTINE AND NON-CONTROVERSIAL SHALL BE MARKED WITH AN ASTERISK (*) AND WILL BE ACTED UPON BY A SINGLE ROLL CALL VOTE OF THE COUNCIL. THERE WILL BE NO SEPARATE DISCUSSION OF THESE ITEMS UNLESS A MEMBER OF COUNCIL SO REQUESTS, IN WHICH EVENT THE MATTER SHALL BE REMOVED FROM THE CONSENT AGENDA AND CONSIDERED A SEPARATE ITEM.

* 1. **ADOPTION OF MINUTES**
   - **A. SPECIAL COUNCIL MEETING OF FEBRUARY 22, 2016**
   - **B. REGULAR COUNCIL MEETING OF FEBRUARY 22, 2016**

2. **CERTIFICATE OF CONGRATULATIONS - BURNS & ELLIS REALTORS 50TH ANNIVERSARY**

3. **CERTIFICATE OF APPRECIATION - SANTA HOUSE PROJECT**

4. **PLAN4HEALTH PRESENTATION BY THE DELAWARE CHAPTER OF THE AMERICAN PLANNING ASSOCIATION**

5. PUBLIC HEARING/FINAL READING OF PROPOSED ORDINANCES

THE FIRST READING OF THE PROPOSED ORDINANCES WAS ACCOMPLISHED DURING THE COUNCIL MEETING OF JANUARY 25, 2016. COPIES ARE AVAILABLE AT THE ENTRANCE OF THE COUNCIL CHAMBERS.

A. ORDINANCE #2016-02 AMENDING THE 2008 COMPREHENSIVE PLAN, AS AMENDED, BY REPLACING MAP 12:1: LAND DEVELOPMENT PLAN (PROPOSED REVISIONS TO LAND USE CLASSIFICATIONS OF MULTIPLE PROPERTIES (MI-16-01))

B. ORDINANCE #2016-03 - REZONING REQUEST FOR LANDS OF KESSELRING COMPANY, LLC AND OTHERS, CONSISTING OF 37.2$^{+/-}$ ACRES LOCATED WEST OF NEW BURTON ROAD AND THE RAILROAD CORRIDOR AND INCLUDING THE PROPERTY LOCATED AT 1436 NEW BURTON ROAD. THE PROPERTIES ARE CURRENTLY ZONED R-20 (ONE-FAMILY RESIDENCE) AND THE PROPOSED ZONING IS IPM (INDUSTRIAL PARK MANUFACTURING)

(TAX PARCELS: ED-05-085.00-01-07.00-000 AND ED-05-085.00-01-07.00-001; PLANNING REFERENCE: Z-16-02; COUNCIL DISTRICT 2)

C. ORDINANCE #2016-04 - REZONING REQUEST FOR PROPERTY LOCATED AT 834 SOUTH STATE STREET, CONSISTING OF 17,000$^{+/-}$ S.F, OWNED BY MICHAEL W. AND WINIFRED M. BRAUN. THE PROPERTY IS CURRENTLY ZONED R-8 (ONE-FAMILY RESIDENCE) AND THE PROPOSED ZONING IS C-PO (COMMERCIAL AND PROFESSIONAL OFFICE)

(TAX PARCEL: ED-05-077.17-03-45.00-000; PLANNING REFERENCE Z-16-03; COUNCIL DISTRICT 2)

6. 60-DAY PROGRESS REPORT - VIOLATION OF THE DANGEROUS BUILDING ORDINANCE - PROPERTY LOCATED AT 1032-1058 SOUTH DUPONT HIGHWAY, OWNED BY BMDR LLC

7. PRESENTATIONS - 2015 ANNUAL REPORTS

A. DOWNTOWN DOVER PARTNERSHIP

B. HUMAN RELATIONS COMMISSION

* **8. COUNCIL COMMITTEE OF THE WHOLE REPORT - FEBRUARY 23, 2016**

A. UTILITY COMMITTEE

A-1. ENERGY MANAGEMENT CONTRACT EXTENSION AND INTEGRATED RESOURCE PLAN (IRP)

(COMMITTEE RECOMMENDED AUTHORIZING MR. KIRK BETTS, BETTS & HOLT LLP, TO NEGOTIATE UP TO A THREE (3) YEAR EXTENSION OF THE ENERGY AUTHORITY (TEA) AGREEMENT, AMENDED TO ADJUST THE MONTHLY FEE TO REFLECT A MODIFIED SCOPE OF SERVICES, REDEFINE THE SERVICES, AND TO NEGOTIATE SUCH OTHER TERMS AS MAY BE IN THE BEST INTEREST OF THE CITY OF DOVER FOR THE EXTENDED TERM. THE FINAL NEGOTIATED EXTENSION WILL BE BROUGHT BACK TO THE UTILITY COMMITTEE AND CITY COUNCIL FOR CONSIDERATION)

A-2. ANNEXATION REQUEST - 1102 SOUTH STATE STREET, OWNED BY CAPITOL CLEANERS AND LAUNDERERS, INC.

(COMMITTEE RECOMMENDED PROCEEDING WITH THE ANNEXATION OF THE PROPERTY)

* **8. COUNCIL COMMITTEE OF THE WHOLE REPORT - FEBRUARY 23, 2016 (CONTINUED)**

B. LEGISLATIVE, FINANCE, AND ADMINISTRATION COMMITTEE

B-1. PROPOSED ORDINANCE #2016-11 AMENDING CHAPTER 102 - TAXATION, ARTICLE VI - EXEMPTIONS; BOARD OF ASSESSMENT APPEALS, SECTION 102-182 - AUTHORITY TO EXEMPT REAL PROPERTY FROM TAXATION (SPONSORS: HUTCHISON, BUNDEK, AND KOENIG) (SEE ITEM #13)

(COMMITTEE RECOMMENDED ADOPTION OF PROPOSED ORDINANCE#2016-11)

B-2. ACKNOWLEDGMENT OF FREEDOM OF INFORMATION ACT (FOIA) VIOLATIONS - DOVER YOUTH ADVISORY COMMITTEE

(COMMITTEE ACTION NOT REQUIRED)

* **9. MONTHLY REPORTS - JANUARY 2016**

A. CITY ASSESSOR'S REPORT
B. CITY MANAGER'S REPORT
C. CITY PLANNER'S REPORT
D. CONTROLLER/TREASURER'S BUDGET REPORT
E. ECONOMIC DEVELOPMENT OFFICE REPORT
F. FIRE CHIEF'S REPORT
G. POLICE CHIEF'S REPORT

10. SETTING OF PROPERTY ASSESSMENT APPEALS

(STAFF RECOMMENDS MAY 23, 2016 - MAY 27, 2016 FROM 9:00 A.M. UNTIL 4:00 P.M., MAY 31, 2016 - JUNE 03, 2016 FROM 9:00 A.M. UNTIL 4:00 P.M., AND ONE EVENING - IF NEEDED. THE HEARING TIMES ARE SUBJECT TO CHANGE.)

11. EVALUATION OF BIDS - ANIMAL BOARDING SERVICES AGREEMENT

(STAFF RECOMMENDS AUTHORIZING THE CITY MANAGER TO COMPLETE NEGOTIATIONS AND EXECUTE A CONTRACT WITH CCSPCA FOR A CONTRACT PERIOD OF APRIL 1, 2016 THROUGH JUNE 30, 2017 AT A TARGET PRICE OF $5,000 PER MONTH FOR THE ANIMAL BOARDING SERVICES REFERENCED IN THE DRAFT AGREEMENT)

* **12. APPOINTMENT RECOMMENDED BY MAYOR CHRISTIANSEN - DOWNTOWN DOVER PARTNERSHIP BOARD OF DIRECTORS - WENDIE VESTFALL (TO FILL THE UNEXPIRED TERM OF CINDY SMALL - DOWNTOWN CULTURAL ARTS REPRESENTATIVE - TERM TO EXPIRE MAY 2018)**

13. FIRST READING - PROPOSED ORDINANCE #2016-11

THE FIRST READING IS OFFERED ON THE FOLLOWING PROPOSED ORDINANCE. FINAL ACTION BY COUNCIL WILL TAKE PLACE DURING THE SECOND READING OF THE ORDINANCE ON MARCH 28, 2016. COPIES OF ALL PROPOSED ORDINANCES ARE AVAILABLE AT THE ENTRANCE OF THE COUNCIL CHAMBERS OR CAN BE OBTAINED FROM THE CITY CLERK'S OFFICE.

A. #2016-11 AMENDING CHAPTER 102 - TAXATION, ARTICLE VI - EXEMPTIONS; BOARD OF ASSESSMENT APPEALS, SECTION 102-182 - AUTHORITY TO EXEMPT REAL PROPERTY FROM TAXATION

(LEGISLATIVE, FINANCE, AND ADMINISTRATION COMMITTEE)

14. ANNEXATION/REZONING REQUESTS/FIRST READINGS OF PROPOSED ORDINANCES

THE FIRST READING IS OFFERED ON THE FOLLOWING PROPOSED ORDINANCES. THEY ARE RECOMMENDED FOR REFERRAL TO THE UTILITY COMMITTEE ON MARCH 29, 2016; THE PLANNING COMMISSION ON APRIL 18, 2016; AND THAT A PUBLIC HEARING BE SET FOR MAY 9, 2016 AT 7:30 P.M. COPIES OF ALL PROPOSED ORDINANCES ARE AVAILABLE AT THE ENTRANCE OF THE COUNCIL CHAMBERS OR CAN BE OBTAINED FROM THE CITY CLERK'S OFFICE.

A. ORDINANCE #2016-12 - PROPERTIES LOCATED AT 1411 SOUTH GOVERNORS AVENUE, CONSISTING OF 0.2158$^{+/-}$ ACRES (PARCEL C) AND 1417 SOUTH GOVERNORS AVENUE, CONSISTING OF 0.4497$^{+/-}$ ACRES (PARCEL D), OWNED BY HEARTLAND DELAWARE, INC. THESE PROPERTIES ARE CURRENTLY ZONED BG - GENERAL BUSINESS DISTRICT (KENT COUNTY ZONING CLASSIFICATION) AND THE PROPOSED ZONING IS C-4 - HIGHWAY COMMERCIAL (CITY OF DOVER ZONING CLASSIFICATION)

(TAX PARCELS: ED-00-086.09-01-21.00-000 (PARCEL C) AND ED-00-086.09-01-22.00-000 (PARCEL D); PLANNING REFERENCE: AX-16-02)

B. ORDINANCE #2016-13 - PROPERTY LOCATED ADJACENT TO STATE ROUTE 1 AND SURROUNDING THE INTERSECTION OF LEIPSIC ROAD AND PERSIMMON TREE LANE (THREE (3) UNADDRESSED LOTS OF A SINGLE PARCEL), CONSISTING OF 5.67$^{+/-}$ ACRES (LOT 8), 10.21$^{+/-}$ ACRES (LOT 9), AND 13.69$^{+/-}$ ACRES (LOT 10A) AND PROPERTY LOCATED AT 1229 PERSIMMON TREE LANE, CONSISTING OF 228.86$^{+/-}$ ACRES (LOT 18), OWNED BY DOVER INTERNATIONAL SPEEDWAY, INC. THESE PROPERTIES ARE CURRENTLY ZONED AR - AGRICULTURAL RESIDENTIAL (KENT COUNTY ZONING CLASSIFICATION) AND THE PROPOSED ZONING IS RC - RECREATIONAL AND COMMERCIAL (CITY OF DOVER ZONING CLASSIFICATION).

(TAX PARCELS: LC-00-058.00-01-29.00-000 (LOTS 8, 9, AND 10A) AND LC-00-058.00-01-02.00-000 (LOT 18); PLANNING REFERENCE: AX-16-03)

15. FINAL READING - PROPOSED ORDINANCE #2016-07

THE FIRST READING OF THE PROPOSED ORDINANCE WAS ACCOMPLISHED DURING THE COUNCIL MEETING OF FEBRUARY 22, 2016. COPIES OF THE PROPOSED ORDINANCE ARE AVAILABLE AT THE ENTRANCE OF THE COUNCIL CHAMBERS.

A. #2016-07 - SECOND BUDGET AMENDMENT FOR FISCAL YEAR 2015/2016

16. CITY MANAGER'S ANNOUNCEMENTS

17. COUNCIL MEMBERS' ANNOUNCEMENTS

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SPECIAL COUNCIL MEETING

A Special Council Meeting was held on February 22, 2016 at 5:31 p.m. with Council President Slavin presiding. Members present were Mr. Cole (arrived at 5:37 p.m.), Mr. Hare, Mr. Hosfelt, Mr. Hutchison, Mr. Lewis (arrived at 5:34 p.m.), Mr. Neil, and Mr. Sudler. Mr. Anderson was absent. Mayor Christiansen was also present.

Council staff members present were Mr. Koenig, Mrs. Mitchell, Mrs. Townshend, and Mrs. McDowell.

Others present were Mr. Hudson, Assistant City Manager; Mrs. Hawkins, Director of Human Resources; and Mr. Neaton, Economic Development Director.

ADOPTION OF AGENDA

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

By unanimous consent, consideration of item #2, Overview of Evaluation Process, was deferred until after consideration of item #3A - Sale of Land.

Mr. Sudler moved to recess into Executive Session pursuant to 29 Del. C. §10004(b)(2) - preliminary discussions on site acquisitions for any publicly funded capital improvements, or sales or leases of real property and pursuant to 29 Del. C. §10004(b)(9) - personnel matters. The motion was seconded by Mr. Neil and unanimously carried.

The Special Meeting recessed at 5:33 p.m.

Mr. Neil moved to adjourn the Executive Session, seconded by Mr. Hutchison and unanimously carried.

Executive Session adjourned at 6:10 p.m.

ACTION RESULTING FROM THE EXECUTIVE SESSION

Sale of Land

During the Executive Session, Mr. Scott Koenig, City Manager, advised members of an offer to purchase a City-owned property.

Mr. Hare moved to authorize the City Manager to negotiate the final terms of the sale. The motion was seconded by Mr. Neil.

Mr. Koenig requested members to clarify if he was to proceed with the contract and sale or to negotiate the final terms of the sale and bring the offer back to Council for approval.

Mr. Hare suggested amending the motion to include bringing the final offer back to City Council for approval.

Mayor Christiansen requested that he and Mr. William Neaton, Director of Economic Development, be involved with negotiating the final terms of the sale, as well as a member of City Council, to provide accountability.

Mr. Hare moved to amend the motion to include bringing the final offer back to City Council for approval. The motion was seconded by Mr. Hutchison and carried by a unanimous roll call vote (Anderson absent).

The motion to authorize the City Manager to negotiate the final terms of the sale and to bring the final offer back to City Council for approval was carried by a roll call vote of five (5) yes (Hutchison, Hare, Cole, Neil, and Sudler), three (3) no (Lewis, Hosfelt, and Slavin), and one (1) absent (Anderson).

Overview of Evaluation Process - Kim Hawkins, Director of Human Resources

Members were provided a blank Employee Performance Evaluation Form ***(Exhibit #1)***. Mrs. Kim Hawkins, Director of Human Resources, advised members that Part 1 of the evaluation addresses Core Competencies and Part II addresses Performance Competencies. She stated that, once completed, the evaluation would be presented to the employee for review at least two (2) days before discussing it with them. After meeting and discussing the evaluation with the employee, any necessary modifications would be made, the employee would be met with once again, and signatures would be obtained. A copy of the evaluation would then be sent to the Human Resources Department, who would place it in the employee's personnel file as a permanent record. Mrs. Hawkins requested members to be as specific as possible when completing the Core Competencies and to make sure that the evaluation is completed for the full evaluation period rather than focusing on performance over the past 30 or 60 days. Since Council members are typically offsite, she indicated that they may want to consider reaching out to individuals within the City, such as department heads and other staff, regarding their interaction with Council appointed staff.

Mr. Sudler questioned if this was a good idea, stating that those consulted might take this opportunity to lash out at those being evaluated. He felt that this would be like having staff members evaluate the employee and that it would be better for members to come in and review this themselves. Responding, Mrs. Hawkins indicated that reaching out would provide what is called 360-degree feedback. For example, if this type of lashing out occurred, Council, as supervisors, would want to know if this was fair or unjust. She recommended reaching out to employees who have direct contact with the employee being evaluated, such as department heads or staff who are immediately supervised by the employee.

Mrs. Hawkins noted that the Core Competencies section addresses areas needing improvement. Although the employees that Council would evaluate were at a professional level, she encouraged members to offer suggestions regarding development plans, since this might open doors for staff to think outside the box and find ways to improve skill sets. Mrs. Hawkins stated that goals established for employees should be Specific, Measurable, Attainable, Realistically High, and Targeted (SMART).

In response to Mr. Sudler, Mrs. Hawkins agreed to provide job descriptions for all Council appointed employees.

Mrs. Hawkins noted Core Competencies Item #5 asked for a list of specific activities that members would like the employee to accomplish during the next year, noting that these may not always be goals but may include attendance at training.

Responding to Mr. Neil regarding whether the evaluation should be completed this evening, Mrs. Hawkins indicated that she recommends that supervisors put the same due diligence into an evaluation that they would want for their own evaluation. She advised members that the policy states the evaluation should be completed on an employee's anniversary date of hire, noting that the date of hire for Mrs. Donna Mitchell, Controller/Treasurer, was October 16, 2000. Mrs. Hawkins noted that the anniversary date for Mr. Scott Koenig, City Manager, was in September, and the date for Mrs. Traci McDowell, City Clerk, was in August. Mrs. Hawkins was unsure of the dates for other Council appointed employees.

Mr. Sudler requested that the starting date for each employee be noted on the job descriptions to be provided.

Mr. Neil questioned if Council members should get together or submit individual evaluation forms. Responding, Mrs. Hawkins stated that this would be up to Council; however, she would like to have only one (1) document if possible.

Mr. Hutchison indicated that the Council President interacts with every employee who reports to Council on a daily basis. Noting that members had their own points of view and would have input, he suggested that members share their thoughts and ideas with the Council President, since it did not make sense for each Council member to write a separate document. Mr. Neil concurred.

Mrs. McDowell advised members that in the past each member had filled out an evaluation. She compiled the evaluations and developed an average of the scores, and the information was then included in one (1) document.

Mr. Lewis felt that each individual Council member should score the employees.

Mr. Slavin questioned if members would be comfortable with him synthesizing their commentary into one (1) document and sharing it with members before it is submitted.

Mr. Lewis stated that in his previous experience conducting evaluations for administrators with the Capital School District Board, their practice was to go through the employees' personnel files each year during the evaluation process to review attendance records, accommodations made, disciplinary action, etc. in the presence of Human Resources staff. Mr. Lewis indicated that he would feel more comfortable if this information were provided.

Mr. Neil questioned if members would wait until October to perform Mrs. Mitchell's evaluation. Responding, Mr. Slavin indicated that Mrs. Mitchell's evaluation was overdue, as were the others, and stated that the goal was to catch up and get back on schedule. He suggested that members score the evaluations and provide him comments by March 14, 2016, the date of the next Council meeting. He noted that those who want to look at personnel records must inspect them and copies would not be made of this information.

Mrs. Hawkins stated that she had attendance and discipline records with her and noted that any discipline involved would have been issued by City Council.

Mrs. Mitchell advised members that she had sent her job description, organizational chart, and attendance records to Mrs. McDowell.

Mrs. McDowell noted that two (2) additional performance evaluations were already scheduled for March 14, 2016 and may need to be rescheduled.

Mr. Hare did not feel it necessary to go through the personnel file, noting that members would have attendance information and a job description, and would know if discipline was issued.

Mr. Hosfelt stated that he did not have a problem with members working through Mrs. Hawkins to review personnel files.

Mr. Hawkins stated that the Human Resources Department reports to the City Manager and may not have complete files on Council appointees. Noting that Mrs. McDowell, Mrs. Mitchell, and Mr. Koenig were long-term employees, she felt that some of this information may be located in the Clerk's Office and some in Human Resources. Mrs. Hawkins recommended that she and Mrs. McDowell go through the personnel files to gather any information needed and provide copies accordingly.

Mr. Hosfelt noted that this may include previous evaluations.

Mr. Hare stated that there could be some information in a personnel file, such as legal and pay matters that do not affect job performance, that Council should not be privy to.

Mr. Hosfelt concurred with Mr. Lewis that Council, as supervisors, should know these things at some point. He indicated that this type of information had been available to him as Chief of Police. Responding, Mr. Hare felt that the Police Department was different; however, an employee's child custody or wage attachment issue was not the business of a supervisor and should not be seen.

Mr. Sudler suggested stipulating that things that do not directly affect the performance of the employee should not be included when reviewing the file. He also expressed his opinion that all files should be in Human Resources and not separated between the Clerk's Office and Human Resources.

Mr. Slavin noted that, with the hybrid form of government in the City, the Human Resources Department reports to the City Manager.

Mrs. Hawkins advised members that the Human Resources Department has no records for the Police Department.

Mrs. Mitchell stated that she was unsure if wage attachments were included in personnel files, noting that they are included in payroll files in the Finance Department.

Mr. Hare felt that members should ask for what they want to see, and Mrs. Hawkins stated that this would be her recommendation. She suggested that if there was something that members were seeking beyond what was being provided, they should let the Human Resources Department know.

Mr. Sudler felt that information provided should include suspensions and written and verbal reprimands. Responding, Mrs. Hawkins indicated that this type of information would have come from Council.

Mr. Slavin stated his understanding that members were comfortable with getting the evaluation scored within two (2) weeks and sending their comments to him to be synthesized. He would then get the evaluation back to members so that it could be finalized in two (2) weeks in an executive session. He noted that two (2) other evaluations were scheduled for March 14, 2016. If members were comfortable scoring the evaluations on that night, they could do so, or they could choose to take these evaluations with them on March 14, 2016 and provide another two (2) week window to get them done. He stated his hope that evaluations could all be caught up in the next four (4) weeks.

Mr. Sudler requested that job descriptions be emailed to members. Mrs. Hawkins stated she would send them to Mrs. McDowell to be distributed.

Mr. Lewis stated, if there was controversy over this matter, that he would like a legal opinion about what Council could and could not do as far as reviewing the personnel file.

Mr. Slavin stated that this could be requested; however, his own opinion was that members have the same rights as the Council President. They are all supervisors, and should be able to go through the files. He did not feel there was any prohibition against it. Mr. Slavin asked, as a courtesy, that this time be set up with the various parties.

Mr. Hare felt that members should have interacted with the people who work for them and should know what these employees do and are supposed to do. Mr. Hosfelt noted that some members were new to Council. Mr. Hare felt that members should be able to form their opinions and should know what type of job staff was doing.

Mr. Slavin stated that members would receive Mrs. Mitchell's job description the following day and requested members to score the 20 Performance Competencies within the next two (2) weeks and provide him with any comments they would like to add within one (1) week.

Mr. Slavin questioned whether comments should be included only for the five (5) Core Competencies. Responding, Mrs. Hawkins indicated that staff preferred comments throughout the entire evaluation.

Mr. Slavin requested that if they wished to correlate comments to questions, members should cite the number of the question and section and he would compile it into one (1) document. He stated that members would meet in two (2) weeks in executive session to review Mrs. Mitchell's evaluation and present it to her. Mrs. Hawkins stated that members should present the evaluation to Mrs. Mitchell in advance, to allow her time to review it so that she can interact and discuss it.

Mr. Sudler questioned if members or Human Resources would be providing an improvement plan. Responding, Mrs. Hawkins stated that her services were always available; however, it is the supervisor who typically develops the improvement plan. She offered her assistance with this if members saw an area that needed improvement.

Mr. Sudler asked if there was a format for an improvement plan from the Human Resources perspective. Responding, Mrs. Hawkins stated that staff had created Performance Improvement Plans (PIP) for specific individuals where weaknesses were observed. She advised that Human Resources could assist in talking through what the weaknesses were and how they could be improved.

Ms. Slavin noted that another option would be to cite areas that need improvement in the evaluation and review it again in 90 days or six (6) months. Responding, Mrs. Hawkins stated that if an employee was performing badly, guidance should be provided on how they can get help so that everyone would not be in the same position in 90 days.

Mr. Slavin stated that members would leave tonight with the charge to do the scoring for Mrs. Mitchell's evaluation and get their comments to Mr. Slavin. In two (2) weeks, there would be a draft evaluation. Members would meet without Mrs. Mitchell in the room to review the draft evaluation and make sure that they were satisfied with the evaluation, present it to Mrs. Mitchell, and give her the opportunity two (2) weeks after that to come in again, when the evaluation would be finalized. In the interim, members could start scoring the other evaluations.

In response to Mrs. Hawkins regarding the other two (2) employee evaluations that Council would be working on, Mrs. McDowell stated that these employees were Mr. Scott Koenig, City Manager, and Mrs. Cheryl Bundek, Tax Assessor.

Mr. Neil moved for adjournment, seconded by Mr. Cole and unanimously carried.

The Special Meeting adjourned at 6:39 p.m.

TRACI A. McDOWELL
CITY CLERK

All ordinances, resolutions, motions, and orders adopted by City Council during their Special Meeting of February 22, 2016 are hereby approved.

ROBIN R. CHRISTIANSEN
MAYOR

/TM
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Exhibits
Exhibit #1 - Blank Employee Performance Evaluation Form

Employee's Name:

Title:

Supervisor:

Review Period

Instructions for the Employee Performance Evaluation
September 2013

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

COMPLETING THE EMPLOYEE PERFORMANCE EVALUATION

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

This section of the evaluation is not scored.

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

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

Review with the Employee

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

Signatures

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

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

Employee Performance Evaluation

Employee's Name:
Title:
Supervisor:
Review Period:

Employee Performance Evaluation

Part I Core Competencies

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

2. Provide any examples of exceptional performance.

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

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

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

Employee's Name:
Title:
Supervisor:
Review Period:

Employee Performance Evaluation

Part II Performance Competencies

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

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

Employee's Name:

Title:

Supervisor:

Review Period:

Employee Performance Evaluation

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

Employee Performance Evaluation

Employee's Name:
Title:
Supervisor:
Review Period:

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

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

Employee's Name:

Title:

Supervisor:

Review Period:

Employee Performance Evaluation

Signatures

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

Employee: I have had this evaluation explained to me.

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

_____ _____

Signature of Employee Date

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

- ☐ I have attached an addendum to this evaluation.

_____ _____

Signature of Evaluator Date

_____ _____

Signature of Department Head Date

REGULAR COUNCIL MEETING

The Regular Council Meeting was held on February 22, 2016 at 7:30 p.m. with Council President Slavin presiding. Council members present were Mr. Anderson (arrived at 7:33 p.m.), Mr. Sudler, Mr. Neil, Mr. Lewis, Mr. Cole, Mr. Hosfelt, Mr. Hare, and Mr. Hutchison.

Council staff members present were Police Chief Bernat, Mrs. Mitchell, Mr. Koenig, Mrs. Townshend, Fire Chief Carey, City Solicitor Rodriguez, and Mrs. McDowell. Mayor Christiansen was also present (departed at 7:38).

OPEN FORUM

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

Ms. Marla Purvis, 9 Par Haven Drive, Apartment C-34, expressed concern regarding her utility bill due date, noting that she had an opportunity to talk to Councilman Hutchison and Mr. Kirby Hudson, Assistant City Manager, just prior to the meeting this evening. Ms. Purvis stated that she had lived in the City for approximately three (3) months and received a notice that her utility bill was due on a certain due date or she would risk disconnection. She indicated that two (2) weeks ago she tried to contact several officials in City Hall and the Customer Service Department about setting a specific time and date to pay her utility bills, so that her payment would be on time every time. Ms. Purvis stated that, until tonight, she had not received a response. She noted that her concern was not only for herself but others on fixed incomes who fear that their utilities will be cut off. Ms. Purvis asked if there is a way for those who are on fixed income to pay their bills at the time that they receive their finances, noting that this would make it easy and less stressful for these individuals to pay their utility bills on time.

Mr. Stanley Richardson, 126 Reese Street, Lincoln Park, stated that during the community's last neighborhood watch meeting, he asked the code enforcement officer present, Mr. Jared Boesenberg, Inspector I, what would be happening with the homes in the neighborhood that have danger signs on them, noting that they are kind of bad. Mr. Richardson indicated that one of his neighbors on Davis Circle had expressed concern to him about 113 Davis Circle because environmental people were at the home during the previous summer in regard to black mold and questioned what the City is going to do with the property.

Mr. Richardson stated that he recently heard that there was a drug bust at 836 Lincoln Street and weapons and drugs were found on the property. He noted that the neighbor is a 100-year-old woman who does not need to be living beside something like that and expressed his concern about the potential for bullets going through her house. Mr. Richardson stated that this is a rental property and suggested that the homeowner be made aware of what goes on at this property. It was his feeling that anytime something like this happens and weapons are involved, with serial numbers filed off and stolen guns, there should not be a three (3) strike rule, there should only be one (1). Mr. Richardson reminded members of shooting that was going on in his neighborhood over the previous summer, noting that the community does not want that.

Mr. Richardson also stated that people have been staying in a house at the end of the extension of Lincoln Street, noting that they were coming from behind the CVS store.

Mr. Neil thanked Mr. Richardson and the members of his association for their continual work and encouraged him to continue to bring these matters to the City's attention.

Mr. Steven Towers, 400 Harmony Lane, Apartment 4, suggested that members of Council take a day to see what all the women do behind the scenes at City Hall, including Mrs. Yvonne Martine, Administrative Assistant, and Mrs. Kay Sass, Public Affairs and Emergency Management Coordinator.

Mr. Towers referred to Mr. Koenig's overview of the Labor Agreement with the Dover Organization of Employees (DOE) during the Regular City Council Meeting of February 8, 2016, and expressed his opinion that the raise indicated was not sufficient. Mr. Towers questioned whether Council had performed a survey of the State to see what the wage scale is and how the State is giving raises to employees.

Mr. Nate Robinson expressed concern regarding the use and closure of the White Oak Recreation Center. He noted that it had been more than a couple of years since a survey was made and turned in but nothing had been done. Mr. Robinson questioned who made the decision to close the White Oak Recreation Center, why the survey had not been answered, and when it would be answered.

Mr. Bobby Wilson, 1561 Nathaniel Mitchell Road, questioned what the repercussion would be for a City official misplacing, deleting, or ignoring a survey by the citizens of Dover. He asked if his question could not be answered today, if it could be added to the City's agenda for the next meeting.

The invocation was given by Chaplain Wallace Dixon.

Mr. Lewis requested members to join in a moment of silence in memory of Justice Antonin Scalia, United States Supreme Court, who recently passed away. This was followed by the Pledge of Allegiance.

Mr. Slavin recognized Representative Sean Lynn and former Council President William McGlumphy who were in attendance.

AGENDA ADDITIONS/DELETIONS

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

Mr. Cole requested that item #6A-1 - Draft Committee Strategic Plan to Submit for Staff Review, be removed from the Consent Agenda.

Mr. Neil moved for approval of the Consent Agenda, as amended, seconded by Mr. Anderson and carried by a unanimous roll call vote.

ADOPTION OF MINUTES - REGULAR COUNCIL MEETING OF FEBRUARY 8, 2016

The Minutes of the Regular Council Meeting of February 8, 2016 were unanimously approved by motion of Mr. Neil, seconded by Mr. Anderson and bore the written approval of Mayor Christiansen.

CERTIFICATE OF APPRECIATION - DOVER ELKS LODGE #1903 CODE PURPLE GRANT PROJECT

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

WHEREAS, the members of Dover Elks Lodge #1903 have historically dedicated themselves to supporting charitable causes in the Dover area. They have undertaken a special initiative to serve the homeless in the greater Dover area by partnering with Code Purple, which provides refuge for the homeless when weather conditions become dangerous. Through the diligent efforts of their membership, led by Mrs. Doris J. Solomon, the "Leading Knight" in Dover Elks Lodge #1903, they secured a $10,000 grant from the Elks' Grand Lodge toward this goal, using these funds to purchase the items most needed by those being served; and

WHEREAS, although Mrs. Doris J. Solomon passed away unexpectedly in January 2016, her legacy of selflessly serving the less fortunate lives on through the dedicated service of Dover Elks Lodge #1903 and the Code Purple Committee.

NOW, THEREFORE, THE MAYOR AND COUNCIL OF THE CITY OF DOVER, DELAWARE, do hereby present this Certificate of Appreciation to

Dover Elks Lodge #1903 Code Purple Committee

Deborah Biddle	Yvonne Biddle Heisler	Sheila Niezgoda
Sharon Cook	Kathy King	Patti Stanley
Carolyn Courtney	Debbie Krier	Joanne Zajac
Bette Hammond	Stephanie McGlumphy	

in acknowledgment of their significant contributions to the community and extend best wishes in all future endeavors.

February 22, 2016

Mr. Hare stated that what these ladies and gentlemen have done is very admirable. He noted that Ms. Soloman was a wonderful lady who cared about everyone in the community, especially the homeless, and recognized that without the leadership of Ms. Soloman this effort may not have happened.

Mayor Christiansen echoed Mr. Hare's comments and stated that BPOE 1903 meant Best People on Earth are Elks.

Mr. Sudler expressed his thanks to each member of the Elks Lodge for exemplifying an extraordinary and kind heart, noting that it takes a special kind of person to service the community and show dedication like the Elks have.

Former Council President McGlumphy thanked the Mayor and members of Council for their kind words.

APPOINTMENT OF DELAWARE MUNICIPAL ELECTRIC CORPORATION (DEMEC) ALTERNATE DIRECTOR (HARRY MALONEY)

By consent agenda, Mr. Neil moved to appoint Mr. Harry Maloney to serve as Delaware Municipal Electric Corporation (DEMEC) Alternate Director. The motion was seconded by Mr. Anderson and carried by a unanimous roll call vote.

FINAL READING OF PROPOSED ORDINANCE #2015-24 - REZONING REQUEST FOR PROPERTY LOCATED ADJACENT TO THE WEST PROPERTY LINE OF 1042 SOUTH BRADFORD STREET

A public hearing was duly advertised for February 8, 2016 to consider the rezoning of property located adjacent to the west property line of 1042 South Bradford Street, consisting of a $2{,}373^{+/-}$ s.f. portion of a $10{,}373^{+/-}$ parcel, owned by Halpern Family Property Investment, LP. This property is currently zoned R-8 (One Family Residence) and the proposed zoning is C-1A (Limited Commercial). On February 8, 2016, after the public hearing, City Council deferred action on this request until February 22, 2016 due to the receipt of a petition opposing the rezoning. (Tax Parcel: ED-05-077.17-03-14.00-000; Second Council District; Planning Reference Z-16-01)

Council President Slavin advised members that a letter was received from the property owner requesting to withdraw the rezoning application ***(Exhibit #1)***.

Mr. Hare moved for approval of the request to withdraw the rezoning application for property located adjacent to the west property line of 1042 South Bradford Street, owned by Halpern Family Property Investment, LP. The motion was seconded by Mr. Sudler and carried by a unanimous roll call vote.

DOVER HUMAN RELATIONS COMMISSION REPORT - FEBRUARY 2, 2016

The Dover Human Relations Commission met on February 2, 2016 with Vice Chairman McGiffin presiding.

AGENDA ADDITIONS/DELETIONS

Mr. McGiffin requested that Item #1, Introduction of New Member, be deleted from the agenda since the new member was unable to attend.

The Committee approved the agenda, as amended.

Election of Commission Chair

Mr. McGiffin reminded members that former Chairwoman S. Renee Smith had resigned from the Commission, and he opened the floor for nominations to serve as Chair.

Ms. Griffith moved to nominate Mr. Henderson to serve as the Commission Chair, seconded by Mrs. Sadusky.

Responding to Mrs. Sadusky, Mr. Henderson indicated that he was interested in serving as the Commission Chair.

Ms. Griffith moved to close nominations, seconded by Mrs. Sadusky, and unanimously carried.

The Commission elected Mr. Henderson to serve as the Commission Chair.

Mr. McGiffin congratulated Mr. Henderson on his election as Commission Chair and relinquished the Chair to Mr. Henderson.

DHRC Committee Updates

Government Policy, Programs, and Practices Committee *(McGiffin)*

Mr. McGiffin reminded members that the Government Policy, Programs, and Practices (GPPP) Committee was previously chaired by former Councilman Eugene Ruane, who started a number of projects before he resigned from the Commission and relocated to California, including a research project to determine where the City stands on questions of diversity and cultural competency from its own perspective. Mr. McGiffin stated that this project was still in progress. He informed members that during December 2015 and January 2016, he and Mr. Henderson interviewed approximately eight (8) City staff members using an interview document that the DHRC had approved. Mr. McGiffin stated that the hope was to use the information learned from the interviews, as well as information that would be learned from an online and paper survey that would be made available to all employees of the City, develop a report and make recommendations on where the City is assessed to be on issues of diversity and cultural competency. Mr. McGiffin advised members that he and Mr. Henderson spent approximately one-and-one-half days with City staff, whom they found to be very cooperative, accommodating, and willing to talk with them and obtained a huge amount of information. He indicated that the next step for the GPPP Committee would be to meet with Mr. Andy Siegel, Information Technology (IT) Director, to work on the online survey document. Mr. McGiffin stated that Mr. Siegel hoped to get to this project during the first week in March and Mr. McGiffin projected that it would be brought to the Commission for approval during their April meeting. The survey would then be made available online and in a printed format. He stated that he and Mr. Henderson, along with anyone else who would be interested in helping, would review the data and develop the report.

Mr. Henderson stated that he felt that the interviews were very helpful and informative and opened the door to provide information regarding how many people are aware of diversity and how many are not.

Community Engagement Committee *(Roach)*
No report was provided.

Education Committee *(Henderson)*
Mr. Henderson advised members that he received information regarding a independently organized Technology, Entertainment, and Design (TEDx) talk that had been discussed by the DHRC previously and it appeared that it would cost several thousand dollars that the DHRC did not have to put on a TEDx event. He expressed doubt that the City would be willing to fund this and felt that the project may not go forward. Mr. Henderson stated that he would provide the information that he was emailed to members for their review so that this could be discussed at the next meeting and members could decide whether to forward this matter to City Council.

Mr. Henderson stated his desire to continue to work with the Dover Public Library on their film series initiative regarding diversity. He advised members that the last film shown was "Cracking the Code" which was an excellent presentation, and upcoming films would include topics such as lesbian, bi-sexual, gay, and transgender (LGBT); women's; and Hispanic rights. Mr. Henderson advised members that this film series was organized by the State of Delaware Human Relations Commission (SHRC) and he wanted to tie into it, so he planned to stay in touch with library staff to find out when the next showing would be.

Communications Committee *(Griffith)*
Ms. Griffith advised members that the Communications Committee had nothing to report, stating her recollection that the last thing that had been discussed in regard to the Communications Committee was the film series mentioned by Mr. Henderson.

Mrs. Sadusky questioned if the Communications Committee had worked with the SHRC to advertise the film series. Responding, Ms. Griffith stated that the SHRC had done all of the advertising and had only wanted the City to post the event on the City's website and Facebook account, which was completed by City staff.

In response to Mrs. Sadusky regarding attendance at the event, Mr. Henderson stated that just a handful of people were there, most of whom were from the Wilmington area.

New Business

2015 DHRC Annual Report to City Council
Mr. McGiffin noted that the DHRC had an obligation to present an annual report to City Council.

Ms. Denise Devine, Assistant City Clerk, advised members that the letter of resignation submitted by former Chairwoman S. Renee Smith included highlights and accomplishments of the DHRC from June through November 2015 and a list of the Commission's current initiatives. She noted that the DHRC's annual report is typically considered by City Council during their first meeting in February, which was scheduled for February 8, 2016, and she suggested that the information from Ms. Smith's letter be used for the Annual Report. Ms. Devine explained that this item could be included on Council's consent agenda or, if so desired, Mr. Henderson could give a formal presentation of the Report at the Council meeting. Ms. Devine read the portion of the letter that included the highlights, accomplishments, and current initiatives of the DHRC. She suggested that the Clerk's Office could substitute "Commissioner Smith" for "I" in this letter and include the updated information provided earlier in the evening by Mr. McGiffin regarding the diversity survey.

Mr. Henderson felt that the information provided in Ms. Smith's letter was very thorough and that she brought an extraordinary amount of energy, innovation, and drive to the Commission, noting that she was an extraordinarily good chairperson who would be missed. He requested a copy of Ms. Smith's resignation letter.

Ms. Griffith noted that members had discussed taking a group picture and sending out cards, based on what they read in the paper regarding accomplishments in the community, and questioned if this was currently occurring. Responding, Ms. Devine indicated that this had not happened yet. It was her belief that, during the Regular City Council Meeting of January 11, 2016, Council considered all of the outstanding DHRC meeting minutes from 2015 and this recommendation had been approved by Council as part of that consent agenda. Ms. Griffith noted the need to start working on this.

The Commission approved the 2015 DHRC Annual Report, as discussed.

Mr. Henderson requested that the annual report be placed on the consent agenda for City Council.

<u>African American Festival</u>

Mr. Henderson noted that Councilman Sudler was in attendance and asked if he could share any information regarding the African American Festival. Responding, Councilman Sudler advised members that former Councilman Reuben Salters would be the point of contact regarding the African American Festival.

Ms. Bogle indicated that the Festival is typically held on the last Saturday in June.

Mr. McGiffin suggested that members consider whether they wished to be a presence at the African-American Festival, noting that the City itself has a big presence. He stated that the DHRC could be present as a separate entity or in conjunction with the City and members could be present onsite during the festival. Mr. McGiffin

explained that it would be a long commitment since the Festival begins in the morning and music is performed at night. He stated that the African American Festival traditionally takes place at Legislative Mall and questioned if members would like to set up and staff a table, provide literature or buttons, and answer questions about what the DHRC is all about. He informed members that it is a very high-profile event attended by thousands of people from Dover and outside the area. Mr. McGiffin felt that the DHRC's involvement would raise their profile in the community.

Mr. Henderson stated his belief that this would be something that the Communications Committee could embrace.

Ms. Griffith felt that the Commission should have a table and tell people who the DHRC is and what they do, and she offered to work on this.

Mr. McGiffin suggested that Ms. Griffith contact whomever coordinates the City's presence at the African American Festival. Responding to Mr. McGiffin, Ms. Devine indicated that she did not know who coordinates the City's presence at the Festival but stated that she could find out who this was and forward the information to Ms. Griffith.

In response to Mr. McGiffin, Ms. Devine indicated her belief that Ms. Kay Sass, Public Affairs and Emergency Management Coordinator, had been involved in the past and that the Parks and Recreation Department staff may be involved.

Ms. Bogle suggested that members attend in shifts since it would be a long day. She stated that those members who had not yet received DHRC t-shirts could coordinate with her to obtain them.

Mrs. Sadusky, noting that members would be there to answer questions, inquired about what else members could do, such as passing things out for children, etc.

Responding to Ms. Griffith as to whether the City had items such as Frisbees, etc., Ms. Devine stated that Ms. Sass distributes City-related items at events around the City and could advise them.

Ms. Bogle stated that members may need to decide what to provide based on what they want their focus and message to be, noting that they may want to highlight the DHRC or inform people about its subcommittees. She suggested perhaps providing something for children and having candy.

Ms. Griffith requested that this item be added to a subsequent agenda. Mr. Henderson stated his belief that this would fall under the Communications Committee.

The Commission recommended that the Communications Committee work up a plan to recommend the DHRC's presence at the African American Festival this year.

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

Councilman Sudler advised members that he serves on the State of Delaware Human Relations Commission (SHRC) and could convey to the SHRC that the DHRC might possibly want to partner with them. He indicated that the SHRC may have items that they could share with the DHRC, noting that the SHRC was very eager to work with the DHRC. Mr. Sudler suggested that Mr. Henderson reach out to Mr. Calvin Christopher, Chair of the SHRC, and introduce himself as the new Chair of the DHRC. He indicated that the SHRC meets on the second Thursday of each month at 7:00 p.m. at 861 Silver Lake Boulevard, Suite #205.

Ms. Griffith advised members that she serves on the State Commission for Women and could discuss partnership ideas with Ms. Romona Fullman, Director of the Division of Human Relations.

Mr. McGiffin stated his belief that there was a value to Mr. Henderson reaching out, as chair of the DHRC, to introduce himself to chairs of other organizations.

Scheduling of 2016 Meeting Dates

Ms. Denise Devine, Assistant City Clerk, reminded members that they had previously met on the Tuesday following the fourth Monday of each month. She informed members that City Council had changed their committee structure to a Council Committee of the Whole format, with meetings being held on the Tuesdays following the second and fourth Mondays; therefore, City Clerk's Office staff would not be available on these days. In addition, she noted that the Bicycle and Pedestrian Subcommittee typically holds meetings in the City Hall Conference Room on the first Tuesday of each month.

After a brief discussion, members concurred that Wednesdays at 6:00 p.m. would be an agreeable time to schedule meetings. Ms. Devine recommended that she determine which Wednesday of the month Council Chambers and City staff would be available and email a calendar invitation before the meeting.

Mr. McGiffin moved for approval of staff's recommendation, seconded by Ms. Griffith and unanimously carried.

In response to Mr. Henderson, Ms. Devine informed members that there were vacancies in the First and Fourth Districts. She advised members that if they knew anyone who was interested, applications were available on the City's website our could be obtained by calling the City Clerk's Office.

Ms. Griffith stated that she knew someone who was interested. Ms. Devine explained that applications would be submitted to the Council President, who would make a recommendation to City Council. She stated that a bio or resume could be submitted with the application.

Mr. Henderson advised members that he was soliciting members' prayers as Chair, noting his belief that positions of responsibility are positions of service. He expressed his appreciation for members' confidence, stating that he would do his best.

By consent agenda, Mr. Neil moved for acceptance of the Dover Human Relations Commission Report, seconded by Mr. Anderson and carried by a unanimous roll call vote.

COUNCIL COMMITTEE OF THE WHOLE REPORT - FEBRUARY 9, 2016

The Council Committee of the Whole met on February 9, 2016 with Council President Slavin presiding.

PARKS, RECREATION, AND COMMUNITY ENHANCEMENT COMMITTEE

Draft Committee Strategic Plan to Submit for Staff Review

Mr. Anderson reminded members that the Committee had been working on a strategic plan and had taken a good amount of testimony from citizens, staff, and different groups in the community. He indicated that it was planned to summarize this information and submit it to staff for their input, revision, and review of options. Mr. Anderson stated that Mayor Christiansen had information on possible funding from the State legislature in relation to a community center.

During the Parks, Recreation, and Community Enhancement Committee meeting of January 11, 2016, members considered a proposed recreation center at Dover Park. At that time, members recommended referring the proposal back to the Mayor for more information. Mayor Christiansen advised members that he had submitted a request to Attorney General Matt Denn for $1.5M from bank settlement funds that Mr. Denn planned to use for community development. He indicated that Mr. Denn had previously assisted the City in obtaining $579,000 for police uses, including crime prevention. Mayor Christiansen reminded members that the former facility at Dover Park had been torn down and reiterated his previous recommendation that $380,000 that had been earmarked for a splash park be used for a community center, projecting that a splash park would be available to the community for only two (2) to two-and-a-half months per year.

Mayor Christiansen informed members that, during meetings of the Towne Point Civic Association, members expressed interest in restoring the facility that was taken down at Dover Park, and he felt it was incumbent upon the City to begin planning for this. Mayor Christiansen stated that this would provide a place for the PAL program

that the Police Department was interested in restarting, due to its previous success, and this should be done as part of community outreach. He noted that other programs that could be housed there would be the Hot Shots Basketball Program. Mayor Christiansen advised that the program was run by former Councilwoman Beverly Williams through Aid in Dover and it serves approximately 500 children. Additionally, the Martin Luther King Jr. Educational Community Center mentoring and tutoring program, which would be available through the efforts of Dr. Gus Walker, could be housed there. Mayor Christiansen noted that the City often has contract services with Towne Point Elementary School and stated his belief that there is a necessity for a facility on the east side of town.

Mrs. Ann Marie Townshend, Director of Planning and Community Development, shared her concerns about moving too far too fast on this matter. She advised members that the Recreation Needs Assessment summary included a table that listed needs that were stated by over 25% of the respondents, noting that this project was near the bottom of the list with 25.7% responses. She indicated that there were greater demands from the public for walking and biking trails and restrooms at both Silver Lake and Dover Parks. Mrs. Townshend noted that a master plan must be developed that would incorporate the information gathered through the assessment into a land plan that may include a building before planning to construct a building. She stated the need to look at restrictions on the land, stating her belief that Dover Park had received Delaware Land and Water Conservation Trust Fund and federal Land and Water Conservation Fund monies. Mrs. Townshend indicated that there were strings attached to these funds, noting that an indoor recreation facility cannot be placed within certain boundaries and it may not be possible to have a building larger than the footprint of the previous building. Mrs. Townshend stated that other needs were expressed that may be less costly and could also serve the needs of the public. She felt that much more background work in terms of looking at the park as a whole was needed before funding construction of a building. Mrs. Townshend reminded members that concerns had been stated about safety at Dover Park, whether or not there was a building there, and that it was desired to hire someone to do a vegetation management plan due to visibility issues and overgrown vegetation, as well as a lighting plan.

In addition, Mrs. Townshend stated concern with the idea of entirely depleting the Parkland Reserve Fund by taking $380,000 for the Dover Park. She confirmed that there were funds in the capital budget for a splash pad; however, she stated the capital budget would not include a splash pad or skate park but would be a park-based budget, including the development of plans for the City's major parks and small park projects, that would be tied to the Recreation Needs Assessment. Mrs. Townshend advised members that things like the skate park and splash pad were budgeted in the Capital Improvement Plan (CIP) with the idea that the City would pay half and the State would match these funds with Delaware Land and Water Conservation Trust Fund money. She indicated that this money cannot be used for an indoor facility; therefore, therefore half of the money would not be available and it would not be just a matter of reallocating money that was directed to a splash pad

for an indoor facility. Mrs. Townshend stated that she was not saying that the facility was not needed and should not be constructed, but she had concerns about moving too fast by allocating funding and putting this ahead of other projects.

Mayor Christiansen stated his belief that the City was at a critical point in time and that the needs of the citizens on the east side of the community superceded the desire for a dog park in the City. He felt the City had an obligation, as part of its community outreach, to at least discuss the issue. Mayor Christiansen felt that if he were successful in obtaining bank settlement funds from the Attorney General, a portion of those dollars could be used to construct the facility. He indicated that, as a taxpayer, he was very upset when the Dover Park fell into disrepair, stating his belief that this was planned obsolescence. Mayor Christiansen felt the City had a responsibility to at least begin the effort by exploring the opportunity to fulfill the recreational needs of the citizens and taxpayers on the east side of the community, stating that the need was obvious.

Mr. Hare reminded members that the reason the building was demolished and not replaced was that there were programs that did not receive much participation and indicated he was unsure that building a new facility at this location was warranted. Responding, Mrs. Townshend advised members, that toward the end of the time the facility was in use, most of the programs scheduled were canceled due to lack of participation. The popularity of the building was more for rentals for birthday parties and showers rather than recreational programs.

Mr. Anderson stated that, as discussed during the previous Committee meeting, the building would be used through grant programs, such as the Hot Shots Basketball and PAL programs, and the MLK Center which currently has thousands of participants. He stated that using the facility as a community center would be different from previous use.

Responding to Mr. Hutchison regarding the status of a master recreation plan for the City, Mrs. Townshend stated that the Recreation Needs Assessment was completed and approved by Council on August 24, 2015. A master plan for Schutte Park was now being developed, using in-house engineering and planning staff, that would accommodate fields on the western side, including additional parking and other elements seen in the assessment. Staff had planned that their next project would be a master plan for Dover Park that would identify the constraints, incorporate elements of the needs assessment, reserve an area for an indoor facility in the future, and address issues of landscaping, vegetation management, and lighting. It was staff's desire to bring forward in the capital plan a master plan for the next fiscal year. Mrs. Townshend stated that there may be a building, but expressed the necessity to look at constraints. She felt it would be problematic if a building was planned and it was then found that the footprint violated the grant covenant the City agreed to in the past when the City accepted federal or state money for other park improvements. Mrs. Townshend indicated that staff was in the process of getting this information from the Department of Natural Resources and Environmental Controls (DNREC).

She indicated if a full master plan was not done, at the very least the City should look at the footprint that would be allowed without having to go through the process of a land swap.

Mr. Hutchison stated the need to obtain information regarding what activities Kent County, the YMCA, churches, and schools were providing.

Mrs. Townshend advised members that staff had not done a complete analysis of what other providers have available, noting that the Pitts Center and YMCA were currently the only recreation centers. However, she reminded members that Kent County would open a new recreation center in a couple of months that would house the Boys and Girls Club and would have additional programming. It was not known what effect this would have on the Pitts Center programming, such as indoor field hockey and open gym time, noting that the County and the City had frequently competed over programs.

Mr. Sudler questioned how many constituents had expressed demand for a skate park, splash pad, and an indoor facility for PAL and community programming. Responding, Mrs. Townshend stated that the top needs stated by more than 25% of the 506 respondents did not include the skate park or splash pad. She stated that those priorities were set by Council a number of years ago, and a determination would be made regarding which parks were the proper locations when staff develops the master plans. This did not mean that these projects were to be the next ones funded. Mrs. Townshend stated that the idea was to develop a master plan and prioritize its implementation. In reviewing the Recreation Needs Assessment, Mrs. Townshend explained that there was a higher response rate for those who favored a paved trail system at Dover Park than an indoor recreation facility, and the highest use of that facility was for walking and jogging. She indicated the need to balance all needs, and she felt that staff was not in a position to do this until they are laid out and costs determined. She noted that the cost of a recreation center would be much more than the $1.5M that the City might receive from the Attorney General.

Noting that he serves as the chair of the Mt. Zion A.M.E. Social Action Commission, Mr. Sudler questioned the priority that was given to the Social Action Commission's assessment and survey of the needs of individuals in the Third and Fourth Districts for the Dover Park and how this was incorporated in the plan. Responding, Mrs. Townshend stated that the Recreation Needs Assessment was based on the data that staff gathered and the information provided by the Social Action Commission was not used. Mr. Anderson stated that he would forward this information to the Committee. He indicated that this survey had approximately 300 respondents and 234, or approximately 75%, favored replacing the recreational facility.

Mr. Slavin stated that he empathized with staff on issues like this, noting that Council asked staff not to make rash decisions and to perform assessments to gather data and to make recommendations so that Council could make decisions based on supportive data. Now staff was having to play defense against the idea of a new building

regardless of what the assessment or data had said. Mr. Slavin felt it was unfair to ask staff to do one thing and then shift the goalpost and move them another way. He encouraged everyone to have a much higher standard of analysis than was being exhibited when making decisions about designing, building, and paying for the operation of new buildings. Mr. Slavin expressed his opinion that the $1.5M would not nearly pay the cost of and stated the need to look at the life cycle costs of the entire building, including physical infrastructure and operational costs over a 20-year period. Referring to Mr. Anderson's comment that grants would be used for operational expenses, Mr. Slavin felt that if members began by saying that the operation of a major facility would be supported by external resources, the City would be in trouble, noting that three (3) grants could not be named right now. Mr. Slavin projected that the funding would come from the City and would further inflate the budget. He asked members to exercise caution, perform due diligence, and understand the true costs of putting a building online.

Mr. Anderson pointed out that information regarding the grants, as well as those who would operate them, was included in the minutes of the Parks, Recreation, and Community Enhancement Committee meeting held on January 11, 2016. Mr. Slavin stated that grants are cyclical and year to year.

Mr. Sudler felt that external entities separate from the City of Dover, such as the A.M.E. Social Action Commission, which had taken the initiative to find the needs of individuals in the area, should be counted as a top priority. The Commission had taken its time to field the concerns of those constituents, in addition what the City had done. Mr. Sudler felt this information should not be discarded because those constituents are taxpayers and stakeholders and should be given high priority in regard to the programs and activities to be provided at the Dover Park.

Mr. Koenig stated his understanding that the Mayor and the Police Department had requested $1.5M on behalf of the City for the construction of a facility for which Mr. Koenig had not yet seen an application. He indicated that the project had not been through the staff process to determine, if a building were to be constructed, what the its size and function would be. Mr. Koenig stated that the normal process for a capital project was being overstepped. He questioned if the project would go forward if funding were not available, or if funding was obtained and the City was expected to make something to happen on the project within the next 12 months. Mr. Koenig stated that the City was not prepared at this point, noting that the matter had been discussed verbally, but there were no documents passed out about the PAL. He acknowledged that the PAL is a fantastic organization in concept; however, he questioned what would happen if the program was not fully funded or if funding was not available after a couple of years. Mr. Koenig advised members that he did not have these answers; however, that Council would ask him these questions on the budget floor when they discuss whether the current tax rate can be maintained or if fees must be raised. He expressed anxiety about how the process was going forward when there were even different ideas about the Recreation Needs Assessment.

Mr. Koenig indicated that discussions need to start with Council members talking to staff so that staff can facilitate, develop ideas, and figure out how to prioritize.

Mr. Koenig informed members that the capital plan currently does not mention a building at Dover Park but has earmarks for $80,000 and $100,000. He indicated that $180,000 was identified for potential improvements, which would not cover the operating costs of a heated and air conditioned building. The analysis of this building had not been done by the staff most qualified to say how much it would cost to build and operate. Mr. Koenig expressed his belief that Council would not have agreed to making a grant application for $1.5M without getting the complete approval of Council. He reiterated that there may be an expectation that the money be spent in a timely manner, stating his hope that it would allow at least three (3) years because just the planning process takes over one (1) year if the City follows its own rules.

Responding to Mr. Sudler regarding the number of respondents to the Recreation Needs Assessment survey, Mr. Anderson stated his recollection that there were 506 respondents, 40% of whom were not City residents. *[City Clerk's Office Note: The City of Dover Recreation Needs Assessment report reflected that 28% of responses were from non-residents.]*

In response to Mr. Sudler regarding how many of the respondents were from White Oak Park, Mrs. Townshend indicated that she had the assessment with her but not all the data, stating that this could be discussed at another time. She reminded members that staff was using the process that they developed working with the Committee, and this had been presented to the Committee and adopted by City Council. If there were concerns about the data process or input, that had not been communicated.

Mr. Sudler questioned how many constituents from the White Oak Park/Dover Park area had expressed a need for activities and programs in that area and whether or not the programs and activities planned for the park were the result of input from the constituents in that area. Mr. Anderson requested that this information be provided, noting that the information he reviewed contained a summary.

Mrs. Townshend advised members that respondents were allowed to select the development where they live in the survey, noting that this information could be pulled; however, she questioned what would be considered the area and if this would include all areas east of Route 13. Mr. Sudler questioned if programs and activities would be provided for all districts or specifically the Third District, where the park is located. Mr. Anderson noted that all facilities are open to everyone City-wide. Mrs. Townshend stated that the City does not budget by district, noting that there was a finite amount of money to spend City-wide. She expressed caution in saying that one (1) Council district or development was more important than another, and this was why staff looked at the City as a whole.

Mr. Neil stated his belief that the City was not ready for $1.5M for a recreational center.

Mr. Sudler moved to recommend postponing this matter for further data and information. The motion was seconded by Mr. Neil.

Mr. Hutchison expressed the need to pay close attention to the City Manager's comments. He felt that the City Manager and staff must be brought into the loop to guide members on a recommendation.

Mr. Sudler felt that the constituents' concerns and the A.M.E. Social Action Commission's initiative, which received over 300 responses and amounted to more than half of the 506 responses received from the survey, should be highly considered and not disregarded. He indicated that he was appalled that this survey was disregarded and not taken into consideration, since their time and effort should not be null and void, noting that these were stakeholders and taxpayers.

Mr. Anderson stated that Mr. Lewis had also done a survey that had close to 100 respondents in that area and that these responses would be submitted to Staff with the referral. Mr. Anderson indicated that, at the Committee meeting held on January 11, 2016, members asked Staff and the Mayor to work out some details; however, this had not happened.

The Committee recommended postponing this matter for further data and information.

During the Council Meeting, Mr. Anderson informed members that during the Parks, Recreation, and Community Enhancement Committee meeting of February 9, 2016, members continued to look at a strategic plan to determine where the City spends money for parks and recreation and ensure that there is an opportunity for citizen input. He stated that citizen input should be used to guide the City's activities as opposed to the City's activities guiding what the citizens do. Mr. Anderson indicated that the Committee had taken into account many different items, most of which had been criteria that the Committee set up approximately one (1) year ago, including items from the Recreation Needs Assessment that were 25% and above. He stated that the Committee also took into account citizens' input which was gathered from many sources, including public testimony and a survey of residents by the Mt. Zion A.M.E. Social Action Commission. Mr. Anderson informed members that all of the information was included in a draft for discussion and for staff to review.

Mr. Anderson stated that, during the Committee meeting, Mayor Christiansen provided information about seeking monies that were available and about a community center. Mr. Anderson noted that he had personally checked with some members of the General Assembly, and there were individuals willing to champion this effort if there is a nod from City Council during the Joint Finance Committee recess in March. He stated that the City does not need to commit but only needs to express interest. Mr. Anderson indicated that if the City does not express interest, the City will lose the opportunity to choose because this could be $1.5M that the City may never see again.

Mr. Anderson reminded members that former Council President Beverly Williams had previously attended a Committee meeting and provided information regarding opportunities for leasing a community center to nonprofit agencies, which would alleviate City staffing requirements.

Responding to Mr. Slavin, Mr. Anderson stated that he did not have a commitment for $1.5M from the Joint Finance Committee; however, there were people willing to champion it. Mr. Anderson indicated that a commitment could be made in March. He explained that Representative Sean Lynn was one of the individuals interested in pursuing this, if the City gives a positive nod. Mr. Anderson stated that he could not speak for any lobbying that Mayor Christiansen had done.

Mrs. Ann Marie Townshend, Director of Planning and Community Development, provided members with a memorandum, dated February 22, 2016, regarding a proposal for a new recreation center at Dover Park ***(Exhibit #2)***.

Mr. Cole thanked Mrs. Townshend for providing background information regarding this matter. He expressed his concern that he had heard a lot of proposals but nothing concrete. Mr. Cole stated that he was in favor of moving forward and trying to provide services; however, it was his belief that concrete evidence and answers were needed in order to do so.

Mr. Hosfelt recalled that members first began discussing a proposed recreation center at Dover Park during the Parks, Recreation, and Community Enhancement Committee meeting of January 11, 2016. He stated that at that time, members discussed different options and funding; however, a motion to refer this matter to the Mayor and staff to collaborate to form a more concrete proposal with cost estimates by the Committee's March meeting failed for lack of a second. Mr. Hosfelt was unsure how this item had moved forward since that time, noting that he had recently seen articles in the newspaper, as well as emails, related to this matter. He stated that the City did not have a commitment for $1.5M and that it was not previously discussed. Mr. Hosfelt expressed his opinion that part of the reason that the original motion failed for lack of a second at the Committee meeting was because the City was jumping way ahead of the gun.

Responding to Mr. Hosfelt, Mr. Anderson stated that the discussion regarding the $1.5M came about after the January 11, 2016 Committee meeting, when Mayor Christiansen reached out to two (2) members of the General Assembly. Mr. Anderson reiterated that he had personally confirmed that there is interest from members of the General Assembly if the City expresses interest. He stated that, at this point, it is too early to lock down any specifics, noting that this would be a multi-year process.

Mr. Anderson informed members that, approximately two (2) years ago, Council made a commitment that if the recreation center at Dover Park was demolished, the City would find a way to replace it; however, he explained that the present Council was not bound by the commitment of the previous Council. Mr. Anderson stated that, at that time, this was a fairly controversial issue and it took months to approve the demolition because members were concerned that if the demolition were approved prior to an engineering study being started, the matter would become something that is out of sight, out of mind.

Mr. Anderson stated that the City currently had opportunities to partner with non-profit agencies. He reminded members that during the Parks, Recreation, and Community Enhancement Committee meeting of October 12, 2015, information was provided regarding the value and necessity of a Police Athletic League (PAL) and PAL center. Mr. Anderson also noted that, during the January 11, 2016 Committee meeting, two (2) other community organizations with existing programs expressed an interest in leasing the facility.

Mr. Hosfelt asked what the building at Dover Park was being used for prior to its demolition, noting his belief that the building had fallen into disrepair and was not being utilized. Responding, Mrs. Townshend explained that prior to the demolition, the building at Dover Park was only being utilized as office space. She stated that when all of the staff was moved to the Pitts Center at Schutte Park, the building was no longer utilized.

Mr. Hosfelt asked if the City was still running programs in the building prior to the demolition, or if the programs had stopped. In response, Mrs. Townshend stated that the Pitts Center opened in 2008 and there were attempts to hold programs in the recreation center at Dover Park after that; however, there was never enough attendance to be able to move forward with the programs, so they were cancelled. She informed members that the City rented the recreation center to individuals for parties, baby showers, etc., until the end of 2012.

Responding to Mr. Hosfelt, Mrs. Townshend stated that in 2008 the City had programs such as fitness classes and line dancing at the recreation center at Dover Park, then people stopped registering. She advised that the City tried to provide more youth oriented programs, like after-school dance, but was unable to get any registrations.

Mr. Sudler thanked Mrs. Townshend for doing a comprehensive plan for the recreational needs and assessments for the City; however, he expressed concern that the needs survey cluster did not give an example of the actual programs and activities that were desired in the Mt. Zion A.M.E. Social Action Commission's needs assessment survey for the east side, or overall for the City's comprehensive plan. For example, he stated that it does not specify how many people wanted a splash park or how many people wanted the baseball or tennis courts to be revitalized or restored.

Mr. Sudler agreed with Mr. Cole's concerns that no physical data had been provided to give members a clear picture of what they would be supporting. He stated that the Mt. Zion A.M.E. Social Action Commission had provided physical data; however, he did not see where it had been included. Mr. Sudler expressed his opinion that all of the information provided from other agencies should be included in the City's cluster survey before members start a blueprint and further discussion on what kind of facility the City will have.

Mr. Lewis asked if there were any commitments made with respect to rebuilding a recreation facility on White Oak Road. Responding, Mr. Slavin informed members that former Councilman Sean Lynn led a charge to make sure that the City did not demolish the recreation center without having plans in place for a replacement facility, which Mr. Slavin had supported; however, it was not the desire of a majority of the members of Council at that time.

Mr. Slavin stated that, earlier in his career on City Council, he regretfully voted against the Pitts Center. He explained that he regrets his vote because he has seen the success of the Center, how much it is used, and how much it has meant to the community. Mr. Slavin stated that he voted against it because he felt that the City was building it in the wrong place, explaining that the City was building a recreation center for youth and trying to target at-risk youth and give them a safe place to go; however, the City built the Center in a location that is completely inaccessible to the largest population of at-risk youth. He noted that it is a great facility for individuals who have a car or can get a ride to it, but it is difficult to ride a bicycle or walk to the Center with no public transportation.

Mr. Slavin stated that he lives in the Third District and knows very well the needs of the east side of Dover, noting that it has been neglected for some time. He expressed his concern that, once again, the City is not looking at where the population centers are for at-risk youth and addressing both the Third and Fourth Districts, noting his belief that there are opportunities in both places. Mr. Slavin stated that he is a little concerned and disturbed about the ready, fire, aim approach that is being taken with regard to this matter because he does not believe there has been enough deliberation. He explained that there is good data available, between the City's survey and the Mt. Zion A.M.E. Social Action Commission's survey, and it should be brought together. Mr. Slavin stated that this should be a data driven process and the data should be used to make decisions, not to support decisions that have already been made.

Mr. Slavin noted that during the Committee meeting, it was suggested that grants will pay for a new recreation center and the operation of it. He expressed concern with any project which is proposed to be paid for using grants, explaining that this business model would lead to trouble for the City and the City's finances because someone will have to pay to keep the lights on, the doors open, and the programs going. Mr. Slavin stated that the expectation will be implicit, if not tacit, for the City to fund the building and all members need to admit that. He suggested that the City look at the cost and move forward. Mr. Slavin expressed his desire to prevent the same dilemma and fiasco that occurred with the original Schutte Park proposal, explaining that it was not understood, did not have support and was not approved. He stated that the City is still experiencing some pain from that decision and the way that it was approached.

Mr. Neil echoed Mr. Slavin's concerns. He stated that he understands what members would like to have done and that he was aware that Mayor Christiansen sent a letter to Attorney General Matthew Denn requesting $1.5M; however, he did not hear that the City has a solid commitment regarding the $1.5M or from PAL or any of the groups who will either use the facility, run it, or supply the money for it. Mr. Neil expressed his opinion that this matter should be tabled or delayed until the City has a commitment for funding and a commitment regarding who will actually run the facility. He stated that the City seems to run into problems when it overreaches because of a desire, and noted that members have said that they are not going to be able to raise taxes, so there needs to be a financial commitment.

Mr. Hosfelt asked if the City currently had grant funding committed to any projects related to City parks, noting that there had been discussion regarding changing the use of the grant funding for an indoor facility versus an outdoor facility. Responding, Mrs. Townshend stated that the City has grant funding in place for improvements to Mallard Pond Park that include a playground and a multi-use path. She advised that the grant funding is done on an annual basis, the application deadline is in July of every year, and the funding typically comes through in the winter or early spring. Mrs. Townshend stated that the City has two (2) projects which have assistance from grant funding through the State; however, that same pool of grant funding would not be applicable to indoor facilities because it is outdoor specific.

Mr. Hosfelt asked whether the City had any funding set aside in the CIP for parks. In response, Mrs. Townshend, referring to the section related to the availability of Capital Funds/Parkland Reserve Fund on Page 2 of her memo, explained that there is currently $324,266 in the Parkland Reserve Fund, $33,000 of that amount is allocated to the playground project at Mallard Pond Park,

and prior motions of City Council had allocated $180,000 to Dover Park, which leaves $111,266 available for use elsewhere in the park system. She stated that one of the challenges with the Parkland Reserve is that the only real funding stream is from developers who build residential developments and pay cash in lieu of providing onsite recreation amenities. Mrs. Townshend noted that because the City is not receiving a lot of residential land development applications, the amount of money going into the Parkland Reserve is very small, unpredictable, and rare.

Mr. Hosfelt noted that there had been a lot of work done by the Mt. Zion A.M.E. Social Action Commission and asked if the City would be bringing in their concerns and survey results and, if so, at what point that would happen. Responding, Mrs. Townshend, referring to Page 1 of her memo related to survey instruments, stated that a question had been raised about why that survey was not used in the City's Recreation Needs Assessment. She explained that the survey provided by the Mt. Zion A.M.E. Social Action Commission was very specific about a recreation center at Dover Park and can be utilized as the City enters the phase of developing a park master plan for Dover Park. Mrs. Townshend stated that this master plan is intended to begin at the staff level as a capital project next fiscal year, at which time the Mt. Zion A.M.E. Social Action Commission data source would be brought in and would also be supplemented with additional outreach to the public.

Mr. Sudler moved to instruct Staff to include the Mt. Zion A.M.E. Social Action Commission survey information and all other related data in future deliberations. The motion was seconded by Mr. Anderson and unanimously carried.

Mr. Hutchison stated that it is important that everyone understands that Mrs. Townshend's office and staff are charged with the responsibility of getting a master plan and a clear understanding of what schools, churches, Kent County, the YMCA, and the Boys & Girls Club are doing in the City of Dover in terms of recreation, in order to evaluate and share concerns about the needs for the future. He indicated that he shared all of the concerns that were raised by members. Mr. Hutchison stated that it is critical for Staff, including the City Manager and Controller/Treasurer, to have an opportunity to gather and review all of the information and determine what the City can afford to do before Council does anything with the current information.

Mr. Sudler noted that the Social Action Commission of Mt. Zion A.M.E. Church had provided the City with a survey in January 2014 and had been patient. He stated that they would continue to be patient; however, it had been two (2) years and constituents were counting on Council to put something back in the place of what was taken down.

Mr. Anderson stated that there may be some confusion about what is being proposed, noting his understanding that this was previously discussed and members all shared concerns that this proposal was not ready.

Mr. Slavin clarified that there had not been a proposal. Responding, Mr. Anderson stated that he was referring to Mayor Christiansen's proposal. He indicated that the next step was for everyone, including the Mayor's Office, Police Department, Parks and Recreation, City Manager, etc., to sit down together to discuss and evaluate what the needs are, as well as the information that had been provided by citizens. Mr. Anderson noted that if members do not make this a priority, it will never get evaluated and it will never happen.

Mr. Slavin informed members that he was deeply concerned because last year Council authorized ten additional officers for the Dover Police Department and the Department had struggled to get to the authorized strength due to retirements. He stated that he had attended meetings during which officers have commented that they do not have the manpower yet; however, there is now an officer whose responsibilities have been detailed to PAL activities. Mr. Slavin reminded members that Council raised taxes on every person in the City last year and a big part of that was to put more uniformed officers on the streets to solve and prevent crimes. He requested additional information regarding why this was never mentioned during the authorization process for the additional ten officers but has now become a priority, and a uniformed officer's responsibilities have been dedicated to it. Mr. Slavin asked that Mr. Hosfelt include this item on the Safety, Advisory, and Transportation Committee agenda for follow-up.

Mr. Anderson moved to approve the Committee's original recommendation to defer action, as amended to add that the Mt. Zion A.M.E. Social Action Commission's data would be included in future deliberations. The motion was seconded by Mr. Sudler.

Mr. Hosfelt stated his understanding that the amendment was that the Mt. Zion A.M.E. Social Action Commission's survey results would be included in the development phase for Dover Park. Mr. Anderson confirmed that it was.

Mr. Slavin advised members that this had already been voted on, had passed, and was part of the record, and members would just be voting on the recommendation of the Committee.

Responding to Mr. Neil, Mr. Slavin confirmed that the current motion was to defer further action.

Mr. Anderson stated that, during the Council Committee of the Whole meeting of February 9, 2016, members expressed a desire for the evaluation to continue and to give the Mayor a chance to talk.

The motion to postpone this matter for further data and information, as recommended by the Committee, was unanimously carried.

Community Development Block Grant (CDBG) Program Quarterly Update (October, November, and December)

Mrs. Ann Marie Townshend, Director of Planning and Community Development, reviewed the CDBG Quarterly Report 2015 for October, November, and December including the Status of FY-15 Program Funds Spent - Fiscal year 7/1/15 - 6/30/16.

Mr. Anderson stated his understanding that Mrs. Donna Mitchell, Controller/Treasurer, had some questions regarding some of the monies not yet spent. Mrs. Mitchell explained that Mrs. Tracy Harvey, Planner I, was working on this matter and Mrs. Townshend was aware of it.

The Committee recommended acceptance of the report.

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

Citizen Suggestion - Economic Empowerment (Clay Hammond)

Mr. Clay Hammond II, 505 Troon Road, President, Delmarva Black Chamber of Commerce, stated that Mr. Anderson had asked him to comment on economic development specifically as it relates to the African American community in the City. Mr. Hammond read a prepared statement as follows:

A widely held definition of economic development from a policy perspective are efforts to seek to improve the economic well-being and quality of life in the community by creating or retaining jobs, supporting and growing incomes of residents, and expanding the tax base. Some important factors with regard to economic development pursuits include having a trained and educated workforce and having communities in locales that are attractive to development and business attraction. One of the things that's important to note is that the African American population of the City is around 40%, with the white community comprising about 43%. However, in looking at economic development activities undertaken by City government and quasi-governmental entities, such as the Downtown Dover Partnership (DDP), very little has been directed at or addresses the economic development needs of the black community.

This is why we initially came, I think last year, and asked for the economic inclusion study to be done. With regard to the economic development needs of the black community, they are reducing high levels of unemployment nationally and also locally. We think that the unemployment levels are basically twice that of the general or the broader community.

Revitalizing distressed parts of the community, reducing poverty, and reducing crime. We say this because economic development is critically important because we think that is the new empowerment in equality and movement in the 21st century, akin to what the civil rights movement was in the '60s and '50s. If you look at economic disparities that exist in our community, whether its is income disparities, the unemployment level, net worth, the net worth of the community, it's really important that we really begin to focus on economic development.

One of the things that we think the City can do through its activities is development of appropriate public policy. Around the country, there are a lot of different initiatives that have been focused on alleviating the economic disparities in minority communities. Allocation of funds to support initiatives to address those disparities in the City's procurement activities can be very beneficial in this area.

Based upon our analysis, and I say this from the standpoint of the Delmarva Black Chamber of Commerce, some recommendations that we think can be very beneficial. Create and fund the work of an economic

inclusion advisory board. The economic inclusion study had a list of recommendations that we thought were very valuable. Creating a board would be helpful. Bill Neaton has been given a list of appropriate persons and organizations that can comprise that.

Make workforce development a priority and partnership with entities such as the Martin Luther King Center, Whatcoat Church Community Development Corporation, and DelTech akin to that of the Kent County Entrepreneurship Consortium. The City can apply for grants in partnership with external partners to support broad-based and specifically community economic development. There is a plethora of funds out there, whether it is through foundations, or the government, through criminal justice funds that the City, I think, would be helpful in pursuing, would take some of the financial burden off of the City. If you want to do initiatives, it shouldn't have to fall onto the taxpayers all the time. So I think that would be helpful.

Fund initiatives to support the growth of City's black business community. I would venture to say, and Ann Marie and some other folks can correct me, but a significant number, if not the majority of new businesses that have been coming downtown, are black-owned businesses. If you look nationally, black businesses are growing three (3) times faster than general businesses. So in economic development it is always important to support the work of a significant growth sector in that area and that is comprised of the black community.

Expand the City's Community Development Block Grant initiative. I know the entitlement is very small, but again, I think with some outside funding and some other resources, it can expand things to talk about community development outside of home ownership and some other things.

And have the City's crime prevention strategies include community economic development. One of the things I constantly say all the time when I speak to people is that you're never going to police your way out of this situation because police show up after the fact. If you look at the young men, I talk to a lot of young men that I know are selling dope on the corner. They're not doing this as a career track. They're doing it because they feel they have few other economic options, whether it's a lack of appropriate job skills or education, or a criminal record. But again, I think a lot of them possess keen entrepreneurial skills that if we could focus on something positive, could transform their lives and also the community. These are just some suggestions and comments I have on this.

Mr. Hammond explained that he first lived in Dover when he was about 12 or 13 in the early ‘70s and came back in the ‘90s to work at Delaware State University, and

again roughly in 2013. He indicated that a lot of the conditions that he sees in the City's African-American community have existed for decades. Noting the tremendous number of African-Americans, Mr. Hammond felt that the community been ignored in a lot of areas. He specifically mentioned Downtown Dover Partnership (DDP) partnerships because part of their service area had always been the Queen Street, Kirkwood Street, New Street corridor. Mr. Hammond expressed his belief that they had never focused on or put any resources into economically revitalizing those communities. He felt it would be helpful to have a comprehensive approach to addressing the economic development needs of the entire community and residents of the City.

During their Regular Meeting of November 25, 2013, City Council considered a request from Mr. Hammond for funding for the Delaware State University Center for Economic Development and Trade to conduct an economic inclusion study for the City of Dover. City Council approved the request to fund the Economic Inclusion Study in the amount of $6,000, as recommended by the Legislative, Finance, and Administration Committee. During the Legislative, Finance, and Administration Committee meeting of August 10, 2015, Dr. Michael Casson, Director, University Center for Economic Development and Trade (UCEDIT) reviewed a presentation of the African American Business and Workforce Inclusion Report for the City of Dover, Delaware, which was accepted by Council at the recommendation of the Committee. During the presentation, Dr. Casson stated that the economic inclusion study was a very important first step in this process, and the next important step would be an inclusion plan. This plan would take some of the points from the inclusion study, bring together the stakeholders, and begin to create strategies around engaging the African-American community.

Mr. Anderson questioned Mr. Hammond on the status of the creation of an economic inclusion advisory board and what request he had made of the City regarding economic development. Responding, Mr. Hammond there had been a request through a conversation with Mr. Bill Neaton, Economic Development Director, to begin put together a body, but he had not heard anything back. Mr. Hammond explained that this body would talk about implementing the recommendations that came from the study. He indicated that he had provided a list of approximately 20 individuals representing the business community, Delaware Technical and Community College, Martin Luther King, and the banking community and recommended reaching out to these parties; however, he had heard anything more.

Mr. Sudler asked if Mr. Hammond was discussing economic development for African-Americans or all races. Responding, Mr. Hammond stated that he was specifically talking about African-Americans. He noted, however, that economic development would benefit everyone in terms of job creation, additional services, and resources. Mr. Hammond indicated that he was looking at this from the African-American perspective because the economic inclusion study focused on this.

Responding to Mr. Sudler regarding statistics relating to African American economic development in downtown Dover, Mr. Hammond stated that he did not know the specific numbers but that a significant number of the new businesses downtown were black-owned.

In response to Mr. Sudler as to whether he felt this reflected progress, Mr. Hammond indicated that it was progress and was revitalizing downtown Dover. He stated the need to invest in the commercial corridor, noting that it did not make sense to have empty storefronts, no matter who owns the businesses. He felt it was helpful for the African-American community because the community contiguous to downtown, especially the lower end, is the African-American community and he felt this was a positive effect.

Mr. Caldwell expressed his belief that the term economic development is very broad and questioned what Mr. Hammond envisioned for the City in going against crime and providing jobs for the community. Responding, Mr. Hammond stated that workforce development was key and, when looking at what was taking place nationally with the growth of the healthcare industry and noting that Bayhealth Medical Center would be building a new hospital in Milford, he stated the need to train people to have a long-term attachment to the workforce.

In response to Mr. Caldwell as to how he would plan to go about this, Mr. Hammond advised members that there was a need to help people understand that their lives would change through work.

Noting that there were young people walking the streets, Mr. Caldwell asked how Mr. Hammond would implement his plan. Responding, Mr. Hammond expressed the need to get the church involved, expressing his belief that the black church was the only enduring institution in their community. He stated that kids who had grown up in the Kirkwood and New Street area had seen a great deal of dysfunction. Mr. Caldwell felt that the problem was not just on Kirkwood Street and was the whole community.

Mr. Hammond stated the need to help people understand that in order to have the life that everyone wants to have, you must have a skill or trade and be educated. He felt that economic development is a 20 to 30 year process, noting that the problems did not crop up overnight and would not be resolved overnight but would take a sustained effort by all parts of the community. Mr. Hammond stated that Dover has a very educated community and is one (1) of the few communities in the country that has a Historically Black College or University (HBCU), which could be a tremendous resource. Mr. Hammond stated the need to bring everyone together and prepare a strategic plan. He stated that what the kids on Kirkwood and New Streets see is not representative of real life, noting that he had observed alcohol consumption in this area similar that would make one think it was Saturday afternoon at the Superbowl.

Responding to Mr. Caldwell, Mr. Hammond stated his belief that change must begin in the home and in the church and all segments of community must sent a unified message of what is really needed to have the type of life that people want to have. He felt that social institutions such as schools and churches play a part.

In response to Mr. Caldwell as to whether this was part of his plan, Mr. Hammond indicated that he did not have a plan; however, there was a coalition of organizations that was coming together now and meets once per month. Mr. Hammond stated that part of the approach would be to propose gathering together churches, fraternities, and sororities to talk and develop a strategic plan. Mr. Hammond stated that a meeting was scheduled for February 29, 2016 and 50 people representing most of the major churches in the City were involved.

Mr. Neil stated that he was impressed by the information that Mr. Hammond had provided and stated his belief that the issues presented by Mr. Hammond applied not only to Dover but to every major city with very few exceptions, and to every state. He concurred that turning this around must start with children. Mr. Neil expressed concern about dealing with the grant money that Mr. Hammond indicated was out there. He stated the need to identify grant sources while bringing together the impressive group of people that he had identified. Mr. Neil indicated that he would love to see this effort started and applauded Mr. Hammond for what he had done.

Mr. Hammond informed members that they had begun to compile a list of federal grant resources and would be happy to share this document with the City. He noted that a lot of grant money requires public/private partnership.

In response to Mr. Anderson's request for a summary of the Ice House Program, Mr. Hammond indicated that the Delmarva Black Chamber of Commerce had been pushing a unique, entrepreneurial development program. He indicated that most small business development programs require development of a business plan, but running a business does not necessitate being a business expert. Mr. Hammond stated that this program helps people create an entrepreneurial mindset, develop a resource network, and evaluate the possibility or probability of a venture succeeding. His organization's goal was to facilitate the first class of this program in Dover in late April or the beginning of May. He stated that the Delmarva Black Chamber of Commerce was the only organization in the State that had been trained through the Kauffman Foundation and had certified facilitators for this program. Mr. Hammond advised members that the program would be offered at Whatcoat Church on a Saturday afternoon from 10:00 a.m. to 2:00 p.m. for seven (7) weeks and invited all to come by. He explained that this was a unique program being rolled out around the country and the Delmarva Black Chamber of Commerce was the only entity in Delaware that would be providing it. Mr. Hammond provided a fact sheet on the Ice House Entrepreneurship Program.

Mr. Sudler stated that he respected what Mr. Hammond and his colleague, Mr. Bobby Wilson, were doing for the community. He suggested that they come up with a five

(5) year plan with detailed objectives and accomplishments and a time track. He felt that this would help the City to support
their initiatives.

Mr. Hammond agreed with Mr. Sudler, stating that without a strategic plan to clarify goals and objectives, it would just be conversation. He stated the desire to have a living, breathing document and look at benchmarks and it would be proposed that the coalition work on a five (5) or 10-year strategic plan.

Mr. Sudler suggested that this plan be provided to the City in the near future if the coalition wanted to see results.

Mr. Hammond indicated that it may not be in the near future since a lot of diverse groups would be brought together; however, they would be engaging in a strategic plan.

The Committee recommended referring the minutes of this meeting to the City's Economic Development Office.

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

UTILITY COMMITTEE

Additional Power Supply Alternatives

Mr. Scott Koenig, City Manager, reviewed a Memorandum regarding Additional Power Supply Alternatives, dated February 1, 2016, noting that it was prepared with input from The Energy Authority (TEA), which provides the City assistance with energy management functions. Mr. Koenig advised members that the Executive Risk Management Committee (ERMC) was requesting approval to explore two (2) exceptions to the Governing Energy Commodity Risk Policy, explaining that this Policy guides the City's power purchases through the hedge program. He stated that, over the past few months, the ERMC had been made aware that there are products in the market that may be of interest to the City; however, the current Risk Policy does not allow the ERMC to pursue those products or bring them forward for consideration.

Mr. Koenig reviewed the descriptions of the two (2) possible products. He stated that one (1) possible product would be the Load Following Product for Fiscal Year 2017 and 2018, explaining that a third party would purchase 100% of existing hedges that the City has purchased to date at the same price the City originally paid for them. Then the third party would give the City a "load following product" that would follow the City's load for a fixed price through Power Years 2017 and 2018. Mr. Koenig stated that this may be attractive to the City because it will fix the City's price for power based on the per megawatt (MW) cost and the only difference would

be based on the volume of power that the City would or would not purchase. He explained that this is a product that is out there for a short term, and one (1) counterparty has shown an interest in it and discussed it with the ERMC. Mr. Koenig stated that this is a product that the City may want to consider and the ERMC was requesting authorization to pursue negotiations on the product.

Mr. Koenig informed members that the second product is the potential purchase of up to 50 MW of energy at a fixed price for up to a 10-year period. He reminded members that currently the City's hedge program only goes out five (5) years, noting that this product would be outside of that window. Mr. Koenig stated that this is a product that is currently in the market and that the ERMC had discussed power on this type of strip for upwards of three (3) to five (5) cents, which Mr. Koenig noted is considerably cheaper than some of the products that the ERMC has looked at over the last few years. He informed members that the ERMC is not sure how long this product may be available with the changing market; however, the ERMC was requesting authorization to pursue this product.

Mr. Koenig explained that the Risk Policy limits the ERMC's ability to consider these two (2) products and the ERMC is requesting authorization from the Utility Committee and City Council to begin pursuing them with the understanding that the ERMC would have to come back to the Utility Committee and City Council for final authorization of any contracts. He noted that these products may help the City reduce its cost of energy moving forward and the ERMC believes that it is financially responsible to consider them.

Mr. Neil noted that Mr. Koenig referred to a change from going out five (5) years to 10 years and questioned how that would affect the City's budget and whether that money would be committed now for the future. Responding, Mr. Koenig stated that the City would pay at the time that the product is actually used. He explained that this would give the City price certainty on that 25 or 50 MW over a 10-year period, noting that currently the City only has price certainty in the first five (5) years of the hedge program because the City is only focused on a five (5) year window. Mr. Koenig stated that this would commit funds in future budgets; however, it would commit them at a known fixed price.

Mr. Blakeman asked if the load following cost was based on an hourly, daily, weekly, or monthly rate. In response, Mr. Koenig stated that the load following cost was based on the whole load for the year and indicated that it is probably done on an hourly basis. He explained that the price would be fixed for the whole year, and if the City entered into a contract that said secured its load for $45 per MW for every hour of the year, the City would pay $45 per MW regardless of how much is used.

Responding to Mr. Blakeman, Mr. Koenig confirmed that the City would pay the same amount in the off peak hours, noting that there was risk in that.

Mr. Blakeman stated that the Committee would expect to see some details and questioned whether the energy manager had experience with these two (2) products, noting that they are new. In response, Mr. Koenig stated his belief that the energy manager had experience negotiating these products; however, he was uncertain how many counterparties had executed them at this point. He reminded members that this is a new product that had come to the ERMC in the last couple of months. Mr. Koenig stated that he did not know how long the product had been in the market or if anyone had executed these types of deals.

Mr. Blakeman asked if the City could find out whether someone had actually executed these types of deals. Responding, Mr. Koenig stated that Staff would probably bring that information when they come back to the Committee.

Mr. Anderson reminded members that the City was stuck for a couple of years with higher electric rates than anyone around because the City bought in at higher costs and asked what the risk would be if the City begins going 10 years out. He noted that the gas and oil prices cannot be predicted two (2) years out, let alone 10 years. Mr. Anderson stated that he wanted to understand the risk.

Responding to Mr. Anderson, Mr. Koenig stated that it would be a risk if the City locks into a contract and the market falls below the locked-in price. He reminded members that the City had experienced this situation in the past when, in a very high cost market, the City locked in a certain amount of its load and prices dropped, so the City was overpaying. Mr. Koenig stated that the 10-year product seems attractive at the moment because the back end of the gas curves are very low, which are driving very low prices in that 10-year strip. Using the example of four (4) cents per MW hour, he explained that if the City can take advantage of a product like this, the chances of the market being substantially lower than four (4) cents over a 10-year horizon are relatively low. He stated that there is a risk that prices will go below that; however, looking at history, if the City can achieve that product, the City would be well within its standard of risk to execute it.

Mr. Koenig stated that the load following product is a little bit different, noting that with the load following there is always the question of off-peak versus on-peak and what is happening in the market and the world. He informed members that there are so many things that affect these prices that the City will never have 100% certainty. Mr. Koenig stated that he did not believe there is a deal available for two (2) cents; however, if the City cut a deal for two (2) cents and the market was tracking at 1.8 cents, he did not think the City should complain. He noted that while it would seem impractical that prices could go that low, it seemed impractical based on the market a number of years ago that the City would currently be talking about three (3) to four (4) cent power. Mr. Koenig stated that the ERMC would not be bringing these products forward unless they thought that the City could lower its projected costs.

Mr. Anderson noted his understanding that the ERMC was looking at the fact that prices were low right now and the odds were against prices being this low in future years.

Mr. Koenig informed members that the risk in not bringing the request to explore these products forward for consideration is that a member of Council could find out about these products from a member of the Delaware Municipal Electric Corporation (DEMEC) or another utility and ask why Council was not informed, and it would place the ERMC in a bad position because they limited the alternatives.

Mr. Anderson asked what percentage of the power the ERMC was considering. Responding, Mr. Koenig stated that on the load following, it is 100% of the two (2) year window, the 2017 and 2018 Power Years. He advised that on the 10-year strip, the product discussed has been 25 MW, although the memorandum allows up to 50 MW because if that product is out there and the ERMC can get a really good deal, the ERMC would be willing to bring as much as 50 MW for a 10-year deal back to Council. Mr. Anderson stated that he liked the idea of exploring it.

Responding to Mr. Hare, Mr. Koenig advised members that the City's composite for the current year is between five (5) and six (6) cents for energy purchase. He recalled that over the last four (4) to five (5) years, the City's composite was approximately seven (7) or eight (8) cents and it had come down fairly steadily over the last few years.

Mr. Hare asked how many MW the City committed in five (5) years. In response, Mr. Koenig stated that in the current year the City was hedging approximately 80% of its estimated load and each year out this declines by 20%, noting that the hedge targets are 80% for the current year and decreases to 60%, 40%, etc.

Responding to Mr. Hare, Mr. Koenig confirmed that if the City went out for 10 years, the price would be guaranteed for those 50 MW for that 10-year window.

Mr. Hare asked how many MW the City would use in 10 years. In response, Mr. Koenig stated that the City's average load was 700,000 MW per year. Mr. Harry Maloney, Electric Director, stated that he would have to do the calculation; however, he estimated that 50 MW would be a little more than half, explaining that was why Staff left it between 25% and 50% looking forward. He noted that gas prices are the lowest they have been in years.

Responding to Mr. Hare, Mr. Maloney stated that the City would use more than the 50 MW. He advised members that the City's evening loads are above 50 MW. Mr. Maloney indicated that the City's load is relatively flat right now - in the 80s.

Mr. Hare asked what the projected savings would be for the City with these products. Responding, Mr. Maloney stated that Staff did not have a firm number yet, noting

that they would compare it to the five (5) year budget, what they have been speculating and what the City's hedges are, and come back with those numbers.

Mr. Hare stated that he would have to see what the projected savings would be before he could commit to it. In response to Mr. Hare, Mr. Maloney reminded members that this was part of the deal. He stated that the City is buying risk to save energy, but then there is the risk of being stuck with a product. Mr. Maloney noted that if gas prices continue to hold steady after this winter, the ERMC will probably get some good prices to be able to see where the numbers fall.

Responding to Mr. Hare, Mr. Koenig stated that the ERMC was only requesting authorization to pursue negotiations on these products. He reiterated that if the ERMC is successful in negotiations, they would come back with recommendations as to whether to sign those products. Mr. Koenig explained that the ERMC would have to execute contracts which are beyond the value of what the ERMC can execute according to policy. He stated that the ERMC would come back to the Committee and Council with a recommendation based on financial impact, reduction of risk, potential risk, projected savings, etc.

The Committee recommended authorizing the Energy Manager to explore two (2) exceptions to the Governing Energy Commodity Risk Policy to pursue negotiations for two (2) separate commodity transactions intended to meet the City's electric load requirements and reduce the City's risk, as recommended by Staff.

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

Quarterly Review of Utility Related Capital Investment Plan (CIP) (Electric and Water/Wastewater)(October, November, and December)

Mr. Scott Koenig, City Manager, reviewed the Quarterly Report for the Capital Investment Plan (CIP) as of December 31, 2015.

Referring to the Water/Wastewater Improvement & Extension Fund - Major CIP Projects, Mr. Koenig advised members that staff was still working on the siting of a 1 MG storage tank on the north end of the City, noting that an alternate site had been identified and staff was working through a memorandum of understanding with the property owner that they intend to bring forward once all of the language is confirmed. He informed members that the Garrison Oak Water Tower had been filled and placed in operation, and that project is getting very near completion. Mr. Koenig stated that the Garrison Oak Water/Wastewater Improvements are all in service and staff is closing out the contract documents associated with that project.

Mr. Koenig informed members that the Brandywine Pump Station has been a problem. He explained that the City has been in a dispute with the general contractor regarding warranties and things of that nature; however, it appeared that the

contractor had remobilized. Mr. Koenig stated that staff hoped to get the pump station in operation and the project closed out soon.

Mr. Koenig stated that the contractor had mobilized on the Westover Pump Station and force main project and work would begin shortly. He advised members that the West Dover Connector projects were coming to an end.

Mr. Koenig, referring to projects in the current year budget, stated that the fencing around the Bayard Avenue Water Tower was in. He noted that the City is working on the water treatment plant process improvements, the large meter replacement project, as well as the potential construction of a new deep well in the system.

Mr. Koenig stated that a number of wastewater projects would be moving forward, noting that some of them would be going to Council for authorization of the bids.

Referring to the Electric Improvement & Extension Fund - Major CIP Projects, Mr. Koenig stated that there were a number of projects underway related to the Power Plant, noting that the VanSant Capacity Increase Project is very near completion. He stated that all the testing was done and it was his understanding that the City had confirmed that the expected capacity expansion had been realized, explaining that the project has put the City in a better position to deliver power to the system.

Mr. Koenig advised members that the General Scott Switchgear project was probably the largest electric project for this year. He stated that the switchgear has been placed in service and is online. Mr. Koenig indicated that Mr. Harry Maloney, Electric Director, and his staff are working on the completion and closeout documents associated with the project as well as a number of subdivision and site additions that are identified in the Capital Plan. He stated that the Electric Department is also working on the potential replacement of a group of large electric meters that will eventually lead to some of the City's smart grid improvements.

Mr. Koenig stated that the VanSant Component Replacement project has begun and will get underway with the taking apart of the various components in the spring. He advised that there are a number of other small projects that are underway that Staff or the Plant are working on.

Mr. Koenig informed members that capital project construction and design is moving forward. He noted that the Electric and Public Works Departments have been able to hire all of their engineering staff and the design, project management, and budget delivery pipelines now are staffed on the City side completely. Mr. Koenig stated that Staff expects to realize an acceleration of the project backlog that had developed because of staff vacancies. He expressed his hope that over the next few months the City will catch up and get into the current year on almost every project.

Mr. Hare asked how much the VanSant project would cost. Responding, Mr. Koenig stated that the VanSant Capacity Upgrade was approximately $1.4M., the VanSant Component Replacement was approximately $21,000, and the VanSant Exhaust Plenum Replacement was approximately $469,000, noting that the City was spending just under $500,000 on improvement to VanSant this year and almost $2M total.

Mr. Blakeman, referring to project EE1616 - New Developments, noted that the project budget balance was approximately $1.8M and questioned whether the City had done any new developments this year. Responding, Mrs. Donna Mitchell, Controller/Treasurer, stated that this is the way the report is written. She explained that the original budget shows $2.5M and the revised budget shows $1,850,000. She informed members that the budget was moved to the individual projects, which are indicated by a "T" in the Type column because that reflects that the money was transferred into those individual projects from the master budget. Mrs. Mitchell stated that the actual expenditures show up with the individual project, not under the master budget.

Mr. Anderson, referring to the General Fund - Major CIP Projects - FY 2016 Vehicles and Equipment, noted that only 23% of the budget had been spent as of December 31, 2015. In response, Mr. Koenig stated that a number of pieces of equipment had been ordered and, as far as he knew, the City had ordered everything. He indicated that he would have to check on this, explaining that it just may not be showing up on the financial data yet.

TEA/NAES Report (October, November, and December)

The TEA/NAES Monthly Reports for October, November, and December 2015 were provided to members to enable them to monitor electric sales and revenues received, which will provide a better understanding of any fluctuations that occur and allow the opportunity to make improvements if deemed necessary.

Mr. Scott Koenig reviewed Page 13 of the TEA Report for December 2015, noting that the Gross Load Budget YTD was 388,000 and the Actual Load YTD was 385,291, indicating that the City is slightly under the expected load. Referring to the Total - Utilities Cost, he stated that the City was expecting to spend $25.97M and has spent approximately $21.58M. Mr. Koenig advised members that, in general, the City is tracking below the anticipated budget this year, which is always good, noting that in most months the City has been just below the budget, and the cumulative effect has put the City $4.38M in favor for this component of the electric budget.

Mr. Blakeman, referring to the Supply Variance - Purchased Power Variance Report on Page 2 of the TEA Reports for October, November, and December 2015, noted that there had been pretty substantial differences between the Budget and Actual Unhedged Energy Cost ($/MWh) over the last six (6) months. He stated that in December, the budgeted amount was $49.84 and the actual cost was $24.06; in November the budgeted amount was $42.75 and the actual cost was $16.36; and in October the budgeted amount was $43.26 and the actual cost was $7.47, which is a

variance of $35.79. Mr. Blakeman expressed his concern with this disparity. He stated that he did not understand why the City is missing the budget number at such a large pace and asked if there is a mechanism the City can capture that would allow the City to get more of the lower priced unhedged energy as opposed to paying for the hedge energy cost. Mr. Blakeman thought that there seemed to be a huge savings potential if the City could capture more megawatts in that bracket.

Responding to Mr. Blakeman, Mr. Koenig explained that there is a huge savings; however, there is also a huge risk in the unhedged portion because it is at risk for price adjustments. He stated that the City has been following the hedge policy and, for the past four (4) years, laddering in hedges in the current year up to 80%. Mr. Koenig advised members that four (4) years ago when the City began laddering those hedges in, the City was not sure what the cost of unhedged energy would be. He stated that it is very hard to predict the future and the hedge policy is in place to mitigate the City's risk, noted that if the City was currently unhedged, power could be bought very cheaply but the City would be substantially at risk. Mr. Koenig stated that the City struggles with this issue every month and reminded members that the budget is set on an annualized basis and this report provides a snapshot of what happened in a particular month. He explained that the City gets the benefit of looking back to see what actually happened. Mr. Koenig expressed his opinion that these numbers would always be off, noting that it would be great if the numbers were exact but at least the actual cost has been below what was anticipated.

The Committee recommended acceptance of the reports.

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

Updates

Green Energy Funding and Programming
Members reviewed details regarding Green Energy Funding and Programming.

National Pollution Discharge Elimination System (NPDES) Municipal Separate Storm Sewer Systems (MS4) Permit
Mr. Scott Koenig, City Manager, reminded members that the City was not in compliance with the National Pollution Discharge Elimination System (NPDES) Municipal Separate Storm Sewer Systems (MS4) Permit. He advised that the City was still awaiting the final decisions from the Delaware Department of Natural Resources and Environmental Control (DNREC) regarding what the City has to do to be brought into compliance. Mr. Koenig stated that Mr. Randy Cole, Environmental Scientist, is working on all of the submissions that the City needs to undertake to comply with the permit and the City has also been working on a series of Capital Plan projects that will help support the City's compliance related to the MS4 permitting.

Garrison Oak Technical Park Project Updates

Mr. Scott Koenig, City Manager, provided the following updates:

City Infrastructure

Mr. Koenig stated that the City was currently in the process of closing out the contracts for the Garrison Oak Technical Park (GOTP). He reminded members that the water tower was completed, had been filled, and should be in operation. Mr. Koenig noted his belief that the City had very few problems in the system as the tower was being filled. He advised that the pump station contractor, George & Lynch, Inc., completed all of the upgrades at White Oak Pump Station #5, and White Oak Pump Station #5 and the Garrison Oak Pump Station are now in operation. Mr. Koenig noted that the project also included the removal of a very small existing pump station on White Oak Road and it is now gravitating into the new Garrison Oak Station. He informed members that the road is completely paved and all of the sidewalks and landscaping are complete. Mr. Koenig stated that the Electric Department had finished the relocation of the 69 kV line and the paperwork for that project is now being completed. He noted that A-Del Construction had also finished all of their work and is completing the closeout documentation so that the City can get releases from the Conservation District and the Delaware Department of Transportation (DelDOT).

Mr. Koenig stated that the GOTP now looks like an industrial park ready for new occupancy. He noted that it was his understanding from conversations with Mr. William Neaton, Economic Development Director, that the sale of Lot 13 to Advantech should be completed on Friday, February 12, 2016. Mr. Koenig advised members that the City expected Advantech to begin submission processes, noting that they had been working with DelDOT on traffic and trip generation. He stated that there has been additional interest in the lots at the GOTP and Staff is hopeful that they will bring forth additional tenants in 2016.

Mr. Koenig advised that, in 2016, all of the infrastructure related to the GOTP will be in service and staff will be able to calculate all of the final costs of the infrastructure. He stated that Mrs. Donna Mitchell, Controller/Treasurer, will be able to complete the estimated paybacks and, as the City sells additional lots, the payback schedule will accelerate.

Calpine Energy Center

Mr. Koenig reminded members that the Garrison Energy Center, as well as the infrastructure going back to the Center, was operating. He advised that the past six (6) months of reporting show that the Energy Center is by far the City's largest customer, except for one (1) month when it was shut down. Mr. Koenig stated that the City is seeing a return on the Energy Center as a customer; however, he reminded members that the Center is not quite meeting the revenue targets and Staff is reviewing this to determine if it is a long-term problem or just related to the shake out of the plant. Mr. Koenig noted that the plant was producing power earlier in the day, as indicated by stacks that were blowing a lot of steam.

Dover Sun Park
Members reviewed details regarding the White Oak Solar Park incremental cost for Fiscal Year 2016.

Mr. Koenig stated that, to meet the Renewable Portfolio Standards (RPS), the City would likely be considering additional solar resources for its portfolio in the near future. He advised that the City would be considering an additional solar deal at some point since the technology has changed and the performance of these units has increased. Mr. Koenig expressed his belief that the costs for new contracts had decreased and he expected that more information regarding this matter would be brought forward for consideration in the next one (1) to three (3) years.

Responding to Mr. Hare, Mr. Koenig reminded members that the City had a 20-year deal with the Dover Sun Park and it was his belief that the City had approximately 15 years remaining on that deal. He stated that the Sun Park started production to the grid in 2011.

In response to Mr. Hare, Mr. Koenig stated that the City had made money from the Dover Sun Park during one (1) month, at the time of the polar vortex.

LEGISLATIVE, FINANCE AND ADMINISTRATION COMMITTEE

Discussion - Electric Cutoff Process Review
Mr. Hare advised members that quite a few calls had been received from constituents about cutting off electric services, stating his understanding that they were past due to the City.

Mr. Koenig stated that the City had been talking for quite some time about past due balances, money due to the City, and trying to get customers to meet the City half way on the issue of the utility contract. He explained that the Electric Service Handbook indicates that the City should collect payment within 21 days of the bill date, and Mr. Kirby Hudson, Assistant City Manager, and the Customer Service Department began pursuing that goal. Mr. Koenig stated that the ultimate goal was to collect 100% of the revenues due to the City in this 21-day period. He advised members that realizing this goal would create a much more efficient business environment as it would prevent the City from having to dedicate resources to creating and reviewing a cut list and cutting customer service.

Mr. Scott Koenig, City Manager, provided members with information regarding utility service billing, including an updated flyer, trial balances, and sample bills. He informed members that small changes were made to the utility bill and the words "Due Upon Receipt" were added to the top section to get people to focus on when the bill is actually due. He explained that the meter information near the top of the bill indicates that the service dates are for the previous month. Mr. Koenig reviewed a

sample bill that reflected that power was used from December 30, 2015 through January 28, 2016, the meter was read on January 28, 2016, and the bill was sent out on February 3, 2016. The due date was February 24, 2016, 21 days from the bill date. Mr. Koenig stated that, in an ideal situation, the City would receive all payments for this billing period by 5:00 p.m. on February 24, 2016, staff resources would not have to be dedicated to creating a cut list, and staff could move on to the next billing group. Mr. Koenig advised members that changes were made to the bill to indicate it was due upon receipt and to add a notice at the bottom that the City can cut service without further notice if the total balance due has not been paid. He proposed changing the language to read, "Disconnection of service without further notice may occur if the total amount due is not received by 5:00 p.m." on the due date, in this case February 24, 2016.

Mr. Koenig explained that some customers had mailed bills or made automatic payments and in their minds had paid the bill; however, banks may take one (1) to eight (8) days to process payments. He acknowledged that the change in bills would have created a lot less friction if it had been promoted more effectively by the City, stating that he would be promoting this change as much as Council would allow going forward. Mr. Koenig stated that the City was asking its customers to gravitate toward transactions with the least cost. He advised members that staff had been spending hours upon hours on the cut list, noting that this list is not to the advantage of the City or the customers, since while service is cut the customer is not using power and the City is involved in sales and collections. Mr. Koenig stated the need to keep cash moving and prevent large account balances. He noted that the City had gravitated toward allowing customers to carry a $99 balance on their account before being considered for the cut list, which was reduced to $50 over a period of time. Mr. Koenig indicated that staff was trying to push this further to get everyone to pay within the 21-day window outlined in the Handbook, noting that there would be some painful discussions. The entire intent was to dedicate resources to other things to help improve the utility, such as a quicker response to phone calls and customer assistance. Mr. Koenig explained that the City's bills are different from others that begin when the bill is received and require payment in 30 days. Technically, when the City's bill is issued, the customer is in arrears and already owes for service that has been rendered, and Mr. Koenig felt that customers do not understand this. He stated that staff would prefer to have people on the budget plan so that they receive an equal bill every month that is automatically drafted or paid through electronic transfer because those are the cheapest transactions for the City.

Mr. Koenig assured members that staff had always encouraged those who have difficulty paying their bill to call the City ahead of time and it is staff's desire to work with the customer. He stated that after the bill is due and the customer is on the cut list, this becomes more difficult. Mr. Koenig explained that the Handbook states the City is supposed to collect everything owed for a customer's utilities before reconnecting a residence that has been cut, including the reconnection fee, stating his belief that $50 was now the minimum fee. He indicated that when $50 or $100 is added to a bill that someone is struggling to pay, it is difficult for them to get the

power back on, and additional problems are created for the City when the power is not on. Mr. Koenig stated that there were difficult issues with some customers related to delinquent balances, and staff works with a number of customers whose bills are paid by others, some of whom receive fuel assistance. These transactions require time and attention.

Mr. Koenig expressed the need to get the message out better through Facebook. He noted that after staff started experiencing problems, flyers were put in this month's billing. Mr. Koenig advised members that the cut list that was based on a 21-day window had more than 300 locations in a run of approximately 1,000 bills, and 20% - 30% of customers were not paying in that window. He reiterated the goal to gravitate to the most efficient, straightforward transaction for the customer and get them current on their balances so that the City is not carrying hundreds or thousands of dollars in delinquent balances.

Mr. Koenig explained that the City must also deal with the issue of delinquent taxes. He noted that these fees had been billed and this revenue was expected. He stated the importance of receiving this revenue before customers get behind, cannot catch up, and start walking away on bills.

Mr. Koenig reiterated the need to better promote this change; however, he asked Council to understand the objective of obtaining the lowest cost transaction, reducing cost over time, and reducing friction and the number of activities that must be done at Customer Service. He noted that this would improve customer service so that more time, effort, and resources can be devoted to customers with major concerns or who need additional help.

Mr. Sudler stated that it sometimes has taken 20 to 40 minutes before a representative from Customer Service physically gets on the phone to address concerns, which he felt was a major problem. In addition, as a landlord and a construction representative, he noted that constituents were concerned about deposits. Mr. Sudler indicated that there was inconsistency in regard to whether the deposit was three (3) times the monthly cost versus the cost for three (3) months. He indicated that he has one (1) bedroom apartments that are 425-485 square feet. Mr. Sudler indicated that he had done a survey, and the cost was $45 per month for those who are working and away for part of the day and $110 per month for those who are there all day. He indicated that his targeted population is seniors, handicapped, and veterans. Mr. Sudler stated his understanding that if the highest cost was $110 per month, the cost for three (3) months would be $330, and the deposit should be obtained by dividing this in half. He reiterated that Customer Service representatives were saying that the cost of the deposit was three (3) times the amount rather than half of three (3) times the average cost per month, and this had occurred more than three (3) or four (4) times within the last four (4) months. Mr. Sudler recognized Mr. Ryan Carroll, Customer Service Clerk II, for providing great customer service, having a great attitude, being consistent, and representing the City well. Mr. Sudler stated that some of his residents were very upset, noting that one (1) resident, who

had never had utility service with the City, stated that Customer Service wanted to charge her a deposit of over $300 for a one (1) bedroom apartment. He stated that this was also affecting the homeless who are trying to get adequate housing after obtaining a job and are faced with high deposit costs and an inconsistent process.

Mr. Kirby Hudson, Assistant City Manager, advised members that there are inconsistencies because deposits are based on credit reports that are received for new customers, noting that deposits are higher if the credit report is poor.

Mr. Sudler stated that the City of Dover bases their credit on whether the customer had a prior history with the City in utilities. He expressed his opinion that everyone has had issues with credit and did not think it fair that someone who had been homeless and was trying to get off the streets should have a high deposit based on their credit report. Noting that he had been a landlord for over 13 years, Mr. Sudler indicated that he knew the process and this was not the process.

Mr. Hare advised members that the utility deposit could be a discussion for another time, noting that the matter being considered was bills being received. He stated, having paid electric bills in the City for 40 years and never having been late, he received his bill on January 18, 2016 with a bill date of January 11, 2016. He noted that if he waited five (5) or six (6) days and mailed his payment to Wilmington, if it got there on February 1st, his power could be shut off after having only 12 days to pay it.

Mr. Koenig thanked Mr. Sudler for the kind words regarding Mr. Carroll, noting that he works in an environment that is not always kind. Mr. Koenig stated that he had not brought information regarding deposits but would be happy to talk about this in the future since he felt it was a legitimate concern, from the standpoint of both the City and its customers.

In regard to Mr. Hare's concerns, Mr. Koenig explained that the City mails the bills based on the bill date. Staff does everything they can, based on the billing address, to get the bill to people as soon as possible, which may take two (2) days or five (5) days. He stated that the Electric Service Handbook, which had been adopted, stated that the bill was due no later than 21 days from the billing date, and this had been the process all along. Mr. Koenig indicated that the reason the bill states "due upon receipt" is because of the desire for people to put it at the top of the list and understand there urgency to get the bill to the City quickly to meet the customer side of the contract. He stated his understanding that people think their bill is paid once it is in the mail, but the bill goes to a lock box in Wilmington, which is the only place in Delaware that has a lock box processing facility. Mr. Koenig informed members that a conscious decision was made years ago to go to a lock box to save money by cutting an employee who used to open the mail. It takes time for the information to come from the lock box and into the City's system. Mr. Koenig stated that the City was not close to having a cut list ready to go at 7:00 a.m. following a due date on the previous day at 5:00 p.m., and he did not want to get to that point but instead have

people pay in the 21-day window. He stated that the City would like to put people on a budget plan and get them to do direct draft rather than mailing payment, since the mail cannot be predicted and can put their service at risk. He noted that customers who use online banking may receive an indication when the payment will be received.

Mr. Hare noted that every case is different. He suggested that the wording be changed and that customers get one (1) grace period. He felt there should be a way to give a little benefit, noting that there could be people who had never missed a bill and, due to circumstances such as being away, could return to find their power had been cut off. Mr. Hare felt that there must be some way that citizens who pay well would not be penalized for being a few days beyond the date one (1) time and to be a little more citizen friendly. He stated that perhaps the requirement should be a little tougher for those who had not paid the previous bill and that power could shut be off for those who were three (3) months behind. Mr. Hare advised members that he had not been receiving calls from those who were two (2) months behind but from those who had indicated that they had mailed their checks. He commented that one (1) lady went in and paid her bill and, when it was entered, she was advised that she had a credit because Customer Service had received her initial check. He suggested giving 30 days to pay, or having a list of people who are not a problem and allowing them a few more days to pay. Mr. Hare felt that a little discretion should be used.

Mr. Slavin stated that he had filled up his car with gas at Wawa today and did not have the ability to tell the cashier that he planned to pay for it about 60 days from now. He did not ask to be billed 30 days out and to be given 30 days on top of that to pay for the gas. Mr. Slavin stated that during the last two (2) budget cycles there had been talk about running City government more like a business. He felt that this was one (1) of those moments when the City chooses to run the government like a business by collecting bills in a timely fashion so that it is not carrying huge balances. He noted that this would require fortitude and there would be some rocky waters and people who have real needs. Mr. Slavin stated that he had heard that those who were in dire straits could be worked with and accommodated. He cautioned members about being selective and creating lists of people who are good payers and those who are not because that would swing the City back to the extra work that the City was trying to get rid of by trying to make this a leaner, stronger, and less expensive form of government to operate. Mr. Slavin felt that the City would get beyond the initial, burn-in period with this issue and attain a better place. He supported turning a few little levers to open it up a few more days or improving communication; however, he suggested holding the course and continuing to do what was being done since this is what staff was asked to do.

Mr. Sudler commended Mr. Koenig for his work in running the City as a business, noting the need to collect money for bills so that the taxpayers would not feel this problem during the next fiscal year. He stated the need to provide a better understanding by specifying landmarks for submitting bills by mail or electronically

using the worst case scenario and suggested adhering to the deadlines for those who do not comply.

Mr. Neil suggested including something on the bill, perhaps on the blank back page, which would advise customers that paying the bill immediately will help keep taxes down, and stating that bills paid by mail should be mailed seven (7) days ahead of time. Mr. Neil felt that the bill should have something to educate customers and get their attention. He suggested using graphics, noting that this document could be used as a billboard within the envelope. Mr. Neil offered his assistance with this. He stated that the City could not afford to have $0.5M in delinquent dollars, noting that this was costing the City money and he felt this should be conveyed to the taxpayers.

Responding to Mayor Christiansen, Mr. Hudson stated that the first Trial Balance report reflected that amounts that were more than 30 days past the due date for trash, water, sewer, and electric. The portion of this amount that was due for electric service was $424,897.84.

Mayor Christiansen requested an overview of provisions in place for special situations, such as those customers with a medical condition. Responding, Mr. Hudson stated that medical forms were developed years ago and needed to be slightly tweaked; however, they list the medical equipment that is deemed to be necessary for an account to be active and not be cut.

Mayor Christiansen questioned if there were many delinquencies in this category. Responding, Mr. Hudson stated his belief that 13 of the customers in this category collectively owe the City approximately $25,000 - $30,000. He indicated that these customers feel that because they have a medical condition they can pay the City whatever they want, and some of them pay nothing. Others pay $50, $100, or whatever they want, and this had been going on for years.

Responding to Mayor Christiansen, Mr. Hudson confirmed that the City was owed over $900,000 for accounts over 90 days past due. Mayor Christiansen questioned how such a high total was approved. Responding, Mr. Hudson stated that when he first came on board with the City, he was asked to help oversee the operations of the Customer Service Department and the City had consistently, over many years, allowed customers to pay their previous balance and carry the current forward to the next month. Mr. Hudson stated that when customers get behind and have a problem, they do not pay on the bill and it gets larger and larger.

Mayor Christiansen stated that calls had been made to the Mayor and City Manager's Offices stating that some of these cutoffs were punitive and questioned if this was true. Mr. Hudson stated that when staff first started cutting, the cut list averaged close to 300 per day and there was no way to keep up with this. Staff discussed this and stepped back to allow the word to get out and for customers to get used to paying within the 21-day period. Staff then started with those who had balances, which included those who were already over 30 days late.

Mr. Cole agreed with staying the course and being pragmatic; however, he felt that it helped when he and Councilman Hosfelt provided a clear answer to a neighborhood watch group, noting that he and Mr. Hosfelt stopped receiving phone calls at that point. Mr. Cole advised members that they had some meetings coming up and access to neighborhood leaders. He stated that he would like to see some type of handout that could be distributed to clear up this matter.

Mr. Koenig felt that this was a great idea. He reiterated that staff did not get enough information out on handouts or social media. Following up on Mayor Christiansen's question regarding the outstanding amounts, Mr. Koenig explained that some of the more than $900,000 was the result of businesses that were now defunct and people who had left the area. He informed members that staff had been dealing with a collection agency that was not aggressive at collecting the City's past due balances and that Mr. Hudson was looking at acquiring different collection agency services. He stated that the City hired a part-time person to do collections a couple of years ago because this function had been removed over time to try and save dollars. Although dollars were saved in the City's budget, there were growing revenues still due to the City and staff was not able to follow up as quickly as previously. Mr. Koenig reiterated the need to be stern on the 21 days for payment so that people stay current and do not develop large balances. Mr. Koenig stated that the City had gravitated to being less diligent than needed at collecting, and this resulted in larger past due balances. Mr. Koenig stated that staff did not anticipate the cut list escalating the way it did and they were staggered by the query when it was run. At first it was believed that this was a one (1) day situation, but it continued and staff had to bring resources in from other departments to help with the cut list, which could not be sustained.

Ms. Maucher questioned if the City had a payment plan that would allow customers to pay the current bill and spread past due balances over a 12-month period. Responding, Mr. Koenig stated that the City has customized plans that must be authorized by the City Manager's Office. Staff prefers not to do this, but had worked with those types of agreements if required to get a customer current. Customers are required to sign agreements and if they do not stick to the agreement, the City reserves the right to disconnect them.

Responding to Ms. Maucher, Mr. Koenig confirmed that the City follows State law regarding medical certification, which requires 120-day renewal and a good faith effort. However, he stated that several people with medical notes believe a good faith effort is to indicate that they might pay the City at some point in the future, noting that some are not even sending a dollar. He indicated that the City is put in a terrible position when there is a customer with a medical note who must be cut. Mr. Koenig stated that staff is looking at other municipalities in the State who are much more aggressive on medical notes and will look at those things that require a medical note. He stated, for example, that nebulizers have battery packs now or cigarette lighter attachments, so it is not necessary to have full power to the house. In addition, Mr. Koenig indicated that it becomes complicated sometimes when staff

receives a medical note for a certain address and that does not match up with the customer.

In response to Ms. Maucher, Mr. Koenig confirmed that a medical professional is supposed to sign the note and put their license on it for it to be official. He indicated that he had recently seen notes without all the information and staff was unsure if these notes were real.

Mr. Anderson felt that advertising a budget plan, putting it on the website, and recruiting people would be helpful, perhaps this spring. He indicated that a lot of people in his area have older homes and some of their electric bills jump up to $500 per month from $100 at other times of the year. Mr. Anderson noted that he makes payment on the web so that they go immediately to the site. He suggested allowing for customers to apply to enroll in a budget plan through the website to balance payments out.

Mr. Anderson questioned how customers receiving fuel assistance and being helped by organizations such as Catholic Charities are handled. Responding, Mr. Koenig stated, to his knowledge, that those accounts are flagged and staff consistently works with those customers and does not turn their backs on this. Responding, Mr. Anderson noted that this was guaranteed money.

Mr. Anderson questioned how the City compares to Chesapeake Utilities and the gas company with extensions. Responding, Mr. Koenig stated that he did not know the answer and staff could try to send this information out after the meeting.

Mr. Anderson stated the City used to be less tolerant of carryover balances but more tolerant when it came to 10-day extensions for those who actually have an issue, such as someone who may lose 7-10 days of work due to the flu. He indicated that he would like to see the City review the 10-day extensions with a limit, such as three (3) per year, for those who are hospitalized and or have those type of issues, noting three (3) days would not even get someone to another pay period.

Mr. Sudler stated for the record that he was all for accommodating the disabled but questioned when enough accommodation had been made in regards to the cutoff date. He did not believe the accommodations should supercede the rules and regulations of the City or State or that these customers should be allowed to pay when they decide to do so.

Mr. Hare concurred with Mr. Sudler and felt that those who submit doctor's slips should also submit financial information as to why there are not able to pay.

Mr. Sudler suggested that a date be included.

Mr. Hare stated that when people pay their electric bill, they should allow an extra five (5) or six (6) days for it to get there when they mail it; however, he noted that they may not receive the bill until five (5), six (6), or seven (7) days after it is mailed.

Mr. Koenig reminded members that the Electric Service Handbook states payment is due 21 days from bill date and does not specify anything about mailing. He noted that customers can receive their bill electronically by providing their email address. Mr. Koenig stated that he receives his bill electronically on the day that it goes out.

Mr. Hare stated that not everyone is on Facebook or has computers and noted that the bill indicated that it was due upon receipt. He suggested that if the bill date was January 11, 2016, that the customer be cut off on February 11th, which would give them the benefit of five (5) or six (6) days to get the bill. Mr. Koenig stated, with all due respect, that he would not put this out as a policy. He indicated that he wanted people to feel that paying their utility bill to the City of Dover is an urgent thing that needs priority in their life. Mr. Koenig reiterated that he cannot control the mail but nearly every customer can get their bill electronically if they want, which would allow them to receive it quicker. He noted that the reading dates are almost identical or identical on every bill, so the average person knows when it is going to come. Mr. Koenig did not feel that a delay with mailing was the City's fault, noting that the tax bill is due on a specific date and people know that it is coming. If they do not pay the tax bill, they are subject to penalties and should be subject to the electric disconnection on August 1st because they are past due, and the Clean Hands Ordinance would allow the City to cut their electric, with due notice that they are delinquent. Mr. Koenig stated the need for customers to recognize that when they signed up for electric service, this created a contract. According to the Handbook, this contract indicates payment within 21 days, and this is what staff was trying to get to.

Mayor Christiansen stated his hope that the collection agency being used would be gone tomorrow. Responding, Mr. Koenig stated that this would not happen because a Request for Proposals (RFP) must be issued.

Mayor Christiansen asked how close staff was to finding out this information. He felt that if this agency did not have the tenacity to do what they were contracted for, they needed to be gone. Responding, Mr. Hudson indicated that he had put together a draft RFP, stating his belief that a notice would be in the newspaper on February 12, 2016 and the RFP would go out shortly. Mr. Hudson stated that good collection agencies are hard to find and that the City of Newark uses SIMM Associates, Inc. He advised members that he would like this organization to give a full presentation if they win the award. Mr. Hudson stated that this is the only collection agency that he had found that is licensed in all 50 states. He noted that there would be no cost to the City. A penalty for the cost to pursue the customer goes to the agency and the City would receive 100% of its money. Mr. Hudson indicated that SIMM Associates, Inc. was also willing to train some of the City's Customer Service Representatives and train them for free.

Mr. Slavin thanked Mr. Hudson for the information on this company but stated that Council would not be predisposed to any one (1) company and would listen to all of them in the hopes that the City would have a competitive partner.

Mr. Sudler stated his hope that there would be two (2) other applicants to do a comparison and suggested that they come to give a presentation to City Council to provide input prior to awarding the contract.

Proposed Ordinance #2016-01 with Staff Amendment #1 (SA#1) Amending Chapter 18 - Animals, Section 18-1 - Definitions, and Appendix B - Zoning, Article 3 - District Regulations, Section 1 - One-family residence zones [(R-20, R-15, R-10, R-8 and R-7)], Subsection 1.1 - Uses permitted, Subsection 1.15 - Accessory uses, limited to the following:, paragraph (d) - Keeping domestic animals and Article 12 - Definitions

During the Legislative, Finance, and Administration Committee meeting of January 11, 2016, members considered proposed Ordinance #2016-01. At that time, members recommended amending the ordinance to include chickens, turkeys, ducks, and anything else staff feels would qualify and that residents be required to remove fowl within three (3) months from passage of the ordinance. During the Regular City Council Meeting of January 25, 2016, Council referred the proposed ordinance back to the Legislative, Finance, and Administration Committee.

During the Council Committee of the Whole meeting of February 9, 2016, Mr. Hare advised members that he had discussed this ordinance with others and stated that there was a willingness to concede that if there was a property that was one-third of an acre in size or larger within City limits, the resident could have five (5) chickens that must be in a portable, mobile chicken house with at least four (4) square feet per bird.

Mrs. Ann Marie Townshend, Director of Planning and Community Development, indicated that this structure would also need to be at least 20 feet from the property line.

Mr. Hare noted that the yard would also need to be fenced.

Mrs. Townshend stated that no roosters would be allowed.

Responding to Mr. Cole, Ms. Townshend confirmed that Kent County was also working on this issue.

Mr. Hare noted that a resident with fowl must be registered with the State and the County and must have a permit. He suggested a $25 fee for a City of Dover permit and members concurred.

The Committee recommended referring proposed Ordinance #2016-01 to staff to make the changes discussed and bring it to Council for First Reading during their Regular Meeting scheduled for February 22, 2016.

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

Ms. Maucher questioned if there was a big chicken problem in the City, and Mr. Hare confirmed that there had been some issues.

Proposed Ordinance #2016-07 - Second Budget Amendment for Fiscal Year 2015/2016

Mrs. Donna Mitchell, Controller/Treasurer, advised members that Proposed Ordinance #2016-07, Second Budget Amendment for Fiscal Year 2015/2016, would go to Council for the First Reading during their next meeting. Members were advised that the proposed budget amendment included adjustments to the Beginning Budget Balance for all funds since the City's FY15 audit had been completed. It also included any adjustments related to Council actions to date on changes in project budgets or operating items that were not included in the original budget. Mrs. Mitchell reviewed the Financial Policy transfers of favorable carry forward balances and additional adjustments.

Mrs. Mitchell advised members that in working on the electric side of next year's budget, which was nearly complete, she noticed that staff missed reducing expenses for pension in the ordinance by $136,400. This reduction in electric expenses would be included in Proposed Ordinance #2016-07 when it is presented to Council.

Mr. Anderson noted that members had been looking to pay money back into one (1) of the funds and questioned if this was being done and was on schedule. Responding, Mrs. Mitchell stated that the favorability in the power supply was included. She noted that increasing the Rate Stabilization Reserve had been discussed because of new penalties, and that would play into the forecast that staff would bring forward during the FY 17 budget process.

The Committee recommended adoption of Ordinance #2016-07.

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

Report of Independent Public Accountants for the Fiscal Year Ending June 30, 2015

Mr. William Seymour, Audit Partner, SB & Company, LLC, reviewed the Presentation to City Council dated February 9, 2016, stating that this presentation represented the required communications under generally accepted auditing standards as well as his firm's standards. In reviewing the Scope of Services - Page 3, he noted that historically SB & Company had performed a federal grants single audit;

however, the City did not meet the requirements to have that performed this year, so this was not done. Mr. Seymour advised members that SB & Company had issued an unmodified opinion on the City's financial statements, which was the best opinion that he was allowed to issue under generally accepted auditing standards that effectively said that the financial statements as presented by management were reasonably free of material misstatement, noting that his firm discovered no instances of fraud or material weakness in internal controls and received full cooperation from management.

Mr. Seymour indicated highlighted two (2) items, as follows:

1) The City was required to and did adopt Government Accounting Standards Board (GASB) 68, which required the recordation of the difference between the actuary calculated liability for pensions and the market value of investments, which required a restatement of just over $36M to the net position, lowering that net position.

2) The year after next, the City will be required to follow a similar new standard for Other Post-Employment Benefits (OPEB), and this number would be approximately $32.5M in today's dollars.

In regard to Required Communications - Page 18, Item #11, Mr. Seymour stated that a management representation letter is required as part of the audit and offered to provide it to members upon request, noting that this has all the items that the American Institute of Certified Public Accounts (AICPA) requires.

Responding to Mr. Sudler as to whether the City received an A+, Mr. Seymour stated that the City and the Finance Department work to put the best information forward and Mrs. Mitchell and her staff are always looking for improvements. Through this audit process, she noted areas that could be improved and Mr. Seymour advised her that staff was doing a great job and to continue to so. He felt that this was a testament to her staff and the work that they do.

In response to Mr. Anderson, Mr. Seymour stated that the information applied to the entire City.

Mr. Sudler moved for acceptance of the Council Committee of the Whole Report, seconded by Mr. Hosfelt and unanimously carried.

EVALUATION OF BIDS - HAZLETTVILLE ROAD INTERCEPTOR REPLACEMENT PROJECT

Mr. Scott Koenig, City Manager, informed members that the Public Works Department had been working on a number of large wastewater projects over the last few years. He stated that the Hazlettville Road Interceptor Replacement Project involves the replacement of approximately

2,000 linear feet of 15" diameter sanitary sewer along West North Street, which is the corridor that runs along the City's industrial complex including Procter & Gamble. Mr. Koenig explained that the current 15" sewer main pipe has some negative slope and capacity issues during periods of high wastewater flows in this area. He stated that the proposed upgrade includes the replacement of the 2,000 linear feet of line with a new 18" diameter sanitary sewer main at proper slope, which will improve the capacity of this line and allow for future growth in this wastewater basin.

Mr. Koenig stated that this project was originally bid out in February of 2015 and all of the bids received were over the project budget of $755,000, noting that the lowest bid received was $822,086. He informed members that, at that time the City had several projects that were over budget with respect to the initial bids, and Staff elected to move forward with the Village of Westover pump station replacement and force main upgrade. Mr. Koenig explained that, since the initial bids were all over budget, the City decided to utilize funds from Hazlettville Road Interceptor Replacement Project to supplement the shortfall of the Westover Pump Station and Force Main Upgrade Project.

Mr. Koenig stated that Staff then worked on redefining the traffic control plans, reviewed the plans for this project, and discussed whether this project should move forward or not. He advised that this is still a high priority project, noting that the line is surcharging at certain times and, because it serves a portion of the City's industrial corridor, it is considered a critical facility in the wastewater system.

Mr. Koenig informed members that Staff rebid the project and the low bid was $774,035. He stated that Staff considered the low bid from Eastern States Construction Services, Inc. to be a qualified bid; however, he explained that for Staff to move forward, the project budget needs to be amended by moving $312,000 from the reservation of funds for inflow/infiltration (I & I), to bring the Hazlettville Road Interceptor Replacement Project budget back up to the required $774,100.

Staff recommended awarding the contract for the Hazlettville Road Interceptor Replacement Project to Eastern States Construction Service, Inc., in the amount of $774,035.

Mr. Hosfelt noted that the Hazlettville Road Interceptor Replacement Project was originally an FY 15 Capital Investment Plan (CIP) project and Staff was proposing to take money from the Inflow/Infiltration Removal Project, which is an FY 16 project that started with a budget of $875,000 and would be reduced to $223,800. Responding to Mr. Hosfelt, Mr. Koenig explained that the $875,000 was a reservation in the budget for I & I projects to complete sewer replacements throughout the City. He stated that the Hazlettville Road Interceptor Replacement Project would be an I & I project if there was a high groundwater table in this area; however, the groundwater table along the North Street corridor, especially in this area, is not a major contributor to pipe failure. Mr. Koenig noted that, in essence, this project requires the same pipe replacement that is done for I & I projects, but it is not subject to groundwater problems. He informed members that where there is separation of joints or where there are slope problems, if there is any pop in the groundwater table that would put this pipe underwater, the City would have an infiltration problem. Due to the ground conditions in this area, the City does not have an infiltration problem in this basin at this point, so this is technically not an I & I project.

Responding to Mr. Hosfelt, Mr. Koenig stated that the City set aside approximately $1M for I & I projects.

Mr. Hosfelt stated that the City often underestimates the cost of projects and asked if there was anything the City could do to help staff, so that the City can do a better job with estimates. Responding, Mr. Koenig explained that some of the underestimates are the result of the City's consulting engineers working with staff on trying to price things.

Mr. Koenig stated that if a project is under $200,000 and within the project budget, the current budget and project processes allow Staff to move forward with the project without further approval by Council; however, any bid over $200,000 requires Council approval. He noted that, regardless of staff's estimating, the Hazlettville Road Interceptor Replacement Project bid would require Council's authorization.

Mr. Koenig informed members that because the Hazlettville Road Interceptor Replacement Project was bid twice, staff believes that the project budget needs to be adjusted. He stated that the City's consulting engineers and staff use the best available data; however, the City cannot change the market conditions when the projects are bid out. Mr. Koenig explained that there is no penalty to the consulting engineers if they miss the target but it requires staff to re-shuffle the project timing and timeline. He was unsure how the City would get engineers if the City were to try to penalize them for poor estimating or inaccurate estimates, because they simply cannot control the bid market.

Mr. Koenig explained that the original project budget for the Hazlettville Road Interceptor Replacement Project was incorrect. He indicated that if the City had adopted the bid project budget from when the high bids were received the first time, the project would have been under budget when the second bids were received; however, the original project budget was kept in the system.

Mr. Koenig reminded members that estimating is not a perfect science, and when the City receives bids that are higher than expected for a project that has to move forward, staff has to re-shuffle the CIP, as was being proposed for the Hazlettville Road Interceptor Replacement Project. He informed members that staff has had discussions with the City's design teams on trying to get better estimates. Mr. Koenig stated that there was a project meeting the other day regarding water treatment plant upgrades, and staff is very concerned about getting accurate estimates because the City will be borrowing money for the upgrade.

Mr. Anderson stated that he agreed with Mr. Hosfelt's concerns; however, he congratulated Mr. Koenig and City staff for being within 5%, noting that this was fairly tolerable compared to where it was before.

Mr. Anderson asked if the proposed budget revision was reflected in Proposed Ordinance #2016-07 - Second Budget Amendment for Fiscal Year 2015/2016, which is scheduled for First Reading later in the meeting. Responding, Mr. Koenig informed members that the recommendation for the budget regarding the Hazlettville Road Interceptor Replacement Project was not currently reflected in any budget amendments because the bid had not yet been approved. He stated that if Council accepts Staff's recommendation, the proposed budget amendment would be part of the end of year true-ups for all City projects.

Mr. Anderson questioned whether Mr. Koenig felt comfortable that the City has enough money in the Water/Wastewater Fund, with the budget amendments, to cover this. Responding, Mr. Koenig

stated his belief that the City is operating within the original allocation of the budget and has the funding appropriated in the capital budget. He explained that Staff was requesting to re-appropriate funds from one (1) project to another; however, funding currently exists for this project.

Mr. Anderson asked what the downside would be of approving Staff's recommendation and what would be deferred. He also questioned whether there was any danger of something breaking or something being an emergency or neglected. In response, Mr. Koenig stated that the City would be deferring the next segment of replacement in the I & I basins, one of them being, for example, White Oak/Towne Point. He noted that the City had completed a road in the White Oak/Towne Point neighborhood and there was another project scheduled for that area that Staff was trying to go to bid with, and these are part of those funds. Mr. Koenig informed members that the City needs to get the Hazlettville Road Interceptor Replacement Project completed, so that staff can concentrate on the next I & I project.

Mr. Neil moved for approval of Staff's recommendation to award the contract for the Hazlettville Road Interceptor Replacement Project to Eastern States Construction Service, Inc., in the amount of $774,035. The motion was seconded by Mr. Hosfelt and carried by a unanimous roll call vote.

EVALUATION OF BIDS - SILVER LAKE DAM SLUICE GATE REPLACEMENT

Mr. Scott Koenig, City Manager, reminded members that the City is the proud owner of the Silver Lake Dam. He informed members that the Silver Lake Dam Sluice Gate Replacement is a small Public Works Department capital project that requires specialty work. Mr. Koenig stated that the valve is related to flood control measures as well as emergency operations in the event of environmental issues. He explained that the gate system and valve system control the level of the lake by letting water through the dam during high periods of rainfall. Additionally, if there were any types of leaks, fuel oil discharges, etc. at the power plant, the City would try to control the level of the lake. Mr. Koenig advised that the leaking of the valve and the proposed replacement had come out of the inspections related to the Silver Lake Dam.

Mr. Koenig stated that this bid was advertised as a Request for Quotes in accordance with the City's purchasing policy and two (2) bids were received. He informed members that one (1) bid was $122,000 and the other was $80,900, and both bids were over the project budget of $60,000.

Mr. Koenig advised that there is currently $56,300 left in this project budget and Staff was proposing to move the balance of funding required for this project, in the amount of $28,300, from unrestricted funds that are currently appropriated to an expanded street program. He explained that this proposal would bring the revised project budget to $84,600 and allow the City to complete the project. Mr. Koenig stated that this project is a priority, since the City needs this gate to work, and it is very much specialty work.

Staff recommended awarding the contract for the Silver Lake Dam Sluice Gate Replacement to NuPump Construction Co., in the amount of $80,900.

Mr. Koenig reiterated that Staff proposed to move funds out of the street program, identified as project number ST1601.

Mr. Koenig informed members that the City bid out the street program last fall, has currently committed $538,000 to an active street program, and the work has begun. Mr. Koenig stated that, assuming Council adopts the recommendation, the City will still have $357,900 to either add to the ST1601 project or bid a subsequent spring street program. He noted that the City was not over budget in the expenditure of total funds; however, Staff was requesting to move funds from the unrestricted component of the street program in order to complete the valve replacement project.

Mr. Lewis asked what kind of impact transferring this money out of the street program would have. Responding, Mr. Koenig stated that approving the proposed transfer would defer a portion of street work; however, he explained that the higher priority is the valve on the dam. He informed members that transferring approximately $30,000 would likely defer one (1) street or one-half of a street in the street program. Mr. Koenig explained that the City had been able to repave and repair some streets for $30,000 to $40,000; however, he estimated that the cost to pave and complete concrete and curb work on the average street length was approximately $100,000 to $150,000.

Mr. Sudler moved for approval of Staff's recommendation to award the contract for the Silver Lake Dam Sluice Gate Replacement to NuPump Construction Co., in the amount of $80,900. The motion was seconded by Mr. Neil and carried by a unanimous roll call vote.

FIRST READING - STAFF SUBSTITUTE (SS#1) FOR PROPOSED ORDINANCE #2016-01

Council President Slavin reminded the public that copies of the proposed ordinance are available at the entrance of the Council Chambers or can be obtained from the City Clerk's Office. Since the ordinance amends the Zoning Code, a public hearing is required. Staff recommended referral of the amendments to the Planning Commission on March 21, 2016 and that a public hearing take place during the Council Meeting of April 11, 2016, at 7:30 p.m., at which time, final action by Council will take place.

Mrs. Ann Marie Townshend, Director of Planning and Community Development, reviewed Staff Substitute #1 (SS#1) for Proposed Ordinance #2016-01. She informed members that Proposed Ordinance #2016-01 was initiated to prohibit the keeping of fowl in residential zones; however, SS#1 was prepared based on members' comments during the Legislative, Finance, and Administration Committee meeting of February 9, 2016. Mrs. Townshend noted that the proposed amendments no longer prohibit the keeping of chickens or fowl but set clear parameters, so that if a property owner chooses to keep chickens in their yard that they can do so in a way that is not problematic to their neighbors.

Mr. Sudler moved to refer the amendment and set a public hearing before City Council for April 11, 2016 at 7:30 p.m., as recommended by Staff. The motion was seconded by Mr. Hare.

Mr. Neil asked if roosters had been banned. Responding, Mrs. Townshend indicated that she had intended to include the banning of roosters in SS#1, and would incorporate an amendment to add that language when the proposed ordinance is reviewed by the Planning Commission.

Responding to Mr. Hare, Mrs. Townshend indicated that the ban on roosters may be addressed in the animal control section of the Code, and Staff would verify it as the proposed ordinance moves through the process.

The motion to refer the amendment and set a public hearing before City Council for April 11, 2016 at 7:30 p.m., as recommended by Staff, was unanimously carried.

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

- STAFF SUBSTITUTE #1 (SS#1) FOR PROPOSED ORDINANCE #2016-01 AMENDING APPENDIX B - ZONING, ARTICLE 3 - DISTRICT REGULATIONS, SECTION 1 - ONE-FAMILY RESIDENCE ZONES [(R-20, R-15, R-10, R-8 AND R-7)], SUBSECTION 1.1 - USES PERMITTED, SUBSECTION 1.15 - ACCESSORY USES, LIMITED TO THE FOLLOWING
  (*Legislative, Finance, and Administration Committee*)

FIRST READING - PROPOSED ORDINANCE #2016-07

Council President Slavin reminded the public that copies of the proposed ordinance are available at the entrance of the Council Chambers or can be obtained from the City Clerk's Office. Final action by Council on the proposed ordinance will take place during the Council Meeting of March 14, 2016.

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

- PROPOSED ORDINANCE #2016-07 - SECOND BUDGET AMENDMENT FOR FISCAL YEAR 2015/2016
  (*Legislative, Finance, and Administration Committee*)

FINAL READING - PROPOSED ORDINANCE - #2016-05 AMENDING CHAPTER 106 - TRAFFIC AND VEHICLES, ARTICLE III - STOPPING, STANDING AND PARKING, DIVISION 2 - METERED PARKING, SECTION 106-164 - VIOLATIONS; PENALTIES

The First Reading of the following proposed ordinance was accomplished during the Council Meeting of February 8, 2016. Copies of the proposed ordinance were available at the entrance of the Council Chambers.

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

Police Chief Paul Bernat informed members that the amendment would reduce the maximum number of past due or accumulated violations from five (5) to three (3) in order for a vehicle to be subject to enhanced civil enforcement, such as a parking boot. He stated that in the past, the maximum number of past due or accumulated violations was five (5) and the accumulated unpaid violations could not exceed $200.00; however, since the amount was previously reduced to $100.00, the maximum number of past due or accumulated violations should be reduced to three (3). Chief Bernat stated that the least expensive fine is $20.00, which would double to $40.00 and, if an individual has three (3) it would total $120.00; therefore, changing the maximum number of past due or accumulated violations to three (3) would coincide with the $100.00 amount.

Mr. Anderson asked if Chief Bernat would be comfortable if the accumulated unpaid violations could not exceed $120.00, noting that the fine for handicap parking is $100.00. Responding, Chief Bernat explained that if the fine was overdue it would be doubled to $200.00.

Mr. Anderson noted that a $100.00 ticket would not qualify for enhanced civil enforcement, the amount would have to be at least $100.01.

Chief Bernat explained that the vehicle would still have to have three (3) tickets total. Responding, Mr. Anderson noted that the ordinance included an 'or', and that was why he had some concern.

By motion of Mr. Hare, seconded by Mr. Cole, and carried by a roll call vote of eight (8) yes (Sudler, Neil, Lewis, Cole, Hosfelt, Hare, Hutchison, and Slavin) and one (1) no (Anderson), Ordinance #2016-05 was adopted, as follows:

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

That Chapter 106 - Traffic and Vehicles, Article III - Stopping, Standing and Parking, Division 2 - Metered Parking, Section 106-164 - Violations; Penalties of the Dover Code be amended to read as follows:

Sec. 106-164. - Violations; penalties.

(a) *Generally*. Any person convicted of violating the provisions of this article or of aiding, abetting or assisting in the violation of said provisions shall be sentenced to pay a fine as provided for in Appendix F-Fees and Fines.

(b) *Enhanced civil enforcement authority*. If three or more violations of this article have been issued to a vehicle and those violations are more than 30 days past due, or if accumulated unpaid violations of this article exceed more than $100.00, the vehicle shall be subject to enhanced civil enforcement, as follows:

(1) Such vehicle found parked on any street in the city shall be immobilized by any police officer or parking enforcement employee of this city in such manner as to prevent its operation. Any vehicle so immobilized or impounded shall not be released to its lawful owner until all unpaid violations and applicable administrative fees issued to such owner have been discharged by payment in full, together with payment for the costs of immobilizing, releasing, and storing such vehicle. The owner shall sign a receipt for such vehicle. Payment for any such towing shall be in accordance with the towing costs outlined in the current agreement between the police department and the towing operator. If the vehicle is a tractor-trailer combination, the trailer may be released to an authorized agent if the tractor-trailer is immobilized pursuant to this section.

(2) In any case involving immobilization of a vehicle pursuant to this section, the police officer or parking enforcement employee shall place on such vehicle, in a

conspicuous manner, notice sufficient to warn any individual that such vehicle has been immobilized and that any attempt to move such vehicle might result in damage to such vehicle.

(3) Any vehicle remaining immobilized and not released for 24 hours may be towed and impounded at the direction of a police officer or parking enforcement employee.

(4) Any person who unlawfully removes a device for immobilization of a vehicle shall be fined as provided for in Appendix F-Fees and Fines.

(5) Any person who tows or otherwise moves an immobilized vehicle without authorization by the chief of police or his designee shall be fined as provided for in Appendix F-Fees and Fines.

(c) *Cost*. No cost will be assessed if payment of the penalty as hereinbefore imposed is voluntarily paid without the necessity of a hearing before the proper official.

(Code 1968, § 31-77; Ord. of 8-25-1971, § 1; Code 1981, § 13-49; Ord. No. 2009-09, 6-22-2009; Ord. No. 2011-22, 9-26-2011; Ord. No. 2015-09, 6-8-2015)

ADOPTED: FEBRUARY 22, 2016

FINAL READING - PROPOSED ORDINANCE - #2016-06 AMENDING CHAPTER 26 - BUSINESSES, ARTICLE II - LICENSES, SECTION 26-40 - LICENSE ISSUANCE, EXPIRATION AND FORM, AND SECTION 26-42 - PENALTY FOR LATE PAYMENT OF LICENSE FEE

The First Reading of the following proposed ordinance was accomplished during the Council Meeting of February 8, 2016. Copies of the proposed ordinance were available at the entrance of the Council Chambers.

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

Mrs. Ann Marie Townshend, Director of Planning and Community Development, informed members that the principle purpose of this amendment is to change the business license year so that it begins August 1st, to avoid bringing in the revenue at the transition of the fiscal year. She explained that under the current ordinance, the City brings in the revenue in June, which requires the Finance Department to do a lot of manual work to move the revenue to the next fiscal year. Mrs. Townshend stated that this amendment would also align the process with the current work flow, noting that all of the business license functions were currently under the Department of Planning and Inspections.

By motion of Mr. Neil, seconded by Mr. Cole, and carried by a unanimous roll call vote, Ordinance #2016-06 was adopted, as follows:

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

That Chapter 26 - Businesses, Article II - Licenses, Section 26-40 - License Issuance, Expiration and Form of the Dover Code be amended to read as follows:

Sec. 26-40. - License issuance, expiration and form.

Upon proper application and payment of the prescribed fee, a license shall be issued to each such applicant, and shall be signed by the license officer. Each such license shall be valid and effective from August 1 of each year or the date of issuance to July 31 of the following year. A record of all licenses issued and licensee fees paid shall be maintained at the city hall. Each such license shall be upon a form provided by the department of planning and inspections, which shall set forth the following information:

(1) The name and business address of the licensee;
(2) The trade, business or occupation for which the license is granted;
(3) The date of issuance of the license;
(4) The amount of the license fee paid to the city.

(Code 1968, § 18-20; Ord. of 3-12-1973, § 1(3)(b); Code 1981, § 11-9)

BE IT FURTHER ORDAINED:

That Chapter 26 - Businesses, Article II - Licenses, Section 26-42 - Penalty for Late Payment of License Fee of the Dover Code be amended by deleting the text indicated in red strikeout and inserting the bold, blue text, as follows:

Sec. 26-42. - Penalty for late payment of license fee.

In the event that the license fee set forth herein is not paid on or before August 31 of each year, then the licensee shall incur a penalty fee as provided for in Appendix F-Fees and Fines until the same is paid.

(Ord. of 3-12-1973, § 1(9); Code 1981, § 11-11; Ord. of 2-23-1998; Ord. No. 2009-09, 6-22-2009)

ADOPTED: FEBRUARY 22, 2016

CITY MANAGER'S ANNOUNCEMENTS

Mr. Scott Koenig, City Manager, advised members that there had been a number of discussions over the last month regarding utility billing. He indicated that staff was continuing to try to get the word out to customers to focus on the 21-day window from the billing date to the date when the customer is subject to disconnection. Staff was making modifications to the language and sending this information out through additional billing inserts, Facebook, and in any way they can so that customers become accustomed to paying within this time frame. Mr. Koenig noted that compliance would avoid expending resources to create cut lists and cut electric service so these resources could be used for other activities supporting customer service. He indicated that staff's activities had also included encouraging customers to receive their bills electronically, which reduces the time between sending and receiving bills. Mr. Koenig assured members that staff was doing everything they could

to refine the message to let people know that payment must be received, not just mailed, within the 21-day time frame, noting that this would reduce the amount of funds due to the City.

Mr. Koenig informed members that he meets each month with the Tax Assessor's Office and routinely talks about delinquent property tax bills, which is the next backlog that staff intends to tackle. He indicated that the amount of base taxes due to the City for all years, as of February 4, 2016, was more than $340,000, noting that this amount totaled over $525,000 including penalties and other items that are added to the tax rolls. Mr. Koenig stated that staff anticipated becoming much more diligent in getting people to pay past due delinquent taxes through the use of the Clean Hands Ordinance. He stated the desire for everyone to be on notice that staff intended to pursue those options as they start reducing some of the Customer Service backlog.

Mr. Koenig stated that rental permits were due January 31, 2016 and new fees had been sent out. He indicated there was a fairly long list of delinquent rental permits, and there appeared to be some correlation between delinquent rental permits and delinquent taxes. Mr. Koenig explained that staff would be working internally to coordinate those lists and go after those delinquencies through the Clean Hands Ordinance.

Mr. Koenig stated that these were some of the projects that staff was working on under the Lean management model. He advised members that if the City's customers would simply pay their bills on time, staff would not have to dedicate resources to those activities, and they could be used instead to improve services across the City. Mr. Koenig requested that all customers who are on these lists focus on utility billing, delinquent property taxes, and delinquent rental permits.

COUNCIL MEMBERS' ANNOUNCEMENTS

Mr. Slavin asked everyone to keep the family of Mr. Herb Konowitz in their prayers and thoughts, noting that Mr. Konowitz's lovely wife, Linda, passed away this past weekend. Mr. Slavin stated that Mr. and Mrs. Konowitz had been real lions in the community in helping to care for other people.

Mr. Cole stated that his daughter, Paisley Cole, had won her school district spelling bee and would be representing the district at the State level competition, and that he had promised her he would mention her name.

Mr. Sudler expressed thanks to the Modern Maturity Center for their program celebrating African American women during Black History Month. He also thanked City Council for their consideration of a survey regarding recreational needs in the City of Dover, expressing his appreciation on behalf of the Social Action Commission of Mt. Zion A.M.E. Church and all of those who took the time to complete the survey.

Mr. Hosfelt advised members that the Dover Fire Department was in the middle of a fund drive, had sent out approximately 16,000 mailers ***(Exhibit #3)*** and had received less than 10% back. He asked for the community's help for the Fire Department. Mr. Hosfelt noted that Dover has a first-class fire department, with volunteers who answer the siren's call in the middle of the night. He noted that if sirens wake up members of the community, they should think about the men and women who are responding, who may be coming to citizens' houses when they are in trouble or in need of help. Mr. Hosfelt asked all residents to pay attention to the fund drive. He especially encouraged

institutions of higher learning in the City, who pay no taxes, to reach deep into their budgets and reward those who serve diligently.

Mr. Anderson reminded everyone that on Saturday, February 27, 206, from noon until 4:00 p.m., a Chili Cook-Off would be held at the Christian Life Center, 1614 South DuPont Highway, across the street from Winner Ford. He stated that this would be a community-based fundraiser for local charities, and every dollar raised would go to charity since there were no costs for rent and food would be brought in by volunteers. Mr. Anderson stated that funds would help the Veteran's United Outreach, which had been active in the community for 15 years, helping the veterans who had served, noting that he had personally benefitted from this organization and it would be a wonderful thing if the community could help pay for a lot of their outreach events this year. He noted that the Martin Luther King Junior Education Center, a relatively new organization which had already helped over 100 adults obtain high school diplomas, would also benefit from the event. Mr. Anderson indicated that there was no set donation for the event; however, a donation of $15 per family was recommended, and there were also opportunities to help with the event or bring food. He noted that those interested could sign up through his Facebook page and invited everyone to participate and help make the community stronger.

Mr. Sudler moved for adjournment, seconded by Mr. Cole and unanimously carried.

Meeting adjourned at 8:46 p.m.

TRACI A. McDOWELL
CITY CLERK

All ordinances, resolutions, motions, and orders adopted by City Council during their Regular Meeting of February 22, 2016, are hereby approved.

ROBIN R. CHRISTIANSEN
MAYOR

/TM
S:\AGENDAS-MINUTES-PACKETS-PRESENTATIONS-ATT&EXH\Council-Minutes\2016\02-22-2016.wpd

Exhibits
Exhibit #1 - Request to Withdraw Rezoning Application for Property Located Adjacent to the West Property Line of 1042 South Bradford Street
Exhibit #2 - Memorandum from Mrs. Ann Marie Townshend, Director of Planning and Community Development, dated February 22, 2016, regarding a proposal for a new recreation center at Dover Park
Exhibit #3 - Dover Fire Department 2015-16 Fund Drive Mailer

EXHIBIT #1
Regular Council Meeting of 02/22/2016

RECEIVED
FEB 22 2016
OFFICE OF THE CITY CLERK

February 22, 2016

Dover City Council
Attn: Ann Marie Townshend

RE: Halpern Family Property Investment
1042 South Bradford St., Dover, DE

This letter is to advise that I wish to withdraw my application for revised zoning on my property at 1042 South Bradford St., Dover, DE.

Thank you for your cooperation.

Sincerely,

Joel Halpern

Joel Halpern

EXHIBIT #2
Regular Council Meeting of 02/22/2016

MEMORANDUM

Department of Planning & Inspections
P.O. Box 475
Dover, Delaware 19903
Phone: 302.736.7010 Fax: 302.736.4217

Date: February 22, 2016

To: City Council

From: Ann Marie Townshend, AICP

RE: Proposal for New Recreation Center at Dover Park

At the February 9, 2016 meeting of the City of Dover Parks, Recreation and Community Enhancement Committee, there was a lengthy discussion about a proposal to construct a new recreation center at Dover Park. The Committee deferred action until there is additional data available. I have worked with staff to provide some information to better inform whatever decision is ultimately made by City Council. Some of this information is in response to questions asked at the meeting on February 9, 2016.

Survey Instruments

On February 9th, there was a question about the use of the survey provided by Mt. Zion AME Church's Social Action Committee. The purpose of the Recreation Needs Assessment was to gather information about the public's recreational needs and desires across the city as a whole, and not specific to one type of facility or one park. The survey developed by staff included questions intended to gather citywide input on citywide needs. The park-specific survey provided by the Social Action Committee can be utilized as we enter the phase of developing a park master plan for Dover Park.

There was also a question about the residential locations of respondents to the survey conducted by the City. Please see the attached maps that plot the residential locations of the respondents to the survey conducted by the City and the survey conducted by the Social Action Committee. **(Attachments #1 and #2)**

Grant Restrictions on Dover Park Property

The City of Dover has received grant funds for Dover Park from the federal Land and Water Conservation Fund and the Delaware Land and Water Conservation Trust Fund. When receiving these funds, the City committed to maintaining these properties as publicly available outdoor recreation amenities in perpetuity. The grant covenants preclude the construction of indoor facilities (with the exception of those that are solely in support of outdoor recreation) in areas where these funding sources have been applied. Based on the information received from DNREC, the City would likely be able to construct an indoor facility in the footprint of the previous recreation center, but we would not be able to expand the footprint.

A map is attached showing the park boundary and the boundaries covered by these grant restrictions. **(Attachment #3)**

Availability of Capital Funds/Parkland Reserve Fund

At the meeting on February 9th, Mayor Christiansen requested that City Council reallocate capital funds from a splash pad that is in the CIP for Fiscal Years 2018 and 2019 to the proposed recreation center. This request was reiterated in a letter from Mayor Christiansen to Councilman Anderson on February 19, 2016.

The CIP is a capital investment plan and does not appropriate money to projects. The City's annual budget appropriates funding to projects. While the splash pad is in the CIP, there are no funds allocated to it at the present time. The CIP provides the cost estimates for the project years when funding is proposed.

Capital funds for park projects are typically funded with a combination of funds from the Parkland Reserve Fund and grant funding, typically through the Delaware Land and Water Conservation Trust Fund. These grants include a 50% match requirement and are specific to outdoor recreation projects. A recreation center would not be eligible for these grant funds.

The current balance of the Parkland Reserve Fund is $324,266. Of that, $33,000 is allocated to a playground project at Mallard Pond Park that will be completed this fiscal year, and $180,000 is allocated to Dover Park. This means that there is $111,266 available in the Parkland Reserve Funds. If all of these funds are allocated to a new recreation center, there will be no capital funds available for other improvements to city parks.

The Recreation Needs Assessment identified the issue that there is no funding stream that replenishes the Parkland Reserve Fund. The only funding that it receives is through cash-in-lieu payments made by developers, which are extremely rare in the current economy.

Cost of a New Facility

1. Capital Costs
   Without knowing the specifics of what is being proposed, it is difficult to know the projected capital costs of a new recreation center. For the purposes of comparison, the following includes the approximate costs of the John W. Pitts Recreation Center and the new recreation center under construction by Kent County.
   a. John W. Pitts Recreation Center
      Architectural and Engineering Fees: $250,000
      Construction Cost: $2,551,431
   b. Kent County Recreation Center (based on information provided by Kent County Parks & Recreation)
      Architectural and Engineering Fees: $800,000 (includes civil engineering for outdoor amenities as well)
      Construction Cost: $7.2 million (not including the activity and meeting rooms for the Boys & Girls Club)
2. Operating Costs
   Based on the operation of the John W. Pitts Center, the following costs could be anticipated as a minimum on an annual basis for operating a new recreation center. This would include the addition of two full-time staff and five part-time staff, as well as the relocation of one other staff member from the John W. Pitts Recreation Center to the new recreation center.
   a. Non-personnel operating costs (utilities, cleaning, maintenance) - $110,000
   b. Personnel costs (salary and benefits) - $140,000

Availability of Gymnasium Space

The following facilities include gymnasiums in or immediately adjacent to the City of Dover:

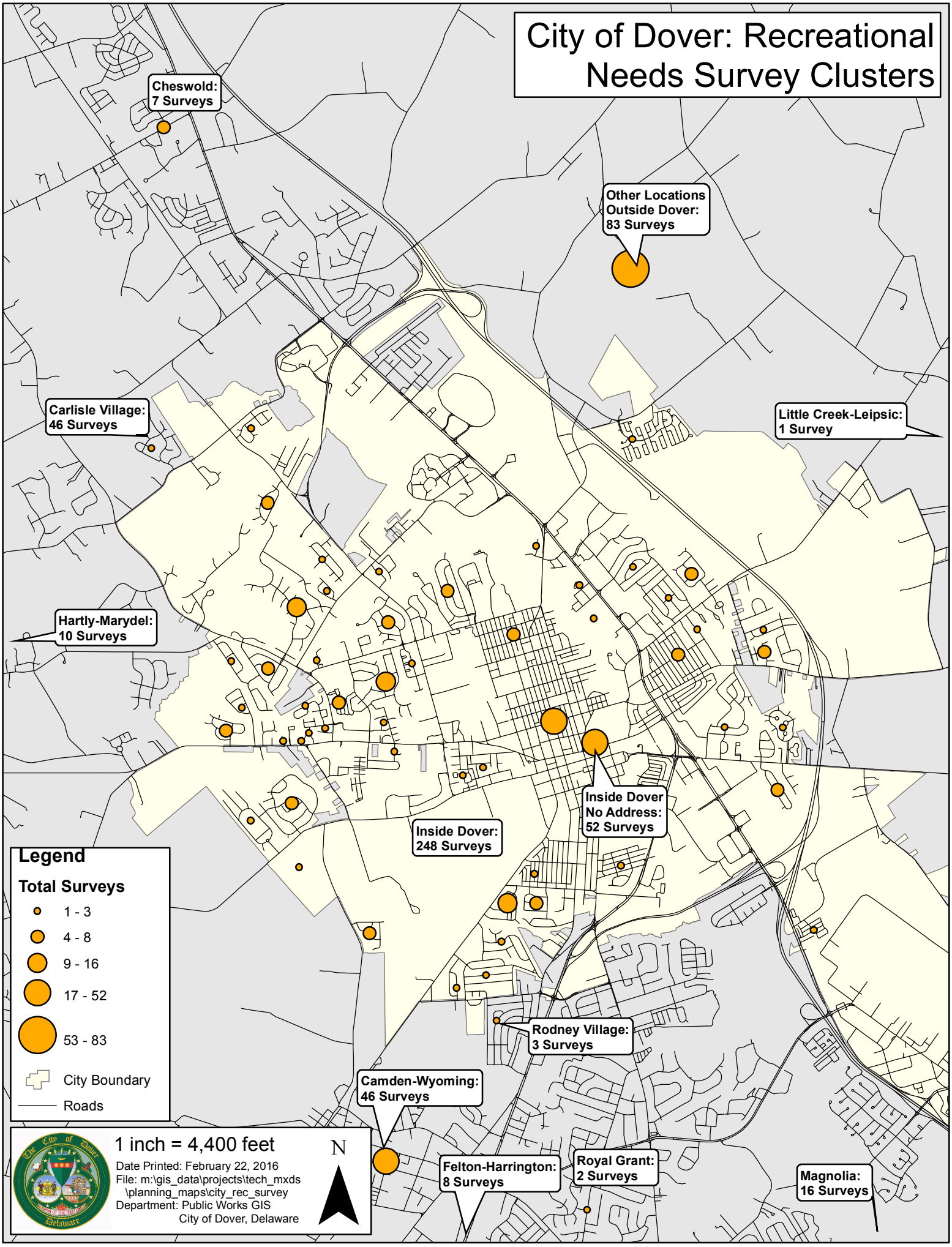
- John W. Pitts Recreation Center, Schutte Park – The Pitts Center's gymnasium includes two full basketball courts. This facility is heavily used during the late fall through early spring with indoor leagues.

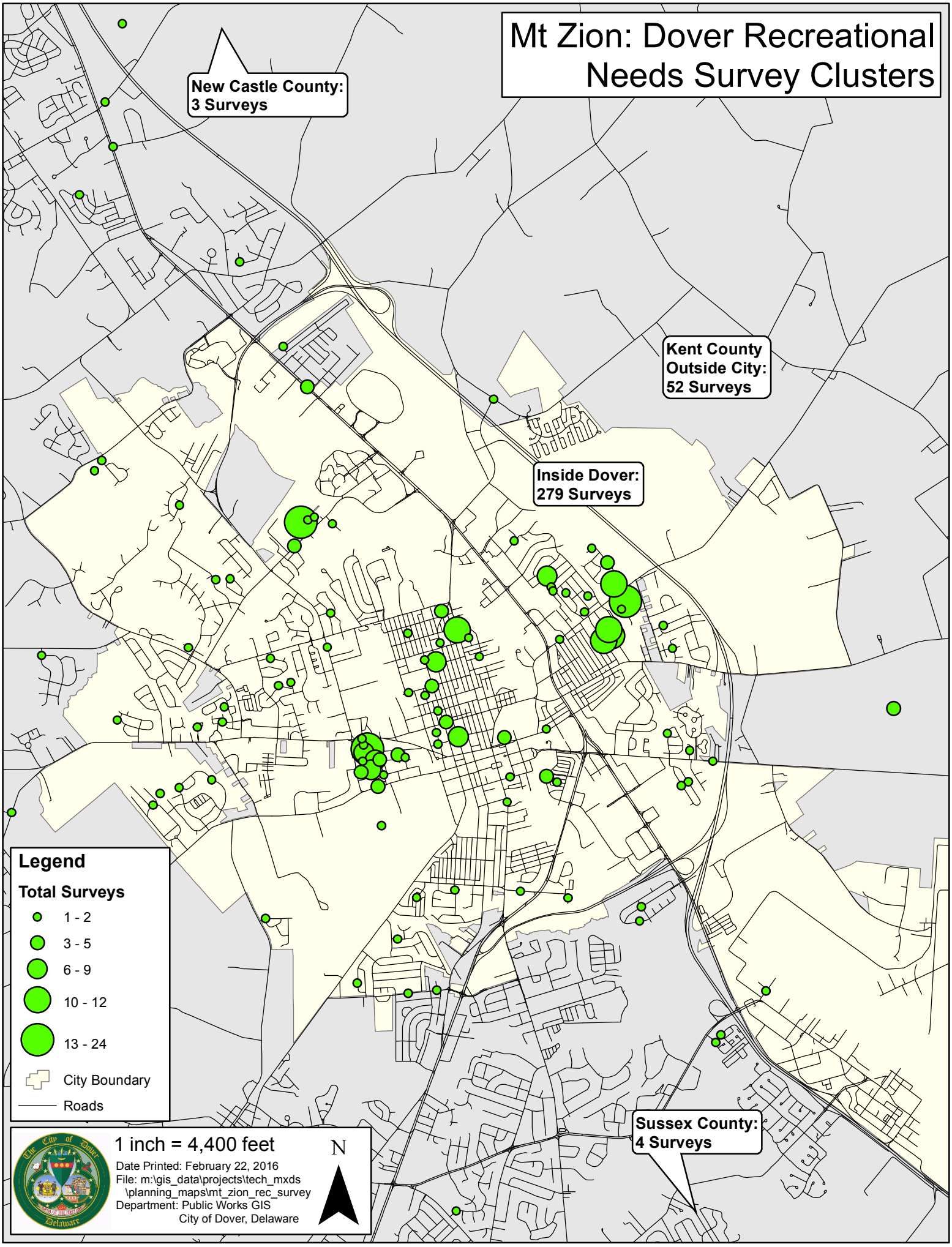
- YMCA – The YMCA's gymnasium includes one full basketball court. It also receives very heavy usage during the fall and winter months for indoor programming.
- Kent County Recreation Center - Kent County is nearing the completion of a new recreation center on New Burton Road, approximately .3 miles from the City's southern boundary at Webbs Lane. This gymnasium includes four full basketball courts. Under Kent County's agreement with the Boys and Girls Club, the Boys and Girls Club will have full use of one full court area during weekdays until 5:00 p.m. Kent County will manage programming on all of the courts during evenings and weekends. To date, they have not programmed the area and do now know that the availability will be.
- Capital School District Facilities – Capital School District has gymnasiums at Central Middle School, William Henry Middle School, and Dover High School. The elementary schools include multi-purpose rooms that can be used for gym activities. To date there has been no discussion about the availability of the Capital School District's facilities for outside programming; however, the City of Dover and the Capital School District have a long history of partnership and collaboration on programming. The City of Dover Department of Parks and Recreation runs the after school program at Towne Point Elementary School.

Process for Developing and Fundraising for the John W. Pitts Recreation Center

The planning for the John W. Pitts Center included a detailed process over many years, overseen by a committee formed by City Council. The process included regular meetings, public outreach, updates to City Council, and fundraising efforts over several years. Excerpts from minutes are attached to provide an idea of the types of actions and decisions made by this committee and City Council during this process. **(Attachment # 4)**

As City Council continues to consider the construction of a new recreation center, as well as other projects to meet the recreational needs of Dover's residents, I am glad to work with staff to provide additional information as requested.


City of Dover: Recreational Needs Survey Clusters
Cheswold: 7 Surveys
Other Locations Outside Dover: 83 Surveys
Carlisle Village: 46 Surveys
Little Creek-Leipsic: 1 Survey
Hartly-Marydel: 10 Surveys
Inside Dover No Address: 52 Surveys
Inside Dover: 248 Surveys
Rodney Village: 3 Surveys
Camden-Wyoming: 46 Surveys
Felton-Harrington: 8 Surveys
Royal Grant: 2 Surveys
Magnolia: 16 Surveys
Legend
Total Surveys
1 - 3
4 - 8
9 - 16
17 - 52
53 - 83
City Boundary
Roads
1 inch = 4,400 feet
Date Printed: February 22, 2016
File: m:\gis_data\projects\tech_mxds
\planning_maps\city_rec_survey
Department: Public Works GIS
City of Dover, Delaware
N


Mt Zion: Dover Recreational Needs Survey Clusters
New Castle County: 3 Surveys
Kent County Outside City: 52 Surveys
Inside Dover: 279 Surveys
Sussex County: 4 Surveys
Legend
Total Surveys
1 - 2
3 - 5
6 - 9
10 - 12
13 - 24
City Boundary
Roads
1 inch = 4,400 feet
N
Date Printed: February 22, 2016
File: m:\gis_data\projects\tech_mxds
\planning_maps\mt_zion_rec_survey
Department: Public Works GIS
City of Dover, Delaware

Attachment #3



08/26/1996 City Council Meeting
During their August 12, 1996 meeting, the PR&CE committee recommended approval of the creation of a committee to address the lack of indoor recreational facilities in the City of Dover and to review the recreational programs offered by the City, stipulating that the Mayor and members of Council appoint a City of Dover resident to serve on the committee, with the appropriate staff members (non-voting members) assisting the committee as needed.

Council President Christiansen read into the record the following charge to the Committee:

- To study and define the problems and needs of recreational activity in the City of Dover.
- To identify possible solutions of those problems and address those needs to include possible construction of new facilities, but not to exclude increased cooperative agreements, including the leasing of additional space and facilities from public and private entities.
- To identify revenue sources to fund any and all projects or alternatives and present a report of the final recommendations to the Parks and Recreation Committee for its review and recommendation to City Council.

Mrs. Malone moved for approval of the committee's recommendation to include the charge to the Committee as recommended by the Council President. The motion was seconded by Mr. Leary and unanimously carried.

March 24, 1997 City Council Meeting
After meeting bi-weekly since September, DRFC provides Phase I Report.

Council accepts committee's recommendation to accept the Phase I Report of the Dover Recreational Facilities Committee and to authorize the DRFC to begin Phase II of the process in order to develop specific type and locations of facilities, together with the management structure necessary for its future success. Council President Christiansen requested that all current members be maintained for completion of all phases of the project.

August 25, 1997 City Council Meeting
Council accepts PR&CE committee's recommendation to accept the Phase II Report of the Dover Recreational Facilities Committee and to authorize them to continue with Phase III; stipulating that the City provide adequate funding for the conceptual architectural and engineering design work, as requested by the DRFC.

Council accepts the LF&A committee's recommendation that $60,000 from the Bond Bill Appropriation - Use of One Time Aid Allocation, be placed in the Parkland Reserve Fund to be used in conjunction with Phase III of the Dover Recreational Facilities Committee Report in providing adequate funding for the conceptual architectural and engineering design work; and that the remainder of the funds be placed in the General Fund.

September 14, 1998 City Council Meeting
The committee recommended that the DRFC be authorized to proceed with Phase IV of the project to include design, development, and fund raising and that the Dover Regional Community Sports and Recreational Center at Schutte Park be considered the City's #1 Project for the next two (2) to three (3) years.

During the committee meeting (extensive public comment), General Vetter indicated that

approval of the motion will allow the DRFC to become involved in the actual writing of the specifications, including details and exact configurations of the rooms of the proposed facility; however, the DRFC will have very little to do with the funding. It is his understanding that the DRFC will assume the technical role and that the fund raising will be assumed by City, County, and State officials, with the DRFC's support.

City Council authorized the DRFC to proceed with Phase IV of the project to include design, development, and fund raising and that the Dover Regional Community Sports and Recreation Center at Schutte Park be considered the number one (1) project of the City of Dover for the next three (3) years, as recommended by the committee.

City Council approved that the City of Dover make a $1 million appropriation to the DRFC over the next three (3) years, along with the cooperation of other government entities.

January 10, 2000 City Council Meeting
Council approved the committee's recommendation of acceptance of the DRFC Report and that the City Manager and Finance Director/Treasurer, in cooperation with the 501C(3) Executive Committee of the DRFC, be authorized to move forward in contacting fund raising firms and to make arrangements for interviews for selection.
(December 14, 1999 PR&CE meeting - Presentation - Market Analysis and Financial Feasibility (DRFC))

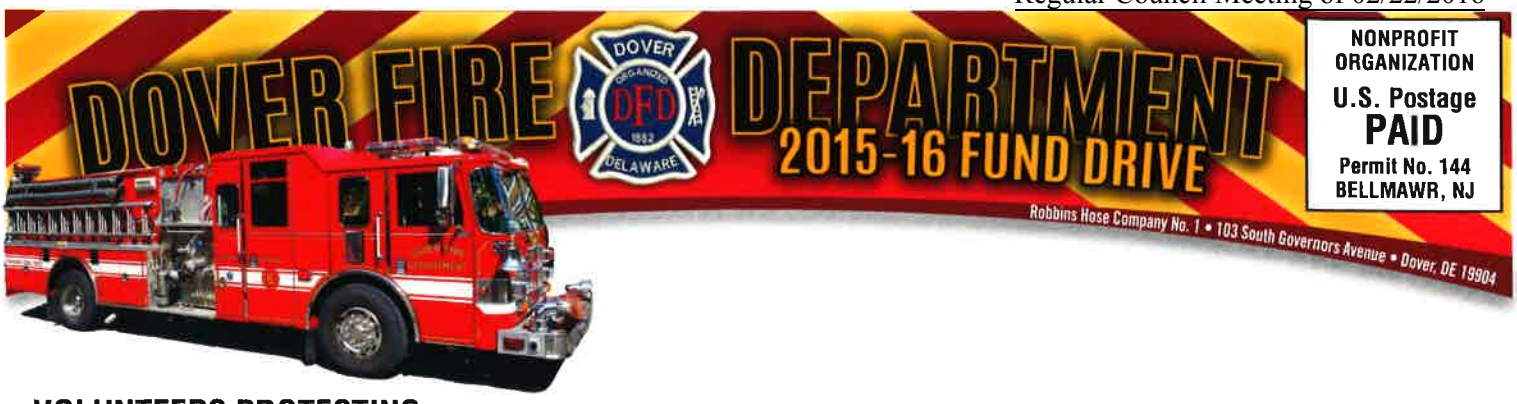
July 24, 2000 City Council Meeting
Council approved committee's recommendation to approve the Letter of Agreement with Holark Systems for providing grant writing services.

August 28, 2000 City Council Meeting
Council authorized a $3M referendum to be scheduled for Saturday, February 3, 2001; approved the contract for a public relations specialist at a cost of $18,000; and authorized the Council President to appoint a Fund Raising Committee within 10 days.

February 12, 2001 City Council Meeting
A referendum was held on February 3, 2001 for the proposed issuance of general obligations bonds in the amount of up to three (3) million dollars for the Dover Regional Community Sports and Recreation Center at Schutte Park. The City Clerk reported that a total of 3,289 citizens cast their vote in the referendum with 1,115 votes cast in favor and 2,174 votes cast against.

Mr. Salters moved for acceptance of the results of the February 3, 2001 Bond Referendum as reported, seconded by Mr. Weller and unanimously carried.

February 26, 2001 City Council Meeting
Dover Recreational Facility Committee Certificate of Appreciation - Committee released.



VOLUNTEERS PROTECTING THE STATE CAPITAL

Dear Friends and Neighbors,

We write to ask you to support your local volunteer fire company this year with a donation to our annual fund drive. Each year our volunteers assist individuals in our community, often within a moment's notice during an emergency. No one has asked us to volunteer, however, it is our passion to give our all to protect lives and property within our community. Without donations from individuals like you, this would not be possible. We would like to thank you for your continued support.

How can you help? Our organization's ability to continue to operate is due in large part to the generous support of individual donors who believe in our mission as volunteer firefighters to protect our community. Your contributions are used to maintain our equipment, apparatus, stations and most importantly for the safety and training of our volunteers.

We ask that you make a commitment to support our annual fund drive by making a donation. Every donation makes a difference, regardless of size. Your generosity will make a difference in our community by allowing us to continue in our passion, tradition and pride as volunteer firefighters.

Thank you for your support,

The Officers and Members of the Dover Fire Department



VOLUNTEERS SINCE 1882

The Dover Fire Department asks for your donation once a year through our annual fund drive letter. If we do not receive a donation we do send a follow up reminder mailing for your convenience. We do not solicit by phone or do door-to-door campaigns. Thank you in advance for your donation and kind thoughts.

Scan to visit us online

2015-2016 CONTRIBUTION

Reference No.
Check No._____
Date _____
Amount $_____

THANK YOU FOR YOUR CONTRIBUTION!
DOVER FIRE DEPARTMENT

CHOICE MARKETING, INC. © 2015 -ORIG_RES

CERTIFICATE OF CONGRATULATIONS

***WHEREAS**, Burns & Ellis Realtors was founded in Dover in 1966 by Walter Ellis, who passed the family business on to his daughter and son-in-law, Terry and Tom Burns, 22 years ago. They have continued to operate the enterprise based on the sound principles of honesty, integrity, and hard work that Walter Ellis established long ago; and*

***WHEREAS,** Burns & Ellis Realtors' knowledge, professional skills, and flexibility have resulted in a loyal customer base and have allowed the business to prosper through favorable economic times, while their sense of vision and adaptability to changing conditions have enabled them to weather the more difficult times brought on by multiple recessions. Their business continues to thrive, as evidenced by attainment of their most profitable year ever in 2015; and*

***WHEREAS,** Burns & Ellis is celebrating 50 years of serving our community and has left an indelible mark on Dover by facilitating countless real estate transactions that have allowed grateful individuals, families, entrepreneurs, and businesses to realize their dreams.*

***NOW, THEREFORE, THE MAYOR AND COUNCIL OF THE CITY OF DOVER, DELAWARE**, do hereby present this Certificate of Congratulations to*

Burns & Ellis Realtors

on their 50th anniversary
and extend best wishes in all future endeavors.

March 14, 2016

ROBIN R. CHRISTIANSEN
MAYOR

TIMOTHY A. SLAVIN
COUNCIL PRESIDENT

CERTIFICATE OF APPRECIATION

The City of Dover extends its sincere appreciation to the groups and individuals who contributed so generously of their time, talents, and professional attention to the Santa House project.

The Mayor and Council of the City of Dover, Delaware do hereby present this Certificate of Appreciation to

Becker Morgan Group
City of Dover Fire Department
City of Dover Police Department
City of Dover Public Works Department
Delaware Department of Corrections
Delaware Technical & Community College
Delmarva Pole Building
Dover Interfaith Mission for Housing
Downtown Dover Partnership
Kent Signs
Lessard Builders
Norman Christoferson
Quality Builders
Tonda Parks

Thank you for your part in creating a building for children and families to make memories throughout the year.

March 14, 2016

Robin R. Christiansen
Mayor

Timothy A. Slavin
Council President

PROPOSED AMENDMENTS TO THE *2008 COMPREHENSIVE PLAN*
Public Hearing before the
Dover City Council
March 14, 2016

Proposed Amendments to the
2008 Comprehensive Plan:

A. Request for a 37.2-acre parcel located on the west side of New Burton Road and west of the railroad corridor to revise the Land Use Classification from Residential Low Density to Industrial and Public Utilities on Map 12-1: Land Development Plan Map. Property Address: 37.2 Acres New Burton Road and 1436 New Burton Road. This is associated with rezoning application Z-16-02.

B. Request for a parcel located on the west side of South State Street south of Gooden Avenue to revise the Land Use Classification from Residential Medium Density to Office and Office Parks on Map 12-1: Land Development Plan Map. Property Address: 834 South State Street. This is associated with rezoning application Z-16-03.

C. Request for properties owned by Dover International Speedway Inc. located east of Delaware Route 1 on the north side and south side of Persimmon Tree Lane to revise the Land Use Classification from Active Agriculture to Commercial. Property Addresses: 75 Pit Stop Lane and 599 Persimmon Tree Lane. This amendment is proposed to facilitate the consistent zoning of the Woodlands Area, which is the location of Firefly and Big Barrel music festivals.

Ordinance Number: #2016-02

File Number: MI-16-01

Please see pages 5 and 6 of the report for the recommendations of the Planning Commission.

Project Background:

The *2008 Comprehensive Plan* was adopted by City Council on February 9, 2008, and subsequently amended on November 23, 2009, (in conjunction with the 2009 Comprehensive Rezoning Project), amended on March 14, 2011, amended on April 11, 2011, amended on March 12, 2012, amended on March 10, 2014, and amended on April 13, 2015. As adopted, the *2008 Comprehensive Plan* sets forth a process by which the *Comprehensive Plan* can be amended on an annual basis. Amendments to the *Comprehensive Plan* can be initiated by staff or requested by members of the public. For amendments to the *Comprehensive Plan* that involve rezoning of property, the requests are processed concurrently.

The process to amend the *Comprehensive Plan* is detailed in the *2008 Comprehensive Plan*, Chapter 15: Implementation, specifically on pages 183 and 184 of the Plan. This process involves review of the proposed amendments through PLUS (Preliminary Land Use Services). These Comprehensive Plan Amendments 2016 were submitted to PLUS review for the January 27, 2016 PLUS review meeting. PLUS comments are attached.

In the PLUS comments, the State agencies offer comments on the proposed amendments. Most significantly, the State expressed concern about the proposed Land Development Plan change for the Dover International Speedway lands from Agriculture to Commercial, specifically about the proposal for the RC (Recreational and Commercial) zoning classification.

The proposed amendments are detailed below and represented in the attachments.

A. Amendment to Map 12-1: Land Development Plan Map – Request for Land Use Classification Change from Residential Low Density to Industrial and Public Utilities

This proposed amendment is an applicant-initiated amendment, where one property owner is requesting a change to the Land Use Classification for property located on the west side of New Burton Road and west of the railroad corridor. The request is that Land Use Classification be changed from Residential Low Density to Industrial and Public Utilities as depicted on Map 12-1: Land Development Plan. This request is associated with the rezoning application for the same property, identified as Z-16-02 Lands of Kesselring Company, LLC.

According to the applicant:

> The parcel that we are asking to be rezoned, was created by the New West Dover Connector Road. This parcel will have the Connector Road to the west and south and it will have over 2000 feet of railroad frontage to the east. We feel that these unique features will make it more suited for an Industrial Zone.

Regarding Employment Centers and Industrial Land Uses, in Chapter 12 – Land Development Plan, page 154 and 155, the *2008 Comprehensive Plan* states the following:

> **Employment Centers: Office Park, Manufacturing and Industrial Land Uses**
>
> To a large extent, office parks and industrial land uses are relegated to areas partially or completely occupied by existing industrial and/or manufacturing uses. A vast area of vacant developable land north of and adjoining Dover Air Force

Base has been designated for industrial and manufacturing uses. Such uses are generally more compatible with military operations and seem to be less effected by noise associated with military over flights. While the Land Development Plan map shows this area as 'Industrial,' the City will not rezone residential lands within this area that are actively used as residences until such time that these residential uses cease. Other areas for employment centers are adjacent to transportation routes (vehicle and rail).

Assumptions: *Employment Centers*

1. The Dover community is fortunate to harbor several regional, national and international industry leaders within the City limits. Dover intends to accommodate the reasonable aspirations and expectations of its industrial and manufacturing community to support the vitality of these precious resources.

2. A healthy and well-rounded local economy will depend upon diversity in business and employment opportunities.

Goal: *Employment Centers*

Create a more vibrant, growing economy with a broader range of job opportunities through an increase in office and industrial development in appropriate and designated areas.

Policies: *Employment Centers*

1. Protect existing industrial, office park and manufacturing establishments from encroachment by incompatible land uses, which could result in nuisance complaints, hazardous situations, and human conflict.

2. Provide sufficient land area for industrial purposes to enable the expansion of existing industries and the establishments of new facilities.

3. Provide for a variety of office park and industrial development opportunities through the designation of areas for small, medium and large industrial establishments within planned industrial parks.

4. Promote alternative modes of accessibility including pedestrian and bicycle facilities, bus shelters and transit stops, and provide incentives for car and van pooling of employees.

Recommendations: *Employment Centers*

Office Parks

The Land Development Plan designates specific tracts of land of various sizes for office park development. Office park development involves an integrated development of office buildings with shared entrances, driveways and parking. The majority of uses permitted within an office park are generally weekday professional office uses involving very little or no activity at night or on weekends. For this reason, the office park designation may be viewed as a transitional use category when situated between more intense commercial and industrial land uses and residential land uses. This designation usually involves the C-PO (Commercial/Professional Office Zone) designation.

Another sizable area west of Bayhealth Medical Center (Kent General Hospital) which has been developing into a medical office environment has been designated for future office park development as well. This area includes frontage areas of South Queen and South New Streets and the westerly side of South Governors Avenue from Water Street to Waples Avenue. Much of this area is currently in service commercial use and includes an automobile dealership and related businesses as well as the Spence's Bazaar property.

Smaller scale areas for office parks are the Woodbrook complex on South Governors Avenue and areas along Route 8.

Large Scale Manufacturing

The Land Development Plan designates all existing major industrial facilities and associated vacant lands for industrial and manufacturing use. These properties include the manufacturing facilities of Kraft General Foods, Playtex Products, Sunroc, Scott Paper and General Metalcraft.

Industrial Parks

Several planned industrial parks have been initiated since 1986, which offer industrial development potential. The Land Development Plan designates these sites for continued industrial use. These sites include Kent County AeroPark, Enterprise Business Park, College Business Park and McKee Business Park.

B. Amendment to Map 12-1: Land Development Plan Map – Request for Land Use Classification Change from Residential Medium Density to Office and Office Parks

This proposed amendment is an applicant-initiated amendment, where one property owner is requesting a change to the Land Use Classification for property located on the west side of South State Street, south of Gooden Avenue and south of the intersection with Pine Street. The request is that Land Use Classification be changed from Residential Medium Density to Office and Office Parks as depicted on Map 12-1: Land Development Plan. This request is associated with the rezoning application for the same property, identified as Z-16-03 Lands of Michael W. & Winifred M. Braun at 834 South State Street.

According to the applicant:

> 834 S. State Street was recently purchased with the intent to renovate this long vacant property. The physical characteristics of 834, the location of the property, its close proximity to Bayhealth, and the character of much of the surrounding properties indicate that the best use of 834 is as a professional office.
>
> Properties to the south and west are professional offices, and many of the properties to the north are commercial. Properties to the east are mixed residential and commercial. Properties to the east are mixed residential and commercial; however, South State St. provides a clear demarcation between the commercial west side and the mixed use east side of State St. As owner I certify that I have all necessary funds and will move forward promptly with renovations so that this property can be returned to use ASAP.

Chapter 12 – Land Development Plan does not clearly address the smaller scale offices such as those requested. The Land Development Plan addresses office uses in the area southwest of Kent General Hospital. The area along South State Street is a combination of office and residential uses. The principal zoning classifications are RGO (General Residence and Office) and R-8 (One Family Residence Zone). The conversion of residential properties south of Bayhealth/Kent General Hospital on South State Street and South Bradford Street to office uses prior to and during the 1990's precipitated the closure of the RGO zone and the designation of this area as residential in subsequent comprehensive plans. The South Bradford Street neighborhood has consistently expressed concerns about the encroachment of non-residential uses in this area. Therefore, requests for conversion must be carefully considered.

As it relates to this property, the adjacent property to the south is zoned RGO and is developed with an office building. The adjacent property across the alley to the west is zoned RGO and is also developed with an office building. The subject property has been vacant since 2012 and has been the subject of numerous code violations in recent years.

C. <u>Amendment to Map 12-1: Land Development Plan Map – Request for Land Use Classification Change from Agriculture to Commercial</u>

This proposed amendment is initiated by staff in accordance with our efforts to work with Dover International Speedway to annex property to the City and zone it consistently so that the code provisions for outdoor events and temporary camping areas can be consistently applied. The request is to revise the Land Use Classification from Active Agriculture to Commercial for properties owned by Dover International Speedway Inc. located east of Delaware Route 1 on the north side and south side of Persimmon Tree Lane. This request is directly related to the rise of the Firefly Music Festival and the desire to clearly classify this festival and other temporary activities under the *Zoning Ordinance*.

Chapter 12 – Land Development Plan does not clearly address this area in either the discussions of Commercial or Agricultural uses; however, the State, County and City have had a longstanding policy of discouraging expanded development east of Delaware Route 1.

<u>Recommendations of the Planning Staff and Planning Commission:</u>

The Planning Staff provided a recommendation to the Planning Commission regarding each of the proposed Comprehensive Plan Amendments for 2016. Staff's recommendation preceded the opportunity for public comment. The Planning Commission held public hearing on the proposed amendments, following which they provided recommendations to City Council

A. <u>Amendment to Map 12-1: Land Development Plan Map – Request for Land Use Classification Change from Residential Low Density to Industrial and Public Utilities</u>

Based on the changes to the land use picture created by the West Dover Connector, the Planning Staff supports the proposed change. At the time of the *2008 Comprehensive Plan* the final alignment of the West Dover Connector was undetermined. The final alignment which is currently under construction makes low density residential development in this area

bound by the West Dover Connector and railroad track undesirable. The proximity to this roadway and the railroad makes this property more appropriate and desirable for industrial development.

Following a public hearing on February 16, 2016, the Planning Commission voted 8-0 (with one member absent) to recommend in favor of the proposed change to the Land Development Plan from Residential Low Density to Industrial and Public Utilities.

B. Amendment to Map 12-1: Land Development Plan Map – Request for Land Use Classification Change from Residential Medium Density to Office and Office Parks

Due to the adjacent office zones and uses on South Bradford Street and immediately south on South State Street, the Planning Staff supports the proposed change. Additionally, the subject property has been vacant for at least three years and has been the subject of numerous code violations. The renovation and occupation of the property would be beneficial to the neighboring properties, as the vacant and deteriorating condition is problematic to surrounding properties.

Following a public hearing on February 16, 2016, the Planning Commission voted 8-0 (with one member absent) to recommend in favor of the proposed change to the Land Development Plan from Residential Medium Density to Office and Office Parks.

C. Amendment to Map 12-1: Land Development Plan Map – Request for Land Use Classification Change from Agriculture to Commercial

The Planning Staff supports the proposed change of the subject properties to Commercial. This change is consistent with the efforts to work with Dover International Speedway to bring all of their properties under the jurisdiction of the City of Dover and to have them consistently zoned for ease of managing music festivals and other potential temporary outdoor activities.

Following a public hearing on February 16, 2016, the Planning Commission voted 5-0 (with one member abstaining from the vote and two members recusing themselves from the vote) to recommend in favor of the proposed change to the Land Development Plan from Agriculture to Commercial. Mr. Cregar abstained from the vote stating that he was not comfortable moving forward without the comments from the State of Delaware.

Staff notes that the Planning Office subsequently received comments from the State of Delaware in which the State expresses concern about this proposed amendment to the Land Development Plan. (See page 2 of the letter dated February 23, 2016.)

CITY OF DOVER PLANNING COMMISSION
February 16, 2016
Excerpt from Meeting Minutes - Draft

MI-16-01 Comprehensive Plan Amendments 2016 – Public Hearing and Review for Recommendations to City Council on a series of Amendments to the *2008 Comprehensive Plan*, as amended. The Amendments include consideration of the following: two requests for amendment of Map 12-1: Land Development Plan to revise the Land Use Classification of properties as associated with rezoning application Z-16-02 and with rezoning application Z-16-03, and a request for amendment of Map 12-1: Land Development Plan to revise the Land Use Classification of properties associated with the Woodlands Area of Dover International Speedway. Ordinance #2016-01. *A Public Hearing and Final Reading are scheduled for action before the City Council on March 14, 2016.*

A. Consideration of Amendment to Map 12-1: Land Development Plan Map – Request for a parcel located on the west side of New Burton Road and west of the railroad corridor to revise the Land Use Classification from Residential Low Density to Industrial and Public Utilities on Map 12-1: Land Development Plan Map. Property Addresses: 37.2 acres New Burton Road & 1436 New Burton Road. This is associated with rezoning application Z-16-02.

B. Consideration of Amendment to Map 12-1: Land Development Plan Map – Request for a parcel located on the west side of South State Street south of Gooden Avenue to revise the Land Use Classification from Residential Medium Density to Office and Office Parks on Map 12-1: Land Development Plan Map. Property Address: 834 South State Street. This is associated with rezoning application Z-16-03.

C. Consideration of Amendment to Map 12-1: Land Development Plan Map – Request for properties owned by Dover International Speedway Inc. located east of Delaware Route 1 on the north side and south side of Persimmon Tree Lane to revise the Land Use Classification from Active Agriculture to Commercial. Property Addresses: 75 Pit Stop Lane and 599 Persimmon Tree Lane. This amendment is proposed to facilitate the consistent zoning of the Woodlands Area, which is the location of the Firefly music festival.

Representatives: None

Mrs. Townshend stated that each year the City allows members of the public to request amendments to the *Comprehensive Plan*. Typical, these are done in conjunction with Rezoning requests and Staff also evaluates conditions to determine if Staff needs to also bring forward proposed amendments at that time. The annual deadline for these applications is December 15th and there are two applications this year and then one plan amendment being proposed by Staff. All of the amendments for this evening are amendments to Map 12-1 which is the Land Development Plan Map.

The first two are associated with Rezoning applications that are on this evening's agenda. The

decision the Commission makes on the *Comprehensive Plan* amendment needs to also inform the decision that they will make about that particular Rezoning application.

The first of these is a request to amend the *Comprehensive Plan* regarding a 37.2 acre parcel located on the west side of New Burton Road, west of the railroad corridor. It would revise the Land Use Classification from Residential Low Density to Industrial and Public Utilities. In this case, the West Dover Connector has cut a pretty large squath through this Kesselring Farm which is a property that again is currently zoned R-20 (One Family Residence Zone) and was depicted as Residential Low Density in the *Comprehensive Plan*. The construction of the road and the associated right of way does significantly change the character of the area and leaves this piece of land bound by the new road and the railroad tracks. It does make it certainly less desirable for residential development. The request by this applicant is to amend the Land Development Plan Map to change it from Residential Low Density to Industrial and Public Utilities.

The second of these requests is for a parcel of land located on the west side of South State Street, south of Gooden Avenue. The request is to revise the Land Use Classification from Residential Medium Density to Office and Office Parks. Again, when you look at that particular stretch of South State Street you have the old Steele's Pharmacy which is commercial and the immediately adjacent property to the south is zoned RGO (General Residence and Office Zone) and is developed as on office building. Additionally, what the Land Development Plan Map does not show is the parcel located on Bradford Street; it's the Medical Arts Building. While that shows as residential land use on the *Comprehensive Plan*, it is zoned RGO (General Residence and Office Zone) and has an office building on it. Again, in looking at the specific circumstances surrounding this property, it is consistent with the land use pattern in the area. This Land Development Plan amendment is associated with a Rezoning for that same property.

The third of the plan amendments is an amendment to the Land Development Plan Map to take lands that are owned by Dover International Speedway located east of Route 1 on the north and south side of Persimmon Tree Lane to revise the classification from Active Agriculture to Commercial. We are currently in the process of working with Dover International Speedway to annex the balance of the property where they have the festivals into the City. As you recall, there were changes made to the RC (Recreational and Commercial Zone) that would specifically address the festivals and the associated camping and other types of temporary events. They wanted to change the *Comprehensive Plan* so that all of these properties can brought under the same zoning for consistency with how it's regulated. The *Comprehensive Plan* amendments are required under State Law to go to the State under PLUS review. This did go to the State for PLUS review; they do not have the comments in hand at this point. She does know at least what was conveyed to her verbally is that they will probably have some caveats related to the change of the Speedway property from Agricultural to Commercial in the *Comprehensive Plan* but she doesn't have detailed comments yet. She thinks their concern is principally about how it develops over time and at this point it's a festival and they want to make sure that we understand that if it is changed to Commercial and rezoned accordingly that other things other than the festivals could happen there. She thinks the way they structured the RC (Recreational and Commercial Zone) changes was in anticipation of having all of the Speedway under one umbrella, all within the City and all under the same zone so it's all part of this Master Plan related to the Speedway. There are comments from the other agencies, mainly standard

comments.

Mr. Tolbert has indicated that he would like to recuse himself on any discussion or vote related to the Speedway Plan Amendment. Typically in the past, they have held a public hearing on each and after all of the public hearings they would make a motion on each so that it's very clear how they are voting on each of the amendments. They will be able to accept one, two or three of them but they are not bound under one action.

Mr. Holden recused himself from Item C due to the fact that his employer has worked with the applicant and also since it was initiated by Staff.

Mr. Cregar stated in looking at the proposed designation for the State Street property and he is looking at the individual yellow spot on the display map next to the commercial and the office; should they not have looked at extending the amendment to include that property as well? Responding to Mr. Cregar, Mrs. Townshend stated that the way they do it when it's applicant initiated they look specifically at that piece. She would say with the update the *Comprehensive Plan* which they plan to work on next year, that they need to look at that particular piece at that point.

Mr. Cregar stated that because they don't have the comments regarding Dover Downs, he is curious how they proceed with that because their comments may be important. Responding to Mr. Cregar, Mrs. Townshend stated that they could certainly defer action on that specific item.

Mr. Cregar questioned if there were any Staff suggestions? Responding to Mr. Cregar, Mrs. Townshend stated that she has been very open with the State Planning Office that this Plan Amendment is very important to the overall way the City deals with the music festival. Staff recognizes that when you zone something, other things can happen. She thinks, one the economy isn't such that anything is likely to happen in the near term but she also is not entirely sure that it would be a detriment if something happened there as long as it was well planned.

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

Colonel Welsh moved to recommend approval to City Council for MI-16-01 Comprehensive Plan Amendments 2016 Item A: Consideration of Amendment to Map 12-1: Land Development Plan Map for a parcel located on the west side of New Burton Road to be changed from Residential Low Density to Industrial and Public Utilities, seconded by Ms. Still and the motion was carried 8-0 by roll call vote with Mr. Ambruso absent. Mr. Holden voting yes as the other land changes currently in the surrounding area supports the conversion. Mr. Cregar voting yes, because of the way the road configuration has cut that piece of property; it really is not logical for residential and he thinks it meets what they would like to see for an industrial public utility area. Colonel Welsh voting yes, it's a good revision to the Land Use Classification as has been stated. Mr. Holt voting yes, it's a good use of the land and it works in well with the whole development there as far as bringing it into the 20th century for the City of Dover. Mr. Baldwin voting yes, it conforms with the newly constructed roadway in that area. Dr. Jones voting yes, for all of the aforementioned reasons. Ms. Still voting yes, it's an appropriate change to the Land Use

Classification in light of all the changes in that area. Mr. Tolbert voting yes, for all the reasons stated and it does maximize land uses.

Ms. Still moved to recommend approval to City Council for MI-16-01 Comprehensive Plan Amendments 2016 Item B: Consideration of Amendment to Map 12-1: Land Development Plan Map for a parcel (834 South State Street) located on the west side of South State Street south of Gooden Avenue to be changed from Residential Medium Density to Office and Office Parks, seconded by Dr. Jones and the motion was carried 8-0 by roll call vote with Mr. Ambruso absent. Mr. Holden voting yes, the slow conversion of land use in that area and also due to Staff and other advisory comments. Mr. Cregar voting yes, as they look at updating the Comprehensive Plan they should look at this property and several other properties along that area because of the nature of that area has changed considerably. Colonel Welsh voting yes, because of the reasons previously stated. Mr. Holt voting yes, because of reasons previously stated. Mr. Baldwin voting yes, for the aforementioned reasons. Dr. Jones voting yes, she thinks it's a good idea to move forward with the consistency with the land uses in that area. Ms. Still voting yes, in concurrence with all of the previously mentioned reasons. Mr. Tolbert voting yes, he concurs with all of the statements made concerning the approval of this part of the plan.

Colonel Welsh moved to recommend approval to City Council for MI-16-01 Comprehensive Plan Amendments 2016 Item C: Consideration of Amendment to Map 12-1: Land Development Plan Map for properties owned by Dover International Speedway Inc. located east of Delaware Route 1 on the north side and south side of Persimmon Tree Lane to revise the Land Use Classification from Active Agriculture to Commercial, seconded by Mr. Holt and the motion was carried 5-0 by roll call vote with Mr. Holden and Mr. Tolbert recused, Mr. Cregar not voting and Mr. Ambruso absent. Mr. Cregar abstained from voting only for the reason that he still does not feel comfortable going ahead with this without the comments that the State would provide. It's a big chunk of land; it has the potential for a considerable amount of re-development at some point in time and he just feels like he doesn't want to vote in favor or against without having all of the pieces yet. Colonel Welsh voting yes, he thinks it's an appropriate land use and he thinks it will serve the City and Dover Downs quite well. Mr. Holt voting yes, he thinks it's a good use of the land and it will be a benefit to Dover Downs. Mr. Baldwin voting yes, he thinks it's an appropriate fit for the activities that will be taking place there. Dr. Jones voting yes, for the aforementioned reasons and also based upon the comfort level of Staff. Ms. Still voting yes, for the aforementioned reasons.

STATE OF DELAWARE
EXECUTIVE DEPARTMENT
OFFICE OF STATE PLANNING COORDINATION

February 23, 2016

Ms. Ann Marie Townshend
City of Dover
15 Loockerman Plaza
P.O. Box 475
Dover, DE 19903

RE: PLUS review 2016-01-03; City of Dover Comprehensive Plan Amendment

Dear Ann Marie,

Thank you for meeting with State agency planers on January 27, 2016 to discuss the proposed amendment to the City of Dover's comprehensive plan. The amendments include:

- A change of the land use classification for a property located west of New Burton Road and East of Wyoming Mill Road from Residential Low Density to Industrial and Public Utilities
- A change of the land use classification for property located on the west side of South State Street from Residential Medium Density to Office/Office Park
- Establish the land use classification for properties owned by Dover International Speedway located east of Delaware Route 1 on either side of Persimmon Tree Lane as Commercial in anticipation of rezoning these lands to a commercial zoning district.

Please note that changes to the plan, other than those suggested in this letter, could result in additional comments from the State. Additionally, these comments reflect only issues that are the responsibility of the agencies represented at the meeting.

Recommendations: Our office strongly recommends that the Town consider these recommendations from the various State agencies as you review your plan for final approval.

This office has received the following comments from State agencies:

<u>Office of State Planning Coordination – Contact David Edgell 739-3090</u>

- The OSPC has no comments on the first proposed amendment, which is the change in land use from Residential Low Density to Industrial and Public Utilities in the vicinity of New Burton Road and the West Dover Connector.
- The OSPC has no comments on the second proposed amendment, which is the change in land use from Residential Medium Density to Office/Office Park on South State Street.

We do note that a revised map was presented at the PLUS meeting which clarified that the future land use would be Office / Office Park.

- Our office does have some comments regarding the third proposed amendment, which is the change in future land use classification for the Dover Downs lands east of Route 1. The proposed change would be from Agriculture to Commercial in anticipation rezoning these lands to the "Recreational – Commercial (RC)" zoning district. The City has indicated that the purpose for this is to consolidate all Dover Downs lands into the same zoning district. We further understand from the City that the RC zoning district has been amended to permit the various activities that occur associated with outdoor music festivals and other similar outdoor events. Our comments are as follows:
    - Our office supports Dover Downs and the economic activity that is created by outdoor music festivals on these lands and on adjacent lands east of Route 1. These events have a significant economic impact on Kent County and the State.
    - The OSPC also supports the City's efforts to ensure that all properties used as the festival grounds are under one jurisdiction for efficiency and consistent regulations.
    - The current temporary use as outdoor music festival lands has a minimal impact on the character and environmental features in the area east of Route 1. Except for the summer months, these lands remain as open space.
    - Understanding that this is an amendment to the comprehensive plan and that a public hearing is required, the State needs to make the comment that the RC zoning is one of the most intense commercial zones. The residents in the area need to be aware that if rezoned, more intense uses are possible such as hotels, casinos, and racetracks just to name a few. The Office of State Planning Coordination makes this comment because residents in the area may believe that this site will only be used for festivals with temporary facilities. Our suggestion is that rather than rezoning, the City should accommodate the festival uses as a conditional use whereby protecting both Dover Downs and the residents in the area from unforeseen changes to this area in the future.
    - At the PLUS meeting the City discussed future plans to annex the remaining Dover Downs lands in this vicinity in order to consolidate the festival grounds under one set of regulations. A review of the City of Dover Comprehensive Plan indicates that if these lands are to be annexed prior to development they will be zoned "Agriculture (A)." Otherwise, a Master Plan to be developed in conjunction with the City, State and Dover Downs will be required in order to determine future land use, development, and appropriate zoning districts (see page 169, City of Dover Comprehensive Plan).
    - It is our understanding from conversations with the City and the engineer for Dover Downs that a Master Plan is being prepared and will be coming to the State for review in the coming months. We look forward to reviewing that Master Plan in order to address the Master Plan comment in the current City of Dover Comprehensive Plan.

State Historic Preservation Office – Contact Terrence Burns 736-7404

- Based on photographs from Google street view, the house on 834 South State Street does not appear to be individually eligible for listing in the National Register of Historic Places based on its architecture. Additional research would need to be conducted to determine whether it is eligible under other criteria, including whether it is part of an eligible district.

- The property located on 1436 New Burton Road, which is the Lands of Kesselring Company LLC, contains a known historic property, the Kesselring Farmstead (K01030). This property was surveyed for DelDOT's West Dover Connector project. The 19th-century farm was determined eligible for the National Register of Historic Places, but was not listed. The house was later demolished, but the outbuildings may still be there. An archaeological survey also conducted for the project identified archaeological sites in the vicinity, assigning site number 7K-C-457 to artifacts found near the farmstead. However, it is important to note that the archaeological survey did not include testing within the parcel currently proposed for rezoning.

- The property located north of Persimmon Tree Lane, the Woodlands of Dover International Speedway, does not contain any known archaeological sites or National Register-listed property. However, there is a known archaeological site (K-6358, 7K-C-459) on the parcel south of Persimmon Tree Lane, east of Route 1. With this in mind, the developer should be aware of the Unmarked Human Burials and Human Skeletal Remains Law, which is in, Chapter 54, of Title 7, of the Delaware Code.

  Abandoned or unmarked family cemeteries are very common in the State of Delaware. They are usually in rural or open space areas, and sometimes near or within the boundary of an historic farm site. Even a marked cemetery can frequently have unmarked graves or burials outside of the known boundary line or limit. Disturbing unmarked graves or burials triggers the Delaware's Unmarked Human Burials and Human Skeletal Remains Law (7 Del. C. Ch. 54), and such remains or discoveries can result in substantial delays while the procedures required under this law are carried out. If there is a discovery of any unmarked graves, burials or a cemetery, it is very costly to have them archaeologically excavated and the burials moved. The Division of Historical & Cultural Affairs recommends that owners and/or developers have a qualified archaeological consultant investigate their project area, to the full extent, to see if there is any unmarked cemetery, graves, or burial sites. In the event of such a discovery, the Division of Historical & Cultural Affairs also recommends that the plans be re-drawn to leave the full extent of the cemeteries or any burials on its own parcel or in the open space area of the development, with the responsibility for its maintenance lying with the landowner association or development. If you would like to know more information pertaining to unmarked human remains or cemeteries, please go to the following websites for additional information: www.history.delaware.gov/preservation/umhr.shtml and www.history.delaware.gov/preservation/cemeteries.shtml

Therefore, prior to any demolition or ground-disturbing activities, the developer may want hire an archaeological consultant, to examine the parcel for archaeological resources, as well a cemetery or unmarked human remains.

- If there is any federal involvement with the project, in the form of licenses, permits, or funds, the federal agency, often through its client, is responsible for complying with Section 106 of the National Historic Preservation Act (36 CFR 800) and must consider their project's effects on any known or potential cultural or historic resources. Owners and developers who may plan to apply for an Army Corps of Engineers permit or for federal funding, such as HUD or USDA grants, should be aware of the National Historic Preservation Act of 1966 (as amended). Regulations promulgated for Section 106 of this Act stipulate that no ground-disturbing or demolition activities should take place before the Corps or other involved federal agency determines the area of potential effect of the project undertaking. These stipulations are in place to allow for comment from the public, the Delaware State Historic Preservation Office, and the Advisory Council for Historic Preservation about the project's effects on historic properties. Furthermore, any preconstruction activities without adherence to these stipulations may jeopardize the issuance of any permit or funds. If you need further information or additional details pertaining to the Section 106 process and the Advisory Council's role, please review the Advisory Council's website at www.achp.gov.

Department of Natural Resources and Environmental Control – Contact Michael Tholstrup 735-3352

Protection of Forests/Wetlands.

- Portions of the Woodlands of Dover International Speedway parcels are in the Bombay Hook Natural Area. DNREC Division of Fish and Wildlife scientists have not surveyed this parcel. As such, we are unable to provide information pertaining to the existence of state-rare or federally listed plants, animals or natural communities at this site. However, the forested wetlands on this site are mapped as Key Wildlife Habitat because it is part of a large wetlands complex that can support an array of plant and animal species. It is unclear what future work might be proposed in these forested wetlands if the parcels are rezoned to commercial. Protection for these forested wetlands is strongly encouraged.

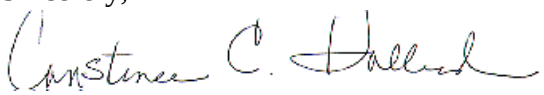
Department of Transportation – Contact Bill Brockenbrough 760-2109

- While DelDOT has no objections to any of the proposed amendments, for the parcels on South State Street, the City and the applicant should be aware that we would likely require the developer to make at least some use of the alley behind the parcels for access to mitigate their impact on South State Street. We will make a specific determination in this regard when a plan is submitted for review.

Once a decision has been reached on this proposed comprehensive plan amendment, please forward a copy of the plan amendment to the Office of State Planning Coordination for our records. The plan amendment must include a revised version of any maps that were updated as well as any text that was approved in amending the comprehensive plan.

Thank you for the opportunity to review this Comprehensive Plan amendment. If you have any questions, please contact me at 302-739-3090.

Sincerely,



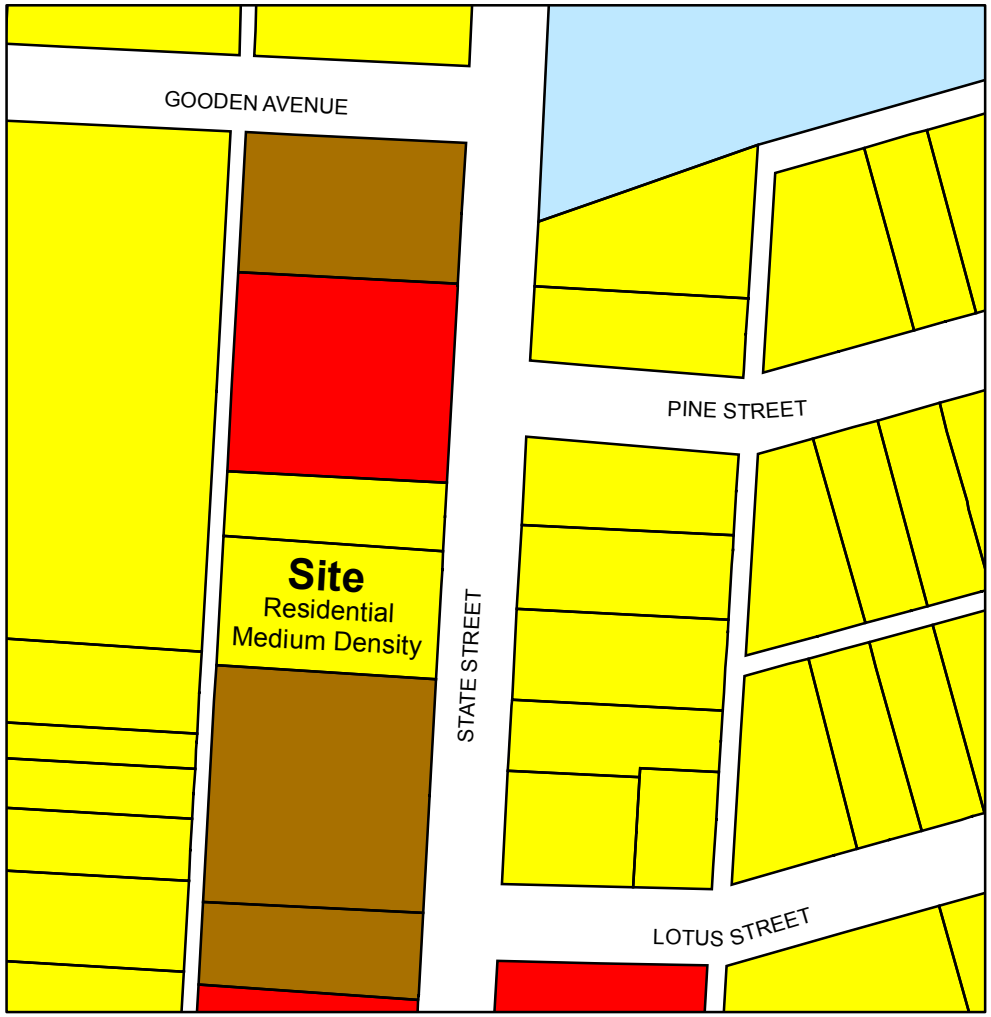
Constance C. Holland, AICP
Director, Office of State Planning Coordination

City of Dover

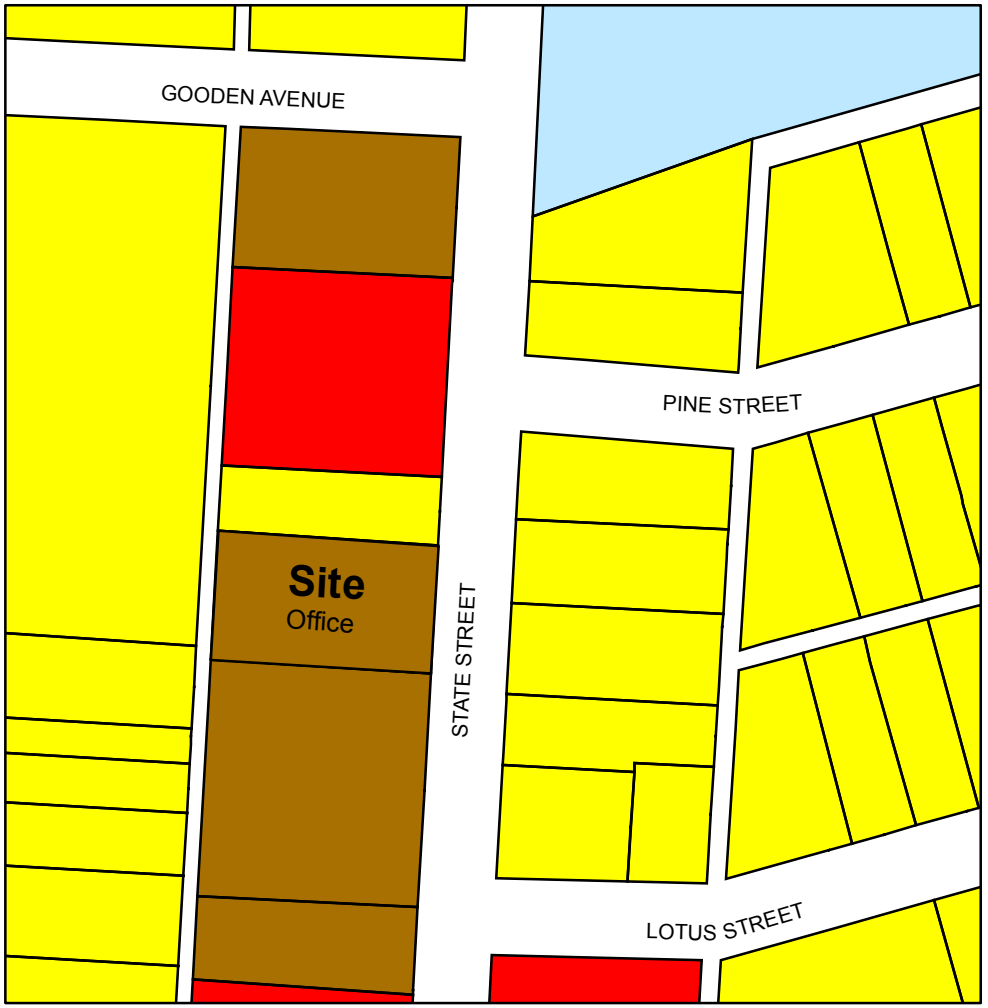
Department of Planning & Inspections

2016 Comprehensive Plan Amendment

Current Designation



Proposed Designation



Plan Title: Micromotor Equipment LLC
Location: 834 South State Street
Plan Type: Comprehensive Plan Amendment
Tax Parcel: ED05-077.17-03-45.00-000
Current Land Use: Residential Medium Density
Proposed Land Use: Office
Owners: Michael Braun
Date: 12/29/2015

0 62.5 125 250 Feet

Legend

- Dover Boundary
- Dover Parcels

Land Use Classifications

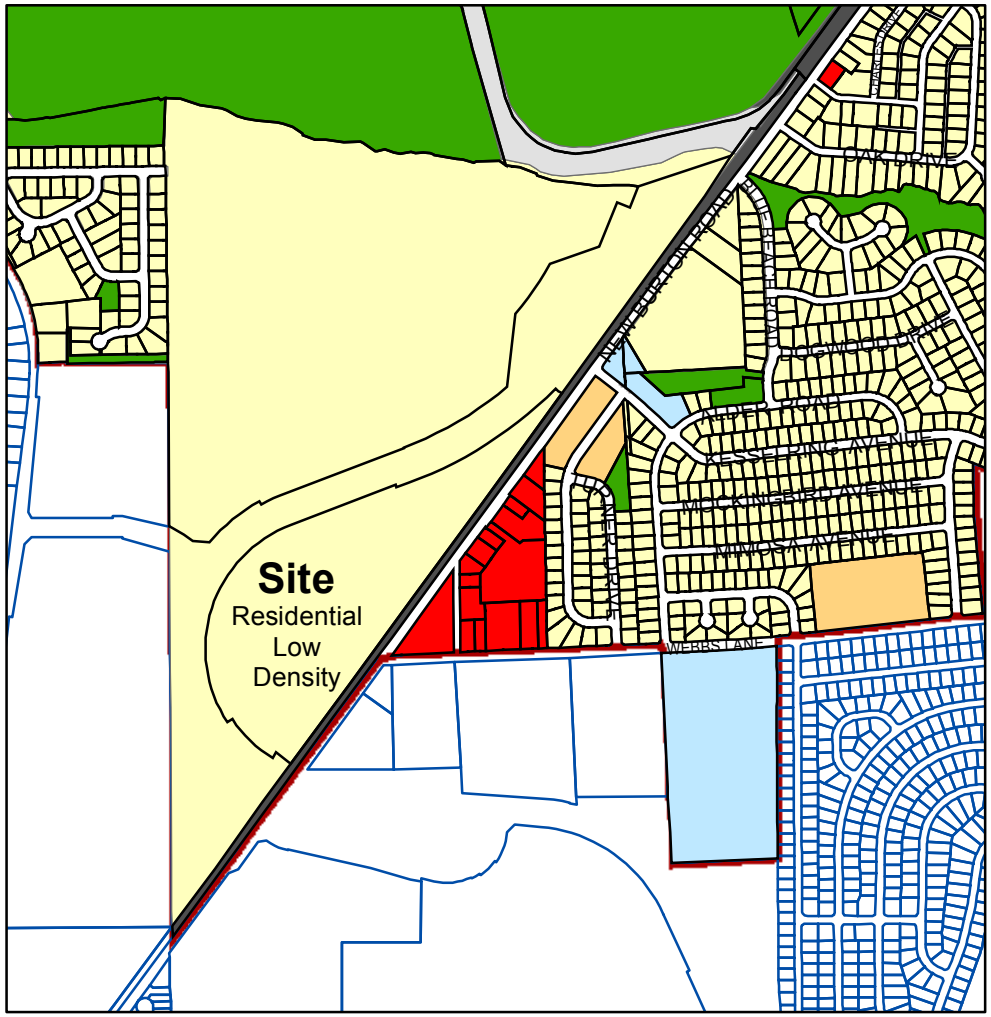
- Active Agriculture
- Commercial
- DoverAFB
- Industrial and Public Utilities
- Institutional
- Mixed Use
- Office
- Open Space, Conservation, Recreation
- Residential High Density
- Residential Low Density
- Residential Medium Density
- Train Track
- Water

City of Dover

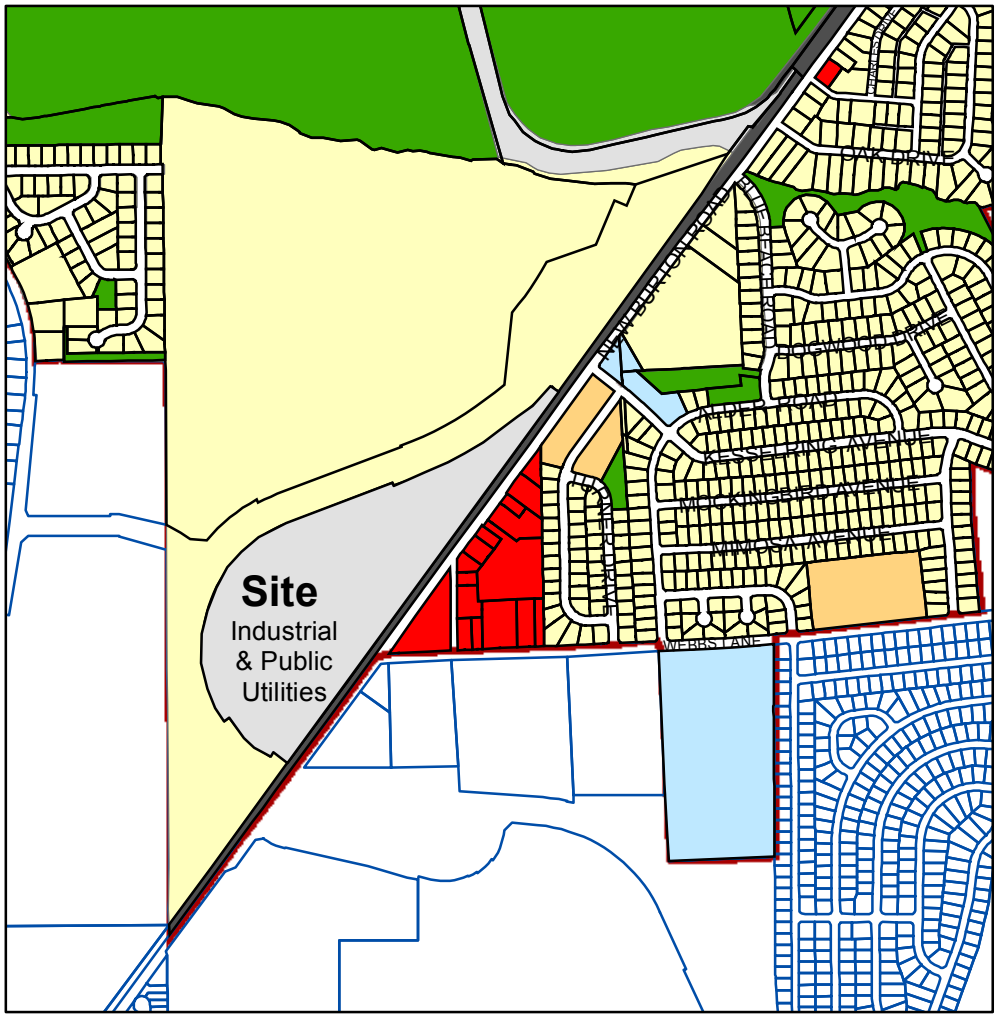
Department of Planning & Inspections

2016 Comprehensive Plan Amendment

Current Designation



Proposed Designation



Plan Title: Lands of Kesselring Company LLC
Location: 1436 New Burton Road
Plan Type: Comprehensive Plan Amendment
Tax Parcel: ED05-085.00-01-07.00-000 and ED05-085.00-01-07.00-001
Current Land Use: Residential Low Density
Proposed Land Use: Industrial & Public Utilities
Owners: Kesselring Company LLC c/o Doris K. Taylor
Date: 12/31/2015

N W E S

0 487.5 975 1,950 Feet

Legend

- Dover Boundary
- Dover Parcels

Land Use Classifications

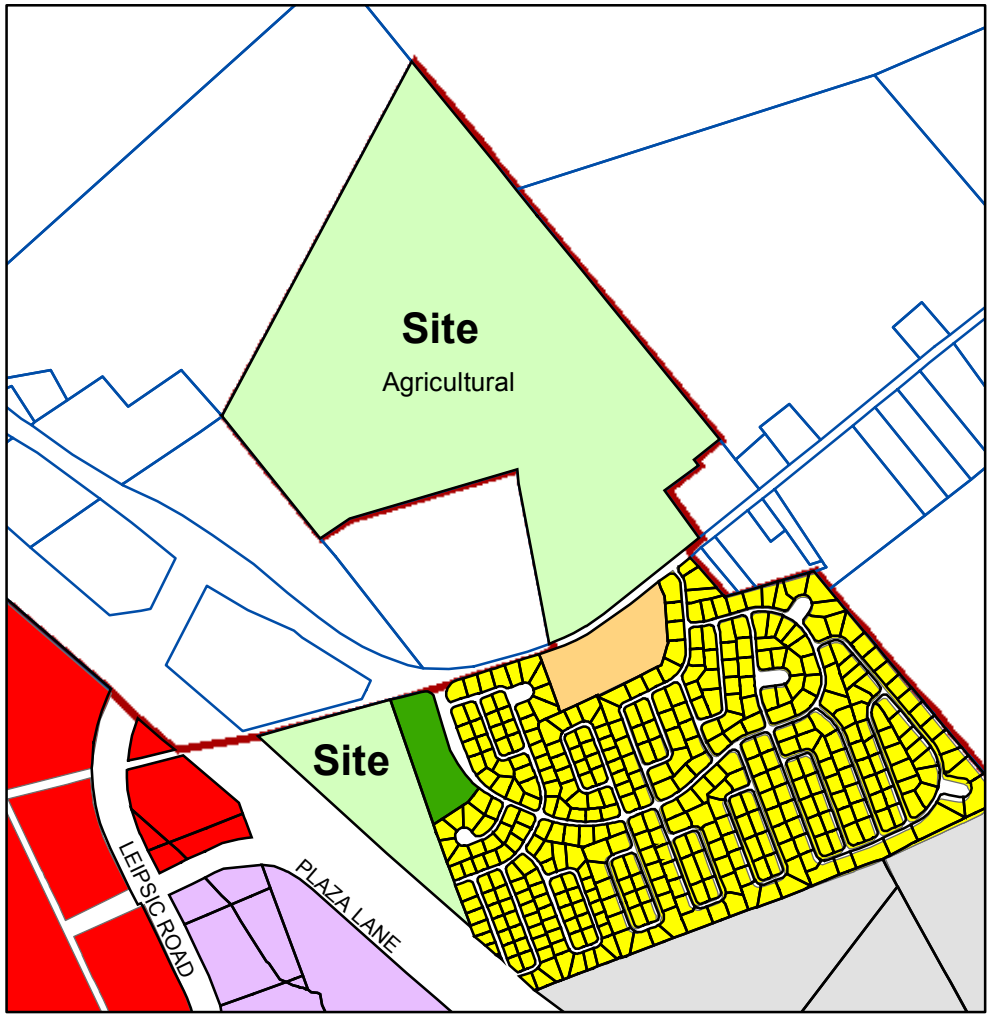
- Active Agriculture
- Commercial
- DoverAFB
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- Residential Low Density
- Residential Medium Density
- Train Track
- Water

City of Dover

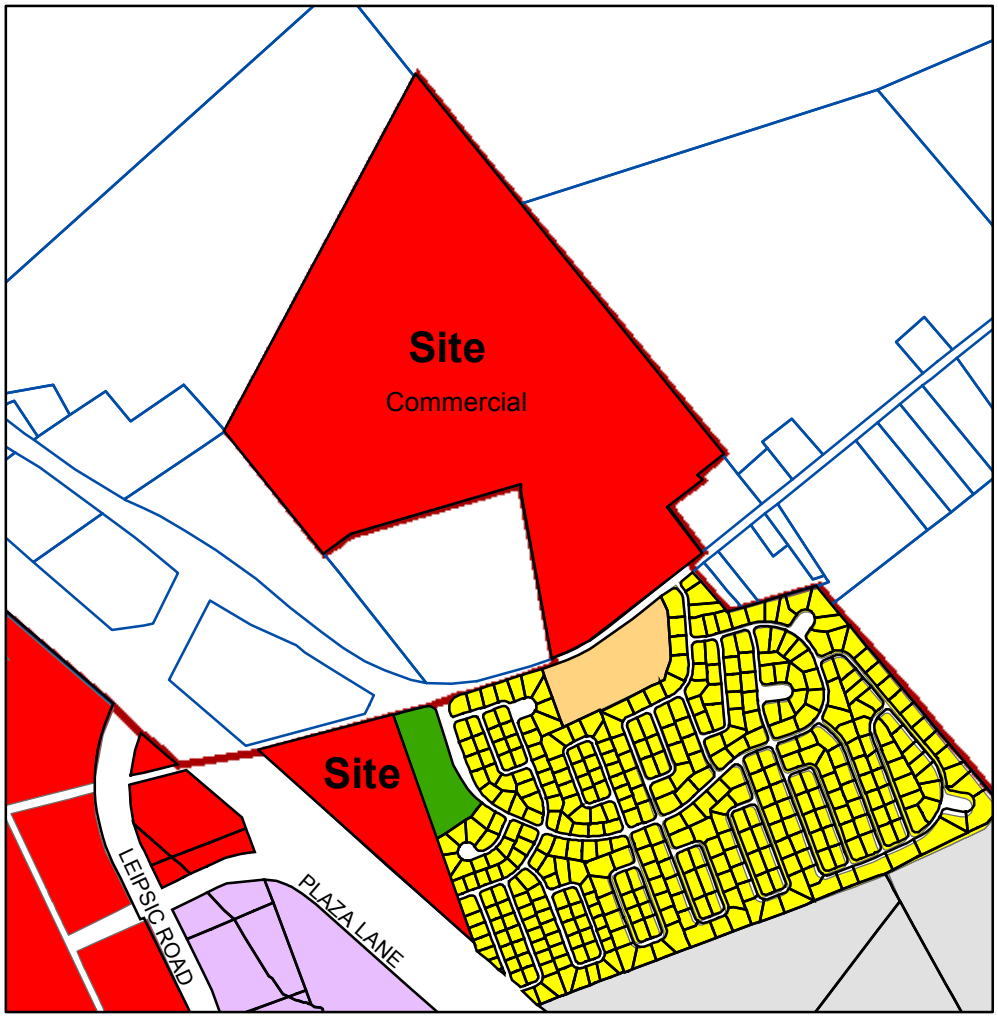
Department of Planning & Inspections

2016 Comprehensive Plan Amendment

Current Designation



Proposed Designation



Plan Title: The Woodlands of Dover International Speedway
Location: 75 Pit Stop Lane and 599 Persimmon Tree Lane
Plan Type: Comprehensive Plan Amendment
Tax Parcel: LC05-058.17-02-01.00-000 and LC05-058.00-02-15.00-000
Current Land Use: Agricultural
Proposed Land Use: Commercial
Owners: Dover Downs International Speedway Inc
Date: 12/31/2015

N W E S

0 415 830 1,660 Feet

Legend

- Dover Boundary
- Dover Parcels

Land Use Classifications

- Active Agriculture
- Commercial
- DoverAFB
- Industrial and Public Utilities
- Institutional
- Mixed Use
- Office
- Open Space, Conservation, Recreation
- Residential High Density
- Residential Low Density
- Residential Medium Density
- Train Track
- Water

MI-16-01

CITY OF DOVER

DEVELOPMENT ADVISORY COMMITTEE

APPLICATION REVIEW COMMENTARY

D.A.C. MEETING DATE: February 3rd, 2016

CITY OF DOVER FIRE MARSHAL

APPLICATION: Comprehensive Plan Amendments 2016

FILE #: MI-16-01 REVIEWING AGENCY: City of Dover, Office of the Fire Marshal

CONTACT PERSON: Timothy P. Mullaney Jr., Fire Marshal PHONE #: (302) 736-4457

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

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

ADDITIONAL / SPECIFIC REQUIREMENTS TO OBTAIN APPROVAL:

1. **This office has no objection to the amendment associated with MI-16-01.**

APPLICABLE CODES LISTED BELOW (NOT LIMITED TO):
2012 NFPA Life Safety Code (NFPA; National Fire Protection Association)
2009 IBC (International Building Code)
Latest editions of all other NFPA Codes as defined by the Delaware State Fire Prevention Regulations
2012 Delaware State Fire Prevention Regulations
City of Dover Code of Ordinances

***If you have any questions or need to discuss any of the above comments, please call the above contact person listed.**

CITY OF DOVER

DEVELOPMENT ADVISORY COMMITTEE

APPLICATION REVIEW COMMENTARY

STAFF D.A.C. MEETING DATE: JANUARY 27, 2016

CITY OF DOVER
Electric &
Public Works
Departments

APPLICATION: **COMPREHENSIVE PLAN AMENDMENTS 2016**

FILE #: **MI-16-01**

REVIEWING AGENCY: **City of Dover Electric and Public Works Departments**

CONTACT PERSON: **Paul Waddell - Electric**
Jason A. Lyon, P.E. – Public Works

CONTACT PHONE #: **ELECTRIC - 302-736-7070 PUBLIC WORKS – 302-736-7025**

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

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

CITY AND STATE CODE REQUIREMENTS

ELECTRIC / WATER / WASTEWATER / STORMWATER / SANITATION / STREETS / GROUNDS

1. Our office has no objections to the following text amendments:
    a. 191 New Burton Road & 1436 New Burton Road; from Residential Low Density to Industrial and Public Utilities.
    b. 834 South State Street; from Residential Medium Density to Office and Office Parks.
    c. 75 Pit Stop Lane & 599 Persimmon Tree Lane; from Active Agriculture to Commercial.

RECOMMENDATIONS SUGGESTED AS CONDITIONS OF APPROVAL TO MEET CODE OBJECTIVES

ELECTRIC / WATER / WASTEWATER / STORMWATER / SANITATION / STREETS / GROUNDS

1. None

ADVISORY COMMENTS TO THE APPLICANT

ELECTRIC / WATER / WASTEWATER / STORMWATER / SANITATION / STREETS / GROUNDS

1. None.

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

CITY OF DOVER

DEVELOPMENT ADVISORY COMMITTEE

APPLICATION REVIEW COMMENTARY

D.A.C. MEETING DATE: January 27, 2016

D E L D O T

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APPLICATION: Comprehensive Plan Amendments 2016

FILE#: MI-16-01 REVIEWING AGENCY: DelDOT

CONTACT PERSON: Jonathan T. Moore PHONE#: 760-2145

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

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

CITY & STATE CODE REQUIREMENTS:

DelDOT has no comments regarding code at this time.

RECOMMENDATIONS SUGGESTED AS CONDITIONS OF APPROVAL TO MEET CODE OBJECTIVES:

DelDOT has no recommendations at this time.

ADVISORY COMMENTS TO THE APPLICANT:

DelDOT has no advisory comments at this time.

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

FINAL READING

CITY OF DOVER PROPOSED ORDINANCE #2016-02

AN ORDINANCE AMENDING THE 2008 COMPREHENSIVE PLAN, AS AMENDED, BY REPLACING MAP 12-1: LAND DEVELOPMENT PLAN.

WHEREAS, the City Council of the City of Dover, on February 9, 2009, adopted the 2008 Comprehensive Plan pursuant to Title 22, Section 702 of the Delaware Code; and

WHEREAS, the Honorable Jack Markell, Governor of the State of Delaware, certified the 2008 Comprehensive Plan on April 24, 2009; and

WHEREAS, the 2008 Comprehensive Plan allows for an annual amendment process; and

WHEREAS, two property owners have requested amendments to the Land Development Plan Map (Map 12-1) in accordance with the process set forth in the 2008 Comprehensive Plan; and

WHEREAS, the Planning Office has prepared one amendment to the Land Development Plan Map (Map 12-1);

WHEREAS, the Planning Commission held a public hearing on February 16, 2016, after which the Commission made a recommendation in regard to the amendments to the Land Development Plan related to the above request.

NOW, THEREFORE, BE IT ORDAINED THAT the Mayor and Council of the City of Dover hereby amend the 2008 Comprehensive Plan, as amended, by:

1. Replacing Map 12-1: Land Development Plan of the 2008 Comprehensive Plan, as amended on November 23, 2009; March 14, 2011; April 11, 2011; March 12, 2012; March 10, 2014; and April 13, 2015, with the referenced map presented to City Council on March 14, 2016.

ADOPTED: *

S:\ORDINANCES\2016\DRAFT\ORDINANCE #2016-02 2008 COMPREHENSIVE PLAN AMENDMENT\Ordinance #2016-02 Amending the 2008 Comprehensive Plan - First Reading.docx

SYNOPSIS

The proposed ordinance would adopt amendments and an addendum to the 2008 Comprehensive Plan, as amended on November 23, 2009; March 14, 2011; April 11, 2011; March 12, 2012; March 10, 2014; and April 13, 2015.

Actions History

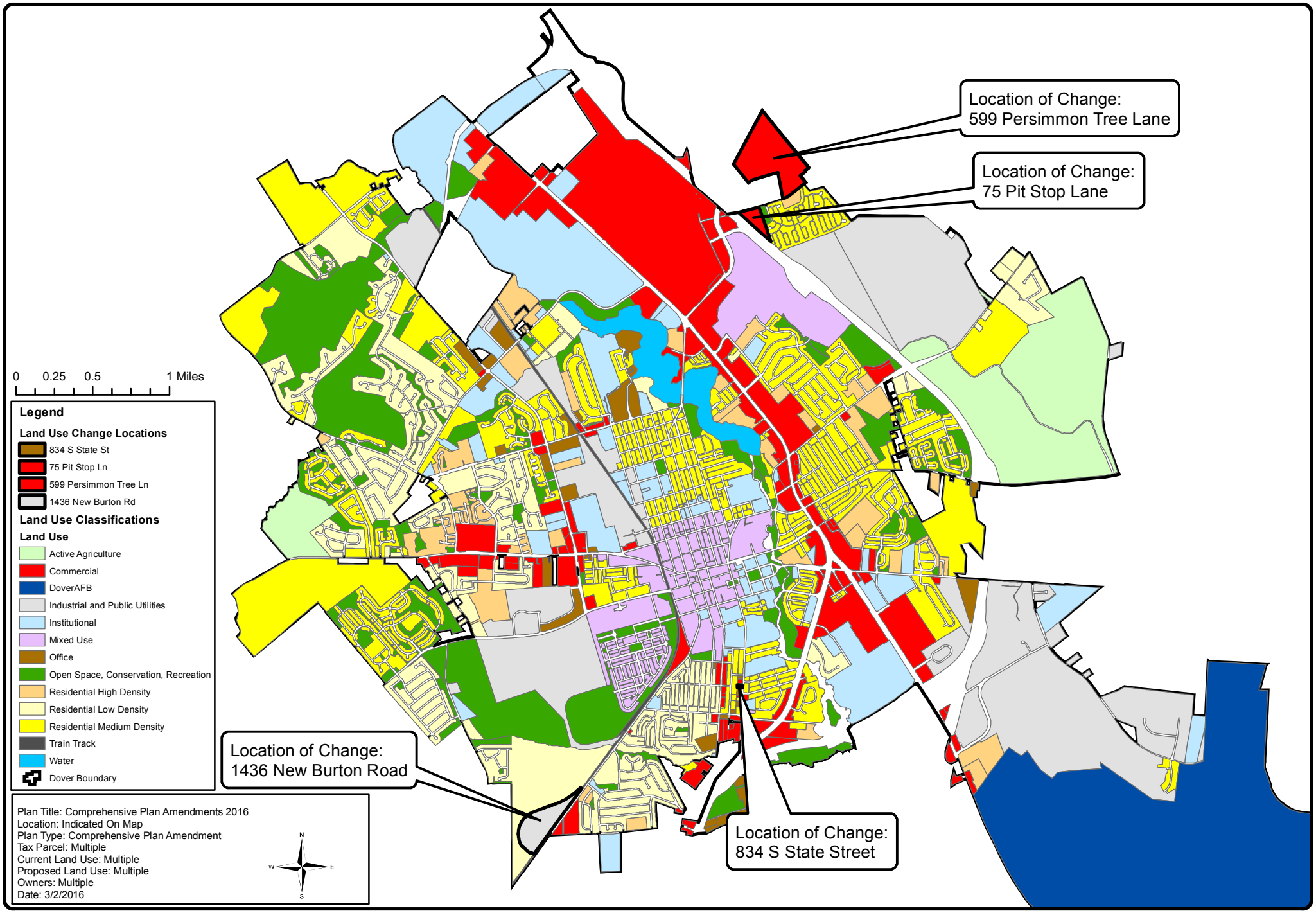
March 14, 2016 - Scheduled for Public Hearing/Final Reading - City Council
February 16, 2016 - Review - Planning Commission
January 25, 2016 - First Reading - City Council

DRAFT

City of Dover

Department of Planning & Inspections

Map 12-1: Land Development Plan (Amended 3/14/2016)



PETITION TO AMEND AND ZONING DISTRICT
Public Hearing before the
Dover City Council
March 14, 2016

Applicants/Owners:	Kesselring Company, LLC & Others and Larry Kesselring
Address:	37.2 Acres New Burton Road 1436 New Burton Road
Location:	South of the Puncheon Run, bound by the West Dover Connector on the north, south and west, and by the Railroad Tracks and New Burton Road on the east
Tax Parcel ID #:	ED-05-085.00-01-07.00-000 ED-05-085.00-01-07.00-001
Size:	37.2 +/- acres
Present Use:	Vacant
Proposed Use:	Industrial
Comprehensive Plan Designation:	Residential Low Density – Subject of Request to Amend Land Use Classification to Industrial and Public Utilities
Present Zoning:	R-20 (One Family Residence Zone)
Proposed Zoning:	IPM (Industrial Park Manufacturing Zone)
Reason for Request:	To allow for industrial development of the property
Planning Commission Recommendation:	Following a public hearing on February 16, 2016, where no members of the public spoke with regard to the application, the Planning Commission voted 8-0 to recommend in favor of the proposed rezoning.
File Number:	Z-16-02

Existing Property
The property is currently zoned R-20 (One Family Residence Zone) and consists of 37.2 acres. The land was divided from a larger parcel by the right-of-way for the West Dover Connector, leaving the subject parcel bound by the new roadway and the railroad tracks.

Surrounding Land Uses:
The subject property is bound entirely by the West Dover Connector and Norfolk Southern Rail line. The property west of the West Dover Connector is zoned R-20 and AC in Kent County.

Comprehensive Plan:
The *2008 Comprehensive Plan* depicts the subject area as Residential Low Density land use classification on Map 12-1: Land Development Plan Map. Under MI-16-01, there is a request to change this classification to Industrial and Public Utilities. If the Comprehensive Plan Amendment is approved, the requested zoning would be consistent with the Comprehensive Plan. If the Comprehensive Plan Amendment is not approved, the zoning requested would not be consistent with the Comprehensive Plan.

Request for IPM (Industrial Park Manufacturing) Zoning
The following description of the IPM zoning district is provided from Article 3 §20 of the *Zoning Ordinance.*

Section 20. - Industrial park manufacturing zone (IPM).

20.1 *Uses permitted.* No building or premises shall be used and no building or part of a building shall be erected, which is arranged, intended or designed to be used, in whole or in part, for any purpose, except the following, and in accordance with performance standards procedure as set forth in article 5, section 8, and subject to site development plan approval as set forth in article 10, section 2:

20.11 Manufacturing, assembling, converting, altering, finishing, cleaning, cooking, baking or any other type of manufacturing or industrial processing of any goods, materials, products, instruments, appliances and devices, provided that the fuel used shall be oil, gas or electricity; together with incidental clinics, cafeterias and recreational facilities for the exclusive use of employees of the concern engaged in such undertaking.

20.12 Research, design, testing and development laboratories.

20.13 Printing, publishing, binding, packaging, storage, warehousing, transshipment and distribution, and trucking terminals.

20.14 Business, professional or administrative offices; banks and financial institutions; hotels, motels and restaurants; public parks, playgrounds, and recreational facilities; and public utility uses, provided that these uses shall only be located upon a thoroughfare, arterial street or access highway with[in] the IPM zone. Retail sales and service establishments within planned industrial parks for local needs and local consumption of the employees and customers of the other permitted uses within the planned industrial park.

20.15 Signs shall meet the regulations found in article 5, section 4, supplementary sign regulations.

20.16 Agricultural or farm uses as defined and permitted in article 3, section 1.11.

The IPM zone also allows for mini-storage facilities and accessory retail uses as conditional uses.

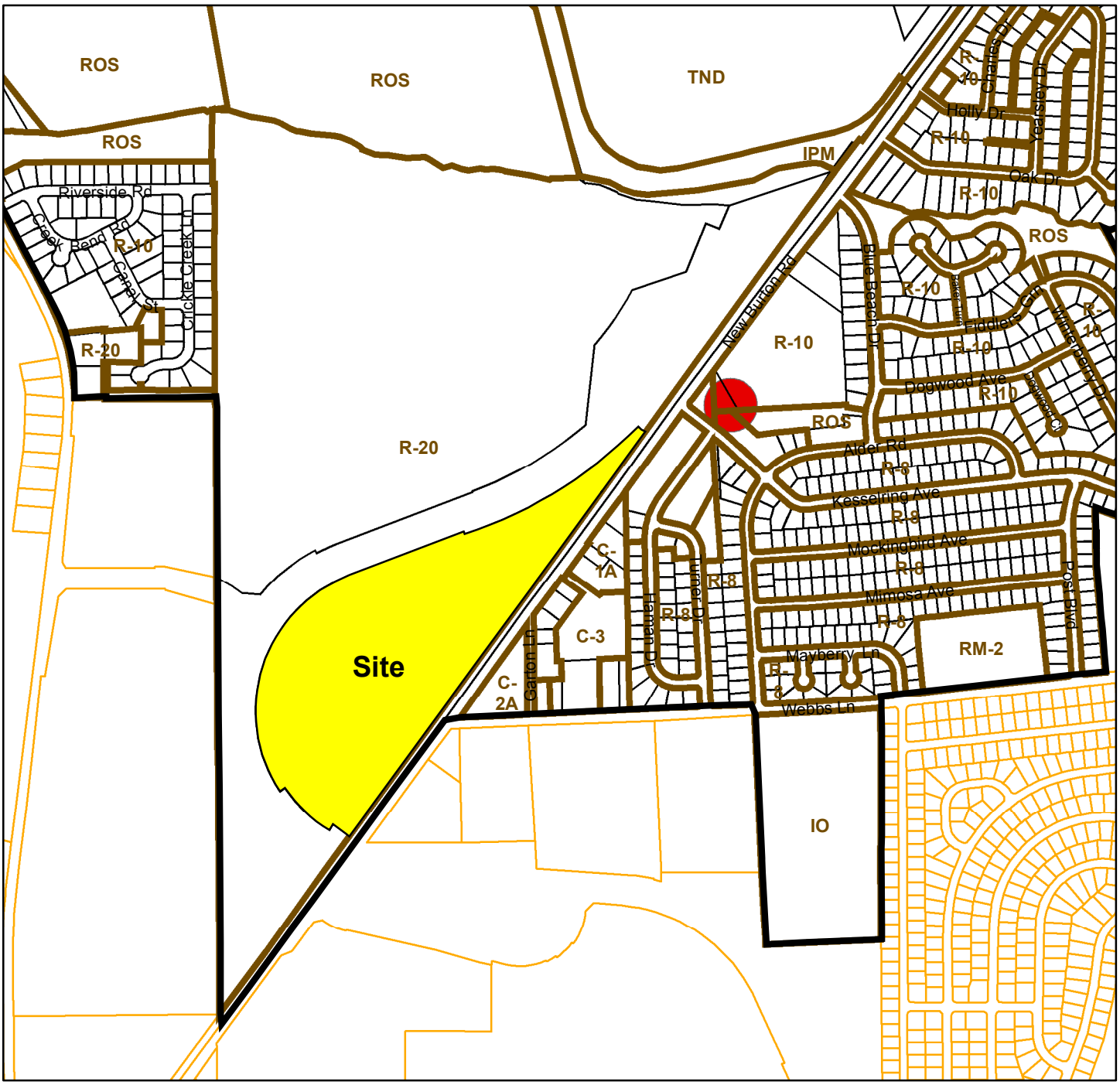
Recommendation of the Planning Staff:
Staff supports the rezoning request from R-20 to IPM, provided that the companion Comprehensive Plan Amendment is also approved. The construction of the West Dover Connector cuts the subject property off from other residential area. The location between this roadway and the railroad tracks makes the requested zoning classification more appropriate than the current zoning classification.

Staff's comments were made prior to the opportunity for public comment on the proposed rezoning. Following a public hearing on February 16, 2016, where no members of the public spoke regarding the proposed rezoning, the Planning Commission voted 8-0 (one member absent) to recommend in favor of the proposed rezoning.

City of Dover

Department of Planning & Inspections

Application No.: Z-16-02, MI-16-01



Title: Lands of Kesselring Company LLC
Address: 1436 New Burton Road
Parcel ID: ED-05-085.00-01-07.00-000 and ED-05-085.00-01-07.00-001
Acerage: 37.2
Existing Zoning: R-20 (One-Family Residence Zone)
Proposed Zoning: IPM (Industrial Park Manufacturing)
Owner: Kesselring Company LLC c/o Doris K. Taylor
Date: 12/21/2015

Legend

- Subject Property
- Zoning
- Dover Parcels
- Kent County Parcels
- Dover Boundary

N W E S

0 500 1,000 2,000 Feet

CITY OF DOVER PLANNING COMMISSION
February 16, 2016
Excerpt from Meeting Minutes - Draft

Z-16-02 Lands of Kesselring Company, LLC near New Burton Road: Rezoning from R-20 to IPM – Public Hearing and Review for Recommendation to City Council on a rezoning application for a 37.2 acre ± parcel. The property is zoned R-20 (One Family Residence Zone). The proposed zoning is IPM (Industrial Park Manufacturing Zone). The property is located on the west side of New Burton Road and west of the railroad corridor and surrounded by the right-of-way for the West Dover Connector. The owners of record are Kesselring Company, LLC & Others and Larry Kesselring. Addresses: 37.2 acres New Burton Road & 1436 New Burton Road. Tax Parcels: ED-05-085.00-01-07.00-000 and ED-05-085.00-01-07.00-001. Council District 2. Ordinance #2016-03. *Associated with request (MI-16-01A) for Comprehensive Plan Amendment as a land use classification revision to Map 12-1. A Public Hearing and Final Reading are scheduled for action before the City Council on March 14, 2016.*

Representatives: Mr. Jack Kling, Remax Horizons

Mrs. Townshend stated that this is a rezoning application for 37.2 acres of land on New Burton Road. Again, this is associated with the first part of the *Comprehensive Plan* Amendment that the Commission just recommended in favor of. This is a rezoning request to take the vacant land that is left now caught between the road and the rail line from R-20 (One Family Residence Zone) to IPM (Industrial Park Manufacturing Zone). The reasons are previously stated but it there are any questions she would be glad to answer them.

Mr. Kling stated that he is here on behalf of the Kesselring family to answer any questions. They made the request for rezoning of that property for obvious reasons. The bypass connector route basically made it much more feasible as an industrial property than a residential property. At least that was his opinion in the beginning and why it was brought before the Commission.

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

Mr. Holden moved the recommend approval to City Council for Z-16-02 Lands of Kesselring Company, LLC near New Burton Road: Rezoning from R-20 to IPM due to the fact that the changes in the area and changes in land use support the conversion and it would be a good use; residential is not necessarily a good use anymore, seconded by Ms. Still and the motion was carried 8-0 by roll call with Mr. Ambruso absent. Mr. Holden voting yes, due to Staff comments. Mr. Cregar voting yes, for all of the previous reasons that were discussed with the change to the Comprehensive Plan and due to Mr. Holden's comments. Colonel Welsh voting yes, for all of the same reasons. Mr. Holt voting yes, for the previous reasons discussed. Mr. Baldwin voting yes, for the reasons previously discussed. Dr. Jones voting yes, for all of the same reasons. Ms. Still voting yes, for all of the same reasons. Mr. Tolbert voting yes, for all of the same reasons; the recommendation is good for the City.

Z-16-02

CITY OF DOVER FIRE MARSHAL

CITY OF DOVER

DEVELOPMENT ADVISORY COMMITTEE

APPLICATION REVIEW COMMENTARY

D.A.C. MEETING DATE: **February 3rd, 2016**

APPLICATION: **Lands of Kesselring Company, LLC near New Burton Road: Rezoning from R-20 to IPM**

FILE #: **Z-16-02** REVIEWING AGENCY: **City of Dover, Office of the Fire Marshal**

CONTACT PERSON: **Timothy P. Mullaney Jr., Fire Marshal** PHONE #: **(302) 736-4457**

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

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

ADDITIONAL / SPECIFIC REQUIREMENTS TO OBTAIN APPROVAL:

1. **This office has no objection to the rezoning.**

APPLICABLE CODES LISTED BELOW (NOT LIMITED TO):
2012 NFPA Life Safety Code (NFPA; National Fire Protection Association)
2009 IBC (International Building Code)
Latest editions of all other NFPA Codes as defined by the Delaware State Fire Prevention Regulations
2012 Delaware State Fire Prevention Regulations
City of Dover Code of Ordinances

***If you have any questions or need to discuss any of the above comments, please call the above contact person listed.**

CITY OF DOVER

DEVELOPMENT ADVISORY COMMITTEE

APPLICATION REVIEW COMMENTARY

STAFF D.A.C. MEETING DATE: JANUARY 27, 2016

CITY OF DOVER Electric & Public Works Departments

APPLICATION: **LANDS OF KESSELRING COMPANY, LLC REZONING R-20 TO IPM**

FILE #: **Z-16-02**

REVIEWING AGENCY: **City of Dover**

CONTACT PERSON: **Paul Waddell - Electric**
Jason A. Lyon, P.E. – Public Works

CONTACT PHONE #: **ELECTRIC - 302-736-7070 PUBLIC WORKS – 302-736-7025**

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

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

CITY AND STATE CODE REQUIREMENTS

ELECTRIC / WATER / WASTEWATER / STORMWATER / STREETS / SANITATION / GROUNDS

Our office has no objection to the rezoning of:

ED-05-085.00-01-07.00-000 and ED-05-085.00-01-07.00-001

RECOMMENDATIONS SUGGESTED AS CONDITIONS OF APPROVAL TO MEET CODE OBJECTIVES

ELECTRIC / WATER / WASTEWATER / SANITATION / STORMWATER / STREETS / GROUNDS

1. Should this site be redeveloped, which includes modifications to the use, the applicant / developer will be responsible for all costs associated with providing the appropriate meter / service / main to this site based upon the use including any necessary system upgrades or extensions. The appropriateness and adequacy of electric, water and sewer services and meters will be assessed at that time. (Please note that each water meter registered with the City of Dover must have a separate service line.) Should the existing water and sanitary sewer services no longer be required based upon the proposed use, they must be properly abandoned at the mains in accordance with all City of Dover Department of Public Works standards and specifications.
2. Any redevelopment shall adhere to the City of Dover Water/Wastewater Handbook, the Specifications, Standards & Procedures for City of Dover Public Works requirements, and the City of Dover's Electric Service Handbook.
3. Please note that renovations and or change of use projects must ensure that the water and wastewater service is brought up to current requirements. This may include relocating the water meter outside or changing service line sizes. Please ensure you schedule a meeting with the Department of Public Works during the planning phase for this site. Additional impact fees may apply for future development.

ADVISORY COMMENTS TO THE APPLICANT

ELECTRIC / WATER / WASTEWATER / STORMWATER / STREETS / SANITATION / GROUNDS

1. None.

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

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

CITY OF DOVER
DEVELOPMENT ADVISORY COMMITTEE
APPLICATION REVIEW COMMENTARY
February 2015

APPLICATION: Lands of Kesselring Company

FILE #: Z-16-02

REVIEWING AGENCY: *Kent Conservation District*

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

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

Source: 2014 Delaware Sediment and Stormwater Regulations

CITY AND STATE CODE REQUIREMENTS:

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

ADVISORY COMMENTS TO THE APPLICANT:

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

CITY OF DOVER

DEVELOPMENT ADVISORY COMMITTEE

APPLICATION REVIEW COMMENTARY

D.A.C. MEETING DATE: February 3, 2016

D E L D O T

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APPLICATION: Lands of Kesselring Company, LLC near New Burton Road: Rezoning from R-20 to IPM

FILE#: Z-16-02 REVIEWING AGENCY: DelDOT

CONTACT PERSON: Jonathan T. Moore PHONE#: 760-2145

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

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

CITY & STATE CODE REQUIREMENTS:

- The entrance to this property will be from the West Dover Connector. The DelDOT Development Coordination Manual Adopted March 2015 establishes the right-of-way requirements based on roadway classification.

RECOMMENDATIONS SUGGESTED AS CONDITIONS OF APPROVAL TO MEET CODE OBJECTIVES:

DelDOT has no recommendations at this time.

ADVISORY COMMENTS TO THE APPLICANT:

- This project should be submitted to DelDOT's Development Coordination department to determine if it will require formal review. Information and Instructions regarding the review process can be found at http://www.deldot.gov/information/business/subdivisions/

- The entrances shall be designed in accordance with DelDOT's rules and regulations. A preliminary entrance plan shall be submitted to insure that the entrance can be constructed within the available right-of-way prior to DelDOT's no objection to recordation.

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

FINAL READING

CITY OF DOVER
PROPOSED ORDINANCE #2016-03

AN ORDINANCE AMENDING THE ZONING ORDINANCE AND ZONING MAP OF THE CITY OF DOVER BY CHANGING THE ZONING DESIGNATION OF PROPERTY LOCATED WEST OF NEW BURTON ROAD AND THE RAILROAD CORRIDOR AND INCLUDING THE PROPERTY LOCATED AT 1436 NEW BURTON ROAD

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

WHEREAS, it is deemed in the best interest of zoning and planning to change the permitted use of property described below from R-20 (One-Family Residence Zone) to IPM (Industrial Park Manufacturing Zone).

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

1. That from and after the passage and approval of this ordinance the Zoning Map and Zoning Ordinance of the City of Dover have been amended by changing the zoning designation from R-20 (One-Family Residence Zone) to IPM (Industrial Park Manufacturing Zone) on that property located on the west side of New Burton Road west of the railroad corridor and surrounded by the right-of-way for the West Dover Connector, consisting of $37.2^{+/-}$ acres and including the property located at 1436 New Burton Road, owned by Kesselring Company, LLC and others.
   (Tax Parcels: ED-05-085.00-01-07.00-000 and ED-05-085.00-01-07.00-001; Planning Reference: Z-16-02; Council District 2)

ADOPTED: *

S:\ORDINANCES\2016\DRAFT\ORDINANCE #2016-03 REZONING - NEAR NEW BURTON ROAD AND 1436 NEW BURTON ROAD\Ordinance #2016-03 Rezoning Property Near New Burton Road and 1436 New Burton Road-Final Reading.wpd

Actions History
March 14, 2016 - Scheduled for Public Hearing/Final Reading - City Council
February 16, 2016 - Review - Planning Commission
January 25, 2016 - First Reading - City Council

Draft

PETITION TO AMEND AND ZONING DISTRICT
Public Hearing before the
Dover City Council
March 14, 2016

Applicants/Owners:	Michael W. & Winifred M. Braun
Address:	834 S. State Street
Location:	West side of South State Street, south of Gooden Avenue
Tax Parcel ID #:	ED-05-077.17-03-45.00-000
Size:	17,000 +/- Square Feet
Present Use:	Vacant Residence
Proposed Use:	Office
Comprehensive Plan Designation:	Residential Medium Density – Subject of Request to Amend Land Use Classification to Office and Office Parks
Present Zoning:	R-8 (One Family Residence Zone)
Proposed Zoning:	C-PO (Commercial and Professional Office Zone)
Reason for Request:	To allow for conversion to an office
Planning Commission Recommendation:	Following a public hearing on February 16, 2016, where no members of the public spoke with regard to the application, the Planning Commission voted 8-0 to recommend in favor of the proposed rezoning.
File Number:	Z-16-03

Existing Property
The property is currently zoned R-8 (One Family Residence Zone). There is a house on the property, as well as an accessory structure.

Surrounding Land Uses:
The property immediately north of the subject property is zoned R-8 and is a one-family dwelling. The property immediately to the south is zoned RGO (General Residence and Office) and has an office building on the parcel. The property immediately west of the subject property (across the alley) is zoned RGO and also has an office building on the parcel. The properties to the east across State Street are zoned R-8 and have one-family residences on them.

Comprehensive Plan:
The *2008 Comprehensive Plan* depicts the subject area as Residential Medium Density land use classification on Map 12-1: Land Development Plan Map. Under MI-16-01, there is a request to change this classification to Office and Office Parks. If the Comprehensive Plan Amendment is approved, the requested zoning would be consistent with the Comprehensive Plan. If the Comprehensive Plan Amendment is not approved, the zoning requested would not be consistent with the Comprehensive Plan.

Request for C-PO (Commercial and Professional Office) Zoning
The following description of the C-PO zoning district is provided from Article 3 §26 of the *Zoning Ordinance.*

Sec. 26. - Commercial and professional office zone (C-PO).

26.1 *Uses permitted.* In a commercial and professional office zone (C-PO), no building or premises shall be used, and no building or part of a building shall be erected, which is arranged, intended, or designed to be used, in whole or in part, for any purpose, except the following:

(a) Business, professional or governmental offices.
(b) Banks.
(c) Medical laboratories.
(d) Drive-in facilities accessory to any permitted use.

26.2 *Conditional uses.* The following uses are permitted, conditional upon the approval of the planning commission in accordance with the procedures and subject to the general conditions set forth in article 10, section 1:

(a) Conditional uses accessory to permitted uses on the same lot:
(1) Cafeteria.
(2) Restaurant.
(3) Barbershop/beauty shop.
(4) Copy center.
(5) Office supply.
(6) Retail store.
(7) Newsstand.

(8) Spa and health club.

(9) Associated laboratories (other than those affiliated with permitted medical uses).

(b) Residential uses as follows:

(1) Apartments and multifamily residences, provided at least two off-street parking spaces shall be provided in the area for each unit.

(2) One family residences subject to the requirements of the RG-1 (General Residence) zone.

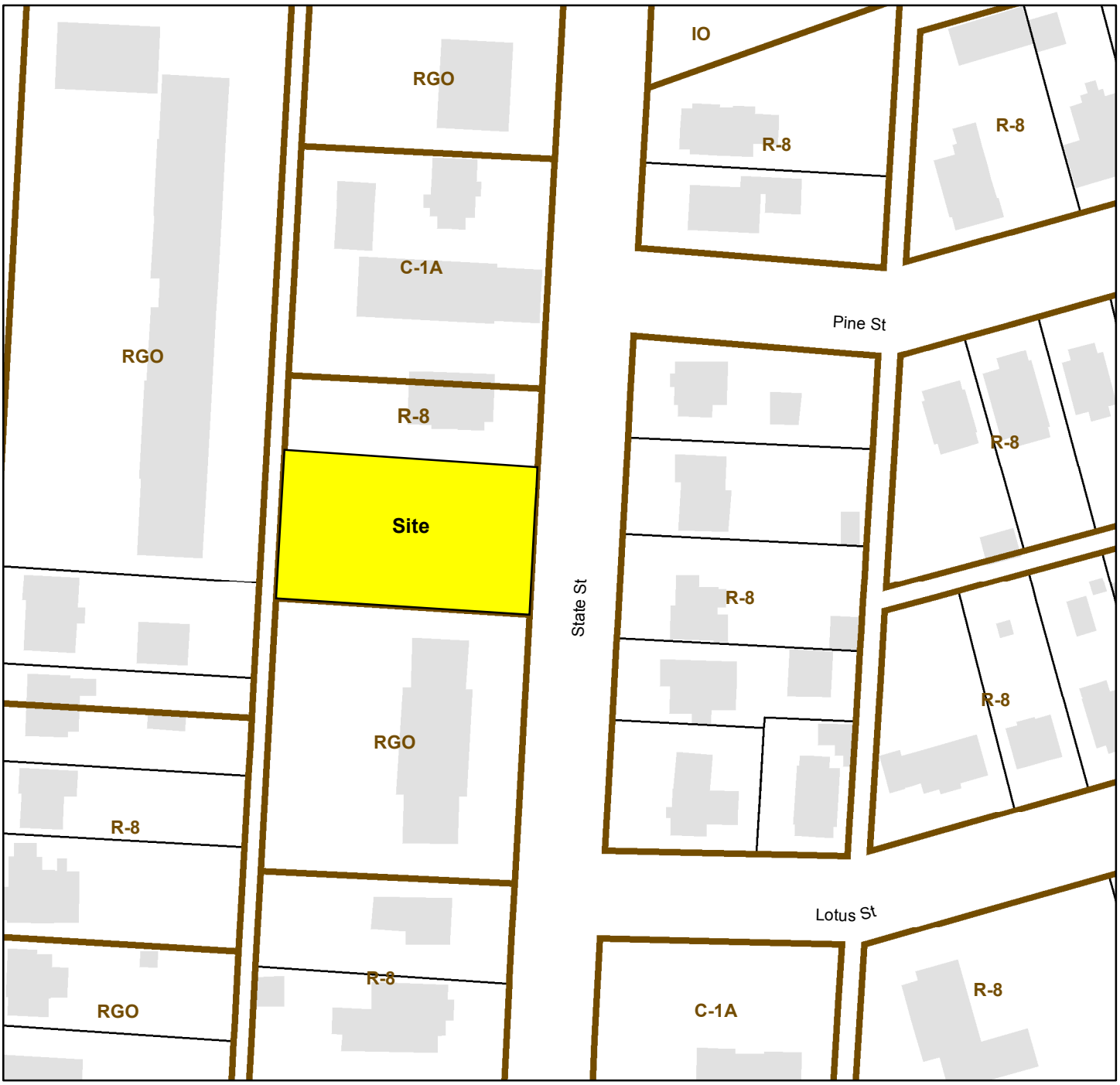
Recommendation of the Planning Staff and Planning Commission:

Staff supports the rezoning request from R-8 to C-PO, provided that the companion Comprehensive Plan Amendment is also approved. The subject property is in a transitional area of South State Street, where two of the adjacent properties are developed with office buildings. Staff's comments were made prior to the opportunity for public comment on the proposed rezoning. Following a public hearing on February 16, 2016, where no members of the public spoke regarding the proposed rezoning, the Planning Commission voted 8-0 (one member absent) to recommend in favor of the proposed rezoning.

City of Dover

Department of Planning & Inspections

Application No.: Z-16-03



Title: Micromotor Equipment LLC
Address: 834 S State St
Parcel ID: ED-05-077.17-03-45.00-000
Existing Zoning: R-8 (One-Family Residence Zone)
Proposed Zoning: C-PO (Commercial and Professional Office Zone)
Owner: Michael Braun
Date: 12/29/2015

Legend

- Dover Parcels
- Zoning
- 2012 Buildings

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0 60 120 240 Feet

CITY OF DOVER PLANNING COMMISSION
February 16, 2016
Excerpt from Meeting Minutes - Draft

Z-16-03 Lands of Michael W. & Winifred M. Braun at 834 South State Street: Rezoning from R-8 to CPO – Public Hearing and Review for Recommendation to City Council on a rezoning application for a 17,000 S.F. ± parcel. The property is zoned R-8 (One Family Residence Zone). The proposed zoning is CPO (Commercial and Professional Office Zone). The property is located on the west side of South State Street and south of Gooden Avenue. The owner of record is Michael W. & Winifred M. Braun. Address: 834 South State Street. Tax Parcel: ED-05-077.17-03-45.00-000. Council District 2. Ordinance #2016-04. *Associated with request (MI-16-01B) for Comprehensive Plan Amendment as a land use classification revision to Map 12-1. A Public Hearing and Final Reading are scheduled for action before the City Council on March 14, 2016.*

Representatives: Mr. Michael Braun, Owner

Mrs. Townshend stated that this is a rezoning request that is associated with the *Comprehensive Plan* amendment request that was just considered. This is for a 17,000 square foot piece of property located at 834 South State Street. The request is to rezone the property from R-8 (One Family Residence Zone) to CPO (Commercial and Professional Office Zone). She would go back to the same reasons supporting the *Comprehensive Plan* amendment. She would also note that the house on the property has been vacant for some time and has had some issues with the repair of it. The conversion to an office could definitely be an improvement as you would have an investment in the property that would detract from any of the nuisance that would be part of dealing with a vacant building.

Mr. Braun stated that the comment that he was about to make was addressed by Mrs. Townshend. That property has a number of physical characteristics that don't make it particularly useful as a residence and lend themselves to converting it to an office. Not only is the area changing, the physical nature of the property itself sort of pushes towards a commercial operation.

Mr. Holden stated that he was curious what characteristics of the property other than the location are changing the character of the neighborhood. Responding to Mr. Holden, Mr. Braun stated that the kitchen is poorly laid out. It would not be useful as a kitchen; it would require a complete renovation. Conversely, it's fine for an office break room. The bathroom that would be for the two bedrooms on the second floor is off the kitchen meaning the occupants of that bedroom would have to come down the stairs to the back of the house to access the bathroom. The bedrooms are small, the closets are tiny, they would have to be expanded which would make the bedrooms even smaller but they are fine in an office environment. Those sorts of things are what he sees as he looks at this property.

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

Dr. Jones moved to recommend approval to City Council for Z-16-03 Lands of Michael W. & Winifred M. Braun at 834 South State Street: Rezoning from R-8 to CPO, seconded by Ms. Still and the motion carried 8-0 by roll call vote with Mr. Ambruso absent. Mr. Holden voting yes, due to Staff comments and other discussion. Mr. Cregar voting yes, supporting the change to the Comprehensive Plan that was also supported and the nature of the area and how it's changed to an office area. Colonel Welsh voting yes, agreeing with previously stated comments. Mr. Holt voting yes, because the nature of the area has changed considerably. Mr. Baldwin voting yes, for the aforementioned statements. Dr. Jones voting yes, in view of previous discussion regarding the Comprehensive Plan. Ms. Still voting yes, in concurrence with all of the previous statements. Mr. Tolbert voting yes, for all of the previous statements made and he thinks it's going to make better use of that particular piece of property.

Z-16-03

CITY OF DOVER

DEVELOPMENT ADVISORY COMMITTEE

APPLICATION REVIEW COMMENTARY

D.A.C. MEETING DATE: **February 3rd, 2016**

CITY OF DOVER FIRE MARSHAL

APPLICATION: **Lands of Michael W. & Winifred M. Braun at 834 S. State St: Rezoning from R-8 to CPO**

FILE #: **Z-16-03** REVIEWING AGENCY: **City of Dover, Office of the Fire Marshal**

CONTACT PERSON: **Timothy P. Mullaney Jr., Fire Marshal** PHONE #: **(302) 736-4457**

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

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

ADDITIONAL / SPECIFIC REQUIREMENTS TO OBTAIN APPROVAL:

1. **This office has no objection to the rezoning.**

APPLICABLE CODES LISTED BELOW (NOT LIMITED TO):
2012 NFPA Life Safety Code (NFPA; National Fire Protection Association)
2009 IBC (International Building Code)
Latest editions of all other NFPA Codes as defined by the Delaware State Fire Prevention Regulations
2012 Delaware State Fire Prevention Regulations
City of Dover Code of Ordinances

***If you have any questions or need to discuss any of the above comments, please call the above contact person listed.**

CITY OF DOVER

DEVELOPMENT ADVISORY COMMITTEE

APPLICATION REVIEW COMMENTARY

STAFF D.A.C. MEETING DATE: JANUARY 27, 2016

CITY OF DOVER Electric & Public Works Departments

APPLICATION: **LANDS OF MICHAEL W. & WINIFRED M. BRAUN AT 834 SOUTH STATE STREET REZONING FROM R-8 TO CPO**

FILE #: **Z-16-03**

REVIEWING AGENCY: **City of Dover**

CONTACT PERSON: **Paul Waddell - Electric**
Jason A. Lyon, P.E. – Public Works

CONTACT PHONE #: **ELECTRIC - 302-736-7070 PUBLIC WORKS – 302-736-7025**

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

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

CITY AND STATE CODE REQUIREMENTS

ELECTRIC / WATER / WASTEWATER / STORMWATER / STREETS / SANITATION / GROUNDS

Our office has no objection to the rezoning of:

ED-05-077.17-03-45.00-000

RECOMMENDATIONS SUGGESTED AS CONDITIONS OF APPROVAL TO MEET CODE OBJECTIVES

ELECTRIC / WATER / WASTEWATER / SANITATION / STORMWATER / STREETS / GROUNDS

1. Should this site be redeveloped, which includes modifications to the use, the applicant / developer will be responsible for all costs associated with providing the appropriate meter / service / main to this site based upon the use including any necessary system upgrades or extensions. The appropriateness and adequacy of electric, water and sewer services and meters will be assessed at that time. (Please note that each water meter registered with the City of Dover must have a separate service line.) Should the existing water and sanitary sewer services no longer be required based upon the proposed use, they must be properly abandoned at the mains in accordance with all City of Dover Department of Public Works standards and specifications.
2. Any redevelopment shall adhere to the City of Dover Water/Wastewater Handbook, the Specifications, Standards & Procedures for City of Dover Public Works requirements, and the City of Dover's Electric Service Handbook.
3. Please note that renovations and or change of use projects must ensure that the water and wastewater service is brought up to current requirements. This may include relocating the water meter outside or changing service line sizes. Please ensure you schedule a meeting with the Department of Public Works during the planning phase for this site. Additional impact fees may apply for future development.

ADVISORY COMMENTS TO THE APPLICANT

ELECTRIC / WATER / WASTEWATER / STORMWATER / STREETS / SANITATION / GROUNDS

1. None.

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

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

CITY OF DOVER
DEVELOPMENT ADVISORY COMMITTEE
APPLICATION REVIEW COMMENTARY
February 2015

APPLICATION: Lands of Michael and Winifred Braun

FILE #: Z-16-03

REVIEWING AGENCY: *Kent Conservation District*

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

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

Source: 2014 Delaware Sediment and Stormwater Regulations

CITY AND STATE CODE REQUIREMENTS:

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

ADVISORY COMMENTS TO THE APPLICANT:

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

CITY OF DOVER

DEVELOPMENT ADVISORY COMMITTEE

APPLICATION REVIEW COMMENTARY

D.A.C. MEETING DATE: January 27, 2016

D E L D O T

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APPLICATION: Lands of Michael W. & Winifred M. Braun at 834 South State Street: Rezoning from R-8 to CPO

FILE#: Z-16-03 REVIEWING AGENCY: DelDOT

CONTACT PERSON: Jonathan T. Moore PHONE#: 760-2145

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

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

CITY & STATE CODE REQUIREMENTS:

DelDOT has no comments regarding city & state code at this time.

RECOMMENDATIONS SUGGESTED AS CONDITIONS OF APPROVAL TO MEET CODE OBJECTIVES:

DelDOT has no recommendations at this time.

ADVISORY COMMENTS TO THE APPLICANT:

DelDOT has no advisory comments at this time.

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

FINAL READING

CITY OF DOVER
PROPOSED ORDINANCE #2016-04

AN ORDINANCE AMENDING THE ZONING ORDINANCE AND ZONING MAP OF THE CITY OF DOVER BY CHANGING THE ZONING DESIGNATION OF PROPERTY LOCATED AT 834 SOUTH STATE STREET

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

WHEREAS, it is deemed in the best interest of zoning and planning to change the permitted use of property described below from from R-8 (One-Family Residence Zone) to C-PO (Commercial and Professional Office Zone).

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

1. That from and after the passage and approval of this ordinance the Zoning Map and Zoning Ordinance of the City of Dover have been amended by changing the zoning designation from R-8 (One-Family Residence Zone) to C-PO (Commercial and Professional Office Zone) on that property located at 834 South State Street, consisting of $17{,}000^{+/-}$ S.F, owned by Michael W. and Winifred M. Braun.
   (Tax Parcel: ED-05-077.17-03-45.00-000; Planning Reference Z-16-03; Council District 2)

ADOPTED: *

S:\ORDINANCES\2016\DRAFT\ORDINANCE #2016-04 REZONING - 834 SOUTH STATE STREET\ORDINANCE#2016-04 REZONING OF PROPERTY - 834 SOUTH STATE STREET-FINAL READING .wpd

Actions History
March 14, 2016 - Scheduled for Public Hearing/Final Reading - City Council
February 16, 2016 - Review - Planning Commission
January 25, 2016 - First Reading - City Council

Draft











Special Thanks to Dover City Council, Mayor Robin R. Christiansen, and City Manager Scott Koenig for their support of the Downtown Dover Partnership.

Thanks to Diane Laird, State Coordinator, Delaware Main Street, for technical assistance provided throughout the year.

DELAWARE
ECONOMIC DEVELOPMENT OFFICE
Right Place. Right Size.

Thank You State of Delaware, for designating Dover as a Downtown Development District.

Special Thanks to Becker Morgan Group. A team of professionals that made many of these accomplishments possible.

And to our Board of Directors for their vision and commitment in making downtown strong and vibrant.

Partnership Staff
William G. Neaton, Director
C. Edwin Perez
Beverly Latimer Jackson

USDA Rural Development

USDA Rural Development has provided funding for DDP marketing and training initiatives which benefit business in "Historic Downtown Dover."

Special Thanks to the following Individuals and Organizations who contributed time, talent and resources to make our seventh year a great success:

First Friday
Carol Burns
Lucy Findlay
Jean Francis
Jeremy Gibb
Lori Llewellyn
Kathryn Lord
Jenny Mabus
Amy Mullen
Valla Rogers
Serena Pelletier-Stachecki
Katrina Sullivan
Erin Thwaites
Downtown Dover Merchants

Farmer's Market
Amy Mullen, Volunteer Manager
Norman Christoferson
Henry Coverdale
City of Dover Planning & Inspections
City of Dover Public Works
Communities and Schools of DE
DE Department of Agriculture
DE Division of Public Health
DDP Promotions Committee
Farmer's Market Vendors
Food Bank of Delaware
Robert Gedney
Hogan Lee
The Center for Mental Wellness

Home for the Holidays
Gary Chaffee, Parade Coordinator
Kathy Chaffee
Santa & Mrs. Claus: Rev. William & Martha
Downing
City of Dover Police
City of Dover Public Works
Dover Interfaith Mission for Housing, Inc.
STACKS Entertainment

A Capital Holiday Celebration
Jennifer Allen
Actors Attic
Bayhealth Medical Center
Cristal Brenneman
Mary Borger
Calvary Christian Academy
Central Delaware Chamber of Commerce
Mayor Robin Christiansen
City of Dover Parks & Recreation
City of Dover Police
City of Dover Public Works
Cornerstone Church Drama Ministry
Dance Conservatory Ballet Theatre of Dover
Delaware Ballet
Delaware State News
Dover High Select Ensemble
Dover Kiwanis
Dover Public Library
Councilman William Hare
Heritage at Dover
Holy Cross Catholic School
Michelle Hughes
Musical Theatre Ensemble
The Little School at Kids Cottage
The Newshound
St John's Lutheran School
Sherwanda Rachal-Speaks
Representative Dave Wilson
Georgeanna Windley

Safe Spooky Halloween
Erin Cooper Barrett, Chairperson
Pastor Damon Cinaglia, Co-Chairperson
Lauren Tinsley
The Center for Mental Wellness
Centerpoint Church
Foundation for a Better Tomorrow
Outlook at the Duncan Center

St Patrick's Day Parade
Gary Chaffee, Parade Coordinator
Kathy Chaffee
City of Dover Police
City of Dover Public Works
Dover Interfaith Mission for Housing, Inc.

2014 Winter Wonderland Committee
Gary Chaffee
Norman Christoferson
Henry Coverdale
City of Dover Parks & Recreation
City of Dover Planning & Inspections
City of Dover Public Works Department
Judy Diogo
Dover Interfaith Mission for Housing
Robert Gedney
Michael Harrington, Sr., Harrington ERA Realty
IMAGINE Entertainment
James G. McGiffin, Jr
Joe & Tonda Parks
Mary Ressler, Quality Builders
Justin Strickland

Support for Multiple Activities
Bayhealth Medical Center
CenDel Foundation
City of Dover
DE Economic Development Office
DE Technical & Community College
Dover City Council
Dover Fire Department
Dover Parks & Recreation
Dover Police Department
Downtown Dover Businesses
First State Heritage Park
Greater Kent Committee
Kent County Tourism
SCORE
Small Business Development Center
STACKS Entertainment
U.S. Small Business Administration
Charlie Rodriguez, R&R Realty
USDA Rural Development
Wesley College

I BELIEVE IN Dover

DOWNTOWN DOVER PARTNERSHIP







Historically Happening

The Downtown Dover Partnership drives business and job opportunities, growth of economic and cultural assets, and development of commercial and residential real estate, while preserving the City of Dover's historic qualities, consistent with the National Main Street model.

About the Downtown Dover Partnership
Downtown Dover Partnership is a non-profit organization dedicated to revitalizing the Downtown District. DDP works hand in hand with the National Trust for Historic Preservation's National Main Street Center and the Downtown Delaware initiative to create a variety of programs that serve to improve our downtown district.

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www.downtowndoverpartnership.com

2015 Annual Report

Developing the economic, cultural and historical resources of downtown

Dover DELAWARE

Board Members
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Tricia Arndt
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Jenny Mabus
Amy Mullen
Katrina Sullivan
JT Takacs
Lauren Tinsley
Helen Wiles
Sarah Zimmerman

Parking & Safety Committee
Anita Evans, Chairperson
Dawne Nickerson-Banez
Jed Hatfield
Dorothy McCormick
Ted Nutter
Ron Poliquin
Tom Smith
Jonathan Street
Lauren Tinsley

Organization Committee
Paul E. Lakeman, Chairperson

Director's Note...

Fiscal 2015 was a great year for the Downtown Dover Partnership and Downtown Dover. On January 11, 2015, Governor Markell announced Dover's designation as one of three Downtown Development Districts. Property owners in the designated Downtown Development District are eligible for a variety of incentives from the State, Kent County, the City of Dover, and the Downtown Dover Partnership. The most valuable of the 2015 incentives was a rebate of 20% of the construction costs from the State of Delaware for qualifying construction projects over $25,000. The County will match a portion of the State's rebate, and the City will offer a variety of incentives relating to permit fees, impact fees, property taxes, transfer taxes, and business license fees. The Downtown Dover Partnership provides assistance with architectural fees and façade grants.

Dover's designation as a Downtown Development District by the State of Delaware has brought increased interest in our Historic Downtown from developers. Habitat for Humanity and the Priscilla Block Building were selected for funding as large projects while a number of smaller projects have also been undertaken including the renovation and opening of the former Smithers Restaurant as the Grey Fox Grille and Public House. A number of other projects were started in FY15 as part of the Downtown Development District and we look forward to their completion.

The second season of our Downtown Dover Farmers Market brought vendors and visitors to Loockerman Way Plaza in the summer of 2014. Visitors could be found filling their shopping bags with great produce, pasta, kettle corn and other goodies while enjoying Mint Tea, cupcakes, or hand-dipped ice cream. FY15 also brought new special events coordinated by members of the Merchants' Committee. OktDoverFest and History, Heritage & Hops attracted many visitors to downtown Dover to enjoy the festival activities while providing exposure for our downtown merchants. Funds from these events were used for downtown beautification projects.

The DDP worked with the Dover Police Department to garner support for reinstatement of the Cadet Program. This has been a welcome addition to the downtown as the cadets interact with visitors and merchants throughout the downtown corridor. The DDP continues to be an active partner with NCALL and a broad range of community groups to implement the Restoring Central Dover project. The plan developed as a result of the study conducted in FY14 received an implementation grant from the Wells Fargo Foundation and many projects and community activities are being planned by the different work groups.



The Downtown Dover Partnership is committed to working closely with merchants, local and state government, residents, community partners and developers to continue the progress we've made together in creating a beautiful, vibrant and welcoming downtown.

Sincerely,

William G. Neaton,
Executive Director

Committee Accomplishments

Design Committee
- Revised Façade Program Materials
- Awarded Façade Grant
- Provided Technical Assistance to Prospective Façade Grant Applicants

Economic Development & Restructuring
- Marketing of Acme Site
- Identification of Potential Projects
- Assisted in Promotion of Downtown Development District Incentives

Organization Committee
- FY '14 Annual Report
- Officers and Committee Members Election

Merchant Committee
- Implemented OktDoverFest
- Implemented History Heritage & Hops Festival
- Initiated Street Cleaning Projects
- Implemented First Friday Enhancements

Parking & Safety Committee
- Offered Free Metered Parking during Holidays
- Surveyed Parking Usage in Lots and On-Street
- Increased Handicapped Parking in Governors Avenue Lot
- Maintenance of Parking Lots
- Installment of New Signage
- Banner Project

Promotions Committee
- Capital Holiday Celebration
- Winter Wonderland
- Downtown Merchants Window Decorating Contest
- Farmer's Market on Loockerman Way
- St Patrick's Day Parade
- First Friday Gives Back Program
- Shop Small Saturday
- Distributed 90+ media releases and generated significant positive press for downtown Dover
- Supported First Fridays
- Supported "I Believe in Dover" Campaign
- Supported Loockerman Way "Santa House" Project
- Supported Dover Comic Con



FY 2015 Downtown Dover Partnership Economic Impact Highlights

Dollars Invested in FY 2015
Façade Grants Awarded $667
Total value of Façade Improvements -$3,167

1750 volunteer hours valued at $23.07/hour = $40,372.50

New Businesses Opened

- Artsy Fartsy
- Brunch and Lunch
- Dinos & Darlings
- Inkcredible Art Tattoos
- Shep's House of Styles
- Tiffanee & Co.
- Uncorked Canvas Parties
- The Sandwich Nook
- Family Dollar
- The Artful Barber

A total of 10 new businesses opened during this reporting period yielding 21 FTE's. Five (5) are minority-owned and five (5) are women-owned.

Increasing Competitiveness of Downtown Businesses

Seven workshops were held during this period – topics included small business development incentives, and marketing for small business owners. The workshops were attended by 100 current and prospective small business owners.

Business Assistance Provided

Two businesses were assisted with applications for business loans. Two of the applicants completed the process and received loans totaling $120,000.

Partnership Real Estate Holdings

120 S. Governors Avenue – Acme site	$1,239,345
22-24 W. Loockerman Street	$1,853,842
133-135 S. Governors Avenue	$248,745
139-143 S. Governors Avenue	$295,184
222 Railroad Avenue	$56,746
238 Railroad Avenue	$151,091
East side of N. West Street parcel #1	$243,000
680 & 684 Forest Street	$674,267
Loockerman & North Street Lots – Collegian	$1,308,563
North St. Parking Lot – Leasehold Improvements	$501,242
Total Buildings & Land	**$6,572,025**

Economic Development & Restructuring Committee
Gerald I. H. Street Esq., Chairperson
Erin Cooper Barrett
Robert Berglund
Councilman Wallace Dixon
Gary Cecchett
Anthony DePrima
Michael Harrington, Sr
Dr. William Johnston
Scott Koenig
Paul E. Lakeman
Joseph McDaniel
Kevin Mitten
William Neaton
Ted Nutter
Charlie Rodriguez
Jonathan Street
Erin Thwaites
Ann Marie Townshend

Merchant Committee
Cameron Llewellyn, Chairperson
Agnes Aigle
Kim Aigle
Sydney Artz
Lynsey Augustus Larson
Hassan Azhar
Erin Barrett
Carol Burns
Beth Christiansen
Brandon Cohen
Jan Crumpley
Lucy Findlay
Sueduka Gibbs
Ami Leaming
Tiffanee Lee-Scott
Maxine Lewis
Lori Llewellyn
Katherine Lord
Jenny Mabus
Dawne Nickerson-Banez
Theresa Owens
Bob Patel
Serena Pelletier-Stachecki
Brandon Pelton
Penny Reynolds
Valla Rogers
Tom Smith
Erin Thwaites
Lauren Tinsley, Co-Chairperson
Pablo Velazquez
Ryan Weber
Diana Welch
Domonique Williams

2015 Dover Human Relations Commission Annual Report

Highlights and Accomplishments:

June

- Met with Mayor and Chief of Police (together) and City Council President to understand their vision for the City and their perception of the role of the Commission.

- Commissioners promoted, attended and participated in the *All Lives Matter* rally held on June 6.

July

- Met with leaders of the State Human Relations Commission. Joined forces with the State Commission to make available more resources directly to Dover citizens. First partnership event held December 8 - screening and discussion of the movie *Cracking the Codes*.

- Committed to supporting and understanding Dover Police, Commissioner Sadusky reached out to the Dover Police to inquire about the Ride-Along Program and Citizen 's Police Academy. In October, Commissioner Sadusky scheduled a time to ride along with an officer. The November 10 response to Commissioner Smith's October 26 email inquiry about the Academy stated that it would not start until late February or early March. Commissioners are interested.

August

- Commissioner McGiffin and Ms. Smith met with Chief Bernat and Major Mailey to discuss how the Commission could provide greater support to Dover Police Department's goals to improve community relations and to discuss the Commission's employee relations survey.

September

- City Council President Tim Slavin attended the DHRC meeting and shared his hope for the City's and the Commission's possible contribution.

- Commissioners' bios, photos, and contact information were added to City's website.

October

- Commissioner Smith attended 4-day mediation training on behalf of the Commission.

- Commissioner Smith attended the NAACP and Dover Police Outreach Event for the City.

- Commissioner Henderson and Commissioner Smith met with the Capital School District Superintendent. In building the relationship, on November 20 Commissioner Bogle engaged

Dover High School to monogram polo shirts for Commissioners. In October, the Commission voted to submit for Council's approval a DHRC logo-designing contest. The Commission wants to partner with Dover High to engage students. Local businesses will be asked to provide prizes.

November

- Partnered (Commissioner Smith's business provided the funding; Commissioners served at the event) with the NAACP, Inter-denominational Ministerial Alliance, City Police, and Fraternal Order of Police for the *The Community, Family and Fellowship Dinner*.

Current Initiatives:

- Employee Relations Survey - Commissioner McGiffin is the Chair of the Government Policy, Programs and Practices Committee. We have approved the interviewing questions for City leaders and the online survey for employees is being tweaked. Interviews have been completed.

- Community Relations - Commissioner Griffith is the chair of the Communications Committee. The Commission voted and passed the PR promotion to create and send congratulatory cards from the Commission to citizens who appear in the newspaper.

- Education Engagement - Commissioner Henderson is the Chair of the Education Committee and is in communication with organizers for the Commission's possible involvement in a TEDx talk in early 2016.

- Community Engagement - Commissioner Roach is the Chair of the Community Engagement Committee. City Council should receive (if they haven't already) a solicitation for a mentorship program, Reach One, Teach One Challenge.

COUNCIL COMMITTEE OF THE WHOLE

The Council Committee of the Whole Meeting was held on February 23, 2016, at 6:00 p.m., with Council President Slavin presiding. Members of Council present were Mr. Sudler, Mr. Neil, Mr. Cole, Mr. Hosfelt (departed at 6:09 p.m. and returned at 6:11 p.m.), Mr. Hare, and Mr. Hutchison. Mr. Anderson and Mr. Lewis were absent. Civilian members present for their Committee meetings were Mr. Blakeman and Mrs. Stewart (*Utility*), and Ms. Maucher (*Legislative, Finance, and Administration*). Mr. Shevock (*Legislative, Finance, and Administration*) was absent.

UTILITY COMMITTEE

The Utility Committee met with Chairman Hutchison presiding.

AGENDA ADDITIONS/DELETIONS
Mr. Sudler moved for approval of the agenda, seconded by Mr. Cole and unanimously carried.

Energy Management Contract Extension and Integrated Resource Plan (IRP)
During the Regular Council meeting of November 23, 2015, Councilman Hutchison, Chair of the Utility Committee, requested that the Electric Department Integrated Resource Plan (IRP) Information Discussion be referred back to the Utility Committee for further discussion. The request was unanimously approved by City Council.

Mr. Kirk Betts, the City's Power Supply Attorney, Betts & Holt, LLP, advised members that The Energy Authority (TEA) had been handling the City's power supply management for nearly five (5) years and members must consider whether to authorize Mr. Betts and his firm to negotiate a three (3) year extension of the City's contract with TEA. Mr. Betts explained that additional services that the City had acquired through the employment of Mr. Harry Maloney, Electric Director, had reduced the level of costs that TEA had incurred in serving the City. As a result, preliminary discussions had been held about having TEA conduct and prepare an IRP for the City. Mr. Betts noted that an IRP had been discussed in the past in relation to changes in the PJM marketplace, as well as at the customer and consumer level. For example, he explained that for the first time in recent memory, in looking at power supply planning for the City, PJM was predicting no growth. This was not because the City was not growing but because there were substantial changes in the way energy is being used, such as significant changes in daily and overnight loads due to the impact of compact fluorescents and LEDs. Mr. Betts stated that an IRP would look at all of the changes in the marketplace, such as requirements for renewable energy growing to 20% and its effect on how energy is bought and used, as well as the potential introduction of batteries, which was moving at an accelerated rate, allowed a lot more renewables, and could also affect planning for the future. He stated that the idea would be to take into account what is happening on the consumer, generating, and PJM market sides when planning to see what would be the best proposal going forward for the City. He expressed the desire not to overstep by building a power plant that is too large or that does not have the right type of fuel for the future, noting that these are big decisions that incur a lot of liability over time.

Mr. Betts advised members that part of the transaction that had been proposed with TEA was to extend their contract to allow enough time to prepare an IRP and to see how viable the City's plant is going into the future and to consider the changes that were occurring.

Staff recommended that Mr. Kirk Betts, Betts & Holt LLP, be authorized to negotiate up to a three (3) year extension of the TEA agreement, but amended to adjust the monthly fee to reflect a modified scope of services, redefine the services, and to negotiate such other terms as may be in the best interest of the City of Dover for the extended term. The final negotiated extension will be brought back to the Utility Committee and City Council for consideration.

Noting that PJM was projecting no growth, Mr. Blakeman questioned if other financial forecasts or supplemental studies were available with the same findings. Responding, Mr. Betts stated that, although he could not cite specifics, everything that he had been reading nationally supported these findings, with the exception of the deep South where there was much more population growth. The Northeast and Midwest showed relatively flat growth, again not because of population but because of the way energy was being used today. Mr. Betts indicated that most people are not projecting any significant growth and no new capacity requirements, other than those being seen in the shift between coal and natural gas. He stated that new appliances were using less energy and changes in lighting, which is a significant part of the City's daily load, were also contributing to the flatness. Mr. Betts explained that significant growth of 3% or 5% had always been counted on in designing plans for revenue purposes; however, this had not been happening over the past three (3) or four (4) years. He stated that originally it was felt that the decline had been caused by the recession; however, a far greater movement was actually happening. This type of information was coming from consulting firms and the press all over.

Mr. Blakeman stated that historically when electric service prices went down, the demand went up. He noted that the current drop in fuel prices should result in decreases in electric charges, which historically had increased sales. Responding, Mr. Betts stated that houses being built today have different insulation standards, window standards, types of manufactured pipes, and heating systems, whether they have electric furnaces, heat pumps, or gas furnaces. For example, he informed members that he worked with a facility that just installed a heat pump that goes down to 28 degrees before kicking into emergency power, noting that this used to be closer to 40 or 45 degrees, which makes a big difference in terms of how load is managed. Mr. Betts felt that the flatness and some of the reductions were the result of movement toward more saturation of those changes and was not money-driven any more.

Mr. Blakeman acknowledged this transition; however, he stated the desire for confirmation so as not to rely on just one (1) report to make a decision, suggesting possibly State-wide and regional economic forecasts for the next 10 years. Responding, Mr. Betts stated his belief that the IRP would try to integrate this type of information so that planning is done properly and efficiently by considering what is happening, as opposed to what the City would like to do, and developing the best recommendation from there.

In response to Mr. Hutchison as to whether the City had ever done an IRP in the past, Mr. Betts explained that the City had done power supply planning, which is the supply and generating side, as opposed to a fully integrated look.

Mr. Neil questioned how this might help the City to drop its commercial rates to keep its commercial customers happy. Responding, Mr. Betts explained that this would not be a rate study, such as that conducted by Burns & McDonnell that looks at the cost of service for each type of customer, loads, voltages used, and where they take delivery. The IRP is a different type of study that would be valuable in helping customers by looking at trends, such as whether there is growth in the residential sector, reductions in the commercial or industrial sectors, and how energy is used. This would allow the City to properly plan going forward and prevent it from stepping into a power supply service plan that does not serve its customers well financially. As an example, Mr. Betts recalled standing in the Council Chambers before Calpine built its plant when it was being said that the City needed to build a new plant. Had the City entered into a brand new type of construction for the size plant that it would be allowed to build with the tax laws, etc., he felt it would probably have been a relatively inefficient plant, causing its customers to pay significant amounts of money well into the future for something that would be essentially obsolete. Mr. Betts advised members that an IRP would help avoid the mistakes of doing something before having the information on what should be done, explaining that there would be several steps to the process. Data would be collected about the marketplace and customers and what is happening with power supply around the City and with customers. It would then be looked at to determine the best way to serve customers and provide supply at the least cost going forward, considering regulatory changes and the influence of the renewable resources, potentially including batteries and solar-run homes. Mr. Betts noted that this would be a way to get the right answers but it could not be promised that it would fix commercial customers' rates. The IRP process would provide assurances that the City would not end up making a mistake that results in higher than necessary charges.

Ms. Stewart questioned if the IRP would take into consideration the needs of other members of the Delaware Municipal Energy Corporation (DEMEC) and other municipalities and how they do their purchasing with the increasing renewable requirements. She asked if there was any chance for economies of scale working with other municipalities. Responding, Mr. Betts stated that the first question would be what the issues are in the City's own service territory and the second would be to bring TEA into this, since TEA works with a large variety of municipal utilities and is probably the largest of any of the consulting firms that performs this type of work. Mr. Betts indicated that the City was counting on TEA to bring their institutional knowledge to the City's table and apply that knowledge, as they do with their monthly reports, so that the City would not be trying to recreate the wheel. He felt that economies of scale could be seen by using TEA. Mr. Betts noted an additional economy in that TEA knows the City's loads well after working with the City and managing its load, and would bring an instantaneous data resource that another entity would have to build. As for whether a DEMEC type of approach would work, Mr. Betts stated his understanding that DEMEC had done its own studies collectively and was willing to provide information to the City as to the City's relationship with DEMEC, and this would be an information resource that TEA would use.

Mr. Hare questioned if the IRP would advise members whether the City should be in or out of the power business or build a new plant. Responding, Mr. Betts stated that an IRP is not generally about whether or not to be in power supply but provides data and the information that leads to making a decision about whether or not to do this. The intent of the study would not be to make a decision or make a recommendation one way or another.

In regard to Mr. Hare's question as to whether TEA was the best entity to do this, Mr. Betts expressed his opinion that it was. Noting his and staff's desire to be competitive about what the City does, Mr. Betts stated that there was a question of timeliness since TEA's contract would expire in six (6) months or less. In addition, he indicated that there was money left on the table because of Mr. Maloney's presence and the integration of the work that Mr. Maloney had done at the power plant. This was money that had not been spent, and TEA agreed it should applied to the City's contract in a different way. Mr. Betts felt there was an opportunity to extract that value through the IRP and stated he would hate to see the City lose the value of the money on the table with TEA by getting another firm. Mr. Betts encouraged members to look at this seriously because there was a value that could be negotiated to not only get a study but a lower rate because of the presence of Mr. Maloney and his power plant experience. He felt these two (2) factors made it worth looking at TEA's services rather than going out to bid.

In response to Mr. Hare, Mr. Betts confirmed that TEA is experienced in doing IRPs, noting that his firm had reviewed their IRPs and found them reasonable.

Noting that Mr. Betts would be compensated, Mr. Blakeman asked if there was a range of compensation for the study. Responding, Mr. Koenig stated that Mr. Betts is paid through an hourly rate and his compensation is identified as a line item under legal expenses in the Electric budget. He indicated that he did not bring those numbers with him tonight; however, they were basically the same as his services had been in the past. Mr. Koenig advised members that Mr. Betts is paid well but the City has high expectations, stating his belief that $100,000 was identified for legal-related expenses for the Electric Fund and this would fall into that category.

Responding to Mr. Hare, Mr. Koenig stated that the anticipated range for the value of an IRP was estimated at between $100,000 and $200,000.

Mr. Betts stated that his firm had kept its fees at the same level for almost 15 years, and would challenge anybody else to do so. He estimated that it would probably take no more than 20 hours to negotiate this contract, noting that there was already a form of the contract and the concepts had been discussed with TEA. Mr. Betts noted that Betts & Holt had raised the question of pulling the value of Mr. Maloney's work out of the contract, since it essentially involved doing what TEA's engineer used to have to do, and Betts and Holt had already started in many ways pulling the value together for the City in order to be able to negotiate. He did not believe that the amount would be protracted, estimating the cost at less than $10,000 to negotiate this and probably even much less than that to pull the contract all the way through. Mr. Betss indicated that the money for this service was already in the existing contract because Mr. Maloney had saved the City approximately $100,000 of value by taking over parts of the contract. The goal was to pull this out of the existing

contract and roll it into an IRP; therefore, $100,000 had already been paid. Mr. Betts indicated that the estimated value was $178,000; however, Betts & Holt was working on obtaining the IRP at no additional cost to the City.

Mr. Neil moved to recommend approval of staff's recommendation that Mr. Kirk Betts be authorized to negotiate up to a three (3) year extension of The Energy Authority (TEA) agreement, amended to adjust the monthly fee to reflect a modified scope of services, redefine the services, and to negotiate such other terms as may be in the best interest of the City of Dover for the extended term. The final negotiated extension will be brought back to the Utility Committee and City Council for consideration. The motion was seconded by Mr. Sudler and unanimously carried.

Annexation Request - 1102 South State Street, Owned by Capitol Cleaners and Launderers, Inc.

Mrs. Ann Marie Townshend, Director of Planning and Community Development, reviewed a Petition to Annex and Rezone Property located at 1102 South State Street consisting of 6,331 S.F.$^{+/-}$ and owned by Capitol Cleaners & Launderers, Inc. She explained that this is a developed property located across from the Carroll's Corner Shopping Center in the City's Category 1 high priority annexation area with a proposed zoning classification of C-2A, Limited Central Commercial. Mrs. Townshend advised members that the property line goes through the building, and the front portion of the building is on the property proposed for annexation. The remainder of the building on the rear property has a different owner and is not proposed for annexation. Mrs. Townshend indicated that the subject property currently is served by City of Dover electric and water utilities. The property owner wishes to extend sanitary sewer service to the property, which is available from the neighboring property, and the property owner is working with the owner to the north to get easements in place to extend the sewer service. Mrs. Townshend indicated that staff was supportive of the annexation because the property is located in the City's high priority annexation area and the City has the capacity to provide utility services.

Staff recommended proceeding with the annexation.

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

Mr. Neil moved for adjournment of the Utility Committee meeting, seconded by Mr. Blakeman and unanimously carried.

Meeting adjourned at 6:32 p.m.

LEGISLATIVE, FINANCE AND ADMINISTRATION COMMITTEE

The Legislative, Finance, and Administration Committee met with Chairman Hare presiding.

AGENDA ADDITIONS/DELETIONS

Mr. Sudler moved for approval of the agenda, seconded by Mr. Cole and unanimously carried.

Proposed Ordinance #2016-11 Amending Chapter 102 - Taxation, Article VI - Exemptions; Board of Assessments Appeals, Section 102-182 - Authority to Exempt Real Property from Taxation

Mr. Scott Koenig, City Manager, advised members that he was present on behalf of Mrs. Cheryl Bundek, Tax Assessor, to discuss administrative issues related to delinquent taxes. He noted that the City had a substantial delinquent tax list and he and Mrs. Bundek and Mrs. Ann Marie Townshend, Director of Planning and Community Development, met with Mr. William Pepper, Deputy City Solicitor, last fall to discuss ways to help reduce this outstanding balance. It was found that there had been a number of subdivisions with Limited Liability Corporations (LLCs) that were disbanded or developers who went defunct during development.

Mr. Koenig explained that there were areas of community or private open space in the City that had never been dedicated to homeowners' associations (HOAs) and were currently on the City's tax rolls. Staff was looking for a path forward to make these properties tax-exempt, which would have occurred had the developers followed through with dedicating them to the HOAs. Mr. Koenig advised members that proposed Ordinance #2016-11, amending Sec. 202-182, included language that Mrs. Bundek and Mr. Pepper had provided that stated, "The City Assessor shall be empowered to grant tax exemption to and waive delinquent taxes on real property which has been required by the City of Dover to be set aside for public parkland or open space once the subdivision/phase of subdivision has reached 80% completion and/or street dedication, whichever occurs first, in concurrence with the City Manager. Any outstanding penalty or interest incurred as a result of unpaid taxes on said property shall be forgiven."

Mr. Koenig stated that this amendment would provide an administrative path going forward to forgive delinquent taxes on these types of properties. Referring to the "Open Space Delinquent Accounts" report, he advised members that the ordinance would relate to properties in Westover and Heatherfield East, a small joint venture in Fox Meadows, as well as property owned by Robino-Sea Chase, LLC, with a total of just under $42,000 in outstanding taxes on these properties. With the adoption of this ordinance, these taxes could be wiped clean, the delinquent tax burden on the City of Dover could be reduced, and there would be an administrative remedy to take care of this problem in the future. Mr. Koenig stated that staff considered this to be an administrative clean-up of a longstanding problem.

Mr. Neil stated his understanding that this land was supposed to be parkland or used for recreation and questioned if it was being used for this purpose. Responding, Mr. Koenig stated, for example, that in the early 1990's, a planned neighborhood design was completed for the Village of Westover which required a substantial amount of open space. This encompassed an estimated 20 plus acres

of private open space that included walking paths, stormwater management ponds, and buffer areas between subdivisions that was intended to be dedicated to the HOA. Because the developer went bankrupt at some point, several pieces of the private open space were never turned over by deed to the HOA. Mr. Koenig stated his belief that the HOA was mowing the grass and cleaning up the trash; however, they felt they had no responsibility for associated taxes, noting that private open space is exempt from taxes once turned over to the HOA. The proposed ordinance would not resolve the issue of actual ownership by deed but would resolve the associated delinquent tax issue. Mr. Koenig stated his belief that Heatherfield East had a small area of private open space that was less than one (1) acre, and other open spaces were very small residual pieces of land that may have trees but no associated maintenance. The Stoney Creek land included the stormwater management pond area. He informed members that these were pieces of land that cannot be built on by the ordinance or the plat of the subdivision and were just sitting and being taxed, indicating that this was a ghosting of taxes.

Responding to Mr. Neil, Mr. Koenig stated that the communities or associated properties were maintaining these areas but not paying taxes on them.

In response to Ms. Maucher as to whether the provided list included all of the properties that would fall under this exemption, Mr. Koenig stated that these were all the properties that would currently qualify. By adopting this ordinance, these properties would be wiped off the list. If a new subdivision started construction and met the criteria for the property to become tax exempt, this could be done administratively from this point forward with the adoption of the ordinance.

Responding to Ms. Maucher, Mr. Koenig confirmed that when a subdivision is built, it is private property owned by the developer who is responsible for taxes on the open space until such time as it is moved to the HOA. For example, he stated that if a new 40-lot subdivision had five (5) acres of private open space that included stormwater management ponds and park areas, staff would recommend that it stay taxable until the developer reaches 80% completion or turns the development over to the HOA. The developer would have a financial reason to want to progress in the development of the community since they have to pay taxes for the raw land. If the developer did not have to pay for the private open space, he would only be paying for platted lots, and the City wants to compel completion as soon as possible. Mr. Koenig noted that roads and utilities are not dedicated until a subdivision is about 80% complete under most circumstances. Staff's intent was to try to tie the tax exemption to the time when the utilities and roads would typically be dedicated to the City of Dover.

Ms. Maucher expressed concern that writing in the possibility for an exemption for forgiveness would encourage the developer not to pay because that exemption exists. In response, Mr. Koenig indicated that the exemption only exists from an administrative standpoint. If the developer did not pay on open space for which he had been carrying multiple years of delinquent property taxes, when he went to dedicate the infrastructure the City would require payment of all the back property taxes. He assured members that the City has a collection method as long as the developer stays a viable entity.

Staff recommended adoption of proposed ordinance #2016-11.

Mr. Neil moved to recommend adoption of proposed Ordinance #2016-11 Amending Chapter 102 - Taxation, Article VI - Exemptions; Board of Assessment Appeals, Section 102-182 - Authority to Exempt Real Property from Taxation. The motion was seconded by Ms. Maucher and unanimously carried.

Acknowledgment of Freedom of Information Act (FOIA) Violations - Dover Youth Advisory Committee

Mr. Hare stated, for the record, that there had been Freedom of Information Act (FOIA) violations by the Youth Advisory Committee.

Mr. Slavin informed members that the City had self-reported these FOIA violations in the past.

Mr. Hare moved for adjournment of the Legislative, Finance, and Administration Committee meeting. The motion was seconded by Mr. Neil and unanimously carried.

Meeting adjourned at 6:42 p.m.

Mr. Neil moved for adjournment of the Council Committee of the Whole meeting. The motion was seconded by Mr. Sudler and unanimously carried.

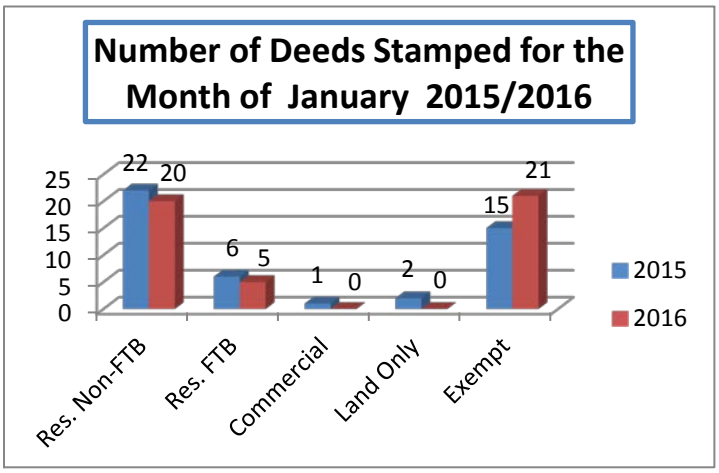
Meeting adjourned at 6:42 p.m.

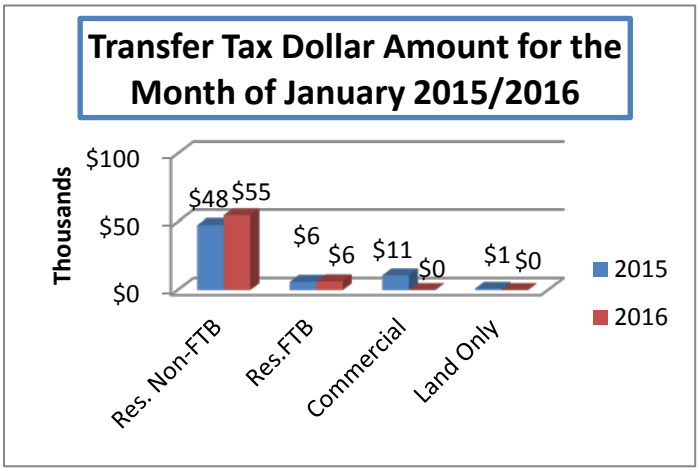
Timothy A. Slavin
Council President

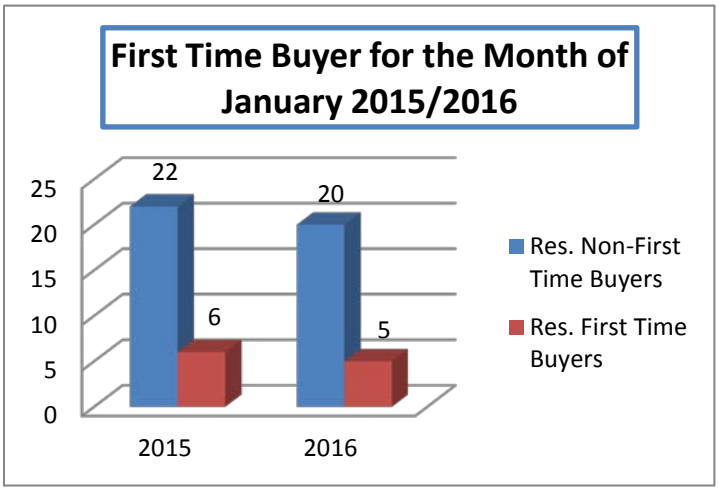
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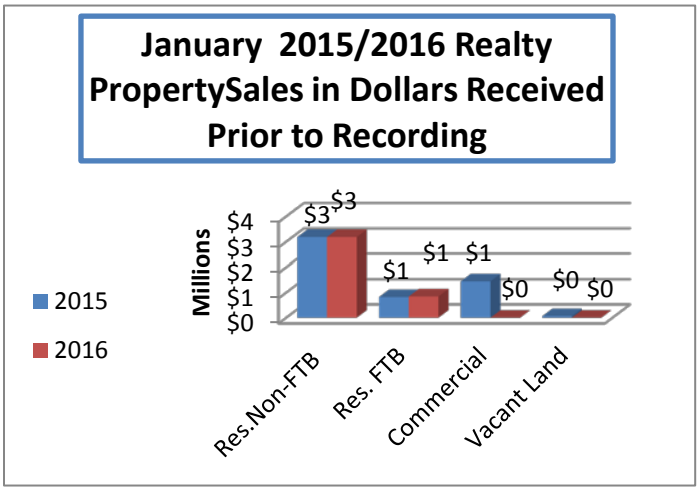
Monthly Report
January 2016

Office of City Assessor









Major Updates

	November - 15	December - 15	January - 16
Assessment Change	-$246,300	$4,877,400	$693,500

Residential Sales Ratio Report

Sales in Study	Total Assessed Value	Total Sale Price	Ratio	PRD
20	$3,176,400	$3,372,968	0.94	1.03

Ratio – Assessed Value divided by Sale Price.
PRD – Mean – A PRD above 1.03 tends to indicate assessment regressivity – high valued properties are under appraised relative to low valued properties. A PRD below .98 tends to indicate assessment progressivity – high valued properties are relatively over appraised.

Points of Interest

Scanning & Filing

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

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

- All old property record cards are being scanned and indexed into Fortis.

Assessor's Office

January Supplemental Billing

- Supplemental bills were mailed out totaling $12,925.04

CITY OF DOVER
SALES RATIO REPORT

PARID	NBHD	LUC	ADDRESS	UNITS	STYLE	YRBLT	STORIES	SFLA	GRADE	CDU	TOTAL APPR	SALE DT	PRICE	ASR
ED05-066.16-02-11.00	3	R10	46 LOST TREE CT	1	8	1988	2	2390	B-	AV	189,900	12-JAN-16	193,000	
ED05-067.09-01-62.00	18	R10	206 MERION RD	1	3	1977	1	2001	C	GD	167,500	11-JAN-16	200,000	
ED05-067.13-01-49.00	3	R10	23 GLENEAGLES CT	1	5	1973	2	2702	B-	VG	251,600	28-JAN-16	245,950	
ED05-068.09-01-49.00	8	R10	117 OVERLOOK PL	1	1	2000	2	2156	A-	VG	227,000	27-JAN-16	198,000	
ED05-068.10-04-28.00	13	R10	342 WEST WIND DR	1	5	2003	2	1586	C+	AV	156,900	27-JAN-16	180,000	
ED05-076.03-02-34.00	14	R10	372 PARADEE DR	1	13	2008	2	1760	C+	AV	133,200	08-JAN-16	130,000	
ED05-076.03-04-33.00	11	R10	309 GILLIBROOK LN		14	2015	1	1850	B+	AV	245,600	08-JAN-16	274,900	
ED05-076.03-05-88.00	11	R10	43 WELINGTON AVE		14	2015	1	1388	B+	AV	188,400	11-JAN-16	221,118	
ED05-076.05-04-01.067	102	R50	46 PAR HAVEN DR	1	20	1978	1	723	C-	AV	35,100	29-JAN-16	37,500	
ED05-076.06-01-85.00	103	R50	7 HARLECH HALL	1	20	1973	1	939	B	GD	65,000	21-JAN-16	57,000	
ED05-076.06-08-06.00	14	R10	35 TEAL CT	1	5	1989	2	1958	B-	AV	188,900	06-JAN-16	188,000	
ED05-076.08-05-82.00	9	R10	50 S NEW ST	1	1	1920	2	1888	C-	FR	90,800	07-JAN-16	55,000	
ED05-076.08-05-85.00	9	R10	34 S NEW ST	1	14	2000	1	1176	C-	AV	85,600	19-JAN-16	104,000	
ED05-076.09-02-06.00	14	R10	290 TRAFALGAR DR	1	13	2005	2	1848	C+	AV	126,500	26-JAN-16	138,000	
ED05-076.09-02-16.00	14	R10	270 TRAFALGAR DR	1	13	2005	2	1364	C+	AV	120,300	29-JAN-16	150,000	
ED05-076.09-03-01.00	14	R10	445 NORTHDOWN DR		1	2016	2	1846	C+	AV	201,200	04-JAN-16	200,000	
ED05-076.09-03-15.00	14	R10	15 MARGATE CIR		1	2015	2	2304	C+	AV	219,200	15-JAN-16	232,000	
ED05-076.10-02-42.00	16	R10	1515 FAWN ST	1	5	1989	2	2156	C+	AV	174,600	28-JAN-16	194,000	
ED05-076.20-03-27.00	12	R10	1103 WESTVIEW TER	1	5	1961	2	2044	B	GD	182,400	27-JAN-16	222,500	
LC05-068.00-01-37.00	6	R10	2355 WHITE OAK RD	1	14	1991	1	1100	C	FR	126,700	29-JAN-16	152,000	

CITY MANAGER'S MONTHLY REPORT



JANUARY 2016

Monthly Highlights

Customer Service

- In the month of January, we processed 5,628 credit card payments for the month totaling $941,237.33.

Human Resources

- Continued contract negotiations.

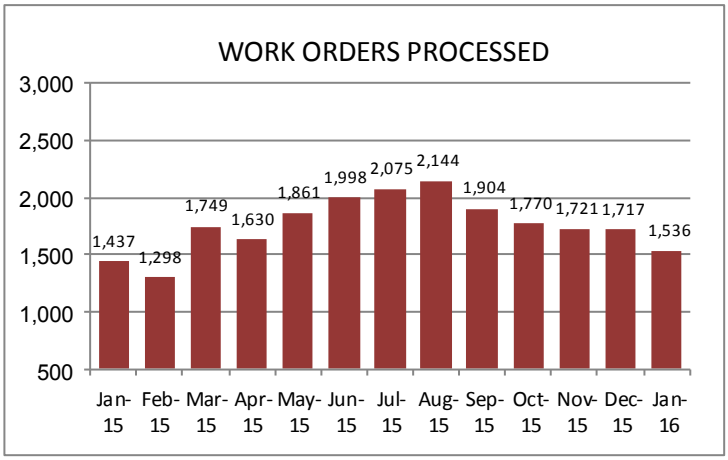
Library

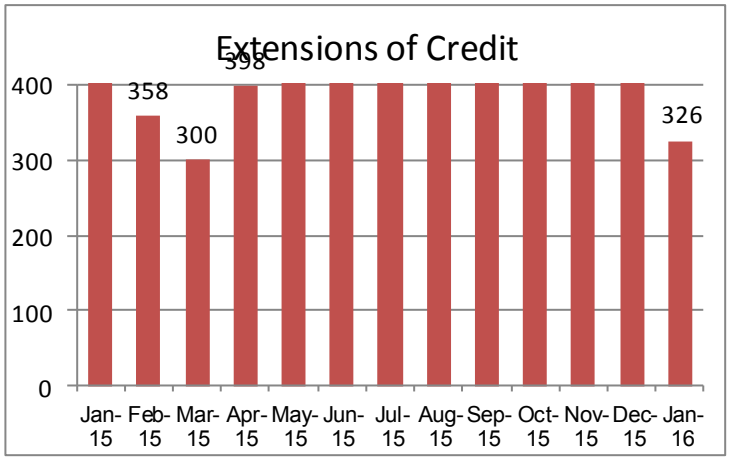
- 1,276 attended 64 programs for adults.
- 271 attended 28 programs for teens.
- 519 attended 31 programs for children.
- 20 volunteers completed 306.5 hours of service.
- 264 attended 34 programs/classes coordinated through the Job Center.

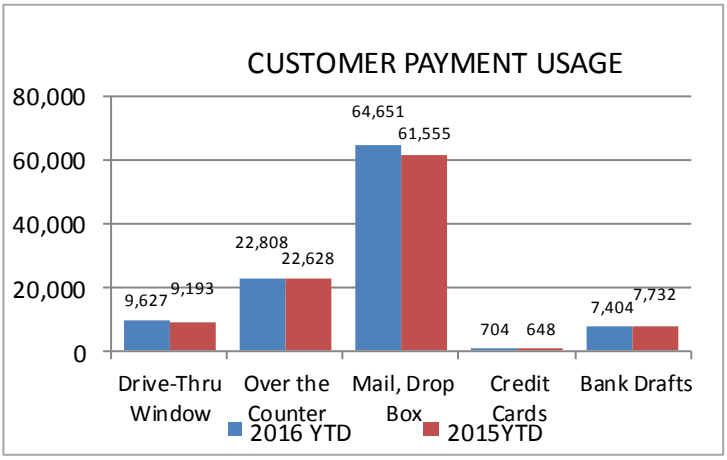
Public Works

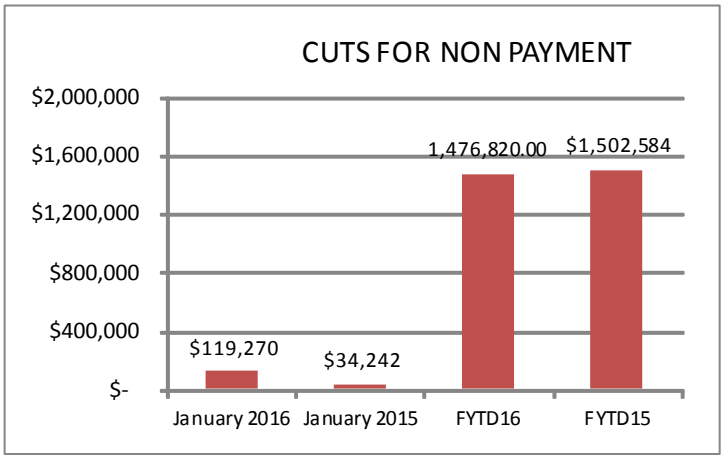
- Working on CIP and additional funding for future street program and other projects.

CUSTOMER SERVICES









Major Program Updates	Jan 2016	Jan 2015	Difference	FY 2016 Year-to-Date	FY 2015 Year-to-Date
Number of Customers Served	21,112	19,425	1,687	149,730	150,221
Final Bills	743	500	243	5,015	4,701
Estimated Bills	216	163	53	1,623	1,177
Penalties Posted	$ 15,042	$ 16,285	(1,243)	$ 111,129	$ 125,899
Extensions of Credit - Amount Extended	$ 62,412	$ 96,169	(33,757)	$ 752,214	$ 575,382
Balance Transfers	$ 8,189	$ 901	7,288	$ 105,107	$ 17,642
Utility Collections	$ 26,849	$ 18,555	8,294	$ 318,451	$ 144,437
Special Assessments	$ -	$ -	-	$ -	$ -
Miscellaneous Billings	$ 142,617	$ 32,036	110,582	$ 967,666	$ 568,351
CNP through Disconnect Collars	$ -	$ -	-	$ -	$ -
Court Cases	$ -	$ -	-	$ -	$ -
Tamperings	$ -	$ -	-	$ -	$ -
Taxes Levied (includes carry forward)	$ -	$ 584,825	(584,825)	$ -	$ -
Billing Adjustments	$ -	$ 4,524	(4,524)	$ -	$ -
Total Taxes Collected	$ -	$ 37,370	(37,370)	$ -	$ -
Taxes Outstanding	$ -	$ 551,979	(551,979)	$ -	$ -
Payments in Lieu	$ -	$ 10,000	(10,000)	$ -	$ -

HUMAN RESOURCES

Category	Jan 15	Feb 15	Mar 15	April 15	May 15	June 15	July 15	August 15	Sept 15	Oct 15	Dec 15	Jan 16	Total
Caucasian*	287	286	289	289	291	290	291	290	296	300	298	297	N/A
Minorities*	63	62	63	61	63	63	64	64	67	66	67	66	N/A
Hired	1	0	9	5	9	3	8	2	12	1	3	0	53
Terminated/Resigned/ Retired/Other	3	2	5	7	4	4	4	1	4	1	5	2	42
Transferred/Promoted	0	0	0	0	0	4	0	1	0	0	1	1	7
Jobs Posted	3	2	7	2	2	2	1	7	9	4	3	3	45
Workers Comp. Injuries	1	3	3	3	2	2	0	4	6	7	1	3	35
Workers Comp. Hours	17	29	312	97	231	115	260	42	24	211	10	0	1348
Insurance Claims	4	1	3	0	2	2	0	3	1	3	1	3	23

337 Full-time Employees: 336 **Part-time Employees:** 27 (*4 Pitts Center, 1 Recreation, 12 Library, 1 Customer Service, 0 Central Services, (9) Police Department) -Numbers do not reflect, temporary, seasonal, relief fire dispatchers, committee or council members.
** August 2015 Pitts Center Number reduced to 4 to reflect error in July 2015
Positions Posted: Library Clerk I & Page combined, Police Cadet, Electric Meter Technician I
Position Resigned/Retired/Terminated: Administrative Assistant (City Clerk's); Inspector I (Planning and Inspections); Customer Service Representative (part-time, Collections)

Recruitment Information (Positions closed in January)

Position	Total	Female	Male	Unknown	Black	White	Hispanic	Asian/Pacific Islander	American Indian/Alaskan Native	Unknown	In Dover	Out Dover
Library Clerk I/Page Combined	36	32	2	2	4	30	-	-	-	2	15	21

Unfilled/Open Positions by Department*

Unfilled/Open Positions By Department	Jan 15	Feb 15	Mar 15	April 15	May 15	June 15	July 15	Aug 15	Sept 15	Oct 15	Nov 15	Dec 15	Jan 16
Electric	2	4	3	2	3	2	1	2	2	2	3	3	3
Public Works	12	13	15	13	17	16	18	17	16	16	14	12	13
Police	10	10	4	4	2	3	5	5	1	2	2	2	2
All Other Departments	3	4.5	4.5	5	4	6	11	9.5	7.5	7	8.5	10	12
Totals	28	29.5	26.5	24	26	27	35	33.5	26.5	27	27.5	27	30

**Not used for Budgeting Purposes*

[2]The following has been updated to reflected the Fiscal 2015-16 Budget

Electric: Generation Manager, Substation Technician Crew Leader, Electric Meter Technician I

Public Works: Utility Maintenance Mechanic I/Wastewater; Utility Maintenance Mechanic II/Wastewater; Motor Equipment Operator I (Streets); Motor Equipment Operator II (Streets); (2) Motor Equipment Operator I (Sanitation); Gardner II (Grounds); Gardner I (Grounds); (2) Motor Equipment I Water/ wastewater; Public Works Operations Manager; Motor Equipment Operator II (Grounds)

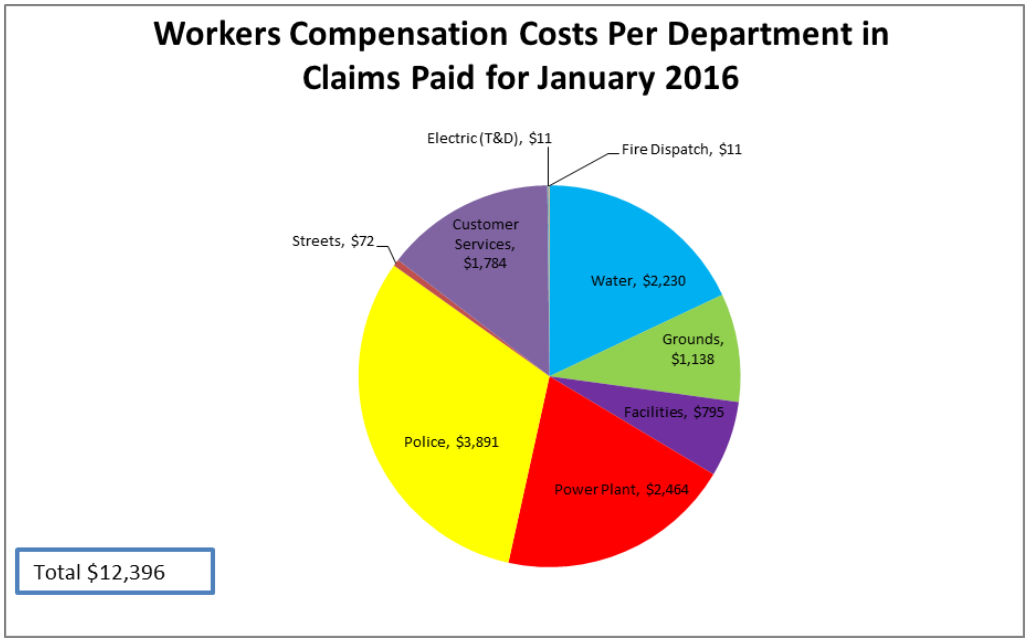
Police: (2) Police Officer

All Other Departments: (2) Customer Service Clerk (part-time), Customer Service Clerk, Collections (Part-time), (2) Librarian I (part-time); Library Clerk I (part-time), Administrative Assistant (Information Technology-part-time); Library Page (part-time); Accountant I, Finance (part-time), Storekeeper/Buyer, (part-time), AS400/System Operator (Information Technology); Key Accounts Representative (Customer Service), Fire Dispatcher,; Office Assistant II; Inspector I, Administrative Assistant (City Clerk), Librarian II

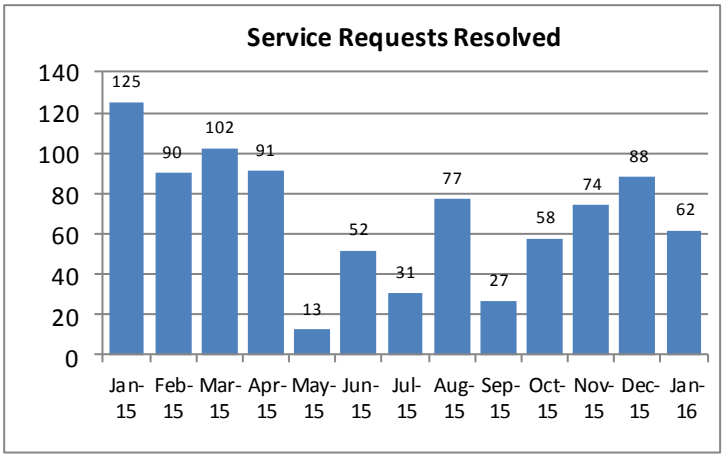
HUMAN RESOURCES
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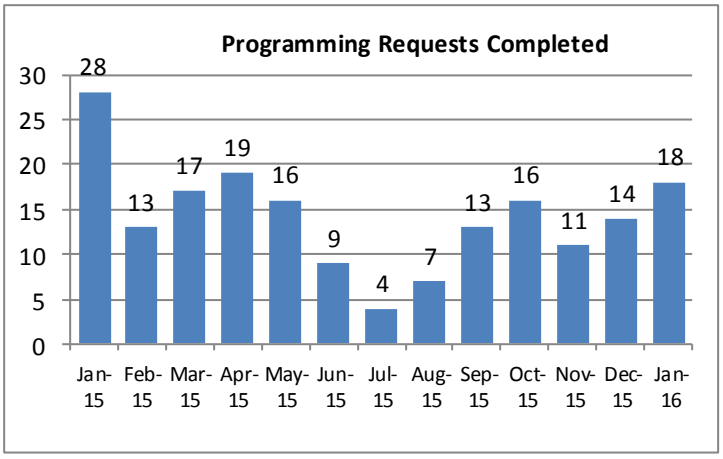
Turnover Statistics							
	2010	2011	2012*	2013 *	2014	2015	2016
Total Turnover %	5.57	6.75	11.00	10.91	6.02	11.77	.55
Termination Turnover %	0.27	1.08	0.29	1.47	.57	.28	--
Resignation Turnover %	2.12	4.05	5.21	5.01	2.29	7.56	.55
Retirement Turnover %	3.18	1.62	5.50	4.42	3.15	4.20	---
*** Healthcare cost sharing implemented**							
**** Healthcare cost sharing implemented for DOE**							

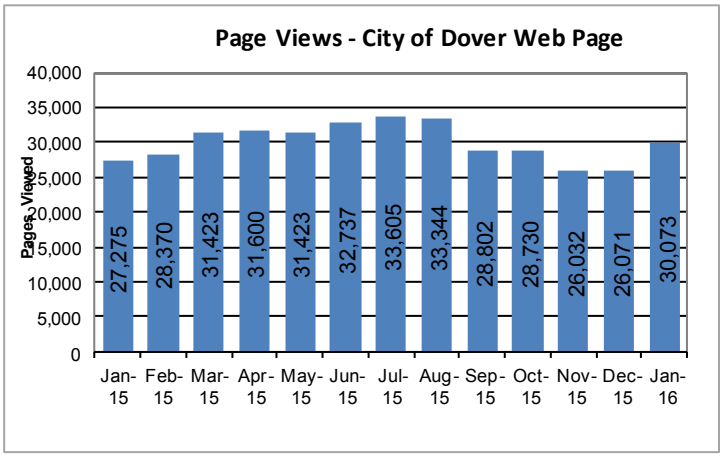
Average Employees							
	2010	2011	2012*	2013*	2014	2015	2016
Total Number of Employees Separating from Service	21	25	38	37	21	42	2
Average Number of Full-time Employees	362	356	333	325	331	333	336
Average Number of Part-time Employees	16	15	12	14	18	24	27
*** Healthcare cost sharing implemented**							



INFORMATION TECHNOLOGY



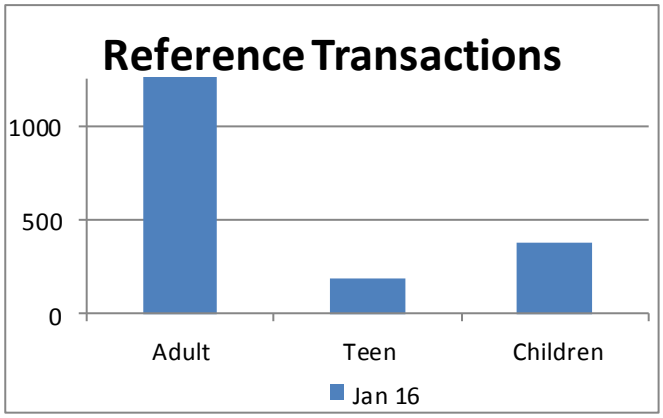




Performance Indicators	Current Month	Last Month	Same Month Last Year
iSeries Availability	100%	100%	100%
Server Availability	100%	100%	100%
AS/400 Connections *(concurrent/authorized users)*	N/A	N/A	N/A
PCs Supported	360	375	365
Scheduled PCs Replaced	-	-	-
Servers Supported	35	35	30
People Trained	9	8	18

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

LIBRARY



Adults – 1,392 Teens – 193 Children – 381

Circulation	Jan 16		FYTD 16		Jan 15		FYTD 15
Dover residents	16,781		131,986		19,299		147,035
Ebooks	2,897		17,651		2,238		13,809
Kent residents*	11,150		81,045		12,848		96,674
Non-county residents	1,734		13,771		1,977		14,581
Registrations							
Dover residents	328		2,798		357		2,577
Kent residents*	25		245		22		293
Non-county residents	4		47		4		4
Other							
Visiting Patrons	25,462		194,369		30,804		196,388
Meeting Room Usage	1,193		9,631		1,594		12,043
Photocopier Usage	1,138		8,470		1,139		7,372
Computer Printing Usage	3,283		21,784		4,465		21,392
Computer Users	4,199		31,513		4,833		33,389
Wireless Computer Users	1,800		13,319		1,727		11,980
Holds (Total)	6,347		47,785		7,033		46,793

***Breakout of Kent County Residential Statistics**

Circulation	Registrations
Harrington: 96	Harrington: 0
Milford: 85	Milford: 1
Smyrna: 717	Smyrna: 2
Outside City Limits: 10,252	Outside City Limits: 22

Total Registered Users: (Card Holders)

City: 28,142 Kent County: 11,889 Outside Kent County: 1,045

Other Points of Interest:

Inter/Interlibrary: 56 items loaned out
26 items borrowed

Technical services: 1,253 items added
1,959 items deleted

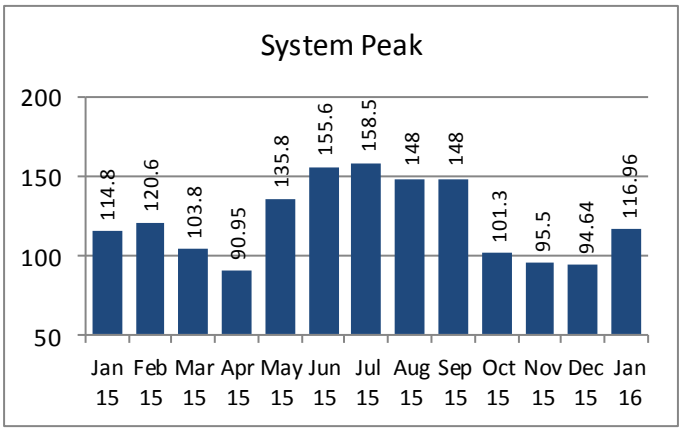
Volunteers: 306.5 hours of service completed

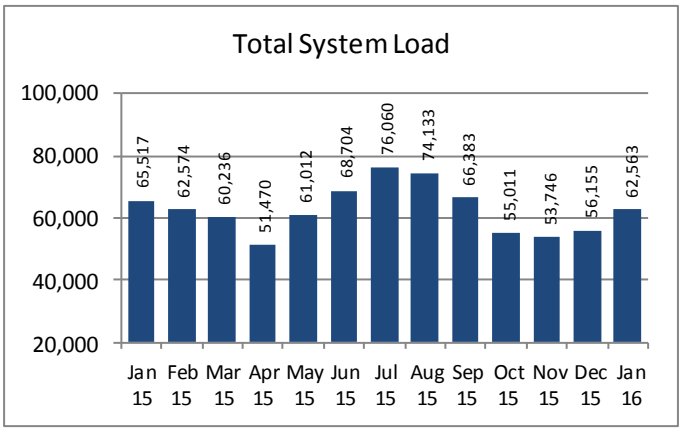
PUBLIC WORKS

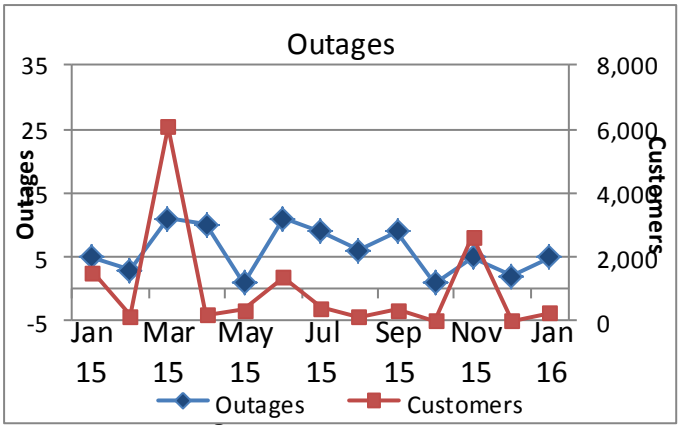
Public Works information was not available at the time of submission. The information will be updated in next months report.

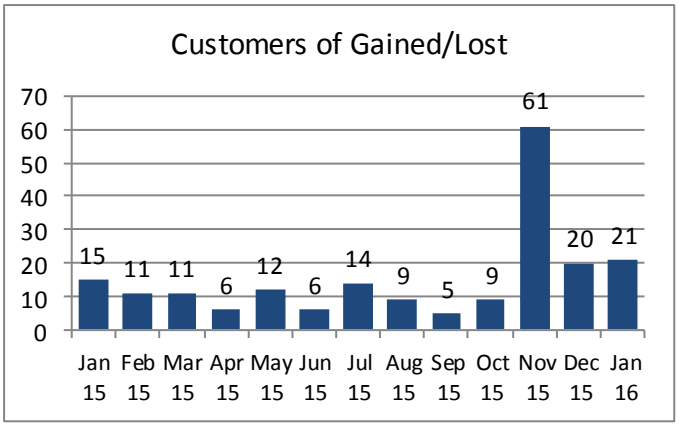
Please call the City Manager's Office if you have any questions.
Thank you.

ELECTRIC DEPARTMENT









Electric Monthly Outage Report

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

FY 16 YTD	FY 15	FY 14
27.62	46.99	66.94

Controllable Outages *Annual goal is less than 40*		**Average Response Time** *Goal is less than 30 minutes*	
Month	**Year-to-date**	**Month**	**Year-to-date**
3	12	31.25 Minutes	32.52 Minutes

PROGRAM UPDATES	JAN 16	JAN 15	FY16 YTD
Tree Trimming	436	373	2284
Number of Oil Releases	1	1	7
Lost Time Accidents – All Electric Utility Divisions	0	0	0
New Services	21	15	139

ELECTRIC DEPARTMENT
continued

January 2016 Electric (EE Capitol Improvement Projects (CIP)		
S:\Shared Data\Electric Department Bi Weekly Meetings\Capital Improvement Projects Status\2016		
Project Number	**Description**	**Update**
EE1312	General Scott Switchgear Replacement	Progress: COMPLETE
		Schedule: COMPLETE
EE1500	69kV Rebuild (Horsepond to Long Point)	Progress: New owner of farm south of Morgan Branch | In discussion about possible relocation of some poles for irrigation | Received permit | Need to order poles | Need to work on in off-season (planting) |
		Schedule: FY15 is for Design |FY16 budget is for construction
EE1509	West Dover Connector - State of DE	Progress: Work to begin this fiscal year | Working with State to clarify staking responsibilities | Aren will stake out poles
		Schedule: Planning on starting on Saulsbury Road after Garrison Oak
EE1513	Town Pointe Distribution Feeders	Progress: City crews continuing the installation underground wire | Installing 750 soon |
		Schedule: Project boring continues
EE1516	Chestnut Grove Subdivision	Progress: Phase I 50% complete | Pipe in, TX pads set, SEC pads set and PE10 are read to pull wire |
		Schedule: In progress
EE1524	Lenders Lake Apartments	Progress: Material has been issued to contractor for installation | Equipment set. Phase 1 complete.
		Schedule: Line Crew installed of conductors/transformers.
EE1537	Kirby & Holloway Restaurant	Progress: Primary Design complete | Waiting for primary fee payment |
		Schedule: Waiting on customer
EE1544	Nottingham Meadows - Wellington Ave	Progress: COMPLETE
		Schedule: COMPLETE
EE1607	Horsepond URD Distribution Feeder	Progress: Permit received | Environment concerns addressed | Directional Bores Complete | Need to rework budget due to additional boring needed | It is too hard for crew to dig |
		Schedule: Contracted work has begun

ELECTRIC DEPARMENT
continued

EE1618	**Lakeland Distribution Feeder**	**Progress: Drawings completed | Owner has been contacted. Easement in process |**
		Schedule: Work to begin after EE1607
EE1635	**McKee Road Warehouse (Edge well)**	**Progress: Changing 75 KVA to 300 KVA TX | Service Locate & W.O. are complete | Payment has been received | Waiting on shut-down time to schedule work |**
		Schedule: Waiting on customer
EE1636	**Clearview Meadows Phase 4**	**Progress: Primary conductors and equipment installed | Pump station has been energized | Line crew is working on lights | Held up due to weather |**
		Schedule: In progress
EE1637	**DOVER TOWN CTR FLEX SITE - Transformer**	**Progress: Drawing complete and City Crews to install primary after conduit is installed | We received check | Waiting on Outback pipe to complete | Equipment on site |**
		Schedule: Awaiting Contractor to install conduit
EE1638	**Dover Town Center (Old Wal-Mart)**	**Progress: COMPLETE**
		Schedule: COMPLETE
EE1639	**Outback Steakhouse**	**Progress: Drawing complete and City Crews to install primary after conduit is installed | We received check | Equipment on site |**
		Schedule: Awaiting Contractor to install conduit
EE1640	**Round Barn Farm**	**Progress: Installing 480 volt service for new grain elevator | Waiting on customer |**
		Schedule: Preliminary Stages of design
EE1642	**Del-Homes Warehouse**	**Progress: New service to warehouse | Dividing space into 6 customers | Putting plan together for next month | Installed wire and transformer | Complete except for meter install |**
		Schedule: COMPLETE
EE1643	**Winner Volkswagen**	**Progress: New service to new show room |Design complete | Waiting on payment and pipe install |**
		Schedule: Waiting on customer
EE1644	**Retreat Pump Station Renovation**	**Progress: Station upgrade from 120/240 Volt to 208Y/120 volt | Design completed and waiting on public works |**
		Schedule: Waiting on customer
EE1645	**Dover Family Cos-metics**	**Progress: Preliminary design complete | Primary fee calculated | Customer needs to install pipe | Equipment on site |**
		Schedule: Waiting on customer

ELECTRIC DEPARMENT
continued

EE1646	**Loockerman Retail**	**Progress: Met with electrician | Preliminary design complete | Waiting on customer to pay primary fees and install equipment |**
		Schedule: Waiting on customer
EE1647	**Ollies**	**Progress: Preliminary design complete | Permit received. Bored in pipe need to set TX and pull wire |**
		Schedule: In progress
EE1648	**Blue Hen - UG**	**Progress: Gary met with customer and received updated drawings | Waiting on load sheets and right of way redesign |**
		Schedule: FY2016
EE1520	**69Kv Cable Replacement North St. Substation**	**Progress: Work to begin this fiscal year | May hire contractor to speed up timeline and utilize additional equipment |**
		Schedule: Planning on starting before planting season

PrimeCare Medical Transport, LLC.

[redacted]

P.O. Box 839
Milford, DE 19963
302-422-0900
Fax: 302-422-1082

City of Dover
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FEB - 5 2016
CITY MANAGER/MAYOR

PrimeCare Medical Transport, LLC.

JANUARY

Total 911 ambulance runs	691
Gone on arrival/cancel	78
Transport refusals	30
Stand-by scene	02
Average response time	50 sec.
Average time to the scene	06 min. 55 sec.
Average time on scene	10 min. 52 sec.
Average time to the hospital	06 min. 0 sec.
Average daily responses	22
Average daily transports	18
Total patients transported	551

City Planner's Monthly Report

Planning, Inspections & Recreation

JANUARY 2016

Planning, Inspections & Recreation Highlights

- **Youth Indoor Soccer Leagues -** Offering a new winter indoor soccer league, we provided an affordable Friday night activity for 87 kids, ranging from 4 - 9 years old. Many of these children had not played soccer before. Our fundamental league emphasized fun while teaching soccer basics. We believe the affordable fee allowed a diverse population to give soccer a try. Our leagues also employ equal playing time requirements and small team rosters so every child gets to play in the game. Feedback suggests they are looking forward to registering with us in the upcoming Spring league.

- **Senior Softball -** Tuesday and Thursday mornings, the John W. Pitts Recreation Center is the place to be if you're 55 *(or older)* now through March. An energetic group of men and women has been bringing their softball gloves and giving it their best at softball pick-up games. Nothing but fun and laughs and these mature participants really find it to be a homerun for fun and exercise! We invite you to come on out and join in or just spectate on these fun mornings.



- **South Bradford Street Streetscape Enhancements**—On January 12th, the City hosted a DelDOT Public Workshop on the South Bradford Street Streetscape Enhancements project. The project to improve sidewalks, lighting, and landscaping focuses on the blocks of South Bradford Street between West Division Street and West Loockerman Street.

- **Schedule of Fees**—The new Schedule of Fees for various permits, licenses and applications became effective date on January 1, 2016. (Ordinances #2015-21 and #2015-22)

Planning, Inspections & Recreation Revenue

Revenue Stream	FY '16 Budget		FY '16 Actual	
Business License	$1,425,000	$	1,460,564	102%
Trailer License	$21,000	$	19,998	95%
Building Permits	$600,000	$	332,818	55%
Cert. of Occupancy	$6,500	$	4,475	69%
Public Occupancy	$9,700	$	12,618	130%
Lodging House	$14,100	$	9,693	69%
Plumbing/Heating/Air	$75,000	$	55,823	74%
Rental Inspection Fee	$350,000	$	250,629	72%
Miscellaneous	$15,000	$	10,084	67%
Fire Protection Fees	$62,000	$	45,970	74%
Code Enf. Fines	$25,000	$	30,050	
Vacant Building Reg.	$100,000	$	111,377	111%
Total P&I Revenue	**$2,703,300**	$	2,344,097	87%
Recreation	$149,800	$	87,573	59%

Looking Forward……

Filling the vacant positions of an Office Assistant II and Code Enforcement Officer

PERSONNEL AND TRAINING

⇒ On January 8, 2016 Timothy Mullaney, Jason Osika and Matthew Brown attended LEISS Application DELJIS training at the Silver Lake Blvd. Building in Dover, Delaware.

⇒ On January 15, 2016 Bill Cook, Kristen Mullaney and Eddie Diaz attended "Planning Your Community's Future" training held at the University of Delaware Paradee Center, Dover, Delaware.

PLANNING OFFICE

The Planning Office is part of the review process for certain types of construction activity permits (Building Permits, Sign Permits, etc.) and Certificate of Occupancy permits. For January 2016, Planning Staff was involved with review of 60 Permits and 8 Certificates of Occupancy permits. (2016 calendar year total of 60 Permits and CO's compared to 68 for 2015). Planning Staff also reviews new applications for Business Licenses and Rental Dwelling Permits.

COMPREHENSIVE PLAN IMPLEMENTATION

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

- A set of Amendments to the *Zoning Ordinance* to the definitions of "one family dwelling" and "manufactured home" known as Ordinance #2015-20 was adopted by City Council on January 11, 2016. (MI-15-13)

- The Planning Office is also involved in the following studies and projects: Manufactured Housing, Restoring Central Dover Community Plan implementation, Transportation Improvement Districts, and the Division Street/Forest Street Design Week Charrette.

- The Planning Office was also directed by City Council to study "Non-conforming Uses" and prepare recommendations for an appeal process and to identify non-compliant uses.

Comprehensive Plan Amendments 2016

In accordance with the approved procedure for annual amendments to the Comprehensive Plan, the Planning Office received in December 2015 several requests to amend Map 12-1: Land Development Plan Map to revise the Land Use Classifications of specific properties. These requests include the following properties: Lands of Kesselring Company, LLC at 37.2 acres near New Burton Road (1436 New Burton Road); Lands of Braun at 834 South State Street; and the staff initiated request for the Lands of Dover International Speedway (Woodlands area) at 75 Pit Stop Lane and 599 Persimmon Tree Lane. The PLUS review of these Amendments on January 27, 2016 was the first step in the review process which continues with review by the Planning Commission in February.

Construction Activity

- Construction activities continue at several multi-family residential projects. These include the Leander Lakes Apartments project south of Forrest Avenue/Route 8 (S-12-18), the redevelopment of Walker Woods as the Village of McKee Branch (S-13-18), and the re-start of construction at the Tall Pines project at 1655 and 1665 Kenton Road (S-14-18). Several Temporary Certificates of Occupancy were issued in January for apartment units in the Village of McKee Branch.
- At the Dover Town Center project (S-15-14: Redevelopment of old Walmart site at 1574 North DuPont Highway), a Building Permit was issued for a multi-tenant commercial pad site building.

	JAN 16	TOTAL FOR 2016
New Home Permits Issued	4	4
Value of Commercial Projects	$945,000	$945,000
Downtown Incentives (Fees Waived)	$1,695	$1,695

BOARD AND COMMISSION ACTIVITY

Planning Commission

The Planning Commission met on January 19, 2015. The next Planning Commission meeting is scheduled for February 16, 2016. The following applications were considered:

- **C-15-01 Professional Office at 15 Kings Highway NE** – Following the one year re-evaluation review of the project, the Commission confirmed approval of the Conditional Use Site Development Plan for the 15 Kings Highway NE project. The Conditional Use allows the use of the existing building as professional offices and along with requirements for associated site improvements on the parcel.
- **Z-16-01 Lands of Halpern Family Property Investment LP at 1042 South Bradford Street: Rezoning from R-8 to C-1A and R-8**—Commission recommended approval of the rezoning application for a portion of the parcel addressed as 1042 South Bradford Street in Dover to rezone 2,373 S.F. of the property to C-1A with the remaining land area as R-8. The City Council will take final action on this rezoning in February.

Board of Adjustment

The Board of Adjustment met on January 13, 2016. The next regular scheduled meeting of the Board of Adjustment is scheduled for February 17, 2016. The following application was considered:

- **V-16-02: Lands of James Dowd 104 S. New Street**—The Board moved to approve variance V-16-02 to re-establish the use of the structure as a two-family dwelling unit.

Historic District Commission

The Historic District Commission met on January 21, 2016. Items discussed included information regarding Permits with Architectural Review Certification to be Issued by Staff: Building Permit #16-25: Brick Repair & Repointing Project at The Century Club Building at 40 The Green. The Commission also heard a presentation on the South Bradford Street Streetscape Enhancements Project (HI-15-08). A Draft of the Annual Report for the Certified Local Government (CLG) program was also reviewed. The next Historic District Commission meeting is scheduled for February 18, 2016.

COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

CDBG FY15 Projects

Homeownership Assistance Program
CDBG funds will be used to provide homeownership assistance to first-time homebuyers who purchase affordable housing in the Downtown Development District (DDD) Target Area. One (1) family purchased a property in the DDD Target Area.

Dover Interfaith Mission for Housing
CDBG funds will be used for operations cost for the shelter. This project is currently underway with 41% of program funds spent year to date.

Connections Community Support Program
CDBG funds will be used to provide rapid re-housing/rental assistance services for homeless households within the City. Rental assistance was provided for one (1) low income person.

Milford Housing Homeowner Rehabilitation Program
CDBG funds will be used to rehabilitate existing owner occupied housing in the City that is in violation of the City's Housing Code and complete emergency home repairs to eliminate housing conditions that threaten the health and safety of low income homeowners. Emergency home repairs were completed for five (5) low income households during the quarter.

Habitat for Humanity
CDBG funds will be used to rehabilitate an existing home to provide affordable housing to a family in the Downtown Development District Target Area. Habitat for Humanity purchased 111 S. Queen Street on November 2, 2015, renovated the property, and sold the property on December 18, 2015 to a first time homebuyer.

Peoples Place Whatcoat Homeless Shelter
CDBG funds will be utilized for minor renovations to a facility that shelters the homeless. This Project is completed.

Mayors Challenge to End Veterans Homelessness
The Mayor's Task Force for Ending Veterans Homelessness has met its goal by housing 50 Veterans by December 28, 2015. There was a 300 day celebration held on January 20, 2016 at Grotto's Pizza in Dover to celebrate this accomplishment.

Code Enforcement Activity—JANUARY

Case Type	# cases current month	# cases YTD	% staff initiated current month	% staff initiated YTD
No valid Rental Permit	4	4	100%	100%
No valid Building Permit	1	1	100%	100%
Tall grass and weeds	1	1	100%	100%
Unregistered vehicle	3	3	0%	0%
Abandoned vehicle	4	4	75%	75%
Annual Housing Inspection	12	12	67%	67%
Property Maintenance – Exterior	33	33	61%	61%
Electric Termination	9	9	78%	78%
Dover Code of Ordinances	105	105	95%	95%
Zoning	1	1	100%	100%
Total Cases	**173**	**173**		
Total # of Inspections For Month	**231**			



53 South New Street-Dangerous Building

Dangerous Buildings, Vacant Buildings & Demolitions

- *45 S. New Street*—The owners completed all repairs.
- *59 S . Turnberry Drive*—The mortgage company made all required repairs.
- *325 N. New Street*—Property has been declared dangerous and was brought forward to City Council on December 9th to request the City have it demolished. Council declared the property dangerous and approved demolition by January 9, 2016. The asbestos survey has been completed and the asbestos removal and demolition of the home is scheduled for February.
- *1124 Forrest Avenue*—Property was brought forward to City Council on December 9th as a dangerous building. Council declared the property dangerous and ordered it demolished by January 9, 2016. The asbestos survey has been completed and the asbestos removal and demolition of the residential home is scheduled for February.
- *1128 Forrest Avenue*—Property was brought forward to City Council on December 9th as a dangerous building. Council declared the property dangerous and ordered it demolished by January 9, 2016. The asbestos survey has been completed and asbestos removal and demolition of the residential home is scheduled for February.
- *35 N. Queen Street*—Property is condemned and a lien search is complete, home has been placed on the market for sale. An adjacent land owner has inquired about purchasing the property and demolishing the structure; they currently are in contact with City Staff.
- *2 S. Queen Street*—Property was brought forward to City Council on December 9th as a dangerous building. Council declared that the owner would have 15 days to submit a contractors plan for renovations to City Staff and to place the issue back on the City Council agenda for January 11, 216, for further review. Council has ordered that the home be demolished by February 11, 2016.
- 53 S New St—A fired occurred within this residence on January 14, 2016. City Staff scheduled an emergency hearing for Dover Council on January 25, 2016, where City Council declared the structure dangerous and ordered it demolished or repaired by February 10, 2016.
- *113 Davis Circle*—Property is condemned and a lien search has been requested.

- *Vacant Buildings*—During the month of January, twenty six (26) additional buildings were registered as vacant, and $7,950.00 in vacant building registration fees were collected.

Fire Marshal's Office, Building Inspections & Licensing Summary

LIFE SAFETY	Current	July15-June16	JAN 2015	July15-June15
Inspections	**JAN 16**	**FYTD 16**	**JAN 15**	**FYTD 15**
Annual Fire/Life Safety Inspections	24	192	34	247
Fire/Code/DCO Complaints	38	242	29	350
Inspection Deficiencies from AFI	68	669	72	518
C/O & Acceptance Tests	11	110	20	71
Administrative Walk Thru	16	84	13	52
Plan Review	14	91	-	-
Accidental	$15,000	$211,400	$15,100	$100,100
Incendiary	$1,750	$47,150	$ 0.00	$70,600
Undetermined	$44,100	$225,950	$5450	$10,450
PERMITTING AND LICENSING				
Permits Issued	**JAN 16**	**FYTD 16**	**JAN 15**	**FYTD 15**
Administrative Permit	3	22	0	14
Building Addition/Renovation Permits	13	218	20	259
Building Permits	17	63	11	113
Demolition Permits	5	39	6	29
Fence Permits	9	48	2	57
Fire Prevention Permits	9	89	9	53
Mechanical Permits	70	305	20	178
Plumbing Permits	72	292	22	168
Sign Permits	23	151	19	126
Swimming Pool Permits	0	2	0	6
Business Licenses	22	1172	25	888
Merchant Licenses	8	271	3	202
Contractor Licenses	29	814	18	544
Lodging House Licenses	31	37	45	46
Mobile Homes	1	267	4	285
Public Occupancy	216	289	236	288
Rental Dwelling	1825	1976	1968	2171
BUILDING INSPECTIONS				
Inspections	**JAN 16**	**FYTD 16**	**JAN 15**	**FYTD 15**
Building	239	2308	282	2407
Plumbing/Mechanical	351	2532	274	1808
Certificate of Occupancy	12	99	16	98

Fire Marshal's Office—At a Glance

The Fire Marshal's Office investigated a total of nine (9) incidents in the month of January, to include a large loss fire that occurred on 01/14/16 at 53 S. New Street.

In addition to the incidents investigated, the Fire Marshal's Office had an extremely busy month with plan review related to both fire protection and Development Advisory Committee (DAC).

Its been a busy start to 2016!

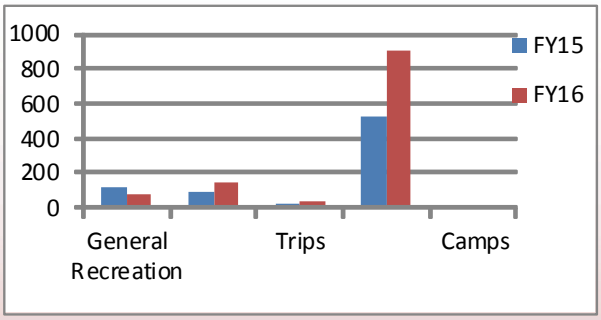


Recreation Division

City of Dover Parks & Recreation

Enrollment Summary

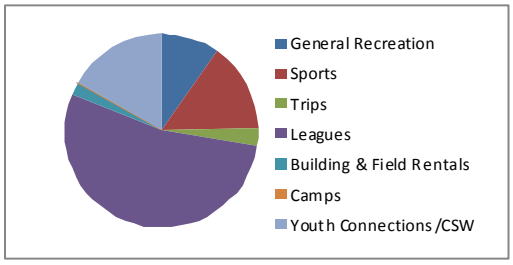
JANUARY FY 16 verses JANUARY FY 15

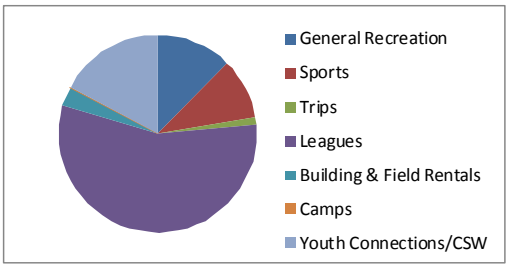




Category	FY15	FY16
General Recreation	115	73
Sports	91	139
Trips	17	42
Leagues	525	904
Camps	N/A	6

Revenue Breakdown: January 2016 verses January 2015

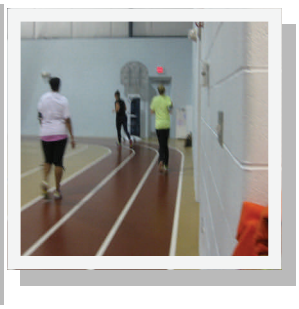




General Recreation	**$437.00**
Sports	**$285.00**
Trips	**0**
Leagues	**$12,844.00**
Building & Field Rentals	**0**
Camps	**0**
Youth Connections/CSW	**$850.50**

General Recreation	**$732.00**
Sports	**$420.00**
Trips	**0**
Leagues	**$11,890.00**
Building & Field Rentals	**0**
Camps	**0**
Youth Connections/CSW	**$2,367.00**

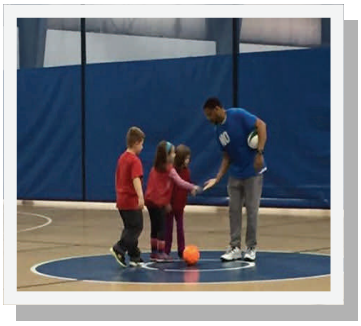




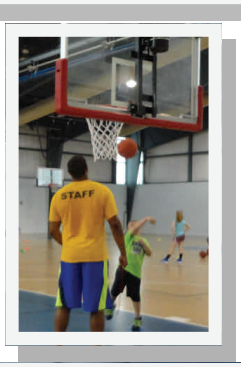












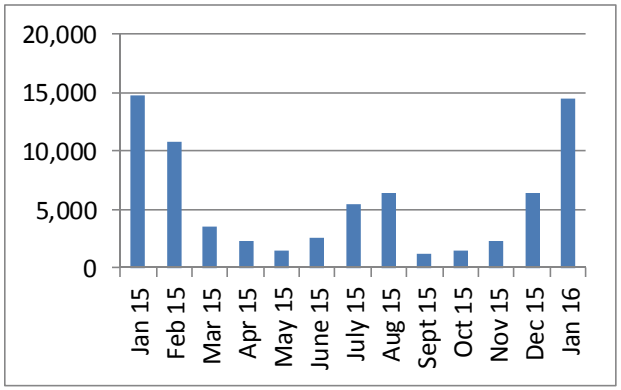




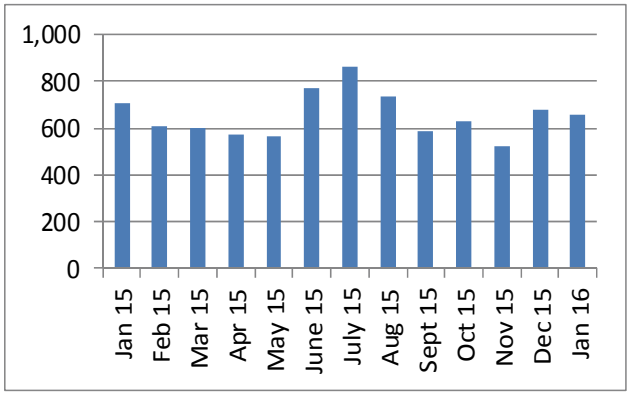


John W. Pitts Recreation Center – JANUARY 2016

Total Program Attendance



Facility Usage By The Hour



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

Facility Usage By The Hour	JAN 16		FYTD 16		JAN 15		FYTD 15
Open Gym	285.5		2,607.25		331		2,726
Fitness Classes	32.5		239.5		44.5		282
Leagues	301		726		267		550
Camps	0		860		0		731.5
Sports Classes	31		83		27.5		140
Meetings & Rentals	10		143		34		258
Enrichment Classes	0		21		0		8
Total Facility Usage Hours	660		4,679.75		704		4,695.5

Daily Program Attendance**	JAN 16		FYTD 16		JAN 15		FYTD 15
Total	14,481		37,252		14,710		35,243
Open Gym	355		2,428		689		3,022
Fitness Classes	252		1,387		264		1,867
Leagues	13,252		29,747		11,895		20,830
Camps	0		1,086		0		1,141
Sports Classes	560		910		280		1,422
Meetings & Rentals	62		1,589		1,582		6,936
Enrichment Classes	0		105		0		25

Since our opening in late April 2008, we have had 423,779 guests at the John W. Pitts Recreation Center.

December Open Gym Registrations and Packages Sold

Packages Sold:	JAN	MTD	YTD	FYTD
Daily:	9	$27	78	$234
Individual Quarterly:	4	60	7	$105
Individual Annual:	0	$0	0	$0
Family Quarterly:	0	$0	0	$0
Family Annual:	0	$0	0	$0
Revenue:	**13**	**$87**	**85**	**$339**

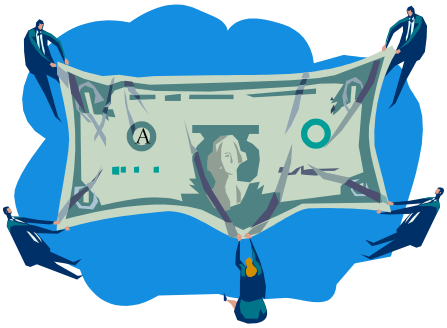


CITY OF DOVER
FINANCE AND PROCUREMENT & INVENTORY DEPARTMENTS
JANUARY 2016 - MONTHLY BUDGET REPORTS















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

CITY OF DOVER
ACTIVITY REPORTS
JANUARY 2016

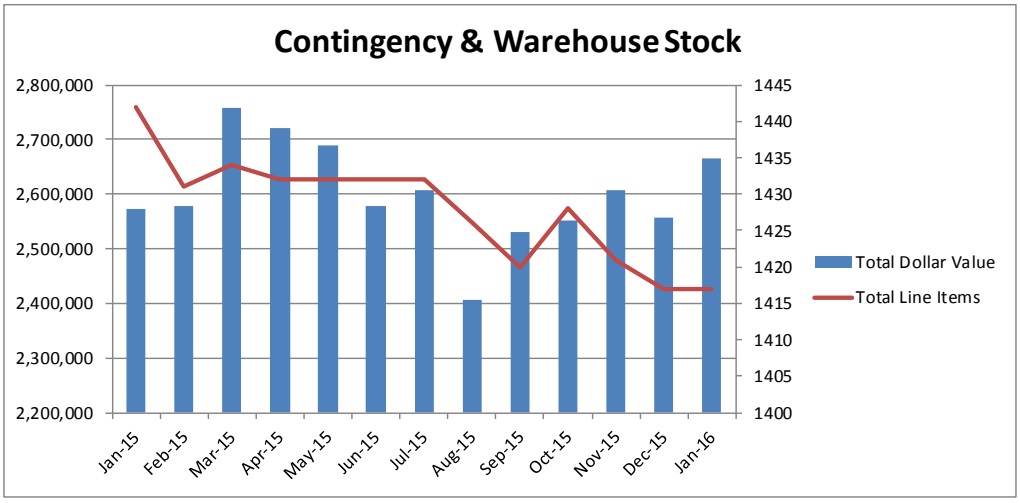
FINANCE DEPARTMENT ACTIVITY LEVELS

	FY15 YTD			FY16 YTD		
BANK TRENDS						
Number of Deposits Made (Hand, ACH & Wire, Lockbox)	4,107			4,125		
Total Amount of All Deposits	$ 79,562,707			$ 81,374,656		
PAYROLL						
	Hours	%	Amount	Hours	%	Amount
Gross wages per registers	**502,448**	**100.0%**	**$ 12,000,778**	**519,967**	**100.0%**	**$ 12,393,201**
Wages and Hours Worked						
Regular	405,416	80.7%	$ 8,979,690	420,205	80.8%	$ 9,271,533
All over time	20,153	4.0%	$ 835,734	20,952	4.0%	$ 895,708
Other Paid or Unpaid Wages and Hours						
Vacation	30,672	6.1%	$ 822,375	29,642	5.7%	$ 813,894
Sick	11,842	2.4%	$ 300,318	9,006	1.7%	$ 223,982
Terminal Leave - Retiree Vacation/Sick Payout	15,605	3.1%	$ 495,665	15,782	3.0%	$ 514,582
Comp Time	5,003	1.0%	$ 142,463	4,468	0.9%	$ 129,661
Personal	903	0.2%	$ 27,239	765	0.1%	$ 23,404
Leave Without Pay	2,236	0.4%	$ -	3,096	0.6%	$ -
Other (description below)	10,629	2.1%	$ 397,294	16,053	3.1%	$ 525,367

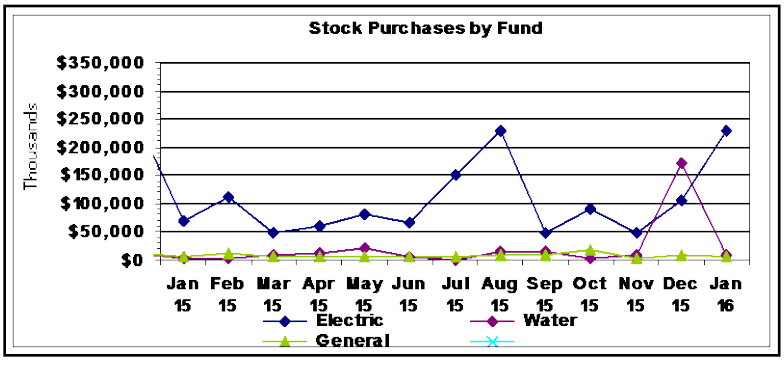
Other includes: pay adjustments, military differential pay, training, committee meetings, worker compensation tracking/adjustments, etc.

Other Activity						
Number of Pay Periods	15			15		
Number of Payroll Checks & Direct Deposits Issued	5,531			5,811		
Number of Pension Checks Issued	1,776			1,774		
Total Pension Benefits Paid - Defined Benefit Plan	$ 3,032,548			$ 3,049,373		
ACCOUNTS PAYABLE						
Number of Check Vouchers	3,350			3,424		
Number of EFT Vouchers	1,363			1,406		
Vouchers Dollar Amount Disbursed	$ 45,541,029			$ 44,162,748		

PROCUREMENT & INVENTORY ACTIVITY LEVELS



Value: $2,665,508.47 Line Items: 1,417



Fuel Use		
Unleaded:	10,456.7	gallons
Diesel:	7,888.0	gallons
Total Cost:	$ 24,103.71	

City of Dover
Finance Department
Monthly Report – January 2016
General Fund Summary

	Budget	Revised Budget	YTD	Balance	58% Budget
Beginning Balance	$ 3,977,500	$ 4,820,400	$ 4,820,414	$ (14)	100.0%
Revenues					
Court of Chancery Fees	1,065,100	1,065,100	592,920	472,180	55.7%
Police Extra Duty, Fines & Revenue	1,235,300	1,257,300	633,494	623,806	50.4%
Franchise Fees	672,300	672,300	338,850	333,450	50.4%
Grants	623,500	623,500	212,333	411,167	34.1%
Intrafund Services	5,231,200	5,265,300	2,787,552	2,477,748	52.9%
Library & Recreation Revenues	671,000	671,000	364,915	306,085	54.4%
Licenses & Permits	2,861,300	2,895,300	2,509,755	385,545	86.7%
Property Taxes (Includes BID Revenue) (1)	12,894,200	12,894,200	12,807,019	87,181	99.3%
Miscellaneous Revenues	57,700	127,900	124,971	2,929	97.7%
Sanitation Revenues	2,580,000	2,580,000	1,479,819	1,100,181	57.4%
Garrison Farm Rent Revenue	93,700	93,700	62,744	30,956	67.0%
Transfers-In from Special Funds & Utilities					
Municipal Street Aid Fund	564,200	673,100	336,637	336,463	50.0%
Civil Traffic Penalties	450,000	450,000	251,371	198,629	55.9%
Transfer Taxes	1,340,000	1,986,100	1,667,018	319,082	83.9%
Verizon & Other Reserves	63,200	63,200	50,000	13,200	79.1%
Police Grants/Extra Duty	74,400	74,400	51,398	23,002	69.1%
Water/Wastewater Fund	850,000	850,000	495,833	354,167	58.3%
Electric Fund	10,000,000	10,000,000	5,833,333	4,166,667	58.3%
Total Revenues	41,327,100	42,242,400	30,599,962	11,642,438	72.4%
Total Beginning Balance & Revenues	**$ 45,304,600**	**$ 47,062,800**	**$ 35,420,376**	**$ 11,642,424**	75.3%
Expenditures					
City Clerk & Council	$ 501,500	$ 505,300	$ 268,642	$ 236,658	53.2%
Mayor, City Manager & Human Resources	1,210,300	1,223,600	709,598	514,002	58.0%
Police & Police Extra Duty	15,761,400	16,484,800	8,739,848	7,744,952	53.0%
Public Services	4,669,500	4,694,000	2,426,972	2,267,028	51.7%
Engineering	181,400	181,400	61,283	120,117	33.8%
Procurement & Inventory, Facilities Mgmt., Fleet Maint.	2,036,200	2,053,200	1,087,350	965,850	53.0%
Planning, Inspections, Life Safety, Code Enf., & Economic Dev.	2,338,300	2,407,000	1,287,074	1,119,926	53.5%
Finance, Info Tech & Customer Services	2,807,800	2,837,800	1,571,505	1,266,295	55.4%
Library & Recreation	2,239,500	2,251,700	1,199,361	1,052,339	53.3%
Fire Department	745,400	745,400	459,052	286,348	61.6%
Assessor	234,800	238,200	137,155	101,045	57.6%
Contribution to DDP	70,000	70,000	35,000	35,000	50.0%
Miscellaneous Grant Expense	25,000	25,000	-	25,000	0.0%
Other Employment Expenses	520,100	197,200	-	197,200	0.0%
Bank & CC Fees	10,600	10,600	5,235	5,365	49.4%
Insurance	690,000	690,000	337,333	352,667	48.9%
New Street Property Acquisitions	-	240,400	240,362	38	100.0%
OPEB - Retiree's Health Care Contribution	1,895,600	1,567,700	1,012,083	555,617	64.6%
Police Pension Trust Contribution - State Grant	500,000	500,000	203,400	296,600	40.7%
Appropriation to Employee Pension Fund	-	594,300	-	594,300	0.0%
Appropriation to Police Pension Fund	570,000	676,500	350,250	326,250	51.8%
Street Lights	797,700	797,700	469,171	328,529	58.8%
Debt Service	660,800	669,400	488,475	180,925	73.0%
Capital Asset Reserve	-	229,600	-	229,600	0.0%
Inventory Write-offs	10,000	10,000	10,000	-	100.0%
Capital Projects Fund	2,625,400	2,625,400	1,312,700	1,312,700	50.0%
Verizon Reserve	50,000	50,000	50,000	-	100.0%
Uncollectibles: Trash & Other	50,000	50,000	50,000	-	100.0%
Total Expenditures	41,201,300	42,626,200	22,511,849	20,114,351	52.8%
Budget Balance - Working Capital	4,103,300	4,436,600	-	4,436,600	0.0%
Total Budget Balance & Expenditures	**$ 45,304,600**	**$ 47,062,800**	**$ 22,511,849**	**$ 24,550,951**	47.8%
Reserve Balances					
Contingency	$ 720,300	$ 721,400	$ 728,125		

(1) Property Taxes are the taxes billed and not cash received. The outstanding receivable balance as of 1/31/16 is $364,140 as compared to $337,256 in January 2015.

City of Dover
Finance Department
Monthly Report – January 2016
Water/Wastewater Fund Summary

	Budget	Revised Budget	YTD	Balance	58% Budget
Beginning Balance - Water	$ 861,600	$ 1,072,900	$ 1,072,915	$ (15)	100.0%
Beginning Balance - Wastewater	293,400	206,900	206,894	6	100.0%
	1,155,000	1,279,800	1,279,809	(9)	100.0%
Revenues					
Water Fees	6,200,000	5,676,000	3,234,810	2,441,190	57.0%
Wastewater Fees	3,728,000	3,944,000	2,268,518	1,675,482	57.5%
Wastewater Treatment Services	3,026,500	3,108,000	1,785,453	1,322,547	57.4%
Groundwater Inflow Adjustment	1,864,300	1,988,600	1,142,239	846,361	57.4%
Water Tank Space Leases	341,900	341,900	218,877	123,023	64.0%
Miscellaneous Service Fee	67,000	67,000	32,294	34,706	48.2%
Impact Fees - Water	250,000	250,000	147,730	102,270	59.1%
Impact Fees - Wastewater	250,000	250,000	129,616	120,384	51.8%
Total Revenues	15,727,700	15,625,500	8,959,537	6,665,963	57.3%
Total Beginning Balance & Revenues	**$ 16,882,700**	**$ 16,905,300**	**$ 10,239,346**	**$ 6,665,954**	60.6%
Expenses					
Water/Wastewater Operating Divisions					
Engineering & Inspection	$ 517,500	$ 521,500	$ 269,996	$ 251,504	51.8%
Water Department	673,300	678,100	355,981	322,119	52.5%
Water Treatment Plant	1,910,000	1,918,100	873,063	1,045,037	45.5%
Wastewater Department	968,600	968,600	437,193	531,407	45.1%
Kent County Treatment Charge	4,130,000	4,130,000	2,263,399	1,866,601	54.8%
Intrafund Service Fees	1,492,700	1,501,800	776,929	724,871	51.7%
Retiree's Health Care	178,600	60,200	60,200	-	100.0%
Debt Service	1,132,100	1,132,400	609,164	523,236	53.8%
Other Employment Expenses	20,000	3,100	-	3,100	0.0%
Bank & CC Fees	46,200	46,200	13,121	33,079	28.4%
Transfers Out					
General Fund	850,000	850,000	495,833	354,167	58.3%
Contingency Reserve	32,000	32,000	-	32,000	0.0%
Appropriation to Pension Fund	-	248,400	-	248,400	0.0%
Water I & E Fund	1,800,000	1,800,000	1,350,000	450,000	75.0%
Wastewater I & E Fund	1,500,000	1,500,000	1,125,000	375,000	75.0%
Total Expenses	15,251,000	15,390,400	8,629,879	6,760,521	56.1%
Budget Balances					
Budget Balance - Working Capital - Water	1,048,600	684,000	-	684,000	0.0%
Budget Balance - Working Capital - WW	583,100	830,900	-	830,900	0.0%
Total Budget Balances	1,631,700	1,514,900	-	1,514,900	0.0%
Total Budget Balances & Expenses	**$ 16,882,700**	**$ 16,905,300**	**$ 8,629,879**	**$ 8,275,421**	51.0%

Reserve Balances			
Contingency-Water	$ 137,700	$ 138,300	$ 106,326
Contingency-Wastewater	$ 191,100	$ 191,300	$ 192,266
Impact Fee Reserve - Water	$ 202,000	$ 429,000	$ 432,148
Impact Fee Reserve - Sewer	$ 1,309,500	$ 1,588,800	$ 1,761,501

City of Dover
Finance Department
Monthly Report – January 2016
Electric Revenue Fund Summary

	Budget	Revised Budget	YTD	Balance	58% Budget
Beginning Balance	$ 6,177,600	$ 8,337,500	$ 8,337,466	$ 34	100.0%
Revenues					
Direct Sales to Customers	78,279,200	78,279,200	47,395,210	30,883,990	60.5%
Utility Tax	1,281,100	1,281,100	792,881	488,219	61.9%
Weyandt Hall Rents	202,600	202,600	116,521	86,079	57.5%
Miscellaneous Revenues	725,200	725,200	616,531	108,669	85.0%
Interest Earnings	47,900	47,900	13,278	34,622	27.7%
Transfer from Rate Stabilization	3,000,000	3,000,000	750,000	2,250,000	25.0%
Total Revenues	83,536,000	83,536,000	49,684,421	33,851,579	59.5%
Total Beginning Balance & Revenues	**$ 89,713,600**	**$ 91,873,500**	**$ 58,021,887**	**$ 33,851,613**	63.2%
Expenses					
Power Supply & Generation					
Hedged Energy	$ 23,402,600	$ 23,402,600	$ 14,461,344	$ 8,941,256	61.8%
Power Supply Management	996,000	996,000	581,000	415,000	58.3%
Capacity Charges	10,225,100	10,225,100	6,200,142	4,024,958	60.6%
Dover Sun Park Energy	2,313,900	2,313,900	1,068,472	1,245,428	46.2%
Renewal Energy Credits (Incl. Solar)	1,036,800	1,036,800	198,242	838,558	19.1%
RGGI	175,000	175,000	-	175,000	0.0%
PJM Charges - Energy	7,966,100	7,966,100	2,794,327	5,171,773	35.1%
PJM Charges - Transmission & Fees	7,932,500	7,932,500	3,388,555	4,543,945	42.7%
Total Power Supply	54,048,000	54,048,000	28,692,082	25,355,918	53.1%
Plant Operations	6,434,600	6,382,900	3,263,799	3,119,101	51.1%
Generation Fuels	1,167,300	1,167,300	1,096,575	70,725	93.9%
Capacity Credits	(10,472,100)	(10,472,100)	(5,693,822)	(4,778,278)	54.4%
PJM Spot Market Energy	(1,708,300)	(1,708,300)	(960,923)	(747,377)	56.3%
PJM Credits	(360,000)	(360,000)	(402,127)	42,127	111.7%
Total Generation	(4,938,500)	(4,990,200)	(2,696,498)	(2,293,702)	54.0%
Total Power Supply & Generation	49,109,500	49,057,800	25,995,584	23,062,216	53.0%
Electric Operating Divisions:					
Transmission/Distribution	4,068,600	3,630,300	2,061,231	1,569,069	56.8%
Electrical Engineering	1,335,800	1,249,300	647,621	601,679	51.8%
Administration	839,300	866,800	354,385	512,415	40.9%
Meter Reading	360,500	327,200	219,550	107,650	67.1%
Systems Operations	679,800	612,700	372,307	240,393	60.8%
Intrafund Services	3,738,500	3,763,500	2,010,623	1,752,877	53.4%
Utility Tax	1,281,100	1,281,100	792,881	488,219	61.9%
OPEB Trust Contribution - Unfunded Liability	1,030,000	-	-	-	0.0%
Retirees Health Care	537,800	57,700	268,902	(211,202)	466.0%
Interest on Deposits	20,500	20,500	10,226	10,274	49.9%
Green Energy Payment to DEMEC	128,000	128,000	77,000	51,000	60.2%
Accounts Receivable Write-Offs	200,000	200,000	200,000	-	100.0%
Other Employee Expenses	72,000	40,300	-	40,300	0.0%
Bank & CC Fees	242,300	259,300	153,763	105,537	59.3%
Debt Service	3,402,000	1,617,700	996,228	621,472	61.6%
Transfers Out:					
General Fund	10,000,000	10,000,000	5,833,333	4,166,667	58.3%
Electric Improvement & Extension Fund	3,500,000	3,500,000	1,750,000	1,750,000	50.0%
Rate Stabilization Reserve	-	394,800	-	394,800	0.0%
Transfer to Insurance Reserve	10,000	10,000	-	10,000	0.0%
Transfer to Contingency Reserve	13,000	13,000	-	13,000	0.0%
Total Expenses	80,568,700	77,030,000	41,743,634	35,286,366	54.2%
Budget Balance - Working Capital	9,144,900	14,843,500	-	14,843,500	0.0%
Total Budget Balance & Expenses	**$ 89,713,600**	**$ 91,873,500**	**$ 41,743,634**	**$ 50,129,866**	45.4%
Reserve Balances					
Contingency Reserve	$ 844,600	$ 842,000	$ 831,576		
Insurance Reserve	$ 758,700	$ 756,200	$ 748,653		
Rate Stabilization Reserve	$ 4,602,600	$ 4,957,500	$ 6,829,373		
Bond Coverage Ratio (Covenant 1.25)	2.62	6.85	5.14		
Megawatt Hours Sold & Purchased					
Sales to Customers MWh (excluding Street Light MWh)	712,390	712,390	429,239		60.3%
Sales per MWh	$ 109.88	$ 109.88	$ 110.42		100.5%
Purchased/Generated MWh	741,522	741,522	448,350		60.5%

City of Dover
Finance Department
Monthly Report – January 2016
General Capital Project Fund Summary

	Budget	Revised Budget	YTD	Balance	58% Budget
Beginning Balance - Projects	$ 154,800	$ 2,926,700	$ 2,926,738	$ (38)	100.0%
Revenues					
State Grant - Other	-	80,500	54,204	26,296	67.3%
Interest Earnings	5,000	5,000	2,467	2,533	49.3%
Income from Sale of Assets	20,300	51,900	33,944	17,956	65.4%
Transfer from General Fund for Projects	2,625,400	2,625,400	1,312,700	1,312,700	50.0%
Total Revenues	2,650,700	2,762,800	1,403,315	1,359,485	50.8%
Total Beginning Balance & Revenue	**$ 2,805,500**	**$ 5,689,500**	**$ 4,330,053**	**$ 1,359,447**	76.1%
Expenditures					
Fire	$ 145,600	$ 445,800	$ 445,594	$ 206	100.0%
Grounds Maintenance	201,100	188,800	-	188,800	0.0%
Recreation	-	73,900	-	73,900	0.0%
Life Safety	55,700	55,700	55,479	221	99.6%
Police	262,100	302,700	211,097	91,603	69.7%
Streets	1,428,500	3,656,700	1,137,833	2,518,867	31.1%
Sanitation	449,000	449,000	-	449,000	0.0%
City Manager	24,700	24,700	-	24,700	0.0%
Fleet Maintenance	84,000	84,500	-	84,500	0.0%
Total Expenditures	2,650,700	5,281,800	1,850,003	3,431,797	35.0%
Budget Balance - Projects	154,800	407,700	-	407,700	0.0%
Total Budget Balance & Expenditures	**$ 2,805,500**	**$ 5,689,500**	**$ 1,850,003**	**$ 3,839,497**	32.5%
Reserve Balances					
Capital Asset Replacement Reserve	$ 916,500	$ 1,147,200	$ 925,004		
Parkland/Recreation	$ 296,700	$ 321,800	$ 324,266		

City of Dover
Finance Department
Monthly Report – January 2016
Water/Wastewater Improvement & Extension Fund Summary

	Budget	Revised Budget	YTD	Balance	58% Budget
Beginning Balance - Water	$ 833,500	$ 4,990,300	$ 4,990,310	$ (10)	100.0%
Beginning Balance - Wastewater	$ 1,027,600	$ 4,551,700	$ 4,551,722	$ (22)	100.0%
Revenues					
Grants Receipts	-	20,300	13,102	7,198	64.5%
Miscellaneous Receipts	-	61,400	61,432	(32)	100.1%
Interest Earnings	25,000	69,900	67,429	2,471	96.5%
Transfer from Operating Fund for Water	1,800,000	1,800,000	1,350,000	450,000	75.0%
Transfer from Operating Fund for Wastewater	1,500,000	1,500,000	1,125,000	375,000	75.0%
Transfer from Impact Fee Reserve - Wastewater	165,000	165,000	-	165,000	0.0%
Total Revenues	3,490,000	3,616,600	2,616,084	1,000,516	72.3%
Total Beginning Balance & Revenues	**$ 5,351,100**	**$ 13,158,600**	**$ 12,158,116**	**$ 1,000,484**	92.4%
Expenses					
Water	$ 2,028,600	$ 5,442,600	$ 1,583,539	$ 3,859,061	29.1%
Wastewater	1,822,100	5,299,100	1,105,665	4,193,435	20.9%
Water Treatment Plant	-	284,400	73,497	210,903	25.8%
Total Expenses	3,850,700	11,026,100	2,762,701	8,263,399	25.1%
Budget Balance - Working Capital - Water	617,400	1,179,900	-	1,179,900	0.0%
Budget Balance - Working Capital - Wastewater	883,000	952,600	-	952,600	0.0%
Total Budget Balances	1,500,400	2,132,500	-	2,132,500	0.0%
Total Budget Balances & Expenses	**$ 5,351,100**	**$ 13,158,600**	**$ 2,762,701**	**$ 10,395,899**	21.0%
Reserve Balances					
Capital Asset Replacement - Water	$ 518,500	$ 514,600	$ 516,204		

City of Dover
Finance Department
Monthly Report – January 2016
Electric Improvement & Extension Fund Summary

	Budget	Revised Budget	YTD	Balance	58% Budget
Beginning Balance	$ 3,623,600	$ 7,095,300	$ 7,095,270	$ 30	100.0%
Revenues					
Interest Earnings	26,700	57,900	49,574	8,326	85.6%
Transfer from 2010 Bond Reserve	-	2,108,000	2,108,003	(3)	100.0%
Transfer from Electric Revenue Fund	3,500,000	3,500,000	1,750,000	1,750,000	50.0%
Income from Sale of Assets	-	-	4,379	(4,379)	0.0%
General Service Billing	1,900,000	1,900,000	212,032	1,687,968	11.2%
Total Revenues	5,426,700	7,565,900	4,123,988	3,441,912	54.5%
Total Beginning Balance & Revenues	**$ 9,050,300**	**$ 14,661,200**	**$ 11,219,258**	**$ 3,441,942**	76.5%
Expenses					
Electric Generation	$ 1,655,000	$ 2,299,800	$ 559,981	$ 1,739,819	24.3%
Transmission/Distribution	2,887,600	3,602,900	568,632	3,034,268	15.8%
Electrical Engineering	1,724,300	3,401,700	1,171,925	2,229,775	34.5%
Meter Reading	-	23,000	-	23,000	0.0%
Total Expenses	6,266,900	9,327,400	2,300,538	7,026,862	24.7%
Budget Balance - Working Capital (Unaudited)	2,783,400	5,333,800	-	5,333,800	0.0%
Total Budget Balance & Expenses	**$ 9,050,300**	**$ 14,661,200**	**$ 2,300,538**	**$ 12,360,662**	15.7%
Reserve Balances					
Depreciation Reserve	$ 10,066,400	$ 10,033,800	$ 10,065,581		
Future Capacity Reserve	$ 10,218,000	$ 10,185,000	$ 10,217,229		

City of Dover
Finance Department
Monthly Report – January 2016
Community Transportation Improvement Fund

	Budget	Revised Budget	YTD	Balance	58% Budget
Beginning Balance	$ 144,000	$ 57,800	$ 57,798	$ 2	100.0%
Revenues					
Grants Revenue	500,000	688,900	237,573	451,327	34.5%
Interest Earned	500	500	88	412	17.6%
Total Revenues	500,500	689,400	237,661	451,739	34.5%
Total Beginning Balance & Revenues	**$ 644,500**	**$ 747,200**	**$ 295,459**	**$ 451,741**	39.5%
Expenses					
Program Expenses - Del Dot	$ 644,000	$ 655,100	$ 194,648	$ 460,452	29.7%
Total Expenses	644,000	655,100	194,648	460,452	29.7%
Budget Balance - Working Capital	500	92,100	-	92,100	0.0%
Total Budget Balances & Expenses	**$ 644,500**	**$ 747,200**	**$ 194,648**	**$ 552,552**	26.1%

City of Dover
Finance Department
Monthly Report – January 2016
Police Grant Funds

	Budget	Revised Budget	YTD	Balance	58% Budget
Beginning Balance	$ 125,000	$ 154,900	$ 154,944	$ (44)	100.0%
Revenues					
State & Federal Grants Received	527,300	527,300	203,589	323,711	38.6%
Interest Earnings	-	-	450	(450)	0.0%
Total Revenues	527,300	527,300	204,039	323,261	38.7%
Total Beginning Balance & Revenues	**$ 652,300**	**$ 682,200**	**$ 358,983**	**$ 323,217**	52.6%
Expenses					
Cadet Program	$ 80,300	$ 80,300	$ 43,218	$ 37,082	53.8%
Equipment & Program Supplies	410,600	379,600	59,336	320,264	15.6%
Technology Equipment	20,000	20,000	2,825	17,175	14.1%
Telephone/Fax	15,000	15,000	11,611	3,389	77.4%
Training/Conference/Food/Travel	17,000	45,000	26,784	18,216	59.5%
Consulting/Audit Fees	1,000	1,000	-	1,000	0.0%
Contractual services	-	3,000	1,114	1,886	37.1%
Operating Transfers - Out	74,400	74,400	51,398	23,002	69.1%
Total Expenses	618,300	618,300	196,286	422,014	31.7%
Budget Balance - Working Capital (Unaudited)	34,000	63,900	-	63,900	0.0%
Total Budget Balances & Expenses	**$ 652,300**	**$ 682,200**	**$ 196,286**	**$ 485,914**	28.8%

City of Dover
Finance Department
Monthly Report – January 2016
Library Grant Fund

	Budget	Revised Budget	YTD	Balance	58% Budget
Beginning Balance	$ 17,300	$ 30,600	$ 30,571	$ 29	99.9%
Revenues					
Grants Received	278,900	305,500	146,918	158,582	48.1%
Federal Grants	2,500	2,500	2,500	-	100.0%
Grant Revenue	-	-	1,000	(1,000)	0.0%
Total Revenues	281,400	308,000	150,418	157,582	48.8%
Total Beginning Balance & Revenues	**$ 298,700**	**$ 338,600**	**$ 180,989**	**$ 157,611**	53.5%
Expenses					
Program Expenses/Supplies-State Grants	$ 26,600	$ 27,500	$ 13,922	$ 13,578	50.6%
Program Expenses/Supplies-Federal Grants	-	2,500	-	2,500	0.0%
Office Supplies	24,000	30,800	14,115	16,685	45.8%
Printing/Duplicating	13,200	12,500	6,482	6,018	51.9%
Postage	100	100	-	100	0.0%
Books	129,200	133,300	17,075	116,225	12.8%
Furniture	3,100	7,000	6,432	568	91.9%
Audio Visual Supplies	75,100	77,200	27,361	49,839	35.4%
Training/Conference/Food/Travel	2,000	8,800	589	8,211	6.7%
Contractual Services	900	-	-	-	0.0%
Office Equipment/Repairs & Maintenance	6,000	6,300	4,653	1,647	73.9%
Other Equipment - Lease	1,200	2,000	1,088	912	54.4%
Total Expenses	281,400	308,000	91,717	216,283	29.8%
Budget Balance - Working Capital	17,300	30,600	-	30,600	0.0%
Total Budget Balances & Expenses	**$ 298,700**	**$ 338,600**	**$ 91,717**	**$ 246,883**	27.1%

City of Dover
Finance Department
Monthly Report – January 2016
After School Program/Substance Abuse Prevention Fund

	Budget	Revised Budget	YTD	Balance	58% Budget
Beginning Balance	$ 41,000	$ 98,200	$ 98,181	$ 19	100.0%
Revenues					
Grants Received	55,700	28,000	21,023	6,977	75.1%
Recreation Revenue	33,000	33,000	19,291	13,709	58.5%
Total Revenues	88,700	61,000	40,314	20,686	66.1%
Total Beginning Balance & Revenues	**$ 129,700**	**$ 159,200**	**$ 138,495**	**$ 20,705**	87.0%
Expenses					
Temporary Help/Benefits	$ 60,200	$ 60,200	$ 34,264	$ 25,936	56.9%
Program Expenses/Supplies	55,700	55,700	18,072	37,628	32.4%
Total Expenses	115,900	115,900	52,336	63,564	45.2%
Budget Balance - Working Capital	13,800	43,300	-	43,300	0.0%
Total Budget Balances & Expenses	**$ 129,700**	**$ 159,200**	**$ 52,336**	**$ 106,864**	32.9%

City of Dover
Finance Department
Monthly Report – January 2016
CDBG Fund

	Budget	Revised Budget	YTD	Balance	58% Budget
Beginning Balance	$ 2,100	$ 2,100	$ 87,290	$ (85,190)	4156.7%
Revenues					
Grants Received	265,400	272,800	48,844	223,956	17.9%
Interest Earnings	-	-	95	(95)	0.0%
Total Revenues	265,400	272,800	48,939	223,861	17.9%
Total Beginning Balance & Revenues	**$ 267,500**	**$ 274,900**	**$ 136,229**	**$ 138,671**	49.6%
Expenses					
Closing Cost/Down Payment Program	$ 60,000	$ 60,900	$ 40,000	$ 20,900	65.7%
Connection Community Supply Program	7,400	7,400	1,700	5,700	23.0%
Dover Interfaith Ministry	27,000	27,000	11,258	15,742	41.7%
MHDC Emergency Home Repair	35,300	35,300	12,989	22,311	36.8%
MHDC Homeowner Rehab	52,900	52,900	17,281	35,619	32.7%
Elizabeth W Murphy School	-	-	-	-	0.0%
Habitat For Humanity	40,000	40,000	24,819	15,181	62.0%
NCALL Research Inc.	-	6,500	-	6,500	0.0%
Peoples Place	6,800	6,800	6,722	78	98.9%
Salaries	36,000	36,000	22,718	13,282	63.1%
NSP Expense	-	-	20,000	(20,000)	0.0%
Total Expenses	265,400	272,800	157,487	115,313	57.7%
Budget Balance - Working Capital	2,100	2,100	-	2,100	0.0%
Total Budget Balances & Expenses	**$ 267,500**	**$ 274,900**	**$ 157,487**	**$ 117,413**	57.3%

Monthly Report

January 2016

Economic Development Office

2016_01 Economic Development

- Reviewed DNREC letter regarding Brownfield Cost Recovery
- Attended DDP Parking Committee
- Attended Kent County is Open for Business
- Met with management team from KraftHeinz to discuss plant expansion
- Met with DEDO Director and staff to discuss Edgewell's employee needs
- Discussed Google map issues with Philipp Utz and Kay Sass
- Met with potential Farmers' Market volunteer
- Attended Greater Kent Committee meeting
- Met with Vaughn Courtney to discuss sign issue concerns
- Met with Tidemark Construction to discuss a local building project
- Discussed transportation impact study with Advantech
- Reviewed EA Engineering bills for Chesapeake Supply site
- Discussed USDA relocation with GSA Regional Manager
- Reviewed Advantech addendum to sales contract
- Met with City Manager and Advantech representatives and revised addendum
- Attended closing for 112 New Street
- Attended Central Delaware Chamber of Commerce Board Meeting
- Attended Economic Forecast at Maple Dale
- Attended Tourism Arts & Downtown Development meeting in Easton, MD
- Attended Bradford Street Improvement discussion at City Hall
- Presented an economic development overview to the Delaware Appraisers Association
- Attended DDP Promotions Committee meeting
- Attended Electric Committee meeting
- Attended DDP Merchant Committee meeting
- Provided DEDO infrastructure details for GOTP prospect
- Attended P4 meeting at Dover Air Force Base
- Attended the Kent Economic Profile unveiling
- Attended Food Innovation District meeting
- Chaired the Economic Development Work Group meeting for Restoring Central Dover
- Attended Bayhealth Business and Investment Committee meeting
- Attended the Military Affaire
- Attended the Kent County Plant Managers Meeting
- Attended the Artsy Fartsy Pop-up celebration
- Attended *Putting Data to Good Use* seminar at University of Delaware
- Resolved sign issue for Delaware Eye Institute

- Met with Congressman Carney and Mayor Christiansen to discuss city-wide economic development issues
- Attended Community Gardens visioning session at Levy Court
- Submitted Economic Work Group Funding Request to Restoring Central Dover

Measures:

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

	2013-2014 Actual	**2014-2015 Actual**	**2015 - 2016 Actual**
Results	<10% unemployment rate in June 2014 6.1 % - US Rate 6.9 % - DE Rate 8.3% - City of Dover Rate June 2014 Actual	< 10% unemployment rate in June 2015 5.3 % - US Rate 4.7 % - DE Rate 7.4% - City of Dover Rate June 2015 Actual	<10% unemployment rate in June 2016 5.0% - US Rate 5.0 % - DE Rate 5.6% - City of Dover Rate December 2015 Actual*

*January 2016 statistics will not be published until mid-March.

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

	2013-2014 Actual	**2014-2015 Actual**	**2015 - 2016 Actual**
Results	≥20 contacts with potential small businesses; **23 contacts YTD** ≥11 contacts with out-of-town companies interested in locating in Dover **13 Contacts YTD**	≥20 contacts with potential small businesses; **20 Contacts YTD** ≥11 contacts with out-of-town companies interested in locating in Dover **16 Contacts YTD**	≥20 contacts with potential small businesses; **19 Contacts YTD** ≥11 contacts with out-of-town companies interested in locating in Dover **13 Contacts YTD**

2016_1 Downtown Dover Partnership

- Provided technical assistance to four (4) prospective small business individuals on overall business development within the City of Dover and the Downtown Dover Business District
- Provided technical assistance to two (2) prospective small business individuals on locating available space within the City of Dover and Downtown Business District to lease

- Provided technical assistance to one (1) pre-approved small business owner (applicant) in preparing, completing and submitting small business loan application and credit report to be processed
- Interviewed a candidate for the Volunteer Market Manager's position with the Executive Director
- Completed and submitted the USDA RBDG Quarterly Program Report
- Met with Gail Garner from Imagine Entertainment to discuss annual events schedule
- Telephone conference with Sgt. Paul Kuntz regarding the Martin Luther King Parade
- Met with Jenna Mahoney, A Center for Mental Wellness, to discuss the Parking Permit system
- Met with Sterling Mark, Walmart Distribution Center, to discuss the "Pass the Torch" Program
- Met with Kate Layton, Dover/Kent Metropolitan Organization, to discuss Public Outreach Initiatives within Dover
- Met with Chuck Spiegelman, McGinnis Realtors, to discuss the 142 West Loockerman Street Property for sale
- Telephone conversation with David Smith, Delaware Department of Agriculture, regarding the scheduled Annual Farmers Market Managers Summit
- Telephone conference with Clay Hammond, DELMARVA Black Chamber, regarding status of Economic Inclusion Study and Ice House Program
- Telephone Conference with Lola Campos, First State Community Loan Fund, regarding development of Small Business Development workshops within Dover
- Met with Jacqueline Reyes, Independent Resources, to discuss the scheduled Second Annual Dolphin Tank Project
- Met with Tonda Parks to discuss logistics for the 2016 Farmer's Market Project
- Attended the DDP Marketing & Promotions Committee Meeting
- Met with Keven Rove, Cloud Geeks, to discuss the USDA T/A – Small Business Development Workshops Project
- Completed draft of the Restoring Central Dover – Funding Request Application
- Attended the Artsy Fartsy Studio – Pop Up Project Grand Opening.
- Met with Brigitte McKinney, Dover Post, to discuss Promotional Program
- Telephone conference with Jennifer Jurczak, Department of Labor, to discuss grants and demographic information
- Completed the Dover's Downtown Development District Building Project Database
- Created and submitted for Parking Maps for the Schwartz Center for the Arts
- Created and disseminated Shopping Discount Coupon for the Go Red for Women Campaign
- Met with James Waddington, Kent County Economic Office, to discuss Ribbon Cutting event for Seafood Restaurant
- Attended the DDP Design Committee meeting
- Met with Tiffanee Scott, Tiffanee & Company, to discuss Signage and Façade Grant
- Met with Bill Pfaff, Small Business Development Center, to discuss facilitating/offering free Small Business development workshops in Dover

- Met with Sydney Arzt, Schwartz Center, to discuss Program Schedule
- In collaboration with the American Heart Association-Delaware Division prepared the Loockerman Way Plaza for Go Red Campaign
- Commenced with volunteers the logistical preparations for the St. Patrick's Day Parade.
- Telephone conference with David Smith, Delaware Department of Agriculture, regarding Farmers Market Outcome Report' 15
- Met with Chanda Jackson, Restoring Central Dover, to review the Financial Education Workshops schedule
- Submitted a work order for snow removal at the Housing Authority parking lot
- Submitted a work order for snow removal at the Schwartz Center
- Attended the Governor's Commission on Hispanic Affairs – Economic Development Subcommittee
- Commenced first phase of Post-Holiday Season clean-up of Loockerman Way Plaza

Economic Development Office
101 W Loockerman St, 1A
Dover DE 19904

CITY OF DOVER TOP EMPLOYERS

COMPANY	# EMPLOYEES BY DATE		
	1/29/2015	7/15/2015	2/29/2016
Bayhealth-Kent General & Milford 640 S. State St Dover DE 19901 (302) 674-4700 Mr. Terry Murphy	3446	3544	3668
Dover Downs, Inc. 1131 N. DuPont Hwy Dover DE 19901 (302) 674-4600 Ms. Janie Libby	Hotel & Casino-1365 Speedway – 52	Hotel & Casino-1340 Speedway – 52	Hotel & Casino-1396 Speedway – 53
Dover Air Force Base (302) 677-3372 Public Affairs Office www.dover.af.mil	Active -3900 Reserve – 1500 Civilian - 1000	Active - 3900 Reserve – 1500 Civilian - 1000	Active - 3900 Reserve – 1500 Civilian - 1000
State of Delaware Office of Management & Budget Laura Simmons	Est. 4500-5000	Est. 4500-5000	Est. 4500-5000
Delaware State University 1200 N. DuPont Hwy Dover DE 19901 (302) 857-7027 Dr. Phyllis Edamatsu	FT – 811 PT - 195	FT – 811 PT - 195	FT – 820 PT - 215
Edgewell (Energizer/Playtex Products) P.O. Box 7016 Dover DE 19903-7016 (302) 678-6176 Ms. Gina Sullivan	495	518	520
Kraft Foods 1250 W. North St Dover DE 19903-0600 (302) 734-6100 Mr. Bruce Robinson (HR)	Hourly & Salaried – 552	Hourly & Salaried – 552	Hourly & Salaried – 549
Delaware Technical & Community College 100 Campus Dr Dover DE 19901 (302) 857-1000	FT -225 Temp/PT - 198 includes Adjunct Faculty	FT - 235 Temp/PT - 174 includes Adjunct Faculty	FT - 233 Temp/PT - 283 includes Adjunct Faculty

Proctor & Gamble P.O. Box 7010C Dover DE 19903 (302) 678-2600 x2189 Ms. Teresa Knotts	P&G -185 Contract -280	P&G -189 Contract -231	P&G -186 Contract -208
Wesley College 120 N. State St Dover DE 19901 (302) 736-2300	FT Staff – 104 FT Faculty- 69 Aramark (Dining) – 57 (FT 31/ PT 15/Students 11) Nat'l Management –(Maintenance)-29 Ellucian (IT)- FT-6 Barnes & Noble (Bookstore) -2	FT Staff – 111 FT Faculty- 73 Aramark (Dining) –(FT -33/ PT-11 /Students - 10) Nat'l Management –(Maintenance)-28 Ellucian (IT) – FT-6 Barnes & Noble (Bookstore) - 2	FT Staff – 109 FT Faculty- 73 Aramark (Dining) – (FT -36/ PT-14 /Students - 12) Nat'l Management – (Maintenance)- 32 Ellucian (IT) – FT- 6 Barnes & Noble (Bookstore) – FT-1 PT-2, Seasonal - 2
Sam's Club 1572 N. DuPont Hwy Dover DE 19901 (302) 678-4220 Mr. Steven Bromley	179	191	180
Hirsh Industries 1525 McKee Rd Dover DE 19904 (302) 678-3454 Ms. Meg Shivone	181	181	182
ILC Dover (Kent County) One Moonwalker Rd Frederica, DE 19946 (302) 335-3911	372	325	284
Chesapeake Utilities Silver Lake Blvd Dover, DE 19904 (302)736-7828 Ms. Sydney Hawthorne Davis	221	226	241
Comcast Cable 5729 W Denney's Rd Dover DE 19901 (302) 672-5936	127	127	142
Garrison Energy Center 450 Garrison Oak Dr Dover DE 19901	NA	NA	18
Uzin Utz 200 Garrison Oak Dr Dover DE 19901	NA	NA	15

MONTHLY REPORT



January 2016

Incident Run Log

Dover Fire Department

Date Range: From 01/01/2016 to 01/31/2016
Company: All Companies
Sorted by: Not selected

Date	FDID	Incident#	Alarm	###	Address	Suite	Type	Lgth
01/01/2016	30046	2016-000001	17:36	88	MORRIS DR		Electrical wiring/equipment problem, other	0.3
01/02/2016	30046	2016-000002	00:40	154	WILLIS RD		Good intent call, other	0.3
01/02/2016	30046	2016-000003	01:05	438	E WATER ST		Smoke detector activation due to malfunction	0.3
01/02/2016	30046	2016-000004	09:52	237	TRAFALGAR DR		Extrication, rescue, other	0.3
01/02/2016	30046	2016-000005	12:54	1933	KENTON RD		Extrication of victim(s) from vehicle	0.7
01/02/2016	30046	2016-000006	15:14	145	ANN AVE		Search for person on land	0.5
01/02/2016	30046	2016-000007	21:02	133	SWEETGUM DR		Gas leak (natural gas or LPG)	0.3
01/02/2016	30046	2016-000008	22:40	835	BAY RD		Smoke detector activation, no fire - unintentional	0.4
01/03/2016	30046	2016-000009	01:45	255	WEBBS LN	C	Gas leak (natural gas or LPG)	1.1
01/03/2016	30046	2016-000010	17:04	209	EISENHOWER DR		Cooking fire, confined to container	0.4
01/03/2016	30046	2016-000011	21:57	135	HAMAN DR	101	Smoke detector activation, no fire - unintentional	0.3
01/04/2016	30046	2016-000012	09:49	509	ANN MOORE ST		Good intent call, other	0.0
01/05/2016	30046	2016-000013	07:01	255	WEBBS LN	F	Cooking fire, confined to container	0.4
01/05/2016	30046	2016-000014	09:17	101	SHINNECOCK RD		False alarm or false call, other	0.6
01/05/2016	30046	2016-000015	09:56		BAY ROAD		Smoke scare, odor of smoke	0.3
01/05/2016	30046	2016-000016	22:37	307	REGENT ST		Building fire	1.3
01/06/2016	30046	2016-000017	10:30		SR 1		Good intent call, other	0.4
01/06/2016	30046	2016-000018	14:38	2038	WHITEOAK RD		Forest, woods or wildland fire	0.6
01/06/2016	30046	2016-000019	18:23	2038	WHITEOAK RD		Forest, woods or wildland fire	1.4
01/07/2016	30046	2016-000020	04:47	261	N DUPONT HWY	1	Good intent call, other	0.1
01/07/2016	30046	2016-000021	10:09	100	SCULL TERR		Smoke detector activation, no fire - unintentional	0.8
01/07/2016	30046	2016-000022	12:31	550	S NEW ST		Sprinkler activation due to malfunction	0.6
01/07/2016	30046	2016-000023	18:09	231	CHARRING CROSS DR		Smoke detector activation, no fire - unintentional	0.4
01/08/2016	30046	2016-000024	12:23	502	S GOVERNORS AVE		Gasoline or other flammable liquid spill	0.4
01/08/2016	30046	2016-000025	18:47	892	WOODCREST DR		Smoke detector activation, no fire - unintentional	0.4
01/08/2016	30046	2016-000026	19:09	414	ALDER RD		Good intent call, other	0.5
01/08/2016	30046	2016-000027	20:52	907	SCHOOLHOUSE LN		Smoke detector activation due to malfunction	0.4
01/09/2016	30046	2016-000028	00:18	54	WILLIS RD		Water or steam leak	9.0
01/09/2016	30046	2016-000029	04:19	405	COUNTRY DR		Building fire	0.7
01/09/2016	30046	2016-000030	09:34		SR1 & SCARBOROUGH RD		No incident found on arrival at dispatch address	0.0
01/09/2016	30046	2016-000031	09:39	161	S GOVERNORS BLVD		Electrical wiring/equipment problem, other	9.9
01/09/2016	30046	2016-000032	21:45	820	CARVEL DR	J	Smoke detector activation due to malfunction	0.5
01/10/2016	30046	2016-000033	11:39	1659	S STATE ST	A5	Cooking fire, confined to container	0.3
01/10/2016	30046	2016-000034	19:01	201	N STATE ST		Power line down	0.7
01/11/2016	30046	2016-000035	09:42	139	THAMES DR		Alarm system sounded due to malfunction	0.5
01/11/2016	30046	2016-000036	16:54	324	E BROADSTAIRS PL		Cooking fire, confined to container	0.3
01/11/2016	30046	2016-000037	18:37	231	THORNTON ST		Cooking fire, confined to container	0.3
01/11/2016	30046	2016-000038	18:37	640	S STATE ST		Bomb scare - no bomb	1.8
01/11/2016	30046	2016-000039	18:46	348	RUSTIC LA		Good intent call, other	0.4
01/11/2016	30046	2016-000040	20:21	1238	BAY RD		Lock-out	0.3
01/11/2016	30046	2016-000041	23:39	350	S QUEEN ST		Gas leak (natural gas or LPG)	0.8
01/12/2016	30046	2016-000042	06:53	1200	N DUPONT HWY		Cooking fire, confined to container	0.6
01/12/2016	30046	2016-000043	09:10	411	LEGISLATIVE AVE		Water & ice-related rescue, other	2.1
01/12/2016	30046	2016-000044	09:25	852	S LITTLE CREEK RD		Rescue, EMS incident, other	0.3
01/12/2016	30046	2016-000045	09:45	211	DELAWARE AVE		Bomb scare - no bomb	1.2
01/12/2016	30046	2016-000046	10:58	304	N GOVERNORS AVE		Fires in structure other than in a building	0.7
01/12/2016	30046	2016-000047	12:05	411	LEGISLATIVE AVE		Water & ice-related rescue, other	4.0
01/12/2016	30046	2016-000048	14:22	49	FOREST CREEK DR		Smoke scare, odor of smoke	0.4
01/12/2016	30046	2016-000049	17:35	112	DELAWARE AVE		Electrical wiring/equipment problem, other	0.3
01/13/2016	30046	2016-000050	17:41	51	WEBBS LN	N	Detector activation, no fire - unintentional	0.3
01/14/2016	30046	2016-000051	16:26	147	CAHOON BRANCH RD		Arcing, shorted electrical equipment	1.7
01/14/2016	30046	2016-000052	21:58	53	S NEW ST		Building fire	3.4
01/15/2016	30046	2016-000053	10:46		E LOOCKERMAN ST		Extrication of victim(s) from vehicle	0.4
01/15/2016	30046	2016-000054	16:57	120	N STATE ST		Detector activation, no fire - unintentional	0.3
01/16/2016	30046	2016-000055	14:37	1200	N DUPONT HWY		Smoke detector activation, no fire - unintentional	0.1
01/17/2016	30046	2016-000056	21:36	120	N STATE ST		Smoke detector activation, no fire - unintentional	0.1
01/18/2016	30046	2016-000057	10:33	130	HAMAN DR		Passenger vehicle fire	0.3
01/18/2016	30046	2016-000058	12:07		S DUPONT HWY		Extrication of victim(s) from vehicle	0.5
01/18/2016	30046	2016-000059	14:32		SR1 & EXIT 91		Public service assistance, other	0.5

Date	FDID	Incident#	Alarm	###	Address	Suite	Type	Lgth
01/19/2016	30046	2016-000060	00:09	2012	WHITEOAK RD		Dispatched & canceled en route	0.1
01/19/2016	30046	2016-000061	11:14		BAY TREE RD		Sprinkler activation, no fire - unintentional	0.6
01/19/2016	30046	2016-000062	15:58	324	MARTIN ST		Building or structure weakened or collapsed	0.6
01/19/2016	30046	2016-000063	16:31	364	KESSELRING AVE		Building or structure weakened or collapsed	0.6
01/20/2016	30046	2016-000064	10:46	1572	N DUPONT HWY		Trench/below-grade rescue	0.8
01/20/2016	30046	2016-000065	16:13	35	COMMERNCE WAY	SUITE	Alarm system activation, no fire - unintentional	0.5
01/20/2016	30046	2016-000066	21:52	546	FAIRVIEW AVE		Gas leak (natural gas or LPG)	0.3
01/20/2016	30046	2016-000067	23:01	27	LOST TREE CT		CO detector activation due to malfunction	0.4
01/21/2016	30046	2016-000068	06:21	35	COMMERNCE WAY		Alarm system sounded due to malfunction	0.8
01/21/2016	30046	2016-000069	07:40	1575	MCKEE RD	102	Detector activation, no fire - unintentional	1.3
01/21/2016	30046	2016-000070	11:45	1165	N DUPONT HWY	1	Alarm system activation, no fire - unintentional	0.5
01/21/2016	30046	2016-000071	17:34	123	WILLIS RD		Gas leak (natural gas or LPG)	0.6
01/22/2016	30046	2016-000072	05:55	1030	FORREST AVE	112	Dumpster or other outside trash receptacle fire	0.3
01/22/2016	30046	2016-000073	10:00	97	COMMERCE WAY	105	Building or structure weakened or collapsed	0.2
01/22/2016	30046	2016-000074	16:05	617	ROSE VALLEY SCHOOL RD		Hazardous condition, other	1.0
01/22/2016	30046	2016-000075	18:32	300	HIAWATHA LANE		Cooking fire, confined to container	0.3
01/22/2016	30046	2016-000076	18:51	32	ARDSLEY DR		Special type of incident, other	0.5
01/22/2016	30046	2016-000077	19:06	1700	N DUPONT HWY BLDG C		Cooking fire, confined to container	0.6
01/23/2016	30046	2016-000078	03:46	2034	S STATE ST		Assist invalid	1.8
01/23/2016	30046	2016-000079	06:08	510	N WEST ST		Public service assistance, other	0.6
01/23/2016	30046	2016-000080	08:13	1259	ROSE VALLEY SCHOOL RD		Dispatched & canceled en route	0.4
01/23/2016	30046	2016-000081	09:28	1362	S GOVERNORS AVE		Dispatched & canceled en route	0.3
01/23/2016	30046	2016-000082	13:57	1350	N DUPONT HWY		Overheated motor	1.5
01/23/2016	30046	2016-000083	15:32	278	KENTWOOD DR		Smoke detector activation, no fire - unintentional	1.3
01/23/2016	30046	2016-000084	16:52	1263	N FARMVIEW DR		Carbon monoxide incident	1.6
01/23/2016	30046	2016-000085	17:34	805	FOREST ST		Good intent call, other	0.2
01/24/2016	30046	2016-000086	02:14	120	N STATE ST		Smoke detector activation due to malfunction	0.1
01/24/2016	30046	2016-000087	09:59	910	WHATCOAT DR		Smoke detector activation, no fire - unintentional	0.3
01/24/2016	30046	2016-000088	11:35	1	N AMERICAN AVE		Removal of victim(s) from stalled elevator	0.4
01/25/2016	30046	2016-000089	12:16	915	BUCK DR		Good intent call, other	0.4
01/25/2016	30046	2016-000090	20:00		WYOMING AVE & NEW BURTON RD		Gas leak (natural gas or LPG)	1.5
01/26/2016	30046	2016-000091	08:35	417	N NEW ST		Fires in structure other than in a building	0.8
01/26/2016	30046	2016-000092	13:40	120	N STATE ST		Dispatched & canceled en route	0.0
01/26/2016	30046	2016-000093	21:08	255	WEBBS LN	D	Water or steam leak	0.4
01/27/2016	30046	2016-000094	12:19	1183	MADISON CT		Cooking fire, confined to container	0.4
01/27/2016	30046	2016-000095	14:34	907	E DIVISION ST		CO detector activation due to malfunction	0.3
01/27/2016	30046	2016-000096	15:32	847	LINCOLN ST		Gas leak (natural gas or LPG)	0.6
01/28/2016	30046	2016-000097	05:13	295	S DUPONT HWY		Building or structure weakened or collapsed	1.3
01/28/2016	30046	2016-000098	11:19	1030	FORREST AVE	119	Smoke scare, odor of smoke	0.5
01/28/2016	30046	2016-000099	17:22	400	S QUEEN ST		Assist police or other governmental agency	1.4
01/28/2016	30046	2016-000100	18:15		BANK LA		Passenger vehicle fire	0.6
01/28/2016	30046	2016-000101	19:20	35	LOOCKERMAN PLAZA		Good intent call, other	0.2
01/28/2016	30046	2016-000102	20:06	235	S NEW ST		Building or structure weakened or collapsed	0.6
01/28/2016	30046	2016-000103	20:10	805	FOREST ST		Police matter	0.1
01/28/2016	30046	2016-000104	22:14	271	N DUPONT HWY		Unintentional transmission of alarm, other	0.3
01/28/2016	30046	2016-000105	22:19	1200	N DUPONT HWY		Dispatched & canceled en route	0.0
01/29/2016	30046	2016-000106	00:14	339	COLD SPRING PL		Electrical wiring/equipment problem, other	1.5
01/29/2016	30046	2016-000107	17:26	1200	N DUPONT HWY		Alarm system sounded due to malfunction	0.0
01/29/2016	30046	2016-000108	19:34	255	WEBBS LN	C	Malicious, mischievous false call, other	0.5
01/30/2016	30046	2016-000109	06:56		SR 1		Extrication of victim(s) from vehicle	0.9
01/30/2016	30046	2016-000110	11:04	100	LAKEVIEW DR		Malicious, mischievous false call, other	0.3
01/30/2016	30046	2016-000111	16:45	400	N DUPONT HWY	B	Smoke detector activation, no fire - unintentional	0.7
01/30/2016	30046	2016-000112	22:27	207	S GOVERNORS AVE		Public service	0.3

Total Number of Incidents: 112

Total Length of Incidents: 88.0 Hours

Robbins Hose Company # 1, Inc.
Profit & Loss Detail
January 2016

	Type	Date	Num
Ordinary Income/Expense			
Income			
City Quarterly Deposit			
	Deposit	01/22/2016	244264
Total City Quarterly Deposit			
Total Income			
Expense			
Apparatus Repairs & Maintenance			
	Check	01/02/2016	1479
	Check	01/02/2016	1479
	Check	01/02/2016	1479
	Check	01/02/2016	1484
	Check	01/02/2016	1484
	Check	01/02/2016	1484
	Check	01/10/2016	1492
	Check	01/10/2016	1492
	Check	01/10/2016	1492
	Check	01/17/2016	1499
	Check	01/17/2016	1499
	Check	01/17/2016	1500
	Check	01/31/2016	1505
	Check	01/31/2016	1505
	Check	01/31/2016	1505
	Check	01/31/2016	1506
	Check	01/31/2016	1506
	Check	01/31/2016	1507
Total Apparatus Repairs & Maintenance			
Electricity			
	Check	01/15/2016	1496
	Check	01/15/2016	1497
Total Electricity			
Gasoline			
	Check	01/23/2016	1501
	Check	01/23/2016	1501
	Check	01/30/2016	1502
	Check	01/30/2016	1502
Total Gasoline			
Heating Expenses- Gas			
	Check	01/03/2016	1488
	Check	01/15/2016	1494
Total Heating Expenses- Gas			

Robbins Hose Company # 1, Inc.
Profit & Loss Detail
January 2016

	Type	Date	Num
Medical Supplies & Physicals			
	Check	01/30/2016	1504
Total Medical Supplies & Physicals			
Office Supplies			
	Check	01/23/2016	1501
	Check	01/30/2016	1502
Total Office Supplies			
Other Equipment Repairs			
	Check	01/02/2016	1480
	Check	01/31/2016	1509
Total Other Equipment Repairs			
Program Expenses			
	Check	01/02/2016	1483
	Check	01/02/2016	1487
Total Program Expenses			
Safety & Security Material			
	Check	01/15/2016	1498
Total Safety & Security Material			
Small Tools			
	Check	01/10/2016	1489
	Check	01/10/2016	1489
	Check	01/10/2016	1489
	Check	01/10/2016	1490
	Check	01/10/2016	1491
	Check	01/31/2016	1508
	Check	01/31/2016	1508
Total Small Tools			
Telephone			
	Check	01/02/2016	1485
	Check	01/15/2016	1495
	Check	01/23/2016	1501
	Check	01/23/2016	1501
	Check	01/30/2016	1502
	Check	01/30/2016	1502
Total Telephone			
Training & Travel Expenses			
	Check	01/30/2016	1503
Total Training & Travel Expenses			

Robbins Hose Company # 1, Inc.
Profit & Loss Detail
January 2016

	Type	Date	Num
Uniforms			
	Check	01/02/2016	1481
	Check	01/02/2016	1481
	Check	01/02/2016	1482
	Check	01/02/2016	1486
	Check	01/02/2016	1486
	Check	01/10/2016	1490
	Check	01/15/2016	1493
Total Uniforms			
Water/Sewer			
	Check	01/15/2016	1496
	Check	01/15/2016	1496
	Check	01/15/2016	1497
Total Water/Sewer			
Total Expense			
Net Ordinary Income			
Net Income			

Robbins Hose Company # 1, Inc.
Profit & Loss Detail
January 2016

	Name
Ordinary Income/Expense	
Income	
City Quarterly Deposit	
Total City Quarterly Deposit	
Total Income	
Expense	
Apparatus Repairs & Maintenance	
	Atlantic Emergency Solutions
	Atlantic Emergency Solutions
	Atlantic Emergency Solutions
	Kunkel Auto Supply
	Kunkel Auto Supply
	Kunkel Auto Supply
	Kunkel Auto Supply
	Kunkel Auto Supply
	Kunkel Auto Supply
	Atlantic Emergency Solutions
	Atlantic Emergency Solutions
	Atlantic Emergency Solutions
	Atlantic Emergency Solutions
	Atlantic Emergency Solutions
	Atlantic Emergency Solutions
	Hitchens Tire Service
	Hitchens Tire Service
	Kunkel Auto Supply
Total Apparatus Repairs & Maintenance	
Electricity	
	City of Dover Utility
	City of Dover Utility
Total Electricity	
Gasoline	
	City of Dover
	City of Dover
	City of Dover
	City of Dover
Total Gasoline	
Heating Expenses- Gas	
	Chesapeake Utilities
	Chesapeake Utilities
Total Heating Expenses- Gas	

Robbins Hose Company # 1, Inc.
Profit & Loss Detail
January 2016

	Name
Medical Supplies & Physicals	
	Southeastern Emergency Equipment
Total Medical Supplies & Physicals	
Office Supplies	
	City of Dover
	City of Dover
Total Office Supplies	
Other Equipment Repairs	
	Austin & Pruitt
	Witmer Public Safety
Total Other Equipment Repairs	
Program Expenses	
	ESI Equipment, Inc.
	Magnum
Total Program Expenses	
Safety & Security Material	
	United Electric Supply
Total Safety & Security Material	
Small Tools	
	Rommel's ACE
	Rommel's ACE
	Rommel's ACE
	Dover Army-Navy Store
	Kunkel Auto Supply
	T & T Small Engines
	T & T Small Engines
Total Small Tools	
Telephone	
	Verizon Wireless
	Chief Technologies, LLC
	City of Dover
	City of Dover
	City of Dover
	City of Dover
Total Telephone	
Training & Travel Expenses	
	Delaware State Fire School
Total Training & Travel Expenses	

Robbins Hose Company # 1, Inc.
Profit & Loss Detail
January 2016

		Name
Uniforms		
		Charles Boyer
		Charles Boyer
		Dover Army-Navy Store
		Harry Louie Laundry
		Harry Louie Laundry
		Dover Army-Navy Store
		Awards, Trophies & More
Total Uniforms		
Water/Sewer		
		City of Dover Utility
		City of Dover Utility
		City of Dover Utility
Total Water/Sewer		
Total Expense		
Net Ordinary Income		
Net Income		

Robbins Hose Company # 1, Inc.
Profit & Loss Detail
January 2016

	Memo	Clr	Split
Ordinary Income/Expense			
Income			
City Quarterly Deposit			
	3rd Quarter Appropiations		City Fund Account
Total City Quarterly Deposit			
Total Income			
Expense			
Apparatus Repairs & Maintenance			
	Invoice # 11029DEL- Eng 6 oil sample		City Fund Account
	Invoice # 11043DEL- Eng 6 injectors		City Fund Account
	Invoice # 11052DEL- Eng 4 new starter		City Fund Account
	Inv # 056482693	√	City Fund Account
	Inv # 056482696	√	City Fund Account
	Inv # 056482700	√	City Fund Account
	Inv # 0564482693- 3 pc universal jo		City Fund Account
	Inv # 056482696- 1/2 dr 17mm 6 pt		City Fund Account
	Inv # 056482700- 3/4 X 60' Electr		City Fund Account
	Inv- 11059DEL- Eng 4 defrosters not working		City Fund Account
	Inv- 11069DEL- Eng 4 control baord for HVAC system-brak		City Fund Account
	Eng 3- cracked charge air cooler- cab tilt mech low voltage		City Fund Account
	Invoice- 11121DEL- Ladder 2 air compressor		City Fund Account
	Invoice-11122DEL- Eng 2 air compressor		City Fund Account
	Invoice- 11119DEL- Eng 4 bad U joint in steering		City Fund Account
	Invoice-00319465- Eng 6 valve stem		City Fund Account
	Invoice # 00319466- Eng 2 screw in tire		City Fund Account
	Invoice # 056484676- Kwik Blade		City Fund Account
Total Apparatus Repairs & Maintenance			
Electricity			
	Acct # 44343-32052		City Fund Account
	Acct # 44255-31966		City Fund Account
Total Electricity			
Gasoline			
	Unleaded Fuel- September		City Fund Account
	Bio-Diesel Fuel- September		City Fund Account
	December unleaded fuel		City Fund Account
	Bio-Diesel for December		City Fund Account
Total Gasoline			
Heating Expenses- Gas			
	Station 2 from 11/24 to 12/28		City Fund Account
	Station 1 from 12/03 to 01/05		City Fund Account
Total Heating Expenses- Gas			

Robbins Hose Company # 1, Inc.
Profit & Loss Detail
January 2016

	Memo	Clr	Split
Medical Supplies & Physicals			
	medical supplies for trama bags		City Fund Account
Total Medical Supplies & Physicals			
Office Supplies			
	Postage charges for September		City Fund Account
	December Postage charges		City Fund Account
Total Office Supplies			
Other Equipment Repairs			
	Extinguishers		City Fund Account
	Invoice 1664842- Folding Ladder		City Fund Account
Total Other Equipment Repairs			
Program Expenses			
	Eng 2 foot pump		City Fund Account
	Equipment order		City Fund Account
Total Program Expenses			
Safety & Security Material			
	Invoice # S103279143.001- vinyl tape		City Fund Account
Total Safety & Security Material			
Small Tools			
	Ref-46124		City Fund Account
	Ref-46340		City Fund Account
	Ref-46406		City Fund Account
	Invoice # 23620- ID Holder		City Fund Account
	Inv # 056483259- fitting for air compressor		City Fund Account
	Invoice- 81606- Starter rope for Cutters Edge		City Fund Account
	Invoice- 81718- Repaired 12" Cutquick saw		City Fund Account
Total Small Tools			
Telephone			
	IPADS- 11/21 to 12/20		City Fund Account
	Hosted web services		City Fund Account
	Verizon September phone charges		City Fund Account
	Cavalier September long distance charges		City Fund Account
	Verizon December charges		City Fund Account
	Cavalier December long distance charges		City Fund Account
Total Telephone			
Training & Travel Expenses			
	Fire Instructor I- William Kelly		City Fund Account
Total Training & Travel Expenses			

Robbins Hose Company # 1, Inc.
Profit & Loss Detail
January 2016

		Memo	Clr	Split
Uniforms				
		Invoice # 11852- Chiefs breast badges		City Fund Account
		Invoice # 11854- collar brass		City Fund Account
		Dave Knight patch		City Fund Account
		Inv # 21921- Chief Carey		City Fund Account
		Inv # 21930- Deputy Chief Rhodes		City Fund Account
		Invoice # 23628- patches		City Fund Account
		Name tags for lockers		City Fund Account
	Total Uniforms			
Water/Sewer				
		Acct # 44345-32054		City Fund Account
		Acct # 44341-32050		City Fund Account
		Acct # 44253-31964		City Fund Account
	Total Water/Sewer			
Total Expense				
Net Ordinary Income				
Net Income				

Robbins Hose Company # 1, Inc.
Profit & Loss Detail
January 2016

	Amount	Balance
Ordinary Income/Expense		
Income		
City Quarterly Deposit		
	69,625.00	69,625.00
Total City Quarterly Deposit	69,625.00	69,625.00
Total Income	69,625.00	69,625.00
Expense		
Apparatus Repairs & Maintenance		
	667.37	667.37
	6,838.74	7,506.11
	1,034.11	8,540.22
	0.00	8,540.22
	0.00	8,540.22
	0.00	8,540.22
	7.66	8,547.88
	2.23	8,550.11
	8.30	8,558.41
	236.53	8,794.94
	901.81	9,696.75
	2,554.96	12,251.71
	1,630.37	13,882.08
	1,363.84	15,245.92
	1,132.36	16,378.28
	40.00	16,418.28
	450.00	16,868.28
	8.64	16,876.92
Total Apparatus Repairs & Maintenance	16,876.92	16,876.92
Electricity		
	2,278.25	2,278.25
	484.90	2,763.15
Total Electricity	2,763.15	2,763.15
Gasoline		
	302.55	302.55
	812.27	1,114.82
	189.53	1,304.35
	756.43	2,060.78
Total Gasoline	2,060.78	2,060.78
Heating Expenses- Gas		
	322.86	322.86
	866.27	1,189.13
Total Heating Expenses- Gas	1,189.13	1,189.13

Robbins Hose Company # 1, Inc.
Profit & Loss Detail
January 2016

	Amount	Balance
Medical Supplies & Physicals		
	388.06	388.06
Total Medical Supplies & Physicals	388.06	388.06
Office Supplies		
	52.93	52.93
	115.59	168.52
Total Office Supplies	168.52	168.52
Other Equipment Repairs		
	287.50	287.50
	373.00	660.50
Total Other Equipment Repairs	660.50	660.50
Program Expenses		
	14.64	14.64
	7,174.68	7,189.32
Total Program Expenses	7,189.32	7,189.32
Safety & Security Material		
	26.30	26.30
Total Safety & Security Material	26.30	26.30
Small Tools		
	3.74	3.74
	9.48	13.22
	18.80	32.02
	8.05	40.07
	1.26	41.33
	22.10	63.43
	117.80	181.23
Total Small Tools	181.23	181.23
Telephone		
	300.20	300.20
	342.00	642.20
	279.91	922.11
	21.92	944.03
	279.06	1,223.09
	19.59	1,242.68
Total Telephone	1,242.68	1,242.68
Training & Travel Expenses		
	200.00	200.00
Total Training & Travel Expenses	200.00	200.00

Robbins Hose Company # 1, Inc.
Profit & Loss Detail
January 2016

	Amount	Balance
Uniforms		
	451.12	451.12
	276.00	727.12
	3.00	730.12
	6.00	736.12
	12.20	748.32
	364.00	1,112.32
	145.00	1,257.32
Total Uniforms	1,257.32	1,257.32
Water/Sewer		
	56.50	56.50
	14.49	70.99
	33.47	104.46
Total Water/Sewer	104.46	104.46
Total Expense	34,308.37	34,308.37
Net Ordinary Income	35,316.63	35,316.63
Net Income	**35,316.63**	**35,316.63**

FY 15-16 City Funded Account Balance Sheet

ACCOUNT	BUDGET	SPENT	BALANCE
Apparatus Repairs & Maintenance	$ 85,300.00	$ 97,710.12	$ (12,410.12)
Building Maintenace Supplies	$ 1,500.00	$ 185.32	$ 1,314.68
Command Vehicle	$ 50,000.00	$ 46,973.93	$ 3,026.07
Contractual Services	$ 10,500.00		$ 10,500.00
Electricity	$ 45,000.00	$ 25,508.31	$ 19,491.69
Gasoline	$ 20,000.00	$ 8,050.91	$ 11,949.09
Heating Expenses- Gas	$ 16,000.00	$ 4,163.84	$ 11,836.16
Medical Supplies	$ 1,000.00	$ 588.97	$ 411.03
Office Supplies	$ 2,000.00	$ 688.72	$ 1,311.28
Other Equipment Repairs	$ 2,000.00	$ 737.39	$ 1,262.61
Program Expenses	$ 37,000.00	$ 22,712.69	$ 14,287.31
Radio Repairs	$ 2,000.00	$ 792.40	$ 1,207.60
Safety & Security	$ 1,500.00	$ 26.30	$ 1,473.70
Small Tools	$ 4,500.00	$ 434.90	$ 4,065.10
Telephone	$ 10,000.00	$ 5,141.30	$ 4,858.70
Training & Travel	$ 10,000.00	$ 1,745.00	$ 8,255.00
Uniforms & Firefighting Gear	$ 30,000.00	$ 4,417.29	$ 25,582.71
Water/ Sewer	$ 3,000.00	$ 751.24	$ 2,248.76

Balance as of 01/31/16

Dover Police Department

Monthly Report

To

Mayor and City Council

"To Protect and Serve"

January 2016

DEPARTMENT OF POLICE

Paul M. Bernat
Chief of Police
F.B.I.N.A.

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

March 14, 2016

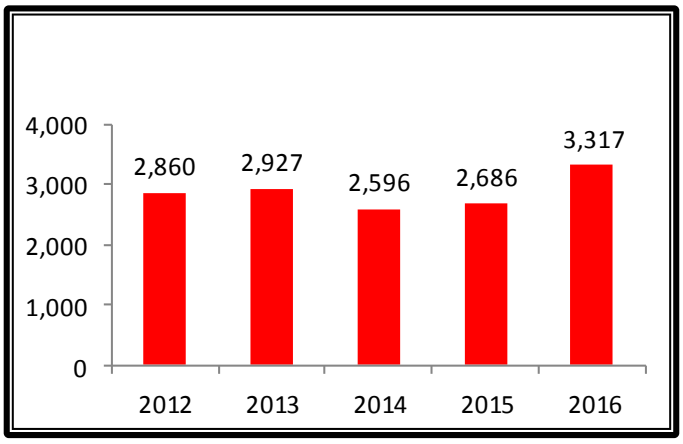
Honorable Robin Christiansen, Mayor
Members of Dover City Council
City Hall
Dover, DE 19901

Mayor Christiansen and Council Members:

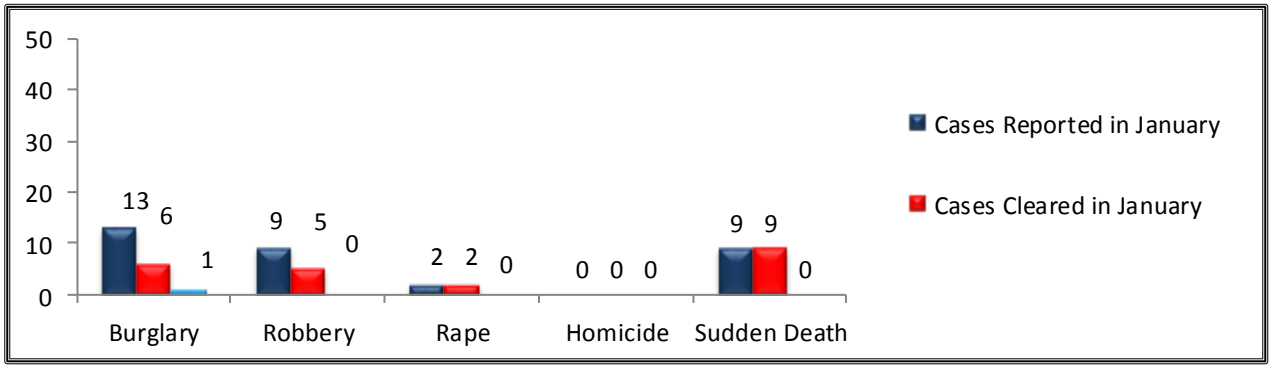
The following is the monthly report for Dover Police Department activities for the month of January 2016:

COMPLAINTS

Total complaints received through January 31st, numbered 3,317, this is an increase of 631 complaints over the same time period last year.



CRIMINAL INVESTIGATIONS



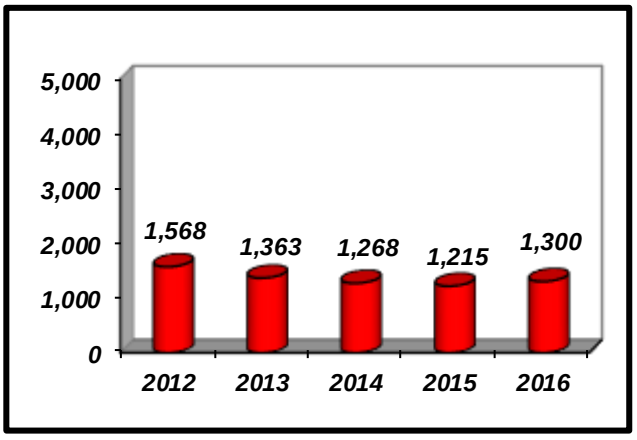
COMMUNITY POLICING - SAFE STREETS, QUALITY OF LIFE (QOL) & CADETS

SAFE STREETS ENFORCEMENT & QOL	Contacts
ABANDONED VEHICLES	0
ALCOHOL VIOLATIONS/DUI'S	0
ASSIST OTHER	6
WARRANTS ON FILE	1
BIKE ON SIDEWALK	0
CITY PARK VIOLATIONS	0
CRIMINAL ARRESTS	39
DRUG RELATED ARRESTS	35
LOUD MUSIC	0
MISCELLANEOUS VIOLATIONS	0
PARKING VIOLATIONS	19
PEDDLER	0
MEETINGS	90
GUNS	3
CURFEW CHECKS	119
CRIME PREVENTION CHECK	0
TRAFFIC ARRESTS	17
WARNINGS	9
FUGITIVE	8
PROSTITUTION	0
TOTAL CONTACTS	**346**

CADETS	Contacts
PARKING	11
DCO'S	16
OPEN CONTAINER	3
LOUD NOISE	0
LEWDNESS	0
OTHER	4
BUSINESSES CONTACTED	101
LIBRARY CHECKS	8
COMPLAINTS ASSIGNED	161
SPECIAL EVENT	0
TOTAL CONTACTS	**304**

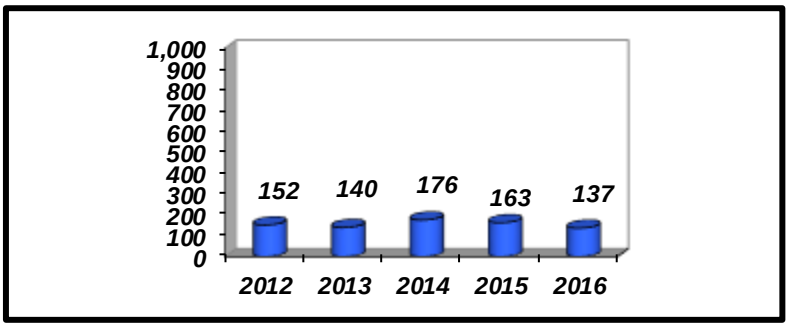
TRAFFIC ARRESTS

The department issued 1,300 traffic citations through this reporting period. This is an increase of 85 citations over the number issued during the same period last year.

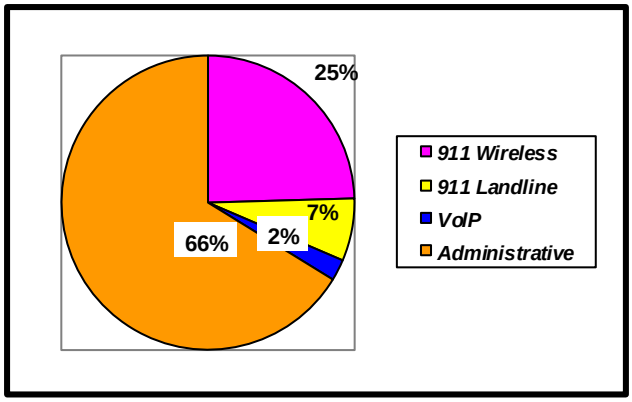


TRAFFIC CRASHES

Through January 31st, Dover Police investigated 137 traffic crashes. This is a decrease of 26 crashes investigated during the same period last year.



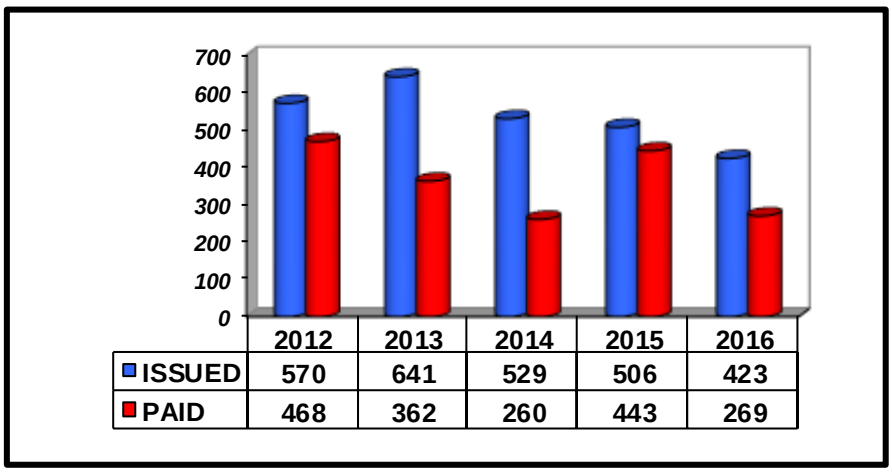
911 CENTER



During the month of January, the Dover Police Department handled a total of 9,293, calls averaging 300 calls per day. Dispatchers handled 2,281 calls on the 911 wireless lines, 639 calls on the 911 landlines, and 217 calls on the Voice Over Internet Protocol lines, the remaining 6,156 were administrative calls.

CITY ORDINANCE SUMMONS

*Through January 31st, we issued 423 city ordinance summons, a decrease of 83 summonses over the same period last year. *Note: Of those summonses issued in January, 22 DCO's were issued for handicapped parking violations, 7 for fire lane parking violations, 18 for false alarms (0, for 1-2, 13, for 3-5 alarms, 4, for 6-9 alarms, 0, for 10-15 alarms, and 1, for 16 or more alarms) and 1 for noise violations (0, for vehicle violations and 1, for residence violations).*

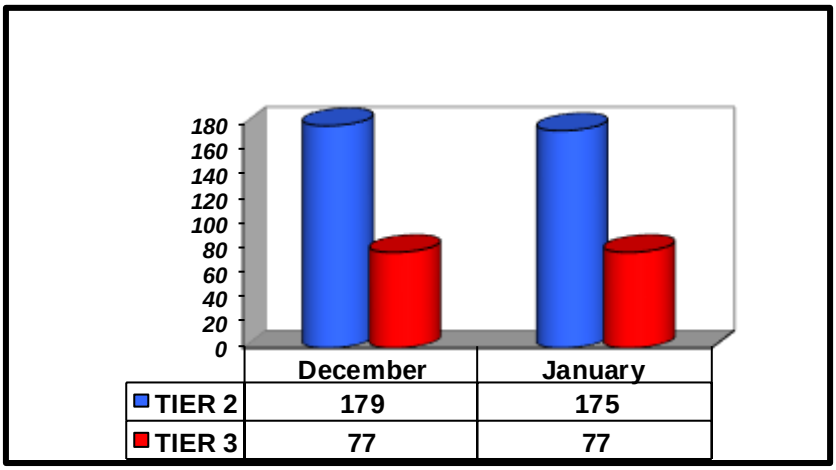


	2012	2013	2014	2015	2016
ISSUED	570	641	529	506	423
PAID	468	362	260	443	269

SEX OFFENDER STATISTICS/DECEMBER

	VERIFICATIONS	NOTIFICATIONS	MONTHLY REVERIFICATIONS	NON COMPLIANT WARRANTS
TIER 1	0	0	0	0
TIER 2	11	1023	27	4
TIER 3	10	1350	20	0

ACTIVE SEX OFFENDERS THAT RESIDE IN THE CITY OF DOVER (please note, Tier 1 offenders are not contacted by Dover Police Sex Offender Agents).



Please visit our website at www.doverpolice.org for up to date information on crimes and activities in the City of Dover.

Respectfully Submitted,

Paul M. Bernat

Paul M. Bernat
Chief of Police

City Assessor's Office

MEMO

TO: Mayor & Council

FROM: Cheryl A. Bundek, AAS

RE: Property Assessment Appeal Dates

I request the following dates and times be established for the 2016 Property Assessment Appeals.

May 23, 2016 - May 27, 2016 9:00 A.M. until 4:00 P.M.

May 31, 2016 – June 03, 2016 9:00 A.M. until 4:00 P.M.

One evening – if needed

The hearing times are subject to change.

If you have any questions, please feel free to contact the Assessor's Office.

ACTION FORM

PROCEEDING: City Council
DEPARTMENT OF ORIGIN: City Manager's Office **DATE SUBMITTED**: March 10, 2016
PREPARED BY: Scott D. Koenig, P.E., City Manager
SUBJECT: Animal Boarding Services Agreement
REFERENCE: N/A
RELATED PROJECT: N/A
REVIEWED BY: Scott D. Koenig, P.E., City Manager; Donna Mitchell, Controller
EXHIBITS: Attachment A – Letter from First State Animal Shelter dated 12/22/2015; Attachment B – Temporary Animal Boarding Services Agreement Dated 12/31/2015. Attachment C – Draft Agreement
EXPENDITURE REQUIRED: $5,000 / Month; $60,000 / Fiscal Year **AMOUNT BUDGETED**: $25,000 **FUNDING SOURCE (Dept./Page in CIP & Budget)**: N/A
TIME TIMETABLE: Upon Council Approval.
RECOMMENDED ACTION: To Authorize the City Manager to complete negotiations and execute a contract with CCSPCA for a contract period of April 1, 2016 through June 30, 2017 at a target price of $5,000 per month for the Animal Boarding Services referenced in the draft agreement.

BACKGROUND AND ANALYSIS

For many years, the City of Dover had an Animal Control & Housing Contract with Kent County SPCA (now known as the First State Animal Center & SPCA). The annual value of the contract with the Kent County SPCA was approximately $25,000 per year. On December 22, 2015, the City of Dover Police Department was given written notice by Mr. J. Kevin Usilton, Executive Director, of the First State Animal Shelter & SPCA that as of December 31, 2015, they would no longer have an animal control program and no one in their shelter to accept animals after hours (Attachment A). This correspondence effectively ended our contractual relationship with the First State Animal Shelter & SPCA. City staff was directed to contact Ms. Hetti Brown, the Executive Director of the Office of Animal Welfare for the State of Delaware. Ms. Brown referred Police Department staff to Mr. Adam Lamb, Executive Director of the Chester County, PA SPCA (CCSPCA). The CCSPCA has the statewide contract for animal housing and has assumed the role of the former First State Animal Shelter & SPCA for animal control & housing contract services.

Since the City of Dover has its own Animal Control Program including a dedicated Animal Control Officer, Mr. Ryan Knowles, the City of Dover was not included in the statewide contract services; however, we can be a rider on the program. On December 30, 2015, City staff, including City Manager Scott Koenig, participated in a conference call with Mr. Adam Lamb. Based on the conference call, the City Manager executed a 90-day temporary Animal Boarding Services Agreement with CCSPCA (Attachment B).

Since executing the temporary agreement, the City Manager has met with Mr. Alex Moore, Board President of the First State Animal Shelter & SPCA and determined that the City's needed services can no longer be supplied by the First State Animal Shelter & SPCA. Therefore, the City of Dover must secure a formal contract with CCSPCA. City staff has included a draft contract (Attachment C) for this service. The draft contract would run from April 1, 2016 through June 30, 2017, which includes the balance of this fiscal year and all of Fiscal Year 2017. The target monthly price is $5,000 per month for the referenced services. The City had estimated need services for approximately 200 animals per year. This number is currently under review by staff.

The recommended action being sought by the City Manager is: To Authorize the City Manager to complete negotiations and execute a contract with CCSPCA for a contract period of April 1, 2016 through June 30, 2017 at a target price of $5,000 per month for the Animal Boarding Services referenced in the draft agreement.

Attachment A

32 Shelter Circle, Camden, DE 19934 • 302-943-6032 • **fsac-spca.org**

FIRST STATE animal center AND SPCA

December 22, 2015

Dover City Police Department

400 S Queen Street

Dover DE 19904

Dear Paul Burnat;

I am writing today to give notice for our agreement to house animals from Dover City Animal Control Program.

As of December 31st, 2015 we will no longer have an animal control program, the Office of Animal Welfare will be providing this service. This means no 24 hour dispatch, no officers to assist City Residents when your officers are unavailable, and no one in our shelter to accept animals after hours.

The First State Animal Center and SPCA Board of Directors met and voted to end all our efforts involving animal control activity since the State has taken over the program. Since we understand that finding alternative housing for the animals from the City of Dover will be difficult, we will give you 30 days to find an acceptable alternative to our service.

Please feel free to reach out with any questions or concerns.

Sincerely;

J. Kevin Usilton
Executive Director

Attachment B

Chester County SPCA

Temporary
ANIMAL BOARDING SERVICES AGREEMENT

Definition of Agreement: This agreement, made as of this 31 day of Dec., 2015/2015, by and between the Chester County Society for the Prevention of Cruelty to Animals, 1212 Phoenixville Pike, West Chester, Pennsylvania, a Pennsylvania non-profit corporation (hereinafter "CCSPCA") and City of Dover, Delaware (hereinafter "Local Governing Body").

In consideration of the mutual covenants herein contained and intending to be legally bound, the parties hereto agree that:

Term of agreement: This agreement shall begin on January 1, 2016 at 12:01 A.M. until ~~December~~ March 31, 2016 at 11:59 P.M.

Scope of responsibilities: In compliance with all terms and conditions of this Agreement, the CCSPCA shall provide stray boarding, and sheltering services to the Local Governing Body. This agreement is for dogs collected by the City of Dover Animal Control officer.

Services to Provide:

1. CCSPCA agrees to accept and care for stray animals originating from within the Local Governing Body's municipal borders. Animals accepted will include those brought to the CCSPCA facility by the Local Governing Body's designated representative(s), police officer, and Animal Control Officer.

2. This agreement shall begin on January 1, 2016 at 12:01 A.M. and continue for a period of three (1) ~~calendar year~~ (3) months until ~~December~~ March 31, 2016 at 11:59 P.M.

3. The CCSPCA is an independent contractor to the Local Governing Body and none of its agents, or employees shall be construed as, or represent themselves as employees of the Local Governing Body.

4. The undersigned officer, agent, or employee of the Local Governing Body represents and warrants that they have the authority to contract and bind the Local Governing Body.

5. The CCSPCA reserves the right to refuse service in part or full to the Local Governing Body in the event the Local Governing Body violates the terms of this agreement. This agreement is not effective until approved by the CCSPCA and a copy signed by both parties has been returned to the Local Governing Body.

Chester County SPCA

6. The Local Governing Body shall advance nonrefundable funds to the CCSPCA in the following amounts, no later than the fifth business day of each month: For each month, the amount of Five Thousand and 00/100 Dollars **($5,000.00),** per month, on or before the fifth business day of each month. This fee is for services which addresses boarding of stray dogs from the Local Governing Body, (7) days per week, twenty-four (24) hours per day to include the cost of care for each animal, including intake, veterinary examinations, medication, boosters, rabies vaccinations, behavioral assessment, food, bedding, sanitation, utilities, in addition to per diem cost of shelter staff.

7. The CCSPCA agrees to accept from the The Local Governing Body, 200 dogs annually. This a set rate for the first 200 dogs.

8. In the event the number of dogs processed through the CCSPCA surpasses the 200 annual limit, the The Local Governing Body agrees to pay a fee of **$200.00** per dog received past 200.

9. The CCSPCA shall submit monthly billing invoices for stray dog boarding fees to the Local Governing Body.

FEE EXPLANATION

Monthly Service Fee:

- The sum of ***$5,000.00*** per month will be automatically assessed and paid to the CCSPCA for services which addresses the boarding of stray dogs from within the Local Governing Body, seven (7) days per week, twenty-four (24) hours per day, which includes the cost of care for each animal, including intake, veterinary examinations, medication, boosters, rabies vaccinations, behavioral assessment, food, bedding, sanitation, utilities, in addition to per diem cost of shelter staff.

Additional service:

- In an effort to proactively address the systemic problem of animal neglect and homelessness, the CCSPCA and the Local Governing Body will partner to educate the public about the value and advantages of spaying and neutering, and to implement an educational outreach program that will seek to enhance relationships between pet owners and their pets in order to reduce the number of animals in distress in the community. The outreach program will educate the public on how to responsibly care for a pet and cultivate stronger owner-animal bonds through the promotion of proper training and behavior modification techniques. The CCSPCA will strive to raise public awareness of its services and goals, and will participate in community meetings and other public events.

Chester County SPCA

Termination of Service: This agreement will automatically terminate at 11:59 PM on December 31, 2016. A full and final report will be submitted to the Local Governing Body within 2 weeks of termination.

Future Relationship: In entering into this agreement, the CCSPCA and the Local Governing Body agree to discuss future partnership considerations.

IN WITNESS WHEREOF, the undersigned parties, intending to be legally bound hereby, have hereunto set their hands and seals as of the date first set forth above.

CITY OF DOVER, DELAWARE	CHESTER COUNTY SPCA
By: Scott D. Koenig	By: [signature]
City Manager	CEO
Date: 12/31/2015	Date: 1/4/2016

Please sign and return an executed original contract. A copy of the signed, initiated contract will be returned to you in the mail.

City of Dover agrees to notify CCSPCA by 1/26/2016 if they will extend the contract longer after meeting with City Council.

DK
1.4.2016

Attachment C

Chester County SPCA

DRAFT

ANIMAL BOARDING SERVICES AGREEMENT

Definition of Agreement: This agreement, made as of this _____ day of _____, 2016, by and between the Chester County Society for the Prevention of Cruelty to Animals, 1212 Phoenixville Pike, West Chester, Pennsylvania, a Pennsylvania non-profit corporation (hereinafter "CCSPCA") and City of Dover, Delaware (hereinafter "Local Governing Body").

In consideration of the mutual covenants herein contained and intending to be legally bound, the parties hereto agree that:

Term of agreement: This agreement shall begin on April 1, 2016 at 12:01 A.M. until June 30, 2017 at 11:59 P.M.

Scope of responsibilities: In compliance with all terms and conditions of this Agreement, the CCSPCA shall provide stray boarding, and sheltering services to the Local Governing Body. This agreement is for dogs collected by the City of Dover Animal Control Officer and/or Dover Police Officers.

Services to Provide:

1. CCSPCA agrees to accept and care for stray animals originating from within the Local Governing Body's municipal borders. Animals accepted will include those brought to the CCSPCA facility by the Local Governing Body's designated representative(s), police officer, and Animal Control Officer.

2. This agreement shall being on April 1, 2016 at 12:01 A.M. and continue until June 30, 2017 at 11:59 P.M.

3. The CCSPCA is an independent contractor to the Local Governing Body and none of its agents, or employees shall be construed as, or represent themselves as employees of the Local Governing Body.

4. The undersigned officer, agent, or employee of the Local Governing Body represents and warrants that they have the authority to contract and bind the Local Governing Body.

5. The CCSPCA reserves the right to refuse service in part or full to the Local Governing Body in the event the Local Governing Body violates the terms of this agreement. This agreement is not effective until approved by the CCSPCA and a copy signed by both parties has been returned to the Local Governing Body.

Chester County SPCA

6. The Local Governing Body shall advance nonrefundable funds to the CCSPCA in the following amounts, no later than the fifth business day of each month: For each month, the amount of Five Thousand and 00/100 Dollars **($5,000.00)**, per month, on or before the fifth business day of each month. This fee is for services which addresses boarding of stray dogs from the Local Governing Body, (7) days per week, twenty-four (24) hours per day to include the cost of care for each animal, including intake, veterinary examinations, medication, boosters, rabies vaccinations, behavioral assessment, food, bedding, sanitation, utilities, in addition to per diem cost of shelter staff.

7. The CCSPCA agrees to accept from The Local Governing Body, 200 dogs annually. This is a set rate for the first 200 dogs.

8. In the event the number of dogs processed through the CCSPCA surpasses the 200 annual limit, the The Local Governing Body agrees to pay a fee of **$200.00** per dog received past 200.

9. The CCSPCA shall submit monthly billing invoices for stray dogs boarding fees to the Local Governing Body.

FEE EXPLANATOIN

Monthly Service Fee:

- The sum of **$5,000.00** per month will be automatically assesses and paid to the CCSPCA for services which addresses the boarding of stray dogs from within the Local Governing Body, seven (7) days per week, twenty-four (24) hours per day, which includes the cost of care for each animal, including intake, veterinary examination, medication, boosters, rabies vaccinations, behavioral assessment, food, bedding, sanitation, utilities, in addition to per diem cost of shelter staff.

Additional service:

- In an effort to proactively address the systemic problem of animal neglect and homelessness, the CCSPCA and the Local Governing Body will partner to educate the public about the value and advantages of spaying and neutering, and to implement an educational outreach program that will seek to enhance relationships between pet owners and their pets in order to reduce the number of animals in distress in the community. The outreach program will educate the public on how to responsibly care for a pet and cultivate stronger owner-animal bonds through the promotion of proper training and behavior modification techniques. The CCSPCA will strive to raise public awareness of its services and goals, and will participate in community meetings and other public events.

Chester County SPCA

Termination of Service: This agreement will automatically terminate at 11:59PM on June 30, 2017. A full and final report will be submitted to the Local Governing Body within two (2) weeks of termination.

Future Relationship: In entering into this agreement, the CCSPCA and the Local Governing Body agree to discuss future partnership considerations.

IN WITNESS WHEREOF, the undersigned parties, intending to be legally bound hereby, have hereunto set their hands and seals as of the date first set forth above.

CITY OF DOVER, DELAWARE	CHESTER COUNTY SPCA
By: _____	By: _____
_____	_____
_____	_____
Date: _____	Date: _____

Please sign and return an executed original contract. A copy of the signed, initiated contract will be returned to you in the mail.

FIRST READING

CITY OF DOVER PROPOSED ORDINANCE #2016-11

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

That Chapter 102 - Taxation, Article VI - Exemptions; Board of Assessment Appeals, Section 102-182 - Authority to Exempt Real Property from Taxation of the Dover Code be amended by deleting the text indicated in red strikeout and inserting the bold, blue text, as follows:

Sec. 102-182 - Authority to exempt real property from taxation.

The city council shall have the power to exempt real property located within the city from municipal property taxes when, in the opinion of the board, the same will best promote the public welfare. The city assessor shall be empowered to grant tax exemptions to senior citizens where the requested income verification is completed and meets the requirements of section 102-183. Pursuant to Del. C. title 9, §§ 8105 and 8110, the city assessor shall be empowered to grant tax exemptions to property owned by governmental, religious, educational, charitable agency or civic associations owning parkland, upon receipt of an application filed by the organization establishing its entitlement to such exemptions. **The city assessor shall be empowered to grant tax exemption to and waive delinquent taxes on real property which has been required by the City of Dover to be set aside for public parkland or open space once the subdivision/phase of subdivision has reached 80% completion and/or street dedication, whichever occurs first, in concurrence with the City Manager. Any outstanding penalty or interest incurred as a result of unpaid taxes on said property shall be forgiven.**

(Code 1981, § 19.5-51; Ord. of 3-12-2001; Ord. No. 2009-17, 11-9-2009)

ADOPTED: *

S:\ORDINANCES\2016\DRAFT\ORDINANCE #2016-11 CH 102 TAXATION, ART VI-EXEMPTIONS, SEC 102-182\Ordinance #2016-11 CH 102-TAXATION, ART VI-EXEMPTIONS, SEC. 102-182-FIRST READING.wpd

Ssynopsis

This amendment allows the Assessor to exempt public open space from property tax when the subdivision or a phase of the subdivision has reached 80% completion and/or the streets have been dedicated to the City of Dover, therefore allowing the exemption prior to the civic association taking ownership and filing application. It also permits the Assessor to forgive the delinquent taxes, interest and penalty on such property.

(SPONSORS: HUTCHISON, BUNDEK, AND KOENIG

Actions History

03/14/2016 - Scheduled for First Reading - City Council

02/22/2016 - Introduction - Legislative, Finance, and Administration Committee

Draft

PETITION TO ANNEX AND REZONE PROPERTY
First Reading Before the Dover City Council

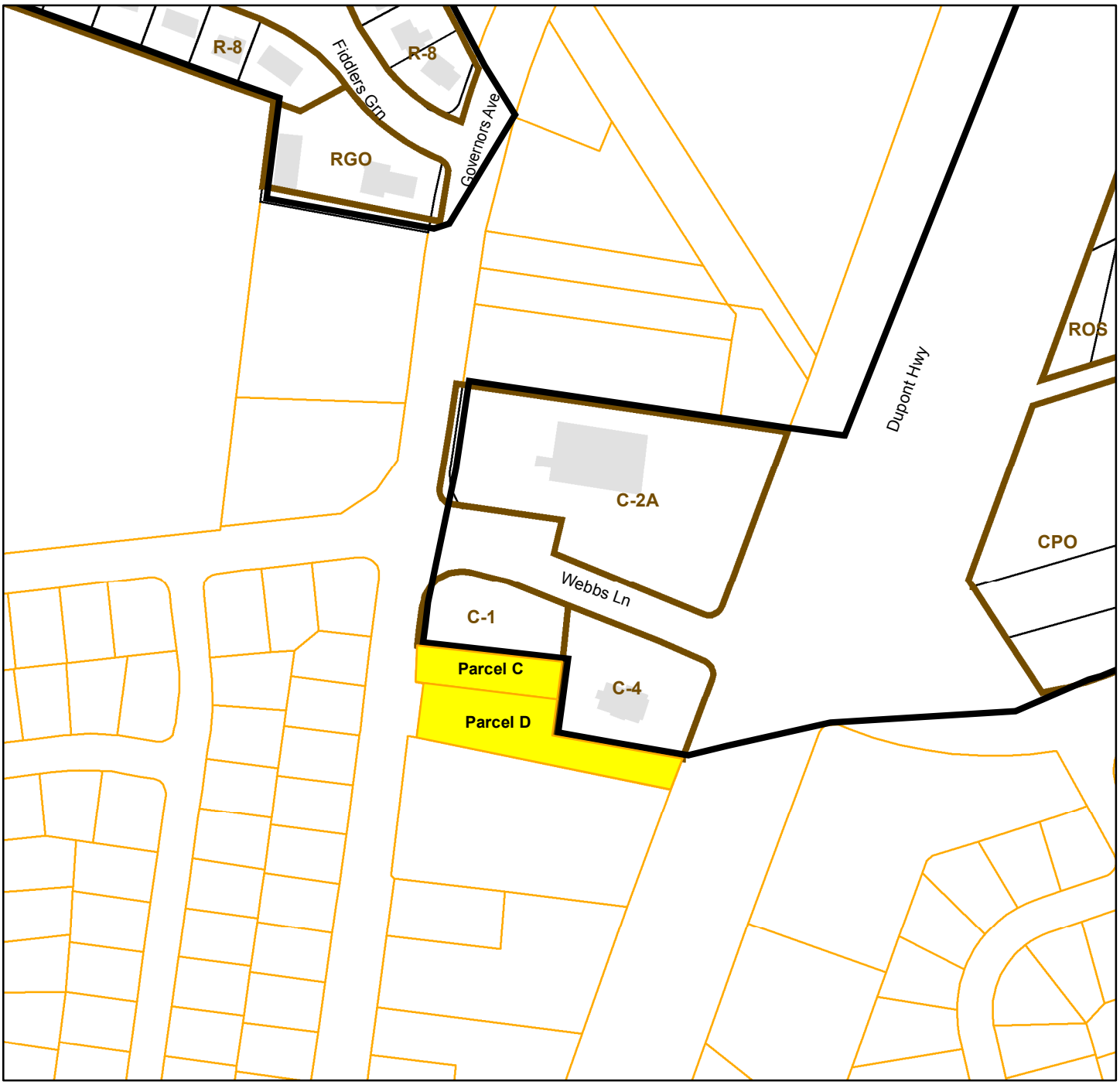
March 14, 2016

File Number:	AX-16-02
Ordinance Number:	2016-12
Applicant:	Bob Howarth
Owner of Record:	Heartland Delaware, Inc.
Property Address:	1411 & 1417 South Governors Avenue
Tax Parcel ID #:	Parcel C: ED-00-086.09-01-21.00-000 Parcel D: ED-00-086.09-01-22.00-000
Lot Size:	Parcel C: 0.2158 Ac +/- (9,402 SF +/-) Parcel D: 0.4497 Ac +/- (19,588 SF +/-) Total: 0.6655 Ac +/- (28,990 SF +/-)
Present Zoning:	BG (General Business)
Proposed Zoning:	C-4 (Highway Commercial Zone)
Comprehensive Plan Designation:	Category 2: 0-10 Years Priority Annexation Areas
Comprehensive Plan Land Use Designation:	Residential Medium Density
Present Use:	Commercial, Residential
Proposed Use:	No Proposed Change

City of Dover

Department of Planning & Inspections

Application No.: AX-16-02



Title: Lands of Heartland Delaware, Inc.
Address: 1411 & 1417 South Governors Avenue
Parcel ID: (C) ED-00-086.09-01-21.00-000
(D) ED-00-086.09-01-22.00-000
Zoning: C-4 (proposed)
Owner: Heartland Delaware, Inc.
Date: 2/24/2016

Legend

- Subject Property
- Kent County Parcels
- Dover Parcels
- Zoning
- Dover Boundary
- 2012 Buildings

N W E S

0 125 250 500 Feet

FIRST READING

CITY OF DOVER PROPOSED ORDINANCE #2016-12

AN ORDINANCE AMENDING THE ZONING ORDINANCE AND ZONING MAP OF THE CITY OF DOVER BY CHANGING THE ZONING DESIGNATION OF PROPERTIES LOCATED AT 1411 AND 1417 SOUTH GOVERNORS AVENUE

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

WHEREAS, it is deemed in the best interest of zoning and planning to change the permitted use of properties described below from BG (General Business District) (Kent County zoning classification) to C-4 (Highway Commercial Zone)(City of Dover zoning classification).

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

1. That from and after the passage and approval of this ordinance the Zoning Map and Zoning Ordinance of the City of Dover have been amended by changing the zoning designation from BG (General Business District) (Kent County zoning classification) to C-4 (Highway Commercial Zone) (City of Dover zoning classification) on that property located at 1411 South Governors Avenue, consisting of $0.2158^{+/-}$ acres (Parcel C), and that property located at 1417 South Governors Avenue, consisting of $0.4497^{+/-}$ acres (Parcel D), owned by Heartland Delaware, Inc.
   (TAX PARCELS: ED-00-086.09-01-21.00-000 (PARCEL C) AND ED-00-086.09-01-22.00-000 (PARCEL D); PLANNING REFERENCE: AX-16-02)

ADOPTED: *

S:\ORDINANCES\2016\DRAFT\ORDINANCE #2016-12 REZONING-ANNEXATION - 1411 AND 1417 SOUTH GOVERNORS AVENUE\Ordinance #2016-12 Rezoning Property at 1411 and 1417 South Governors Avenue-First Reading.wpd

Actions History
March 14, 2016 - Scheduled for First Reading - City Council

Draft

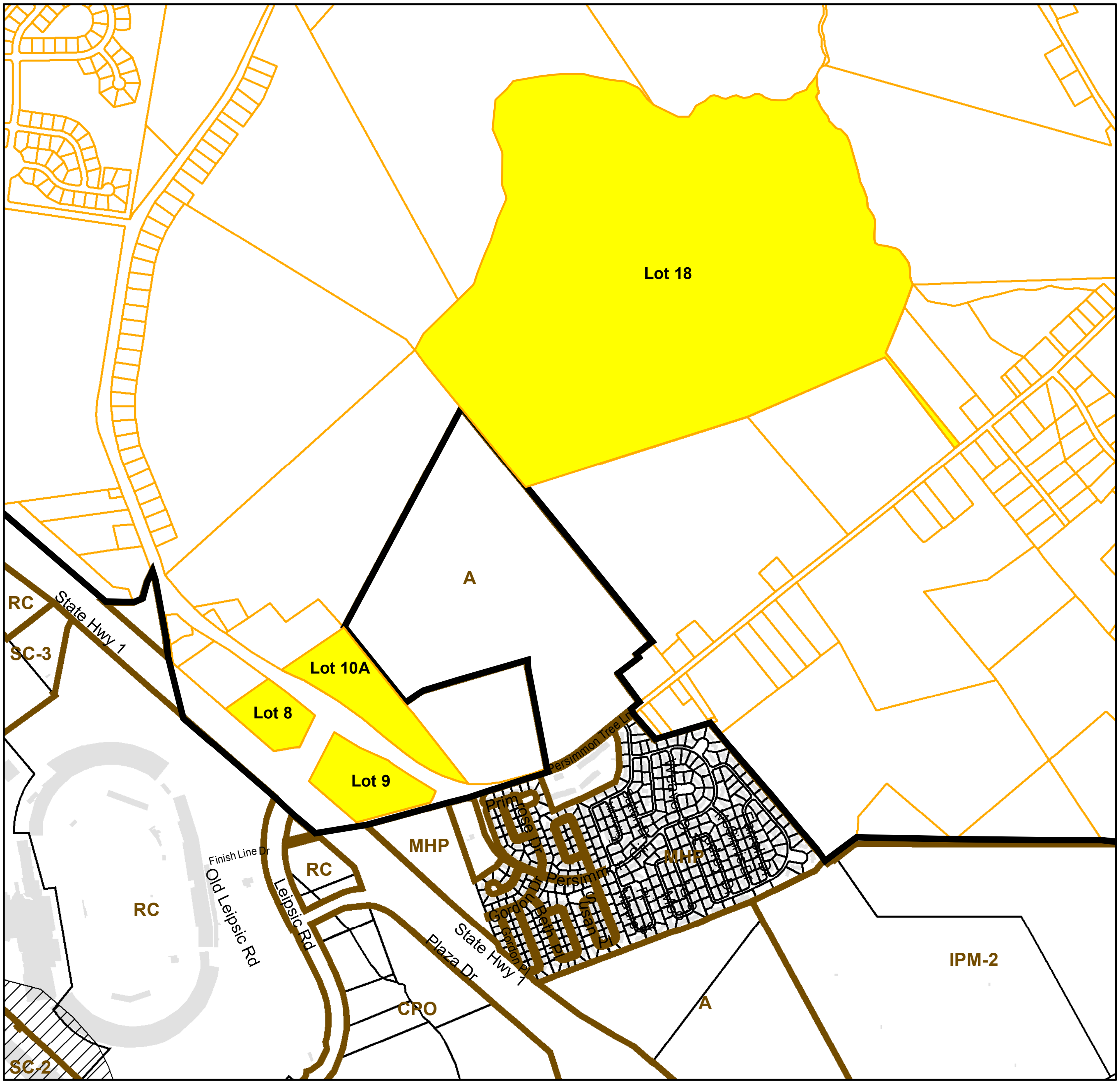
PETITION TO ANNEX AND REZONE PROPERTY
First Reading Before the Dover City Council

March 14, 2016

File Number:	AX-16-03
Ordinance Number:	2016-13
Applicant:	Gerald Dunning
Owner of Record:	Dover International Speedway
Property Address:	Persimmon Tree Lane
Tax Parcel ID #:	Lots 8, 9, 10A: LC-00-058.00-01-29.00-000 Lot 18: LC-00-058.00-01-02.00-000
Lot Size:	Lot 8: 5.67 Ac +/- Lot 9: 10.21 Ac +/- Lot 10A: 13.69 Ac +/- Lot 18: 228.86 Ac +/- Total: 258.43 Ac +/-
Present Zoning:	AR (Agricultural Residential)
Proposed Zoning:	RC (Recreational and Commercial Zone)
Comprehensive Plan Designation:	Category 2: 0-10 Years Priority Annexation Areas
Comprehensive Plan Land Use Designation:	To be master planned at the time of annexation
Present Use:	Parking, Camping, Outdoor Festival Space
Proposed Use:	No Proposed Change

City of Dover
Department of Planning & Inspections

Application No.: AX-16-03



Title: Lands of Dover International Speedway, Inc.
Address: Near Persimmon Tree Lane
Parcel ID: LC-00-058.00-01-29.00-000 (Lots 8,9,10A)
LC-00-058.00-01-02.00-000 (Lot 18)
Zoning: RC (proposed)
Owner: Dover International Speedway, Inc.
Date: 3/8/2016

Legend

- Subject Property
- Kent County Parcels
- Dover Parcels
- Zoning
- Dover Boundary
- 2012 Buildings

FIRST READING

CITY OF DOVER PROPOSED ORDINANCE #2016-13

AN ORDINANCE AMENDING THE ZONING ORDINANCE AND ZONING MAP OF THE CITY OF DOVER BY CHANGING THE ZONING DESIGNATION OF THREE (3) UNADDRESSED LOTS OF A SINGLE PARCEL OF PROPERTY LOCATED ADJACENT TO STATE ROUTE 1 AND SURROUNDING THE INTERSECTION OF LEIPSIC ROAD AND PERSIMMON TREE LANE, AND PROPERTY LOCATED AT 1229 PERSIMMON TREE LANE

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

WHEREAS, it is deemed in the best interest of zoning and planning to change the permitted use of properties described below from AR - Agricultural Residential Zone (Kent County zoning classification) to RC - Recreational and Commercial Zone (City of Dover zoning classification).

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

1. That from and after the passage and approval of this ordinance the Zoning Map and Zoning Ordinance of the City of Dover have been amended by changing the zoning designation from AR - Agricultural Residential (Kent County zoning classification) to RC - Recreational and Commercial (City of Dover zoning classification) for three (3) unaddressed lots of a single parcel located adjacent to State Route 1 and surrounding the intersection of Leipsic Road and Persimmon Tree Lane, consisting of $5.67^{+/-}$ acres (Lot 8), $10.21^{+/-}$ acres (Lot 9), $13.69^{+/-}$ acres (Lot 10A) and for property located at 1229 Persimmon Tree Lane, consisting of $228.86^{+/-}$ acres (Lot 18), owned by Dover International Speedway, Inc.
   (TAX PARCELS: LC-00-058.00-01-29.00-000 (LOTS 8, 9, AND 10A) AND LC-00-058.00-01-02.00-000 (LOT 18); PLANNING REFERENCE: AX-16-03)

ADOPTED: *

Actions History
March 14, 2016 - Scheduled for First Reading - City Council

Draft

CITY OF DOVER ORDINANCE # 2016-07
2015-2016 BUDGET ORDINANCES - SECOND AMENDMENT

BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE CITY OF DOVER, IN COUNCIL MET:
The amount hereinafter named aggregating Forty Seven Million Sixty Two Thousand Eight Hundred dollars ($47,062,800) or so much thereof as may be necessary are hereby appropriated from current revenues and other funds for the use by several departments of the Municipal Government for the fiscal year beginning July 1, 2015 and ending June 30, 2016:

GENERAL FUND
CASH RECEIPT SUMMARY FOR 2015-2016

	2015/16 BUDGET	2015/16 REVISED
BEGINNING BALANCE	**$ 3,977,500**	**$ 4,820,400**
RECEIPTS		
FINES AND POLICE REVENUE	702,300	724,300
INVESTMENT INCOME	35,000	105,200
LIBRARY REVENUES	72,000	72,000
KENT COUNTY BOOK REIMBURSEMENT	450,000	450,000
BUSINESS LICENSES	1,425,000	1,459,000
PERMITS AND OTHER FEES	1,436,300	1,436,300
MISCELLANEOUS CHARGES	22,700	22,700
POLICE EXTRA DUTY	533,000	533,000
PROPERTY TAXES	12,844,500	12,844,500
BID REVENUE	49,700	49,700
RECREATION REVENUE	149,000	149,000
FRANCHISE FEE	672,300	672,300
SANITATION FEES	2,580,000	2,580,000
RENT REVENUE - GARRISON FARM	93,700	93,700
COURT OF CHANCERY FEES	1,065,100	1,065,100
RECEIPTS SUBTOTAL	**22,130,600**	**22,256,800**
INTERFUND SERVICE RECEIPTS		
INTRAFUND SERVICE RECEIPTS W/WW	1,492,700	1,501,800
INTRAFUND SERVICE RECEIPTS ELECTRIC	3,738,500	3,763,500
INTERFUND SERVICE RECEIPTS SUBTOTAL	**5,231,200**	**5,265,300**
GRANTS:		
POLICE RELATED/EXTRA DUTY	74,400	74,400
POLICE PENSION GRANT	500,000	500,000
GREEN ENERGY GRANT	98,500	98,500
MISC GRANT REVENUE	25,000	25,000
VERIZON RESERVE	50,000	50,000
GRANTS SUBTOTAL	**747,900**	**747,900**
TRANSFERS FROM:		
TRANSFER TAX	1,340,000	1,986,100
MUNICIPAL STREET AID	564,200	673,100
CIVIL TRAFFIC PENALTIES	450,000	450,000
WATER/WASTEWATER	850,000	850,000
ELECTRIC	10,000,000	10,000,000
OTHER RESERVES	13,200	13,200
TRANSFERS FROM SUBTOTAL	**13,217,400**	**13,972,400**
TOTAL REVENUES	**41,327,100**	**42,242,400**
TOTAL BEGINNING BALANCE & REVENUE	**$ 45,304,600**	**$ 47,062,800**

2015-2016 BUDGET ORDINANCES - SECOND AMENDMENT (CONTINUED)

GENERAL FUND - EXPENDITURES AND BUDGET BALANCE FOR 2015-2016

DEPARTMENT EXPENSES	2015/16 BUDGET	2015/16 REVISED
CITY CLERK	$ 383,400	$ 387,200
COUNCIL	118,100	118,100
TAX ASSESSOR	234,800	238,200
FIRE	745,400	745,400
GROUNDS MAINTENANCE	1,210,300	1,212,000
LIBRARY	1,510,000	1,516,000
RECREATION	729,500	735,700
LIFE SAFETY	482,200	483,000
CODE ENFORCEMENT	419,400	421,800
PLANNING	534,000	539,800
INSPECTIONS	664,700	724,400
ECONOMIC DEVELOPMENT	238,000	238,000
POLICE	15,159,000	15,882,400
POLICE EXTRA DUTY	602,400	602,400
STREETS	674,500	675,400
SANITATION	2,157,900	2,176,600
CITY MANAGER	750,300	756,800
INFORMATION TECHNOLOGY	704,800	711,900
FINANCE	978,500	989,100
PUBLIC WORKS - ADMINISTRATION	626,800	630,000
FACILITIES MANAGEMENT	707,500	719,700
PUBLIC WORKS - ENGINEERING	181,400	181,400
PROCUREMENT & INVENTORY	560,200	565,000
FLEET MAINTENANCE	768,500	768,500
CUSTOMER SERVICE	1,120,100	1,136,800
HUMAN RESOURCES	383,900	390,700
MAYOR	76,100	76,100
DEPARTMENT SUBTOTALS	**32,721,700**	**33,622,400**
OTHER EXPENSES		
DEBT SERVICE	660,800	669,400
CONTRIBUTION TO DDP	70,000	70,000
MISCELLANEOUS GRANT RELATED EXP	25,000	25,000
INSURANCE	690,000	690,000
RETIREES HEALTH CARE	1,895,600	1,567,700
OTHER EMPLOYMENT EXPENSES	520,100	197,200
BANK & CREDIT CARD FEES	15,000	**10,600**
UNCOLLECTIBLES - TRASH AND OTHER	50,000	50,000
STREET LIGHTS	797,700	797,700
NEW STREET PROPERTIES ACQUISITIONS	-	240,400
OTHER EXPENSE SUBTOTAL	**4,724,200**	**4,318,000**
TRANSFERS		
TRANSFER TO CAPITAL FUND - PROJECTS	2,625,400	2,625,400
TRANSFER TO CAPITAL ASSET RESERVE	-	229,600
APPROP. TO THE GENERAL EMPLOYEE PENSION FUND	-	594,300
APPROP. TO THE POLICE PENSION FUND	570,000	676,500
APPROP. POLICE PENSION - STATE GRANT	500,000	500,000
TRANSFER TO VERIZON RESERVE	50,000	50,000
TRANSFER TO INVENTORY WRITE-OFFS	10,000	10,000
TRANSFERS SUBTOTAL	**3,755,400**	**4,685,800**
TOTAL EXPENDITURES	**41,201,300**	**42,626,200**
CURRENT YEAR BALANCE	**4,103,300**	**4,436,600**
TOTALS	**$ 45,304,600**	**$ 47,062,800**

The City Manager is hereby authorized, without further approval of the City Council, to make interdepartmental transfers of up to five percent of the amount hereinafter appropriated to any department with the exception of any transfers prohibited by City Procedure #F306.

ADOPTED:

2015-2016 BUDGET ORDINANCES - SECOND AMENDMENT

GOVERNMENTAL CAPITAL PROJECTS FUND
REVENUES AND BUDGET FOR 2015-2016

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

The amount hereinafter named aggregating Five Million Six Hundred Eighty Nine Thousand Five Hundred dollars ($5,689,500)or so much thereof as may be necessary are hereby appropriated from current revenues and other funds for the use by several departments of the Municipal Government for the fiscal year beginning July 1, 2015 and ending June 30, 2016:

REVENUES

	2015/16 BUDGET	2015/16 REVISED
BEGINNING BALANCE - PROJECTS	**$ 154,800**	**$ 2,926,700**
REVENUES		
INCOME FROM SALE OF ASSETS	20,300	51,900
GRANT RECEIPTS	-	80,500
INTEREST EARNINGS	5,000	5,000
TRANSFER FROM GENERAL FUND	2,625,400	2,625,400
SUBTOTAL PROJECT RECEIPTS	**2,650,700**	**2,762,800**
TOTAL FUNDING SOURCES	**2,650,700**	**2,762,800**
TOTAL BEGINNING BALANCE AND REVENUES	**$ 2,805,500**	**$ 5,689,500**

EXPENSE SUMMARY

EXPENDITURES	2015/16 BUDGET	2015/16 REVISED
FIRE	$ 145,600	$ 445,800
GROUNDS MAINTENANCE	201,100	188,800
LIFE SAFETY	55,700	55,700
POLICE	262,100	302,700
RECREATION	-	73,900
STREETS	1,428,500	3,656,700
SANITATION	449,000	449,000
CITY MANAGER	24,700	24,700
FLEET MAINTENANCE	84,000	84,500
BANK FEES	-	-
DEPARTMENT SUBTOTAL	**2,650,700**	**5,281,800**
TOTAL EXPENDITURES	**2,650,700**	**5,281,800**
BUDGET BALANCE	154,800	**407,700**
TOTAL BUDGET BALANCE & EXPENDITURES	**$ 2,805,500**	**$ 5,689,500**

The City Manager is hereby authorized, without further approval of the City Council, to make interdepartmental transfers of up to five percent of the amount hereinafter appropriated to any department with the exception of any transfers prohibited by City Procedure #F306.

ADOPTED:

2015-2016 BUDGET ORDINANCES - SECOND AMENDMENT

GENERAL FUND CONTINGENCY
CASH RECEIPTS/REVENUES AND BUDGET FOR 2015-2016

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

The amount hereinafter named aggregating Seven Hundred Twenty One Thousand Four Hundred dollars ($721,400) or so much thereof as may be necessary are hereby appropriated from current revenues and other funds for the use by several departments of the Municipal Government for the fiscal year beginning July 1, 2015 and ending June 30, 2016:

CASH RECEIPTS

	2015/16 BUDGET	2015/16 REVISED
BEGINNING BALANCE	**$ 719,200**	**$ 720,300**
INTEREST EARNED	1,100	1,100
TOTALS	**$ 720,300**	**$ 721,400**

EXPENSE SUMMARY

	2015/16 BUDGET	2015/16 REVISED
CARRY FORWARD TO NEXT YEAR	720,300	721,400
TOTALS	**$ 720,300**	**$ 721,400**

The City Manager is hereby authorized, without further approval of the City Council, to make interdepartmental transfers of up to five percent of the amount hereinafter appropriated to any department with the exception of any transfers prohibited by City Procedure #F306.

ADOPTED:

2015-2016 BUDGET ORDINANCES - SECOND AMENDMENT

GENERAL CAPITAL ASSET RESERVE
CASH RECEIPTS/REVENUES AND BUDGET FOR 2015-2016

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

The amount hereinafter named aggregating One Million One Hundred Forty Seven Thousand Two Hundred dollars ($1,147,200) or so much thereof as may be necessary are hereby appropriated from current revenues and other funds for the use by several departments of the Municipal Government for the fiscal year beginning July 1, 2015 and ending June 30, 2016:

CASH RECEIPTS

	2015/16 BUDGET	2015/16 REVISED
BEGINNING BALANCE	**$ 914,000**	**$ 915,100**
RECEIPTS		
INTEREST EARNINGS	2,500	2,500
TRANSFER FROM GENERAL FUND	-	229,600
TOTAL RECEIPTS	**2,500**	**232,100**
TOTALS	**$ 916,500**	**$ 1,147,200**

EXPENSE SUMMARY

	2015/16 BUDGET	2015/16 REVISED
CARRY FORWARD TO NEXT YEAR	$ 916,500	$ 1,147,200
TOTALS	**$ 916,500**	**$ 1,147,200**

The City Manager is hereby authorized, without further approval of the City Council, to make interdepartmental transfers of up to five percent of the amount hereinafter appropriated to any department with the exception of any transfers prohibited by City Procedure #F306.

ADOPTED:

2015-2016 BUDGET ORDINANCES - SECOND AMENDMENT

PARKLAND/RECREATION RESERVE
CASH RECEIPTS/REVENUES AND BUDGET FOR 2015-2016

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

The amount hereinafter named aggregating Three Hundred Twenty One Thousand Eight Hundred Dollars ($321,800) or so much thereof as may be necessary are hereby appropriated from current revenues and other funds for the use by several departments of the Municipal Government for the fiscal year beginning July 1, 2015 and ending June 30, 2016:

OPERATING REVENUES

	2015/16 BUDGET	2015/16 REVISED
PRIOR YEAR BALANCE	$ 295,700	$ 320,800
INTEREST INCOME	1,000	1,000
TOTALS	**$ 296,700**	**$ 321,800**

OPERATING EXPENSES

	2015/16 BUDGET	2015/16 REVISED
CURRENT YEAR BALANCE	296,700	321,800
TOTALS	**$ 296,700**	**$ 321,800**

The City Manager is hereby authorized, without further approval of the City Council, to make interdepartmental transfers of up to five percent of the amount hereinafter appropriated to any department with the exception of any transfers prohibited by City Procedure #F306.

ADOPTED:

2015-2016 BUDGET ORDINANCES - SECOND AMENDMENT

WATER/WASTEWATER FUND
REVENUES AND BUDGET FOR 2015-2016

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

The amount hereinafter named aggregating Seventeen Million Eighty Eight Thousand One Hundred dollars ($17,088,100) or so much thereof as may be necessary are hereby appropriated from current revenues and other funds for the use by several departments of the Municipal Government for the fiscal year beginning July 1, 2015 and ending June 30, 2016:

	2015/16 BUDGET	2015/16 REVISED
BEGINNING BALANCE - WATER	$ 861,600	$ 1,072,915
BEGINNING BALANCE - WASTEWATER	293,400	206,894
TOTAL BEGINNING BALANCES	**1,155,000**	**1,279,809**
BASE REVENUE		
WATER SERVICES	6,200,000	5,676,000
WASTEWATER SERVICES	3,728,000	3,944,000
WASTEWATER TREATMENT SERVICES	3,026,500	3,108,000
GROUNDWATER INFLOW ADJUSTMENT	1,864,300	1,988,600
WATER TANK SPACE LEASING	341,900	341,900
SEWER IMPACT FEES	250,000	250,000
WATER IMPACT FEES	250,000	250,000
INTEREST - WATER	1,000	1,000
INTEREST - WASTEWATER	2,000	2,000
MISCELLANEOUS SERVICE FEE	64,000	64,000
TOTAL REVENUES	**15,727,700**	**15,625,500**
TOTAL BEGINNING BALANCES AND REVENUES	**$ 16,882,700**	**$ 16,905,309**

2015-2016 BUDGET ORDINANCES - SECOND AMENDMENT
WATER/WASTEWATER FUND - EXPENSES AND BUDGET BALANCE FOR 2015-2016

	2015/16 BUDGET	2015/16 REVISED
DIRECT EXPENSES		
ENGINEERING & INSPECTION	$ 517,500	$ 521,500
WATER DEPARTMENT	673,300	678,100
WATER TREATMENT PLANT	1,910,000	1,918,100
WASTEWATER DEPARTMENT	968,600	968,600
DIRECT EXPENDITURE SUBTOTAL	**4,069,400**	**4,086,300**
OTHER EXPENSES		
DEBT SERVICE - WATER	545,200	521,100
DEBT SERVICE - WASTEWATER	586,900	611,300
RETIREES HEALTH CARE	178,600	60,200
OTHER EMPLOYMENT EXPENSES	20,000	3,100
KENT COUNTY TREATMENT CHARGE	4,130,000	4,130,000
INTRAFUND SERVICE FEES	1,492,700	1,501,800
BANK & CREDIT CARD FEES	46,200	46,200
OTHER EXPENSES SUBTOTAL	**6,999,600**	**6,873,700**
TRANSFER TO:		
GENERAL FUND FROM WATER	550,000	550,000
GENERAL FUND FROM WASTEWATER	300,000	300,000
WATER IMP AND EXT	1,800,000	1,800,000
WASTEWATER IMP AND EXT	1,500,000	1,500,000
CONTINGENCY RESERVE WATER	32,000	32,000
TRANSFER TO THE GENERAL EMPLOYEES PENSION FUND	-	248,400
TRANSFER TO SUBTOTAL	**4,182,000**	**4,430,400**
TOTAL EXPENSES	**15,251,000**	**15,390,400**
BUDGET BALANCES		
BUDGET BALANCE WATER	1,048,600	**684,015**
BUDGET BALANCE WASTEWATER	583,100	**830,894**
BUDGET BALANCE SUBTOTALS	**1,631,700**	**1,514,909**
TOTAL CURRENT YEAR BALANCES AND EXPENSES	**$ 16,882,700**	**$ 16,905,309**

The City Manager is hereby authorized, without further approval of the City Council, to make interdepartmental transfers of up to five percent of the amount hereinafter appropriated to any department with the exception of any transfers prohibited by City Procedure #F306.

ADOPTED:

2015-2016 BUDGET ORDINANCES - SECOND AMENDMENT

WATER/WASTEWATER IMPROVEMENT & EXTENSION FUND
CASH RECEIPTS/REVENUES AND BUDGET FOR 2015-2016

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

The amount hereinafter named aggregating Thirteen Million One Hundred Fifty Eight Thousand Six Hundred dollars ($13,158,600) or so much thereof as may be necessary are hereby appropriated from current revenues and other funds for the use by several departments of the Municipal Government for the fiscal year begining July 1, 2015 and ending June 30, 2016:

CASH RECEIPTS

	2015/16 BUDGET	2015/16 REVISED
BEGINNING BALANCE - WATER	$ 833,500	$ 4,990,300
BEGINNING BALANCE - WASTEWATER	1,027,600	4,551,700
TOTAL BEGINNING BALANCES	**1,861,100**	**9,542,000**
REVENUES		
TRANS FR OPERATING FUND - WATER	1,800,000	1,800,000
TRANS FR OPERATING FUND - WASTEWATER	1,500,000	1,500,000
TRANSFER FR WASTEWATER IMPACT FEE	165,000	165,000
INTEREST INCOME	25,000	69,900
GRANT RECEIPTS	-	20,300
MISCELLANEOUS RECEIPTS	-	61,400
TOTAL REVENUES	3,490,000	3,616,600
TOTAL BEGINNING BALANCES & REVENUES	**$ 5,351,100**	**$ 13,158,600**

EXPENSE SUMMARY

EXPENSES	2015/16 BUDGET	2015/16 REVISED
WATER	$ 2,028,600	$ 5,442,600
WASTEWATER	1,822,100	5,299,100
WATER TREATMENT PLANT	-	284,400
BANK FEES	**-**	**-**
TOTAL EXPENSES	3,850,700	**11,026,100**
BUDGET BALANCE - WATER	617,400	**1,179,950**
BUDGET BALANCE - WASTEWATER	883,000	**952,550**
CURRENT YEAR BALANCE SUBTOTALS	1,500,400	**2,132,500**
TOTAL BUDGET BALANCES & EXPENSES	**$ 5,351,100**	**$ 13,158,600**

The City Manager is hereby authorized, without further approval of the City Council, to make interdepartmental transfers of up to five percent of the amount hereinafter appropriated to any department with the exception of any transfers prohibited by City Procedure #F306.

ADOPTED:

2015-2016 BUDGET ORDINANCES - SECOND AMENDMENT

WATER/WASTEWATER CAPITAL ASSET RESERVE
CASH RECEIPTS/REVENUES AND BUDGET FOR 2015-2016

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

The amount hereinafter named aggregating One Million Twenty Eight Thousand dollars ($1,028,000) or so much thereof as may be necessary are hereby appropriated from current revenues and other funds for the use by several departments of the Municipal Government for the fiscal year beginning July 1, 2015 and ending June 30, 2016:

CASH RECEIPTS

	2015/16 BUDGET	2015/16 REVISED
BEGINNING BALANCE - WATER	$ 514,600	$ 510,700
BEGINNING BALANCE - WASTEWATER	511,300	509,500
TOTAL BEGINNING BALANCES	**1,025,900**	**1,020,200**
RECEIPTS		
INTEREST EARNINGS - WATER	3,900	3,900
INTEREST EARNINGS - WASTEWATER	3,900	3,900
TOTAL RECEIPTS	7,800	7,800
TOTALS	**$ 1,033,700**	**$ 1,028,000**

EXPENSE SUMMARY

	2015/16 BUDGET	2015/16 REVISED
CURRENT YEAR BALANCE - WATER	$ 518,500	$ 514,600
CURRENT YEAR BALANCE - WASTEWATER	515,200	513,400
CURRENT YEAR BALANCE SUBTOTALS	**1,033,700**	**1,028,000**
TOTALS	**$ 1,033,700**	**$ 1,028,000**

The City Manager is hereby authorized, without further approval of the City Council, to make interdepartmental transfers of up to five percent of the amount hereinafter appropriated to any department with the exception of any transfers prohibited by City Procedure #F306.

ADOPTED:

2015-2016 BUDGET ORDINANCES - SECOND AMENDMENT

WATER/WASTEWATER IMPACT FEE RESERVE
CASH RECEIPTS/REVENUES AND BUDGET FOR 2015-2016

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

The amount hereinafter named aggregating Two Million One Hundred Eighty Two Thousand Eight Hundred dollars ($2,182,800) or so much thereof as may be necessary are hereby appropriated from current revenues and other funds for the use by several departments of the Municipal Government for the fiscal year beginning July 1, 2015 and ending June 30, 2016:

CASH RECEIPTS

	2015/16 BUDGET	2015/16 REVISED
BEGINNING BALANCE - WATER	$ 200,500	$ 427,500
BEGINNING BALANCE - WASTEWATER	1,463,400	1,742,700
TOTAL BEGINNING BALANCES	**1,663,900**	**2,170,200**
RECEIPTS		
INTEREST EARNINGS - WATER	1,500	1,500
INTEREST EARNINGS - WASTEWATER	11,100	11,100
TOTAL RECEIPTS	**12,600**	**12,600**
TOTALS	**$ 1,676,500**	**$ 2,182,800**

EXPENSE SUMMARY

	2015/16 BUDGET	2015/16 REVISED
TRANSFER TO I & E FUND FROM WASTEWATER IMPACT FEES	$ 165,000	$ 165,000
CURRENT YEAR BALANCE - WATER	202,000	429,000
CURRENT YEAR BALANCE - WASTEWATER	1,309,500	1,588,800
CURRENT YEAR BALANCE SUBTOTALS	**1,511,500**	**2,017,800**
TOTALS	**$ 1,676,500**	**$ 2,182,800**

The City Manager is hereby authorized, without further approval of the City Council, to make interdepartmental transfers of up to five percent of the amount hereinafter appropriated to any department with the exception of any transfers prohibited by City Procedure #F306.

ADOPTED:

2015-2016 BUDGET ORDINANCES - SECOND AMENDMENT

WATER/WASTEWATER CONTINGENCY RESERVE
CASH RECEIPTS/REVENUES AND BUDGET FOR 2015-2016

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

The amount hereinafter named aggregating Three Hundred Twenty Nine Thousand Six Hundred dollars ($329,600) or so much thereof as may be necessary are hereby appropriated from current revenues and other funds for the use by several departments of the Municipal Government for the fiscal year beginning July 1, 2015 and ending June 30, 2016:

CASH RECEIPTS

	2015/16 BUDGET	2015/16 REVISED
BEGINNING BALANCE - WATER	$ 104,900	$ 105,200
BEGINNING BALANCE - WASTEWATER	189,700	190,200
TOTAL BEGINNING BALANCES	**294,600**	**295,400**
RECEIPTS		
INTEREST EARNINGS	2,200	2,200
TRANSFER FROM OPERATING ACCOUNT TO WATER	32,000	32,000
TOTAL RECEIPTS	**34,200**	**34,200**
TOTALS	**$ 328,800**	**$ 329,600**

BUDGET SUMMARY

	2015/16 BUDGET	2015/16 REVISED
CURRENT YEAR BALANCE - WATER	137,700	138,300
CURRENT YEAR BALANCE - WASTEWATER	191,100	191,300
CURRENT YEAR BALANCE SUBTOTALS	**328,800**	**329,600**
TOTAL EXPENSES AND CURRENT YEAR BALANCES	**$ 328,800**	**$ 329,600**

The City Manager is hereby authorized, without further approval of the City Council, to make interdepartmental transfers of up to five percent of the amount hereinafter appropriated to any department with the exception of any transfers prohibited by City Procedure #F306.

ADOPTED:

2015-2016 BUDGET ORDINANCES - SECOND AMENDMENT

ELECTRIC REVENUE FUND
REVENUES AND BUDGET FOR 2015-2016

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

The amount hereinafter named aggregating Ninety One Million Six Hundred Fifty Three Thousand Two hundred dollars ($91,653,200) or so much thereof as may be necessary are hereby appropriated from current revenues and other funds for the use by several departments of the Municipal Government for the fiscal year beginning July 1, 2015 and ending June 30, 2016:

	2015/16 BUDGET	2015/16 REVISED
BEGINNING BALANCE	**$ 6,177,600**	**$ 8,337,500**
BASE REVENUE		
DIRECT SALES TO CUSTOMER	78,279,200	78,279,200
UTILITY TAX	1,281,100	1,281,100
MISCELLANEOUS REVENUE	597,200	597,200
RENT REVENUE	202,600	202,600
GREEN ENERGY	128,000	128,000
INTEREST EARNINGS	47,900	47,900
TRANSFER FROM RATE STABILIZATION	3,000,000	3,000,000
TOTAL REVENUES	**83,536,000**	**83,536,000**
TOTAL BEGINNING BALANCE & REVENUES	**89,713,600**	**91,873,500**

2015-2016 BUDGET ORDINANCES - SECOND AMENDMENT
ELECTRIC REVENUE FUND EXPENSES AND BUDGET BALANCE FOR 2015-2016

EXPENSES	2015/16 BUDGET	2015/16 REVISED
POWER SUPPLY	$ 23,402,600	$ 23,402,600
SOLAR ENERGY	2,313,900	2,313,900
SOLAR RENEWAL ENERGY CREDITS	363,400	363,400
POWER SUPPLY MANAGEMENT	996,000	996,000
REC'S (Renewable Energy Credits)	673,400	673,400
RGGI (Regional Greenhouse Gas Init.)	175,000	175,000
PJM CHARGES - ENERGY	7,966,100	7,966,100
PJM CHARGES - TRANSMISSION & FEES	7,932,500	7,932,500
CAPACITY CHARGES	10,225,100	10,225,100
SUB-TOTAL POWER SUPPLY	**54,048,000**	**54,048,000**
PLANT OPERATIONS	6,434,600	6,382,900
GENERATIONS FUELS	1,167,300	1,167,300
PJM SPOT MARKET ENERGY	(1,708,300)	(1,708,300)
PJM CREDITS	(360,000)	(360,000)
CAPACITY CREDITS	(10,472,100)	(10,472,100)
GENERATION SUBTOTAL	**(4,938,500)**	**(4,990,200)**
POWER SUPPLY & GENERATION SUBTOTAL	**49,109,500**	**49,057,800**
DIRECT EXPENDITURES		
TRANSMISSION/DISTRIBUTION	4,068,600	**3,630,300**
ELECTRICAL ENGINEERING	1,335,800	**1,249,300**
ADMINISTRATION	839,300	**866,800**
METER READING	360,500	**327,200**
SYSTEMS OPERATIONS	679,800	**612,700**
DIRECT EXPENDITURE SUBTOTALS	**7,284,000**	**6,686,300**
OTHER EXPENSES:		
UTILITY TAX	1,281,100	1,281,100
ALLOW FOR UNCOLLECTIBLES	200,000	200,000
RETIREES HEALTH CARE	537,800	57,700
OTHER EMPLOYMENT EXPENSES	72,000	40,300
OPEB UNFUNDED LIABILITY	1,030,000	-
GREEN ENERGY PAYMENT TO DEMEC	128,000	128,000
INTRAFUND SERVICE FEES	3,738,500	3,763,500
INTEREST ON DEPOSITS	20,500	20,500
BANK & CREDIT CARD FEES	242,300	**259,300**
DEBT SERVICE	3,402,000	**1,617,700**
OTHER EXPENSES SUBTOTAL	**10,652,200**	**7,368,100**
TRANSFER TO:		
IMPROVEMENT & EXTENSION	3,500,000	3,500,000
GENERAL FUND	10,000,000	10,000,000
TRANSFER INSURANCE RESERVE	10,000	10,000
TRANSFER CONTINGENCY RESERVE	13,000	13,000
TRANSFER RATE STABILIZATION RESERVE	-	394,800
TRANSFER TO SUBTOTAL	**13,523,000**	**13,917,800**
TOTAL EXPENSES	**80,568,700**	**77,030,000**
BUDGET BALANCE - WORKING CAPITAL	**9,144,900**	**14,843,500**
TOTALS	**$ 89,713,600**	**$ 91,873,500**

The City Manager is hereby authorized, without further approval of the City Council, to make interdepartmental transfers of up to five percent of the amount hereinafter appropriated to any department with the exception of any transfers prohibited by City Procedure #F306.

ADOPTED:

2015-2016 BUDGET ORDINANCES - SECOND AMENDMENT

ELECTRIC UTILITY IMPROVEMENT AND EXTENSION FUND
CASH RECEIPTS/REVENUES AND BUDGET FOR 2015-2016

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

The amount hereinafter named aggregating Fourteen Million Six Hundred Sixty One Thousand Two Hundred dollars ($14,661,200) or so much thereof as may be necessary are hereby appropriated from current revenues and other funds for the use by several departments of the Municipal Government for the fiscal year beginning July 1, 2015 and ending June 30, 2016:

REVENUES

	2015/16 BUDGET	2015/16 REVISED
BEGINNING BALANCE	**$ 3,623,600**	**$ 7,095,300**
REVENUES		
TRANSFER FROM ELECTRIC	3,500,000	3,500,000
TRANSFER FROM 2010 BOND RESERVE	-	2,108,000
GENERAL SERVICE BILLING	1,900,000	1,900,000
INTEREST EARNINGS	26,700	57,900
TOTAL REVENUES	**5,426,700**	**7,565,900**
TOTALS	**$ 9,050,300**	**$ 14,661,200**

EXPENSE SUMMARY

EXPENSES	2015/16 BUDGET	2015/16 REVISED
ELECTRIC GENERATION	$ 1,655,000	$ 2,299,800
TRANSMISSION AND DISTRIBUTION	2,887,600	3,602,900
ELECTRICAL ENGINEERING	1,724,300	3,401,700
METER READING	-	23,000
BANK FEES	**-**	**-**
TOTAL EXPENSES	**6,266,900**	**9,327,400**
BUDGET BALANCE	**2,783,400**	**5,333,800**
TOTAL BUDGET BALANCE & EXPENSES	**$ 9,050,300**	**$ 14,661,200**

The City Manager is hereby authorized, without further approval of the City Council, to make interdepartmental transfers of up to five percent of the amount hereinafter appropriated to any department with the exception of any transfers prohibited by City Procedure #F306.

2015-2016 BUDGET ORDINANCES - SECOND AMENDMENT

ELECTRIC UTILITY CONTINGENCY RESERVE
CASH RECEIPTS/REVENUES AND BUDGET FOR 2015-2016

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

The amount hereinafter named aggregating Eight Hundred Fourty Two Thousand dollars ($842,000) or so much thereof as may be necessary are hereby appropriated from current revenues and other funds for the use by several departments of the Municipal Government for the fiscal year beginning July 1, 2015 and ending June 30, 2016:

CASH RECEIPTS

	2015/16 BUDGET	2015/16 REVISED
BEGINNING BALANCE	**$ 825,300**	**$ 822,700**
RECEIPTS		
INTEREST EARNINGS	6,300	6,300
TRANSFER FROM ELECTRIC FUND	13,000	13,000
TOTAL RECEIPTS	**19,300**	**19,300**
TOTALS	**$ 844,600**	**$ 842,000**

EXPENSE SUMMARY

	2015/16 BUDGET	2015/16 REVISED
CURRENT YEAR BALANCE	844,600	842,000
TOTALS	**$ 844,600**	**$ 842,000**

The City Manager is hereby authorized, without further approval of the City Council, to make interdepartmental transfers of up to five percent of the amount hereinafter appropriated to any department with the exception of any transfers prohibited by City Procedure #F306.

ADOPTED:

2015-2016 BUDGET ORDINANCES - SECOND AMENDMENT

ELECTRIC UTILITY DEPRECIATION RESERVE
SOURCES AND USE OF FUNDS FOR 2015-2016

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

The amount hereinafter named aggregating Ten Million Thirty Three Thousand Eight Hundred dollars dollars ($10,033,800) or so much thereof as may be necessary are hereby appropriated from current revenues and other funds for the use by several departments of the Municipal Government for the fiscal year beginning July 1, 2015 and ending June 30, 2016:

CASH RECEIPTS

	2015/16 BUDGET	2015/16 REVISED
BEGINNING BALANCE	**$ 9,990,500**	**$ 9,957,900**
INTEREST EARNINGS	75,900	75,900
TOTALS	**$ 10,066,400**	**$ 10,033,800**

BUDGET SUMMARY

	2015/16 BUDGET	2015/16 REVISED
CURRENT YEAR BALANCE	10,066,400	10,033,800
TOTALS	**$ 10,066,400**	**$ 10,033,800**

The City Manager is hereby authorized, without further approval of the City Council, to make interdepartmental transfers of up to five percent of the amount hereinafter appropriated to any department with the exception of any transfers prohibited by City Procedure #F306.

ADOPTED:

2015-2016 BUDGET ORDINANCES - SECOND AMENDMENT

ELECTRIC UTILITY FUTURE CAPACITY RESERVE
SOURCES AND USE OF FUNDS FOR 2015-2016

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

The amount hereinafter named aggregating Ten Million One Hundred Eighty Five Thousand dollars ($10,185,000) or so much thereof as may be necessary are hereby appropriated from current revenues and other funds for the use by several departments of the Municipal Government for the fiscal year beginning July 1, 2015 and ending June 30, 2016:

CASH RECEIPTS

	2015/16 BUDGET	2015/16 REVISED
BEGINNING BALANCE	**$ 10,140,900**	**$ 10,107,900**
INTEREST EARNINGS	77,100	77,100
TOTALS	**$ 10,218,000**	**$ 10,185,000**

BUDGET SUMMARY

	2015/16 BUDGET	2015/16 REVISED
CURRENT YEAR BALANCE	10,218,000	10,185,000
TOTALS	**$ 10,218,000**	**$ 10,185,000**

The City Manager is hereby authorized, without further approval of the City Council, to make interdepartmental transfers of up to five percent of the amount hereinafter appropriated to any department with the exception of any transfers prohibited by City Procedure #F306.

ADOPTED:

2015-2016 BUDGET ORDINANCES - SECOND AMENDMENT

ELECTRIC UTILITY INSURANCE STABLIZATION RESERVE
SOURCES AND USE OF FUNDS FOR 2015-2016

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

The amount hereinafter named aggregating Seven Hundred Fifty Six Thousand Two Hundred dollars ($756,200) or so much thereof as may be necessary are hereby appropriated from current revenues and other funds for the use by several departments of the Municipal Government for the fiscal year beginning July 1, 2015 and ending June 30, 2016:

CASH RECEIPTS

	2015/16 BUDGET	2015/16 REVISED
BEGINNING BALANCE	**$ 743,100**	**$ 740,600**
INTEREST EARNINGS	5,600	5,600
TRANSFER FROM ELECTRIC FUND	10,000	10,000
TOTALS	**$ 758,700**	**$ 756,200**

BUDGET SUMMARY

	2015/16 BUDGET	2015/16 REVISED
CURRENT YEAR BALANCE	758,700	756,200
TOTALS	**$ 758,700**	**$ 756,200**

The City Manager is hereby authorized, without further approval of the City Council, to make interdepartmental transfers of up to five percent of the amount hereinafter appropriated to any department with the exception of any transfers prohibited by City Procedure #F306.

ADOPTED:

2015-2016 BUDGET ORDINANCES - SECOND AMENDMENT

ELECTRIC UTILITY RATE STABLIZATION RESERVE
SOURCES AND USE OF FUNDS FOR 2015-2016

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

The amount hereinafter named aggregating Seven Million Nine Hundred Fifty Seven Thousand Five Hundred dollars ($7,957,500) or so much thereof as may be necessary are hereby appropriated from current revenues and other funds for the use by several departments of the Municipal Government for the fiscal year beginning July 1, 2015 and ending June 30, 2016:

CASH RECEIPTS

	2015/16 BUDGET	2015/16 REVISED
BEGINNING BALANCE	**$ 7,545,300**	**$ 7,505,400**
INTEREST EARNINGS	57,300	57,300
TRANSFER FROM ELECTRIC OPERATING FUND	-	394,800
TOTALS	**$ 7,602,600**	**$ 7,957,500**

BUDGET SUMMARY

	2015/16 BUDGET	2015/16 REVISED
TRANSFER TO ELECTRIC FUND	$ 3,000,000	$ 3,000,000
CURRENT YEAR BALANCE	4,602,600	4,957,500
TOTALS	**$ 7,602,600**	**$ 7,957,500**

The City Manager is hereby authorized, without further approval of the City Council, to make interdepartmental transfers of up to five percent of the amount hereinafter appropriated to any department with the exception of any transfers prohibited by City Procedure #F306.

ADOPTED:

2015-2016 BUDGET ORDINANCES - SECOND AMENDMENT

MUNICIPAL STREET AID FUND
CASH RECEIPTS/REVENUES AND BUDGET FOR 2015-2016

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

The amount hereinafter named aggregating Six Hundred Seventy Three Thousand Two Hundred dollars ($673,200) or so much thereof as may be necessary are hereby appropriated from current revenues and other funds for the use by several departments of the Municipal Government for the fiscal year beginning July 1, 2015 and ending June 30, 2016:

CASH RECEIPTS

	2015/16 BUDGET	2015/16 REVISED
BEGINNING BALANCE	**$ 100**	**$ 100**
STATE GRANT	564,200	673,100
TOTALS	**564,300**	**673,200**

BUDGET SUMMARY

	2015/16 BUDGET	2015/16 REVISED
TRANSFER TO GENERAL FUND	564,200	673,100
CURRENT YEAR BALANCE	100	100
TOTALS	**$ 564,300**	**$ 673,200**

The City Manager is hereby authorized, without further approval of the City Council, to make interdepartmental transfers of up to five percent of the amount hereinafter appropriated to any department with the exception of any transfers prohibited by City Procedure #F306.

ADOPTED:

2015-2016 BUDGET ORDINANCES - SECOND AMENDMENT

WORKERS COMPENSATION FUND
CASH RECEIPTS/REVENUES AND BUDGET FOR 2015-2016

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

The amount hereinafter named aggregating One Million Nine Hundred One Thousand Three Hundred dollars ($1,901,300) or so much thereof as may be necessary are hereby appropriated from current revenues and other funds for the use by several departments of the Municipal Government for the fiscal year beginning July 1, 2015 and ending June 30, 2016:

OPERATING REVENUES

	2015/16 BUDGET	2015/16 REVISED
BEGINNING BALANCE	**$ 1,052,600**	**$ 1,248,200**
INTEREST INCOME	10,600	10,600
PREMIUM FROM CITY	642,500	642,500
TOTALS	**$ 1,705,700**	**$ 1,901,300**

OPERATING EXPENSES

	2015/16 BUDGET	2015/16 REVISED
PROGRAM EXPENSES/SUPPLIES - CLAIMS	$ 475,000	$ 475,000
INSURANCE	103,900	103,900
BANK FEES	1,300	1,300
STATE OF DEL - SELF INSURANCE TAX	37,000	37,000
CONTRACTUAL SERVICES	25,000	25,000
TOTAL EXPENSES	**642,200**	**642,200**
CURRENT YEAR BALANCE	1,063,500	1,259,100
TOTALS	**$ 1,705,700**	**$ 1,901,300**

The City Manager is hereby authorized, without further approval of the City Council, to make interdepartmental transfers of up to five percent of the amount hereinafter appropriated to any department with the exception of any transfers prohibited by City Procedure #F306.

ADOPTED:

2015-2016 BUDGET ORDINANCES - SECOND AMENDMENT

COMMUNITY TRANSPORTATION IMPROVEMENT FUND
CASH RECEIPTS/REVENUES AND BUDGET FOR 2015-2016

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

The amount hereinafter named aggregating Seven Hundred Forty Seven Thousand Two Hundred dollars ($747,200) or so much thereof as may be necessary are hereby appropriated from current revenues and other funds for the use by several departments of the Municipal Government for the fiscal year beginning July 1, 2015 and ending June 30, 2016:

OPERATING REVENUES

	2015/16 BUDGET	2015/16 REVISED
PRIOR YEAR BALANCE	**$ 144,000**	**$ 57,800**
GRANTS REVENUE	500,000	688,900
INTEREST INCOME	500	500
TOTALS	**$ 644,500**	**$ 747,200**

OPERATING EXPENSES

	2015/16 BUDGET	2015/16 REVISED
PROGRAM EXP. GRANT RELATED	$ 644,000	$ 655,100
CURRENT YEAR BALANCE	500	92,100
TOTALS	**$ 644,500**	**$ 747,200**

The City Manager is hereby authorized, without further approval of the City Council, to make interdepartmental transfers of up to five percent of the amount hereinafter appropriated to any department with the exception of any transfers prohibited by City Procedure #F306.

ADOPTED:

2015-2016 BUDGET ORDINANCES - SECOND AMENDMENT

LIBRARY GRANT FUND
CASH RECEIPTS/REVENUES AND BUDGET FOR 2015-2016

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

The amount hereinafter named aggregating Three Hundred Thirty Eight Thousand Six Hundred dollars ($338,600) or so much thereof as may be necessary are hereby appropriated from current revenues and other funds for the use by several departments of the Municipal Government for the fiscal year beginning July 1, 2015 and ending June 30, 2016:

OPERATING REVENUES

	2015/16 BUDGET	2015/16 REVISED
PRIOR YEAR BALANCE	**$ 17,300**	**$ 30,600**
STATE GRANT	278,900	305,500
FEDERAL GRANT	2,500	2,500
TOTALS	**$ 298,700**	**$ 338,600**

OPERATING EXPENSES

	2015/16 BUDGET	2015/16 REVISED
STATE GRANTS		
FURNITURE/FIXTURES	$ 3,100	$ 7,000
OFFICE SUPPLIES	24,000	30,800
PRINTING AND DUPLICATING	13,200	12,500
PROGRAM EXPENSES/SUPPLIES	24,100	27,500
BOOKS	129,200	133,300
AUDIO VISUAL SUPPLIES	75,100	77,200
POSTAGE	100	100
TRAINING/CONF/FOOD/TRAV	2,000	8,800
CONTRACTUAL SERVICES	900	-
OFF EQP/REPAIRS & MAINT	6,000	6,300
OTHER EQUIP - LEASE	1,200	2,000
SUBTOTAL EXPENSES STATE GRANTS	**278,900**	**305,500**
FEDERAL GRANTS		
PROGRAM EXPENSES/SUPPLIES	2,500	2,500
SUBTOTAL EXPENSES FEDERAL GRANTS	**2,500**	**2,500**
GRAND TOTAL EXPENSES	**281,400**	**308,000**
CURRENT YEAR BALANCE	17,300	30,600
TOTALS	**$ 298,700**	**$ 338,600**

The City Manager is hereby authorized, without further approval of the City Council, to make interdepartmental transfers of up to five percent of the amount hereinafter appropriated to any department with the exception of any transfers prohibited by City Procedure #F306.

ADOPTED:

2015-2016 BUDGET ORDINANCES - SECOND AMENDMENT

POLICE GRANTS FUND
CASH RECEIPTS/REVENUES AND BUDGET FOR 2015-2016

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

The amount hereinafter named aggregating Six Hundred Eighty Two Thousand Two Hundred dollars ($682,200) or so much thereof as may be necessary are hereby appropriated from current revenues and other funds for the use by several departments of the Municipal Government for the fiscal year beginning July 1, 2015 and ending June 30, 2016:

OPERATING REVENUES

	2015/16 BUDGET	2015/16 REVISED
PRIOR YEAR BALANCE	**$ 125,000**	**$ 154,900**
STATE AND FEDERAL GRANTS RECEIVED	527,300	527,300
TOTALS	**652,300**	**682,200**

OPERATING EXPENSES

	2015/16 BUDGET	2015/16 REVISED
EXPENDITURES		
PERSONNEL EXPENDITURES		
CADET PROGRAM SALARIES	71,400	71,400
CADET PROGRAM FICA	5,400	5,400
CADET PROGRAM W/COMP	3,500	3,500
MATERIALS AND SUPPLIES		
POLICE EQUIPT & PROG SUPP	410,600	379,600
TECHNOLOGY EQUIPMENT	20,000	20,000
ADMINISTRATIVE EXPENDITURES		
CELL PHONE CHARGES	15,000	15,000
TRAINING	17,000	45,000
AUDIT FEES	1,000	1,000
CONTRACTUAL SERVICES	-	3,000
TOTAL EXPENDITURES	**543,900**	**543,900**
OTHER FINANCING USES		
OPERATING TRANSFERS-OUT	74,400	74,400
TOTAL FINANCING USES	**74,400**	**74,400**
CURRENT YEAR BALANCE	34,000	63,900
TOTALS	**$ 652,300**	**$ 682,200**

The above budget represents the combination of all State & Federal Grants.

The City Manager is hereby authorized, without further approval of the City Council, to make interdepartmental transfers of up to five percent of the amount hereinafter appropriated to any department with the exception of any transfers prohibited by City Procedure #F306.

ADOPTED:

2015-2016 BUDGET ORDINANCES - SECOND AMENDMENT

SUBSTANCE ABUSE GRANTS FUND
CASH RECEIPTS/REVENUES AND BUDGET FOR 2015-2016

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

The amount hereinafter named aggregating One Hundred Fifty Nine Thousand Two Hundred dollars ($159,200) or so much thereof as may be necessary are hereby appropriated from current revenues and other funds for the use by several departments of the Municipal Government for the fiscal year beginning July 1, 2015 and ending June 30, 2016:

OPERATING REVENUES

	2015/16 BUDGET	2015/16 REVISED
PRIOR YEAR BALANCE	**$ 41,000**	**$ 98,200**
STATE GRANTS RECEIVED	55,700	28,000
RECREATION REVENUE	33,000	33,000
TOTALS	**129,700**	**159,200**

OPERATING EXPENSES

	2015/16 BUDGET	2015/16 REVISED
EXPENDITURES		
TEMPORARY HELP/BENEFITS	71,400	71,400
PROGRAM EXPENSES/SUPPLIES	5,400	5,400
TOTAL EXPENDITURES	**76,800**	**76,800**
CURRENT YEAR BALANCE	52,900	82,400
TOTALS	**$ 129,700**	**$ 159,200**

The above budget represents the combination of all State & Federal Grants.

The City Manager is hereby authorized, without further approval of the City Council, to make interdepartmental transfers of up to five percent of the amount hereinafter appropriated to any department with the exception of any transfers prohibited by City Procedure #F306.

ADOPTED: