REGULAR COUNCIL MEETING

The Regular Council Meeting was held on November 23, 2015 at 7:30 p.m. with Council President Slavin presiding. Council members present were Mr. Anderson, Mr. Sudler, Mr. Neil, Mr. Lewis (arrived at 7:40 p.m.), Mr. Cole, Mr. Hosfelt, Mr. Hare (arrived at 7:40 p.m.), and Mr. Hutchison.

Council staff members present were Deputy Police Chief Mailey, Mrs. Mitchell, Mrs. Townshend, Mr. Koenig, City Solicitor Rodriguez, and Mrs. McDowell. Fire Chief Hall was absent. Mayor Christiansen was also present (departed at 7:31 p.m.).

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.

Bonnie Pennington, 200 North Kirkwood Street, asked if something could be done to stop the noise, including loud music, cussing, fighting and carrying on, on Friday, Saturday, and Sunday on Kirkwood Street. She noted that she was pulled over for having her music turned up too loud in her car but other people play loud music on the street all night long, and asked what the difference was. Deputy Chief Mailey offered to talk to Ms. Pennington in the hall regarding her concerns.

Mary and Robert Bell, 801 East Loockerman Street, stated that, on October 26, 2015, a mobile home was placed in their neighborhood, two (2) blocks from their home. Mrs. Bell explained that she and her neighbors had been poring over code trying to figure out how this happened and found three (3) City codes that strictly prohibit the placement of mobile homes anywhere outside of a mobile home park (MHP) zoned area, noting that they live in an R-8 zone. She stated that she knew this matter was brought to many people's attention and asked what City Council members, the Mayor, or anyone was going to do about it. Mrs. Bell asked how this got through planning and how it happened.

Mr. Bell stated that among the questions that they have been wondering are: what codes are enforceable in the City; where will it stop if the City does not enforce the zoning laws; will he be permitted to replace his roof without contacting the planning office; can he augment the size of his home, if he feels like it, without contacting the planning office. He asked where the City would draw the line. Mr. Bell stated that although it is a new mobile home, the City updated the code a number of years ago.

Mrs. Bell stated that before January 1, 1985 the trailers were grandfathered in, permanent or non-permanent foundations. She noted that, since it is 2015, no mobile home should be within the City and there are rules and regulations against it to protect property values and neighborhoods. She asked how the City was going to just destroy East Loockerman Street.

Mr. Bell stated that the charm and character of the neighborhood has been changed. He noted that there were RM zones in the City, including Grandview, on Route 8, and the one (1) behind the Hollywood Diner, which he believed were part of the grandfathered mobile homes, and asked what would happen with those areas once they find out about this. Mrs. Bell asked if these places would

be allowed to put new trailers on their properties to continue their income stream, noting that they were in the City long before the one (1) on Loockerman Street. She asked, if the mobile home was permitted to stay on Loockerman Street, if the City would need to amend the code to allow these others the same rights.

Mr. Slavin explained that a number of valid questions had been asked; however, Council could not answer them during the Open Forum. He asked Mrs. Ann Marie Townshend, Director of Planning and Community Development, if she could talk to the Bell's following the Open Forum, and if Mr. Anderson would consider placing this item on the agenda for the Parks, Recreation, and Community Enhancement Committee.

Mrs. Bell asked if the City defined modular and mobile homes and whether there are differences, noting that architectural organizations, the certifying bodies, all find differences with them. She stated that, beyond HUD certification for a mobile home, modular homes are at the mercy of the City building inspectors.

Charles Jackson, 126 North Kirkwood Street, expressed concerns regarding the North Kirkwood Street area and a desire to make the area safe. He stated that there were a lot of shootings, especially on Thursdays, Saturdays, Sundays and loud noise. Mr. Jackson stated that a community meeting was held, and there was a vote about whether the people in the community would like the Elks Lodge to move to another area and the vote was in favor of the Lodge moving. He asked what could be done to take care of the situation.

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

AGENDA ADDITIONS/DELETIONS

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

Mr. Hutchison requested that item #3A, Utility Committee Report - November 9, 2015, Electric Department Integrated Resource Plan (IRP) Information Discussion, be removed from the Consent Agenda.

Mr. Hosfelt moved for approval of the Consent Agenda, as amended, seconded by Mr. Anderson and carried by a unanimous roll call vote (Hare and Lewis absent).

ADOPTION OF MINUTES - REGULAR COUNCIL MEETING OF NOVEMBER 9, 2015

The Minutes of the Regular Council Meeting of November 9, 2015 were unanimously approved by motion of Mr. Hosfelt, seconded by Mr. Anderson and bore the written approval of Mayor Christiansen.

PARKS, RECREATION, AND COMMUNITY ENHANCEMENT COMMITTEE REPORT - NOVEMBER 9, 2015

The Parks, Recreation, and Community Enhancement Committee met on November 9, 2015 with Chairman Anderson presiding.

Community Development Block Grant (CDBG) Program Quarterly Update (July, August, and September)

Mrs. Tracey Harvey, Planner I, advised members that all of the Community Development Block Grant (CDBG) FY 15 projects were currently underway, noting that contracts were signed in late September and early October. She stated that Habitat for Humanity purchased a single-family home located at 19 North New Street on November 2, 2015, and CDBG funds would be used to rehabilitate the existing home to provide affordable housing to a qualifying family. Mrs. Harvey informed members that the Mayor's Task Force for Ending Veterans Homelessness had met its goal by housing 36 homeless veterans within 200 days. The task force was now planning to meet its next goal by housing an additional 14 veterans within the next 100 days, which would fulfill the Mayor's Challenge to End Veterans Homelessness by housing 50 homeless veterans by December 28, 2015.

Mr. Anderson, referring to the Mayor's Task Force for Ending Veterans Homelessness, asked how housing was defined. Responding, Mrs. Harvey stated that it was all permanent housing within the City of Dover.

Mr. Anderson asked why the Connections Community Support Program had not yet drawn any of their money for emergency housing. In response, Mrs. Harvey informed members that Connections signed their contract in the middle of October and she was expecting them to send a draw soon.

Youth Advisory Committee Recommendations - New Year's Eve Event

During the Parks, Recreation, and Community Enhancement Committee of October 12, 2015, members considered recommendations from the Youth Advisory Committee, including a proposal regarding a New Year's Eve event and a request for support from the City for security, insurance, public announcement stages, and facilities. The Committee recommended that the City Manager evaluate the Youth Advisory Committee's proposal for the event, including numbers, to see if the proposal was doable this year or if it was something that must be planned for next year, and this recommendation was approved by City Council during their meeting of October 26, 2015.

Mr. Scott Koenig, City Manager, advised members that he and Mrs. Ann Marie Townshend, Director of Planning and Community Development, met with Councilman Anderson and two (2) other representatives of the Youth Advisory Committee (YAC) on Tuesday, October 20, 2015 to review their proposal for the New Year's Eve Event. Mr. Koenig stated that, following that meeting, he was provided with support documents and a narrative for the event. He informed members that the City's insurance broker had indicated that the City can purchase a policy to cover this event based on the narrative provided by the representatives for $433, noting that, at this time, this was an estimated fee and the event narrative would have to be finalized in order for the City to confirm and finalize the policy documents for the insurance company. Mr. Koenig advised that Extra Duty Police

Officers would be required to support this event. He explained that the YAC would need to work directly with the Police Department, noting that the Department was not under the City Manager's purview. Mr. Koenig stated that all traffic control permits and authorizations for use of the State property for fireworks must also be obtained by the YAC.

Mr. Koenig informed members that he suggested trying to slightly limit the event so that it was more controllable for the YAC. It was his belief that his suggestions were considered by the YAC; however, no formal commitments had been made at this time.

Mr. Koenig advised that no City funds were earmarked for the event, so there were concerns regarding any overtime expenses that would be required of City staff, noting that this was a holiday evening and it would be difficult to get staff to volunteer for the event activities. He reminded members that, if those concerns were worked out, it was really up to Council as to whether they would like to pursue this type of event.

Mr. Caldwell asked if the event would run from Legislative Hall to the Duncan Center and whether the entire area would be blocked off for activities. Responding, Mr. Koenig referred to the map provided by the YAC which depicted that the event would be held from the Legislative Mall area to a vacant lot adjacent to the Duncan Center at the corner of New Jerusalem Way and Loockerman Street. He stated that, to his knowledge, the YAC was only planning to block off the roads where vendors would be set up in the Legislative Mall area.

Mr. Caldwell stated that he was concerned about safety, noting that this would be a cumbersome task for two (2) or three (3) off-duty officers and two (2) cadets to cover. In response, Mr. Koenig stated that it was his understanding that the areas that would be blocked off would be the typical areas around Legislative Mall where people attend fireworks, and Loockerman Street and all other intersections would be open to traffic.

Responding to Mrs. Horsey, Mr. Koenig confirmed that the YAC would be contacting the State directly for authorization to use Legislative Mall.

Mr. Anderson informed members that the number of officers and cadets were set by Police Chief Paul Bernat and his staff, so Mr. Anderson did not believe that would be a problem. He stated that he was not sure that the event would go all the way to the Duncan Center, noting that this had not yet been arranged. Although there were merchants who wanted the event to go that far, Mr. Anderson advised that the footprint may end up being smaller than proposed.

In response to Mr. Hosfelt, Mr. Anderson stated that the Police Department recommended two (2) off-duty officers and two (2) cadets.

Mr. Anderson stated that, as suggested by Mr. Koenig, the YAC was considering ending the event at 10:00 p.m. rather than midnight, which would address some security concerns and other issues. Mr. Anderson expressed his opinion that ending at 10:00 p.m. would be a more manageable event and a good place to start; however, it was a controversial decision and members of the YAC were split on the idea.

Mr. Hutchison asked who would be responsible and accept liability for the event. Responding, Mr. Koenig stated that this was the purpose of the rider on the City's insurance policy. He explained that it would be a separate policy that would prevent the City's umbrella from being used should someone get hurt or if there is damage related to the event. The separate rider policy would be specifically for this event and cover the parameters of this event. If someone were injured, they would be funneled through this separate policy. Mr. Koenig reiterated that there would be a $433 out-of-pocket expense to purchase the rider.

Mr. Anderson noted that there were already pledges to privately cover the cost of the insurance rider.

Mrs. Donna Mitchell, Controller/Treasurer, questioned who would pay the bills. She asked whether the YAC got their own checkbook and if they were paying the bills and raising the funds. In response, Mr. Anderson stated that there were pledges but a lot of that would end up going to the City.

Responding to Mrs. Mitchell, Mr. Anderson stated that the bills would run through the City and the donations would come to the City to pay for those bills. He noted that, currently, the only bills were for insurance and extra duty police. Mr. Anderson stated that the money for the fireworks was being raised separately, so it would be covered separately.

Mr. Koenig stated that the City would need to be reimbursed for all staff overtime. Mrs. Mitchell asked whether the City would receive the money from the YAC up front or after the fact. Responding, Mr. Anderson stated that the City would receive the money up front, noting that most of the fund-raising should be done by December 15, 2015.

Staff recommended, if the event goes forward, the narrative must be finalized and all costs associated with the event must have revenue commitments.

The Committee recommended acceptance of the Youth Advisory Committee recommendations provided by Mr. Koenig and Mrs. Mitchell in regard to the expenses and insurance for the event.

During the Council meeting, Mr. Anderson informed members that the Youth Advisory Committee (YAC) had been working on a New Year's Eve event to bring the community together. He noted that this event was requested by a number of community members. Mr. Anderson advised that

several businesses downtown had indicated their support in writing ***(Exhibit #1)*** and individuals signed a petition ***(Exhibit #2)*** in support of the event. He stated that the event would highlight local talent and let people know what family friendly entertainment is available in the area, noting that it would start changing and enhancing the cultural experience throughout the year, by developing local followings and bringing people together. Mr. Anderson explained that, with the incidents the past several months, the event is something that the City desperately needs.

Mr. Anderson indicated that the YAC had commitments from some businesses that plan to send checks to the City of Dover for this event and the YAC was not asking for tax money to fund it. He stated that the YAC was authorized to conduct events and since they were not asking for appropriations, they did not need additional approval; however, they were seeking endorsement, which would make it easier to use the City's stage and obtain insurance coverage. Mr. Anderson stated that it would be a great message from Council to support the City's youth and families.

Mr. Anderson indicated that all concerns and objections had been addressed. He stated that the expense for the off-duty police officers was covered, noting that the officers would only be needed for six (6) to seven (7) hours and would not cost much. Mr. Anderson advised that cadets would also be utilized to patrol the event area. He believed that the trash situation would be taken care of by a local waste sanitation business. Mr. Anderson stated that the firework display was basically covered by donations. He advised that every aspect of the event was pretty well covered and noted that in-kind donations, including the artists, were worth approximately $30,000.

Mr. Anderson reiterated that the event had a lot of community support, which he stated does not happen all the time and should not be turned down. He requested approval of the Committee's recommendation.

Mr. Sudler moved to accept the staff recommendation provided by Mr. Koenig and Mrs. Mitchell in regard to the expenses and insurance for the Youth Advisory Committee event, seconded by Mr. Neil.

Mr. Scott Koenig, City Manager, reviewed a memorandum dated November 18, 2015 regarding the YAC New Year's Eve event. He advised members that discussions were held over the last few weeks regarding the event and, during the most recent discussion, the YAC indicated that their event would end at 10:00 p.m. on December 31, 2015 with a fireworks display. Mr. Koenig reviewed the seven (7) items which he felt needed to be addressed and finalized. He stated that the YAC had provided him with a draft narrative for the event; however, the final event narrative must be submitted to the City Manager's Office by 5:00 p.m. on Friday, December 4, 2015. Mr. Koenig explained that a special event insurance policy must be purchased from the City's insurance provider and he would need the final event narrative in order to bind the insurance policy. He stated that the estimated cost of the policy was approximately $433.00 and the funds to purchase the policy must be delivered to the City of Dover by 5:00 p.m. on December 11, 2015. Mr. Koenig informed members that the YAC members must secure all permits for the event and road closures by Friday, December 11, 2015, including permits to use the State's property at Legislative Mall, the property required to launch the fireworks, as well as any other private property that may be

encumbered by the event, including property owned by the Downtown Dover Partnership (DDP). He stated that YAC members must also provide the required documentation to use all private property associated with the planned event, including any lists of additional insured required to use the properties, by 5:00 p.m. on Friday, December 11, 2015. Mr. Koenig advised that the funds to reimburse the City for Police cadets and extra duty officers must be paid to the City of Dover by 5:00 p.m. on December 11, 2015, noting that he did not yet have a copy of the charges. He stated that sanitary facilities must be secured by the YAC members for the venue, noting that City Hall would not be open and the Dover Public Library would close at 5 p.m., so bathroom facilities would not be available. Mr. Koenig stated that, due to the holiday, it was very unlikely that any non-police City employees would volunteer to staff the event, so the YAC must be prepared to remove all trash and debris from the event setting.

Ms. Theresa Morris, YAC Committee member, advised that the YAC had worked on addressing the issues outlined by Mr. Koenig. She stated that members had presented an insurance company that would work with the Committee. Ms. Morris noted that the YAC had raised approximately $30,000 and she believed that they could raise any other necessary funds. She informed members that the Committee had contacted two (2) porta potty companies to address bathroom needs. She asked that YAC members be advised if they have overlooked anything. Ms. Morris stated that the YAC was seeking endorsement that the City supports the YAC. She explained that the youth members of the YAC had worked really hard and she was very impressed with them.

Mr. Neil asked how much of the $30,000 that was raised was currently in-hand. Responding, Ms. Morris stated that the YAC has a promissory of $2,500.

Mr. Neil asked how much cash had been transferred to the City in support of this event. In response, Mr. Anderson stated that no cash had been transferred to the City, noting that most of the fund-raising was in-kind. He informed members that there were companies, like Hudson Management, that were ready to send checks but were waiting for Council's vote. Mr. Anderson stated that little cash was needed for the event.

Ms. Morris, referring to the petitions provided by Mr. Anderson, noted that most of the signatures were obtained in less than 24 hours. She stated that a Facebook page was created and it currently had more than 926 people on it expressing their support for the YAC. Ms. Morris noted that the YAC was not requesting funding for the event, and reiterated her request that members be advised if additional funding is required, so they can raise the additional money.

Mr. Slavin stated that he was very impressed with the work and thanked the members of the YAC who were present. He indicated that, although the members of Council had questions, they were not doubting the desire of the YAC to have the event or the value of their work. Mr. Slavin stated that Council has a fiduciary and legal responsibility to ensure the City is not open on the financial end and that there are no other liability issues.

Referring to fund-raising, Mr. Slavin recalled that there was a carnival held during the summer which was advertised as benefitting the YAC and asked Mr. Anderson to explain how much the City was able to net from the donation from the carnival. Responding to Mr. Slavin, Mr. Anderson explained that the carnival was a benefit and a private effort; however, those who held the carnival lost money because of the location.

In response to Mr. Slavin's question regarding whether the YAC had raised money on any other events, Ms. Morris informed members that the YAC assisted her with her non-profit holding a fundraiser at the Smyrna Opera House. She stated that the YAC raised $67; however, the non-profit rounded that amount up to $100 towards the New Year's Eve event.

Mr. Anderson reiterated that most of the donations were in-kind and there were other commitments to cover the small amounts for the lease, fireworks, and other items. He stated that Cynthia Ferguson had raised approximately $7,000, Hudson Management was giving thousands, and others had also committed; however, they were waiting for Council's decision regarding this matter.

Mr. Slavin stated that the Committee was working with an impossibly tight deadline to turn around all of these things.

Responding to Mr. Slavin, Mr. Anderson indicated that he was aware that the deadlines and dates were real and that they provide the necessary time to back out and get the word out that there will not be an event.

Mr. Neil expressed his opinion that the event was a wonderful idea, particularly because the community was doing it. He stated that his concern was for the safety and security of participants. Mr. Neil asked if the City Police Department was prepared to protect the participants and ensure they get home safely. In response to Mr. Neil, Deputy Police Chief Marvin Mailey stated that the Department had allocated resources for the event and are prepared.

Mr. Hare requested confirmation that the event would not cost the City anything. In response, Mr. Anderson stated that there might be a cost to the City for overtime bills, which may be a few hundred dollars, and the bills are supposed to be provided prior to event. He stated that it was a lot easier to raise money before an event than after. Mr. Anderson stated that it will not cost the City.

Mr. Hare stated his understanding that the police overtime costs would be between $7,000 and $10,000. Responding, Mr. Anderson stated that it was the belief of Police Chief Paul Bernat that the police coverage for the event would include a couple of cadets and off-duty officers, and everything else would be covered by normal patrols.

In response to Mr. Slavin, Mr. Anderson clarified that he was referring to special duty officers. He noted that this event was not any different than OktDoverFest or other downtown events.

Mr. Hare stated that the proposed New Year's Eve event was different because it would be a City liability and the City is not involved in the other events downtown. Responding, Mr. Anderson explained that the insurance rider was obtained to hold the City blameless.

Responding to Mr. Slavin regarding the estimated number of attendees for the event, Mr. Anderson stated that the YAC only had estimates but was planning for approximately 1,000 people. He noted that the best estimates would not be known until a week prior to the event.

In response to Mr. Hare regarding the proposed police coverage, Ms. Morris indicated that, since it would be New Year's Eve, there would be extra patrols anyway.

Deputy Chief Mailey advised that the Police Department worked the Dover Comic Con with similar manpower and there were in excessive of 5,000 people.

Mr. Anderson informed members that the attendees would be families with children and he did not expect a rowdy crowd. He stated that there would not be any drinking and people would not be going into businesses. Mr. Anderson felt that it would be a good event and noted that larger scale events had been held in the past without any problems.

The motion to accept the staff recommendation provided by Mr. Koenig and Mrs. Mitchell in regard to the expenses and insurance for the Youth Advisory Committee event was carried by a unanimous roll call vote.

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

UTILITY COMMITTEE REPORT - NOVEMBER 9, 2015

The Utility Committee met on November 9, 2015 with Chairman Hutchison presiding.

Electric Department Integrated Resource Plan (IRP) Information Discussion

Mr. Harry Maloney, Electric Director, advised members that the goal of the Integrated Resource Plan (IRP) was to investigate the various physical and financial options open to the City to fulfill its capacity and energy needs now and in the future in an environmental stewardship manner. He explained that the study would be an all-hands approach from the Utility Department staff, The Energy Authority (TEA) as the main consultant, City management staff, the Utility Committee, the public, and City Council. Mr. Maloney stated that the study would proceed with data collection, verification, consumption review, and approval, and then move into exploring the various solutions to Dover's energy and capacity needs and obligations. He noted that he would serve as the point person between TEA and the City. In their negotiations over the past few years, TEA had offered to do the study for free as part of their annual fee. Mr. Maloney indicated that he initially thought that the project would go out for bid and wrote up a detailed Request for Proposals (RFP) outlining the type of reports being sought. TEA reviewed the RFP and stated that they would prepare a letter this week agreeing to proceed after some minor clarifications, noting that they had additional tools they could use for the project.

Mr. Maloney explained that the overall process would take at least a year. He informed members that TEA comes to the City for risk management meetings on the fourth Thursday of every month and additional meetings could be scheduled, perhaps

on Wednesday evenings preceding those meetings, to discuss the IRP. He stated that TEA had also offered to be present twice within the year for meetings as needed with the Utility Committee and/or Council and the public. Mr. Maloney stated that efforts were being made to control costs, noting that this total project, if done by an outside contractor, would cost close to $200,000. He indicated that the expense was related to model runs using Pro Mod software, which is not cheap to run as it takes the data from all the generators and load buses in part of the eastern United States and runs an economic dispatch to determine the type of municipal generation construction that makes economic sense. Mr. Maloney advised members that he had posted 72 different computer run models using ideas that had been developed and they would be filtering through them. Mr. Maloney assured members that staff would be in constant contact with the Utility Committee and everyone involved as they proceed with the study.

Mr. Blakeman stated that, in years past, the City had made a fair amount of revenue from off-system sales, which the City no longer had the capability to do. Mr. Blakeman suggested that if there were some way to structure the organization so that it would not be capped at the federal requirement to stay at the load plus 10%, the City could be back in the business of selling power and making off-system revenue, so that its customers would not be paying the whole cost. He was unsure if this could legally be done; however, he felt it might be worth investigating.

Mr. Maloney advised members that Mr. Blakeman was referring to a 10% tax exempt bonding cap for all utility debt. He indicated that the City cannot be a net seller and if this cap were exceeded, the City would become a third-party independent generator that is subject to taxes and taxing bonds.

Mr. Blakeman stated that some municipalities are structured so that a board of directors runs the utility. The municipality continues to own the property and receives a fixed revenue stream from the utility. Mr. Blakeman was unsure if this would be enough to exempt the utility from being municipally owned or not. He felt that the City may be losing an opportunity and was unsure if the utility could be structured in this way.

Mr. Maloney stated that this was a tax question that they could explore. He advised that one (1) of the reasons that the City was able to be energy efficient for its size was because the tax exempt status for bonding provides an advantage, since the City serves the customers and citizens who back the bonds. This allows the City to enjoy a 2% to 3% spread on bonding, which is a big investment in capital.

Mr. Blakeman thought it might be worthwhile to see if enough off-system sales could be generated to offset the loss on savings from the exemption from bond taxes.

Mr. Maloney advised members that generally if capacity was at 110%, systems were efficient, the load was approximately 60 MW, and peak generation was 142 MW, theoretically the City could be selling 50 MW. *[City Clerk's Office Note:*

Subsequent to the meeting, the City Clerk's Office was informed that the correct figure for peak generation was 110 MW.] Responding, Mr. Blakeman noted that the City did not seem to do this.

Mr. Maloney stated that the City was now dealing with Calpine, which has a heat rate that is half that of Unit 3, which is a 100 MW unit.

Mr. Blakeman noted that any system that might be built would be better than what the City currently has, which could put the City back into this possible revenue stream at a limited amount.

Mr. Hutchison questioned when the last time a study such as the IRP was done. Mr. Blakeman, as a former Electric Director for the City, stated that he was unsure.

Mr. Hutchison questioned how often such a study was recommended. Responding, Mr. Maloney stated that in the past, load was plotted out, load growth was reviewed, and building was done to meet the obligation. However, he explained that the current market and rules were changing so much that it would be necessary to keep on top of it. Mr. Maloney stated that the Delaware Municipal Electric Corporation (DEMEC) runs a brief model every couple of years. He indicated that after building the model and getting it going, staff may revisit this study in a couple of years and update it, rather than starting from scratch.

During the Council meeting, Councilman Hutchison requested that the Electric Department Integrated Resource Plan (IRP) Information Discussion be referred back to the Utility Committee for further discussion.

Mr. Anderson moved to refer the Electric Department Integrated Resource Plan (IRP) Information Discussion back to the Utility Committee for further discussion, seconded by Mr. Neil and unanimously carried.

Quarterly Review of Utility Related Capital Investment Plan (CIP) (Electric and Water/ Wastewater) *(July, August, and September)*

Mr. Scott Koenig, City Manager, reviewed the Quarterly Report for the Capital Investment Plan (CIP) as of September 30, 2015. He advised members that this report tracks capital improvement projects; vehicle purchases planned for the Water/Wastewater, Electric, and General Funds; and Community Transportation Fund spending. Mr. Koenig indicated that total funding sources were estimated at $26.59M.

Mr. Koenig reviewed the major CIP projects in the General Fund. He explained that improvements at the Garrison Oak Technology Park (GOTP) related to general infrastructure, including the roads, curbs, sidewalks, and storm sewer system, would likely be completed by the end of the calendar year. He indicated that the Self-Contained Breathing Apparatus (SCBA) and radio purchases for the

Fire Department were complete and that equipment for park and playground improvement would be purchased as a carry forward from last year. Billing for the Street Program was being finished, as well as storm sewer repairs and PW2 site improvements that were moved from last year's budget to the current year.

Mr. Koenig indicated that capital purchases had begun for the year and the annual contribution had been made to the Robbins Hose Company. The farmhouse at the GOTP had been demolished and abandonment of a small water supply well associated with the farmhouse was being completed. It was expected that Lot 13, where the farmhouse was located, would be transferred to Advantech, Inc. within the next 30 days.

Mr. Koenig advised members that a camera monitoring station would be installed at the police station, and bids for the Fall component of the FY 16 Street Program would be considered by City Council during their meeting scheduled for November 23, 2015. Staff was experiencing difficulty getting the Salt Storage Barn Project completed, had bid it out several times, and was making arrangements to bid it again. It was hoped that a successful bid would be received within the parameters described. Mr. Koenig stated that emergency street and storm drain repairs were underway.

In regard to the Community Transportation - Major CIP Projects, Mr. Koenig advised members that a number of these projects were underway. Paving of the Village of Cannon Mill Phase I, II, and III were complete, and it was hoped that the Phase IV, the final phase, would be complete by the end of the year, before bad weather sets in.

In reference to the Water/Wastewater Improvement and Extension Fund - Major CIP Projects, Mr. Koenig explained that the 1.0M gallon elevated water storage tank project planned for the northwestern component of the City had lagged. He stated that it was hoped that staff would be bringing a memorandum of understanding (MOU) with a property owner to Council soon, so that the property could be purchased and tower construction could begin. Mr. Koenig noted that the location of the property would be at the very edge of the City.

In regard to the water storage tank construction at the GOTP, Mr. Koenig informed members that the exterior of a 1.5M gallon water tower was complete and its telemetry and control systems would be completed over the next few weeks, with the expectation that the tower would be online just after the first of the year. Sanitary sewer improvements, including the new pump station at the GOTP, were being completed. The upgrade of the White Oak Farms Pump Station and the abandonment of a small station on White Oak Road were moving toward completion by the end of the calendar year.

Mr. Koenig stated that there had been difficulty getting the contractor for the FY14 Brandywine Pump Station project to move forward, and Council members had been notified that during the past weekend there was a sanitary sewer backup related to a bypass pumping failure with respect to this project. Staff was scheduled to meet with

contractors later in the week to determine the final path forward on the project, which was currently stalled. Mr. Koenig stated that the station was currently on bypass with temporary pumps in place. He indicated that the Westover Pump Station was now estimated at approximately $1.3M and the contractor had mobilized and begun laying out the anticipated work schedule and improvements associated with that project.

Referring to the FY15 Water/Wastewater Improvement and Extension Fund - Major CIP Projects, Mr. Koenig explained that several projects related to the West Dover Connector were nearing completion. The Retreat Pump Station Replacement project came in over budget and staff was refining the bid documents and would rebid that project since only one (1) bid was received and it was higher than anticipated.

Mr. Koenig reviewed the FY16 Water/Wastewater Improvement and Extension Fund - Major CIP Projects that were currently underway, noting that nearly 100% of the fence installation at the Bayard Avenue water tower was complete and other projects were in various stages of development or bidding and staff expected to move forward with all of the projects this fiscal year.

In regard to the Electric Improvement and Extension Fund - Major CIP Projects, Mr. Koenig explained that the General Scott Switchgear project had been underway for some time. The switchgear had been delivered approximately seven (7) to 10 days ago, staff was working on getting it connected, and it was hoped that the project would be closed out by the end of the calendar year. The 69 KV relocation at the Garrison Farm was complete, as was the VanSant capacity increase. Mr. Koenig stated that staff was now working on plenum improvements that must be in place prior to late Spring 2016. He indicated that most of the FY 15 projects were moving forward toward completion and Mr. Harry Maloney, Electric Director, had begun the leg work associated with a majority of the electric projects outlined in the capital plan.

Mr. Anderson questioned if there were any budgetary items regarding the emergency breakages or cost overruns that should be on the radar. Responding, Mr. Koenig stated that some Public Works projects had created budget difficulties. He advised members that bids for the Hazlettville Road Interceptor project came in quite high and the project would be rebid this year in hopes that better timing would result in lower bids. Mr. Koenig stated that the City typically receives three (3) to four (4) bids for each pump station upgrade or replacement; however, only one (1) bid was received for the Retreat Pump Station Replacement and it was approximately$90,000 higher than anticipated. He noted that a number of other pump station bids had been close to the budget, perhaps plus or minus $20,000 or $30,000, but not $90,000 on a $400,000 project.

Mr. Koenig informed members that staff was hopeful that bids for water projects would come in right at budget. He explained that if a project comes in over budget and it is within the City Manager's authority, staff moves money within the capital plan to move forward those projects that are ready for construction, noting that some

changes require Council approval. Mr. Koenig indicated that staff had been diligent about trying to get the capital plan caught up and, outside of a handful of projects, staff was addressing current year projects.

Mr. Koenig explained that a number of projects at the power plant would be looked at with the new power plant manager and information from the Integrated Resources Plan (IRP) would be used. He reminded members that earlier in the year, the Assistant Generation Manager position was identified as a position to be filled. Staff was getting ready to advertise the position and would be back before Council to confirm the desire to move forward. Mr. Koenig indicated that this was an important position in planning the future of the utility since the utility must have manpower and intellectual power in place so that gaps do not develop as people retire. He noted that it is more important than ever to have people who understand the electric market, which is changing more rapidly than anticipated. Mr. Koenig stated that the system was now very interactive and technical and included solar, wind, and other types of generation, as well as battery storage issues and additional suppliers who are trying to take advantage of the market. On the distribution side, Mr. Koenig expressed staff's belief that there would be land purchases for future substations and necessary improvements to the system. Mr. Koenig advised members that modeling was showing that baseline costs were going up, but the load was flat or in some cases negative. He stated the need to figure out how to manage those issues going forward because capital improvements may need to occur.

Mr. Koenig stated that an evaluation of the electric system was done several years ago, and the City has a very good electric system with high reliability. This was being promoted as an economic or competitive advantage over other areas, since the City has a very consistent flow of energy for business and few substantial outages, which is an advantage to those trying to locate facilities. He noted that staff was still working on issues related to commercial rates and would be making related recommendations in the future.

Mr. Koenig informed members that the capital plan is very dynamic and there is a need to make sure that facilities are in place on the General Fund, Water and Wastewater Fund, and Electric Fund sides to set the City up for the ability to grow economically. He indicated that it would not be desired to have to scramble to develop infrastructure if there were an advantageous economic development opportunity. Mr. Koenig felt that the GOTP is probably the premiere piece of land in the State for economic development opportunities, and the City needed to get partners to the area and interested in the facility.

Mr. Hosfelt questioned if there were residents with concerns related to the water tower in the northwest part of the City. Responding, Mr. Koenig stated that a potential location was sited adjacent to Maple Glen behind a church that was willing to sell or lease a piece of property for the tower. The site was in very close proximity to the Maple Glen subdivision and the residents objected. The placement of the

tower at that location would have required several variances or waivers by City Council in accordance with the code, since there was no road at the location. Staff had been working for more than a year to secure a secondary location and were currently working with a developer. Mr. Koenig felt that a MOU would be signed shortly so that the tower could be sited on the northern boundary of the City, and it would not be located immediately next to existing houses.

Mr. Neil questioned if the City's load would increase as companies and businesses move in to the GOTP. Responding, Mr. Koenig stated that it would depend upon what happens between now and when these operations begin. He indicated that people were using more efficient air-conditioning systems, lighting, and appliances; therefore, the residential load was altering. Mr. Koenig advised that some newer houses have smaller loads; however, much larger houses were also being built in some areas in the City. He informed members that businesses and manufacturers are actively looking for ways to increase energy efficiency and reduce their costs. Mr. Koenig noted that smaller commercial properties may have enough private improvements in their systems to make their load appear flat when they come online. He advised members that Energizer was bringing on a maximum of 12 MW, which would increase the load at their plant by one-third and would cause a true increase in the City's load. Mr. Koenig stated that without more increases of this nature, as the years progress, the City's load will start to drop slightly.

Mr. Hutchison asked if the City's efforts to reach out to larger users and educate them on how to be more efficient and effective in running their operations would continue. In response, Mr. Koenig stated that staff had met with some larger customers and learned that these customers do not all have the same issues associated with power supply but have individual goals and objectives. For some, climate control in their facility is the premium issue for them and they cannot shed or alter the load. Others can alter load and are willing to try to work on load management. Mr. Koenig felt that one (1) way for the City to save money in the long run would be to look at load management and try to shave off some of the peaks so that the City does not have to purchase that amount of capacity in the market forever. He noted that managing load is a very dynamic two-way street.

Mr. Koenig advised members of the need to change how the utility functions by getting the word out to customers to try to drop off or shed load, or use load in the off hours. He thought that Delaware Electric Cooperative (DEC) did a very good job of beating the peak and felt that the City should improve in that area. Mr. Koenig stated the need to actively manage demand to get the lowest reasonable cost for its customers; however, this is time consuming, manpower intensive in some cases, and a real change from past procedures. He reiterated that the City's electric utility is a big plus in the economic development realm, because the City has the ability to set rates and make decisions as to where its return should be and to attract residential or commercial development or re-development to the area. Mr. Koenig felt that a lot of things were needed to become a more nimble utility that is more reactive to

customers. He stated that customers favored the City's reliable power stream and, although they sometimes complain about the costs, they were willing to consider their consumer behavior as a way to help manage costs. Mr. Koenig explained that, in order to manage the load going forward, the City needed to continue to foster this two-way communication with the larger customers and reach out to all other customers as well. He advised members that the potential negative load curve could be a plus if managed for the economic good of the utility.

TEA/NAES Reports *(August and September)*

The TEA/NAES Monthly Reports for August and September 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. Koenig reviewed the Executive Summary on Page 1 of the TEA Report for September 2015, noting that the cost of power supply in July, August, and September was under budget, and in some cases substantially under budget. The general trend was that the actual load had been slightly higher than expected. Mr. Koenig stated that, for September, the forecasted load was 62,200 MWh and the actual total load was 66,689 MWh.

Referring to the Budget Report on Page 10 of the TEA Report for September 2015, Mr. Koenig stated that the final cost of service to rate payers was budgeted at $70.92 and delivered at $60.50; therefore, there was a savings of $10.42. He noted that year-to-date for the current fiscal year, the City was under budget in power supply and staff was looking for ways to continue that through the 12-month planning horizon to keep those costs under the anticipated budget.

Mr. Koenig advised members that staff was working with the new plant manager to get accustomed to how he manages the plant. Mr. Harry Maloney, Electric Director, had been discussing how to avoid problems related to cold weather and there had been preparations including additional fuel oil, stock piles, etc., so that power could be delivered if there is a very cold event.

Mr. Blakeman, referring to the Generation Summary on Page 4 of the TEA Report for August 2015, requested clarification regarding why in August 2015 revenue was budgeted at approximately $0.5M but negative revenue was reflected. Responding, Mr. Maloney explained that generation failed to perform its capacity obligations and this was a generation fee.

Updates

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

Green Energy Funding and Programming

Members reviewed details regarding Green Energy Funding and Programming as of November 3, 2015.

National Pollution Discharge Elimination System (NPDES) Municipal Separate Storm Sewer Systems (MS4) Permit

Mr. Koenig stated that National Pollution Discharge Elimination System (NPDES) Municipal Separate Storm Sewer Systems (MS4) Permits would be reissued as a comprehensive umbrella permit in the Spring. The City's environmental scientist and permit manager had been working diligently to try to bring the City into compliance with the parameters of this permit. Staff had also been working on a potential stormwater utility, which would be brought before Council for consideration in the future and would relate to capital project planning, fees, and managing MS4 permit obligations for the City. Mr. Koenig indicated that the City was actively working on MS4 permit obligations and, now that personnel were in place for this, staff felt much more comfortable moving forward with the permit, authorization, and annual reporting associated with it.

Garrison Oak Technical Park Project Updates

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

City Infrastructure

Mr. Koenig stated that staff anticipated wrapping up all contracts related to the Garrison Oak Technical Park (GOTP) by the end of the year or January 2016 and releasing all final payments. Minor close-out items were being completed for each of the contracts, so there was still construction activity, but the project was more than 90% complete.

Calpine Energy Center

Mr. Koenig reminded members that the Garrison Energy Center had been in full operation since June 1, 2015. He advised that a fuel tank had recently been installed and was working its way through the permitting process. Mr. Koenig stated that there were initial complaints related to noise associated with a valve failure; however, the plant had been relatively quiet after the first six (6) to eight (8) weeks of operation. He noted that the City recently completed a water system flushing across the City and there were very few complaints. Mr. Koenig advised members that water was moving very quickly through the system on the east side, especially when the plant is up and running, and this had been good for the quality of the water inside the system.

Mr. Koenig indicated that there had been additional benefits since Calpine came online. He noted that summertime revenues appeared to be meeting the outlined goals and he was looking forward to seeing what they would be over the entire year.

Dover Sun Park

Mr. Koenig reviewed a spreadsheet entitled "City of Dover Electric Revenue Fund - FY 15 - White Oak Solar Park Incremental Cost." He stated that the year-to-date incremental costs reflected that the City was paying approximately $467,000 more

for this power than would have been paid in the market. He advised members that this was a necessary component of the utility and the City must look at how to manage these costs and how solar energy will play into the City's portfolio in the future.

In response to Mr. Blakeman, Mr. Koenig stated that the increased cost was spread across all kilowatt hours sold.

Mr. Hutchison moved for acceptance of the Utility Committee Report, seconded by Mr. Anderson and unanimously carried.

LEGISLATIVE, FINANCE, AND ADMINISTRATION COMMITTEE REPORT - NOVEMBER 9, 2015

The Legislative, Finance, and Administration Committee met on November 9, 2015 with Chairman Hare presiding.

City of Dover E-Mail Addresses for Council Members

Mr. Anderson stated that Council members had received various requests under the Freedom of Information Act (FOIA) for emails over the past couple of years. He indicated that these emails were not necessarily being archived with the City Clerk's Office or the City government and that this was becoming more of an issue across the country. Mr. Anderson asked if it would be an advantage for members of City Council to have official email accounts on the City's email server for the sake of simplicity and legal protection.

Mayor Christiansen asked if a case had been proved that a City email account was needed, noting that it might be redundant to have two (2) email accounts. Responding, Mr. Anderson stated that the reason for his inquiry was for easier compliance with FOIA requirements.

Responding to Mayor Christiansen as to whether this would also apply to Facebook accounts, Mr. Anderson indicated that it would not. Mr. Anderson stated that official email accounts would be listed on the City's website, which would be the first and most likely place for people to look for contact information for their representatives. He also noted that emails could be archived automatically, as opposed to having to do it manually.

Mr. Hare asked if Mr. Anderson was saying that if a constituent sent an email to his personal account, he would send it to his City account. Responding, Mr. Anderson stated that, currently, if someone sends him an email regarding official City business, he sends a copy of the original email and the response to the City Clerk's Office. In this way, if there is a FOIA request there is no issue because the Clerk's Office has been copied. Mr. Anderson felt that he might inadvertently fail to copy a particular response and that using an official account could lower legal exposure to liability on

his part and on the part of the City. He indicated that this was recommended by the National League of Cities and others and wanted to find out from the City Solicitor if this was the best way to go with regard to Delaware law.

In response to Mr. Hare, Mr. Anderson indicated that he had not discussed this with the City Solicitor prior to the meeting.

Mr. Slavin stated that there is a records retention policy that applies to email, noting that the content of a record determines its value and retention. Some emails are transitory in nature and can be deleted after they are read, some are administrative and have a longer specified retention period, and some are policy-based records that have a permanent retention. Mr. Slavin requested that the City Clerk brush up Council's training by pulling retention information from the Delaware Public Archives website so that members are aware of their responsibilities. He indicated that, with a FOIA request, if records have been destroyed as a matter of the normal course of business they typically do not have to be presented.

Mr. Slavin stated his belief that Mr. Andy Siegel, IT Director, could provide the relevant cost estimates.

Members were informed that prices were obtained for nine (9) Microsoft Office 365 licenses in order to provide members of Council with City e-mail addresses. The quote for Microsoft Core CAL Bridge for Office 365 was $574.38; however, this version had limitations, including the inability to access e-mail from a mobile device. The quote for the full version of Microsoft Office 365 was $4,194.90. Mr. Andy Siegel, IT Director, advised members that he had a few spare licenses, but not enough to add the nine (9) members of Council. He stated that he could see advantages to the suggestion but also financial disadvantages, noting that this item was not included in the budget.

Mr. Anderson noted that this would not have to happen right away.

Mr. Hare questioned if a Council member could pay the $529 fee to have an individual account. Responding, Mr. Siegel stated that he could not speak to how this would work from a financial standpoint, noting that the license would belong to the City and would become part of the City's renewal when the Microsoft Enterprise license is renewed every three (3) years.

Mr. Hare stated that Mr. Rodriguez could be asked to provide information and the City Clerk could research this also.

Mr. Slavin cautioned members that requesting a legal opinion costs the City money and suggested that research not be conducted at a higher hourly rate than could be accomplished by other means.

Mr. Hare questioned the reason for the proposed change, noting that he does not care if anyone reads the emails that he sends.

Ms. Maucher asked if the concern was related to exposure of personal emails that are not City related and whether personal emails could be searched if a FOIA requestor felt that members had not been forthcoming. Responding, Mr. Anderson stated that personal emails that relate to a FOIA request were currently being handled through an honor code and members search and turn over the emails requested. He indicated that if the matter became the subject of legal action, the emails could be compelled through subpoena and someone else would search them; however, to his knowledge, this had not occurred during his tenure on Council.

In response to Mr. Hare as to whether telling the truth had been a problem, Mr. Anderson indicated that it had not; however, something may be overlooked since no system is perfect, and one (1) mistake could cause fines for the City.

Mr. Shevock noted that emails could be subpoenaed wherever they were located, whether from a personal or City account, and questioned why they would not all be in one (1) place that is backed up and maintained by the City.

Mr. Siegel stated that with the Microsoft Enterprise license, all City email is in the Cloud; however, if something happened to a councilman's personal email account, the City would have no recourse in getting it back.

Mr. Shevock questioned why the City would put itself in a position of having a legal problem or lawsuit and causing the appearance of trying to hide something.

Mr. Hare reiterated that if something serious happened with regard to emails, all accounts, including personal accounts would be subpoenaed. He was not sure that it would be desired to spend money on this proposal, noting that hours would also have to be spent to maintain it.

Mr. Shevock moved to recommend staying with the City of Dover email system as it stands now, seconded by Mr. Cole.

Mr. Cole moved to amend the motion to state that Mrs. McDowell would provide information on records retention, and Mr. Shevock concurred.

Responding to Mrs. McDowell, Mr. Hare indicated that a legal opinion should not be sought on this matter.

The Committee recommended staying with the City of Dover email system as it stands now and for Mrs. McDowell to provide information to members regarding records retention.

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

Status of Performance Audit of Civilian Side of City Government *(Deferred During the Meeting of October 26, 2015 Due to Time Constraints)*

During their meeting of July 13, 2015, Council approved the Committee's recommendation that the Staff Strategic Planning Team and members of Council develop ideas by August 1, 2015 and that a workshop be scheduled after August 1, 2015.

During the Legislative, Finance, and Administration meeting of November 9, 2015, Mr. Scott Koenig, City Manager, advised members that a management meeting was held on August 4, 2015 to develop ideas to improve City government and service delivery, and a list of potential new revenue sources, cost saving measures, and other ideas was developed. The City Manager, Controller/Treasurer, and City Clerk then met with the Council President and the Chairmen of the Utility and Legislative, Finance, and Administration Committees on August 21, 2015 to review these ideas. Mr. Koenig reminded members that several of the new revenue sources were currently being proposed for consideration by City Council, while some of the ideas, such as an accommodations tax related to hotel rooms, would require authorizing legislation and could not move forward without help from State legislators. Mr. Koenig advised members that different discussions had also been ongoing with various State legislators about reviewing revenue streams coming to the City of Dover and potentially backfilling those revenue streams should State revenues decline. He stated that other ideas would relate to FY 2017 budget development, such as utility rate structures, recovery of public safety costs, and potential public safety surcharges, etc. Mr. Koenig explained that these items would be brought forward throughout the year for Council's consideration, noting that new fees and fee adjustments had been considered at the committee level and would be considered by Council later in the evening.

In addition, Mr. Koenig noted that the City conducted a Lean Boot Camp on October 28-29, 2015, and thirty (30) members of staff attended. He stated that updates on this program would be provided as additional ideas and projects are developed. Mr. Koenig informed members that the Lean process was about driving efficiency in the organization, making sure there is value in the processes being used, and removing non-value-added steps, rather than reducing staff. Mr. Koenig stated that he found the 16 hours spent with the Lean consultant to be very enlightening. He stated that he intended to budget additional funds to continue the training to more efficiently apply resources, and this would also be part of the FY 17 budget development. He reminded members that, in the FY 16 budget, Council had authorized a public safety study to be conducted by an outside third party to determine whether current techniques and technology related to emergency and police services were being used efficiently, and this study was currently underway

through onsite interviews and review of documents and facilities. Mr. Koenig stated that related written recommendations would be made in the coming months.

Mr. Koenig advised members that the above items were underway at the staff level and would continue to move forward to Council over the next few months.

Mr. Anderson asked if Mr. Koenig foresaw these efforts as providing information regarding the possible restructuring of City government that had been discussed for many years and if there would also be short-term benefits. Responding, Mr. Koenig stated that the Lean process was to reaffirm that Dover is one (1) city that is working toward a common goal and to determine how to share information so that roadblocks are not created between departments. He noted that staff from one (1) department may sometimes not be aware how their decisions may create an additional workload and burdens for other departments. For example, downsizing the number of meter readers several years ago created problems in having to backfill positions from elsewhere and resulted in work that was incomplete, which caused unintended consequences in the organization. Mr. Koenig expressed the need to know how decisions are impacting the overall organization and whether those decisions are maintaining the overall goals.

In response to Mayor Christiansen regarding the cost of the Lean Boot Camp training, Mr. Koenig estimated the cost at $6,000 to $8,000 for 30 people.

Mayor Christiansen asked whether the training addressed the issues of individual departments' missions, structure, current budget, and staffing. Responding, Mr. Koenig stated that it did not address those items, but considered how Lean concepts are applied, the basic principles, and how to get people hooked on the idea of continuous improvement. It also showed the things that can be done initially to start thinking about how to make improvements while other operations are going on.

Mayor Christiansen noted that approximately $100,000 had been spent for the public safety study to review police, fire, and EMS services to check mission, structure, budget, and staffing, and to provide eventual recommendations, and he had thought it might be good if the City had people in the community do this for all City departments. He did not feel that the Lean initiative was in the same vein as the study that the City paid $100,000 for.

Mayor Christiansen expressed his feeling that the Ad Hoc Financial and Operational Advisory Committee came off as an adverse group to the City, whose initial intention seemed to be bringing out a giant ax and cutting everything in sight. Mayor Christiansen felt there was a possibility for some people, possibly former Council members, business people, and general citizens, to review the mission of each City department, including the structure, budget, and staffing from an outside view. While he felt that the Lean initiative would provide internal insight, he expressed a desire to have a look from the outside, noting that there could never be too many answers.

Mr. Koenig felt that the type of the review suggested by Mayor Christiansen would be viewed as hostile by the organization. He noted that the Ad Hoc Financial and Operational Advisory Committee, while it had good intentions, ruffled a lot of feathers in the organization and statements were made at the committee level that could not be influenced or controlled. Mr. Koenig advised members that any such committee would be public, subject to the Freedom of Information Act (FOIA), and would have to post meetings. He stated that the members of those types of committees must be very careful when they start talking about the names, qualifications, and actions of City employees.

Mayor Christiansen expressed his opinion that this committee would not be conducted on a hostile basis but would have the ultimate goal of improving the organization. He noted that some departments were understaffed and the goal would not be to cut but to help the City.

Mr. Koenig stated that there may be people that would argue for additional or expansion of services or activities; however, there were budget constraints. He felt that marrying up those two (2) initiatives would be a challenge.

Mayor Christiansen questioned if a committee of well-intended, non-hostile citizens would be as effective as a committee of people from outside Dover coming to review the Dover's police, fire and EMS services. He reiterated that his intent was not to ruffle feathers but to make sure that all departments have the proper structure, guidance and staffing to do the job, and he believed that a committee of well-intended citizens with no ax to grind could perform this mission.

Responding to Mayor Christiansen, Mr. Koenig stated that Council could select a committee if they would like to. He explained that the hiring of a professional, third party to conduct the public safety study was to benchmark against national standards and hopefully get ideas from other communities under the same pressures that Dover has. He felt that local talent did not have the same breadth of experience as a consulting firm that is dedicated to public safety management across the nation. Mr. Koenig stated that there are local experts at certain things; however, the question was how to manage those experts and their personalities, opinions, and statements, noting that the dialogue and dynamics of such committee meetings are not easy to control, and ad hoc committees had experienced difficulty keeping the objectives clear in the past.

In response to Mr. Hare regarding the frequency of employee evaluations, Mr. Koenig stated that evaluations are supposed to be completed annually and it was his belief that most evaluations were done annually.

Responding to Mr. Hare, Mr. Koenig stated that he was unsure which employees were not being evaluated and would have to get a list. Mr. Hare stated that he would like to see who was not being evaluated. Mr. Koenig stated that he had not given his

department heads written evaluations in the last year. Mr. Hare asked if Mr. Koenig felt that this was something that should be done so that Mr. Koenig and Council could get an idea of how the employees were performing. Responding, Mr. Koenig stated he felt it fair that there should be something in writing; however, he indicated that employees are evaluated every day. He noted that Council had not always stuck to annual evaluations. Mr. Koenig indicated that he understood the value of evaluations as an assessment tool, but he stated that evaluation of performance is a daily occurrence and not once per year.

Mayor Christiansen questioned if it would be abrasive to anyone if a disinterested third party, not affiliated with the City, performed a review based on mission, structure, budgeting, and staffing, and made a recommendation, not as an official committee of the Mayor or the Council, but as interested citizens. He noted that people from the Chamber of Commerce had worked on and reviewed the City's budget. Mayor Christiansen did not feel that such a group would be subject to FOIA if they did not meet on City property, and he stated that it would be ensured that these were people who were looking at the operation of the City with good intent.

Mr. Hosfelt questioned if this would be similar to the Ad Hoc Financial and Operational Advisory Committee. Responding, Mayor Christiansen stated that the Ad Hoc Financial and Operational Advisory Committee was an official committee of City Council, and the alternative he suggested would not be connected with City and the review would be done for the love of the City. He indicated that he would insist that the first department to be reviewed would be the Economic Development Office, which he is in charge of.

Mr. Slavin expressed his appreciation for the efforts related to the ongoing process of continuous improvement. He stated his impression that there was a heavy load coming up in the six (6) weeks after the holidays, with the preparation for a much earlier budget cycle. Mr. Slavin explained that key decisions would come much earlier in the budget process, and there were potential cuts from the State to be dealt with. He stated the need to be careful in balancing workload and felt that there was a bit of fatigue related to the conversation regarding structuring and restructuring City government. Mr. Slavin stated that if a group, such as the Chamber of Commerce, wanted to put an independent study group together, there was nothing pro or con that the City could do. However, he wanted to be sure that this was not the result of a suggestion coming from the City to circumvent FOIA. Mr. Slavin cautioned that once a committee is created, that committee has to play by rules that make it very difficult to have candid conversations, and he did not want employees to feel threatened. He felt that the Ad Hoc Financial and Operational Advisory Committee had good intentions, but it became very much a threat to employees, who felt the Committee was meeting to slash jobs and go after certain positions, and he indicated that he would not want to see something like that.

Mrs. Ann Marie Townshend, Director of Planning and Community Development, stated that she had managed the Planning Department for approximately 10 years and they had struggled over the course of many years with employee morale based on comments made in Council Chambers or by committees set up by Council. She expressed serious concerns, as a manager who constantly works to build up staff but also hold them accountable, about an outside group coming in and telling staff how to do their jobs better. Mrs. Townshend advised members that municipal government is very complex and is not a business, noting that most businesses do not deal with four (4) bargaining units or have to make decisions in a very open environment where closed door discussions cannot be held. She noted that many people question why things cannot be done in a way that would seem to make more sense, noting that department managers ask the same things about other departments until they spend a day in those departments and see how those processes work. Mrs. Townshend expressed concern about bringing in people who may have little or no experience in municipal management, and who may have the best of intentions but do not understand the legal and other constraints of government. She felt this would degrade morale and start infighting among departments, finger pointing, and defensiveness. Mrs. Townshend felt that every time discussions like this come up, it is like a kick in the stomach to the staff that come in and work hard every day, whether senior management, mid-level management, or the employees out on the road doing the work.

In regard to the Lean Boot Camp training, Mrs. Townshend stated that during the session, staff learned and had meaningful discussions about working together within the organization to evaluate processes, take out steps that do not add value to the process or the customer, and come up with a more efficient and customer-friendly organization. Attendees left each day excited to start working together, across departments, to implement these concepts. Mrs. Townshend expressed concern about starting more things rather than letting the Lean process, which staff was fully engaged in, run its course. She felt that anything getting in the way of that process would be counterproductive.

Responding to Ms. Maucher, Mrs. Townshend stated that 30 of the approximately 360 members of staff attended the training and all departments had representatives, with some departments having up to four (4) staff members present. She noted that most of the attendees were from management, but not all.

In response to Mr. Sudler, Mr. Koenig stated that a mixture of unionized and non-unionized employees were present.

Mr. Hare stated that he did not disagree with Mrs. Townshend or Mr. Koenig. Having experience in business and dealing with unions, and having done consulting, he did not see the need to bring someone in to evaluate employees; however, he felt that Council should make sure managers were accountable, were not overworked,

and were not trying to do too much with too little. Mr. Hare stated this could not be done until management was informing Council about the evaluation of their own departments.

Mr. Sudler stated that evaluating employees may provide the City protection from future lawsuits. He noted that without evaluations, employees who are terminated might say they were not given an opportunity to improve or that they did not know they were having an issue in a certain area.

Mr. Koenig stated that no departments had indicated to him that they had too many people and too little to do in the last two (2) years; they all indicated that they were overworked and had more to do than could be accomplished. He understood the context of wanting to get more out of things but noted that the City was also faced with cutting budgets. Mr. Koenig felt that there was debate and difficulty making decisions on things that appeared straightforward. He noted that an independent, third-party review of public safety had been requested; however, 10 new police offices were then hired due to the submission of a page-and-a-half memo without any data to back up the request. Mr. Koenig felt that data probably could have backed up the request; however, it was not analyzed and a decision was made to move forward since members were backed up against the wall publicly because of a major issue going on in the City. Mr. Koenig advised members that the public safety study would tell whether or not the hiring of those officers was a good decision.

Mr. Koenig stated that it was frustrating to hear that there were experts out there that could tell the City how to save millions or hundreds of thousands of dollars, noting that the doors are open to those who want to come and have those discussions or make observations; however, he cautioned that there are real people involved. For example, he noted that the City had quietly gotten out of the custodial business, but accomplished this through attrition. It was known through calculations that the City would save money by outsourcing or privatizing those services, but the City waited because of the human factor. Mr. Koenig advised members that all these decisions would involve employees, and, traditionally, the public had not been very kind to local government services. He stated that ideas cannot just be thrown into the public arena without debate and cannot be pulled back once out there.

Mr. Cole concurred, stating that in his line of work, education, there can be fatigue and there is always someone with a new plan or idea. He questioned why members could not let the new Lean Boot Camp process play out and review it after implementation.

Mayor Christiansen stated that his proposal was not presented from an adversarial point of view; rather, his intention was to make sure that there were enough people to do the work that is thrown at staff on a day-to-day basis and is not getting done.

In regard to the police officers that were hired, Mayor Christiansen asked that members look around at what had happened over the course of the year in the City and stated that related recommendations that were made by one (1) of the City's current councilmen, while formerly serving as Chief of Police, were ignored by Council. He indicated that this became a crisis and was still a crisis today.

Proposed Change to Committee Meeting Format (Hutchison)

Councilman Hutchison proposed changing the format of the standing Council committee meetings to a Committee of the Whole format, in an effort to be more efficient and effective, to allow greater opportunity for interaction and networking among elected officials and the civilian committee members, and to enhance the decision-making process by involving all members of City Council in discussions at the committee level. Mr. Hutchison explained that the Committee of the Whole, which would include all members of City Council and the civilian members of the Parks, Recreation, and Community Enhancement; Safety Advisory and Transportation; Utility; and Legislative, Finance, and Administration committees, would be chaired by the Council President and the civilian members would participate only in their committee's discussions. The Committee of the Whole format would enable members to give detailed consideration to agenda items in a committee setting. The results of votes taken would not be final decisions but would have the status of recommendations, which City Council would consider further and vote on at its regular meeting, either as a discussion item or on Consent Agenda. Mr. Hutchison indicated that the Council President would preside over the Committee of the Whole and each of the chairpersons of the four (4) standing committees would chair those committees.

Mr. Hutchison recommended that Staff be directed to prepare the necessary ordinance, that the Committee of the Whole begin meeting on Tuesday, January 12, 2016, and that the Committee of the Whole meet on Tuesday evenings following the Regular Council meetings, beginning at 6:00 p.m.

Mr. Hare noted that, under this format, there would be no opportunity to bring an item from committee to Council quickly and questioned if there could be an exception if something had to be fast tracked by having a special meeting. Responding, Ms. Traci McDowell, City Clerk, stated that special meetings could be scheduled with seven (7) days advance notice.

Mr. Hutchison stated that having Committee of the Whole meetings on Tuesday evenings at 6:00 p.m. or 6:30 p.m. would allow Council and civilian members who have jobs to attend and open the door for better lines for communication.

Mr. Slavin noted that this would effectively double the number of nights that Council would be committed to. In addition, he questioned how a Committee of the Whole would be organized with citizen members, stating that the committee would then become nine (9) members of Council plus two (2) citizen members and a quorum

would become six (6). Mr. Slavin inquired if the citizen members would be expected to be present through all of the meetings, noting that the length of each meeting was unknown and these members would not know when their respective items would be considered and may have a long wait time.

Responding to Mr. Slavin, Mr. Hutchison stated that committee members are paid, and he felt that they should be there at the start of the meeting with Council members. It was his opinion that everyone must be able to work together if City of Dover business was to be done.

Mr. Slavin questioned what problem was trying to be solved, noting his awareness that the solution was modeled after Kent County Levy Court, which was a different organization that does not have citizen members and meets as a Committee of the Whole because only commissioners serve on committees.

Mr. Hutchison felt it important to have all nine (9) members of Council address and work on issues. He stated that most of the items that go from committee to Council are on Consent Agenda. He noted that matters involving millions of dollars are discussed at committee meetings and felt it important to get the interaction of all members so that everyone has a good working knowledge.

Mr. Slavin did not disagree with the idea of having as many people discussing matters as possible; however, he noted that Council members can attend committee meetings, pull items off the Consent Agenda, and read the minutes and backup material. He was not convinced that the issue was that members were not participating.

Mr. Hare noted that sometimes members pull items off the Consent Agenda at a Council meeting and ask questions that committee members had already spent time discussing.

Mr. Slavin stated that he was unsure what the effect would be on public participation if all meetings were moved to a specific evening time versus earlier in the afternoon, noting that many people work shifts. He was unsure if the net effect would be to alienate those who work evenings.

Mr. Cole felt that the proposal was well intended but that the whole picture should be looked at before moving forward. He concurred with Mr. Slavin regarding the need to ensure that a solution to a problem was being looked for.

Mr. Hare indicated that he did not think it was a bad idea but was not prepared to say that it should be done. He stated that this could be tried for two (2) or three (3) meetings and then discussed again.

The Committee recommended commencing the Committee of the Whole meeting format during the first meetings in January and try it for a few months, and if members decide to adopt the format as one (1) of the protocols for the next Council year, that this be done during the annual meeting.

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

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

RESCHEDULING OF PLANNING COMMISSION PUBLIC HEARING - PROPOSED ORDINANCE #2015-20 AMENDING APPENDIX B - ZONING, ARTICLE 12 - DEFINITIONS

Council President Slavin advised members that the First Reading of Proposed Ordinance #2015-20 was held on November 9, 2015 at which time the Ordinance was referred to the Planning Commission for a Public Hearing on December 21, 2015. That Planning Commission meeting has been rescheduled for Wednesday, December 16, 2015 at 7:00 p.m. It is recommended for referral to the Planning Commission on December 16, 2015. The Public Hearing before City Council will take place on January 11, 2016 at 7:30 p.m., at which time the Final Reading and Council action will take place. Copies of all proposed ordinances are available at the entrance of the Council Chambers or can be obtained from the City Clerk's Office.

Mr. Hare moved to refer the amendments to the Planning Commission on December 16, 2015 and set a public hearing before City Council for January 11, 2016 at 7:30 p.m., as recommended by staff. The motion was seconded by Mr. Hutchison and unanimously carried.

EVALUATION OF BIDS - FY 2016 FALL STREET AND ALLEY PROGRAM

Mr. Scott Koenig, City Manager, informed members that, in concurrence with the City of Dover's Capital Investments Plan, it was proposed to rehabilitate various pavement and concrete sections throughout the City of Dover during Fiscal Year 2016. The total length of scheduled street repaving is approximately 6,500 linear feet or 1.23 miles. Along with repaving, this project includes replacing approximately 2,200 linear feet of curb, 20 linear feet of valley gutter, 2,800 square feet of driveway apron, 6,000 square feet of sidewalk, 6 catch basin heads, and 350 square yards of various patch work. This project also includes installing inlet protections, 12,000 square feet of new sidewalk, and 150 square feet of detectable truncated domes. The following locations were included in the proposed scope of work to be completed under the FY 2016 Fall Street and Alley Program: David Circle East; David Circle West; Fairway Court; Gregory Court; Hemsted Court; Kensington Court; Maple Parkway; Martin Street; Michael Court; Miller Road; Niblick Court; Reed Street; South New Street; and Tallowick Lane.

Mr. Koenig stated that the anticipated Street Program included funding from the General Fund Street Program in addition to Community Transportation Funds. Since the anticipated Street Program includes locations intended to be funded with Community Transportation Funds (Davis Circle East,

Davis Circle West, Fairway Court, and Tallowick Lane), the City of Dover will be required to use bids with prevailing wages. Therefore, Sam's Construction has been determined to be the low bidder. In addition, their previous work with the City was found to be satisfactory. It is staff's opinion that the bid represents fair market value and their qualifications are in accordance with the requirements of this project.

Staff recommended awarding a unit price contract, based upon bid #16-0015PW for the FY 2016 Fall Street and Alley Program to Sam's Construction based on the prevailing wage unit prices for each work item submitted. The estimated value of the contract is $740,735.00. Work will be performed in strict accordance to the bid specifications.

Mr. Anderson moved for approval of staff's recommendation, seconded by Mr. Hosfelt.

Mr. Anderson expressed his opinion that a lot of the streets included in this bid were very worthy and long overdue. He congratulated the City Manager on ensuring that the entire City was represented by need in this particular program.

The motion for approval to award a unit price contract estimated at $740,735.00, based upon bid #16-0015PW for the FY 2016 Fall Street and Alley Program, to Sam's Construction based on the prevailing wage unit prices for each work item submitted and with work to be performed in strict accordance to the bid specifications, as recommended by staff was carried by a unanimous roll call vote.

EVALUATION OF REQUESTS FOR PROPOSALS - FINANCIAL ADVISOR SERVICES

Mrs. Donna Mitchell, Controller/Treasurer, informed members that, in accordance with the City of Dover Debt Management Policy, the Finance Department completed a solicitation for Financial Advisory Services and three (3) proposals were received and reviewed. She stated that, based upon the review, staff recommended the selection of Public Financial Management, Inc., a subsidiary of the PFM Group headquartered out of Philadelphia, PA.

Mrs. Mitchell explained that the recommendation of Public Financial Management, Inc. (PFM) was based largely on the network of professionals they employ and the scope of services provided. PFM's response to the request for proposal demonstrated their capability in providing assistance to the City of Dover in many of the challenges we face today with budgetary and capital requirements. PFM has provided assistance in the past for labor negotiations, Municipal Continuing Disclosure Cooperation requirements, and provided training on financial management topics at no cost to the City. As in the past, all fees related to these services are paid out of the bond proceeds and not budgeted as current expenses in the City budgets.

Mrs. Mitchell stated that staff contacted several of the references that the three (3) firms provided in their proposals, noting that many of them had state agencies. She informed members that this was also a reason for the recommendation of Public Financial Management, Inc.

Staff recommended approval of a five (5) year service contract for financial advisor services with Public Financial Management, Inc.

Mr. Hare moved for approval of staff's recommendation, seconded by Mr. Hutchison and carried by a unanimous roll call vote.

REAPPOINTMENTS RECOMMENDED BY MAYOR CHRISTIANSEN - ST. JONES GREENWAY COMMISSION - THREE (3) YEAR TERMS TO EXPIRE DECEMBER 31, 2018

Mayor Christiansen recommended the appointment of Mr. James Burcham, Mr. Michael P. Mercer, and Mrs. Ann Marie Townshend (Ex-Officio) to serve on the St. Jones Greenway Commission for three (3) year terms to expire December 31, 2018.

By consent agenda, Mr. Hosfelt moved for approval of the appointment of Mr. James Burcham, Mr. Michael P. Mercer, and Mrs. Ann Marie Townshend (Ex-Officio), as recommended by Mayor Christiansen, seconded by Mr. Anderson and carried by a unanimous roll call vote (Hare and Lewis absent).

ELECTION OF OFFICERS - ROBBINS HOSE COMPANY - YEAR 2016 FIRE LINE OFFICERS

The Fire Line Officers of the Robbins Hose Company are elected annually on the third Monday of November. Members were provided the results from the November 16, 2015 Robbins Hose Company Election for consideration as follows:

Fire Chief	-	Carleton Carey, Jr. (uncontested)
Deputy Fire Chief	-	Ronald Rhodes (uncontested)
First Assistant Fire Chief	-	David Carey (uncontested)
Second Assistant Fire Chief	-	Glenn Whitt (uncontested)
Third Assistant Fire Chief	-	Duane Reeder
Fourth Assistant Fire Chief	-	Michael O'Connor, Jr.
First Fire Line Captain	-	Michael O'Connor, III
Second Fire Line Captain	-	David Knight

By consent agenda, Mr. Hosfelt moved for acceptance of the Fire Line Officers for Robbins Hose Company No. 1 for the Year 2016, as submitted, seconded by Mr. Anderson and carried by a unanimous roll call vote (Hare and Lewis absent).

REZONING REQUEST FOR PROPERTY LOCATED AT 904, 910, 930, 950, 956, 970, 986, AND 992 WHATCOAT DRIVE - FIRST READING OF PROPOSED ORDINANCE #2015-23

A request was received to rezone property located at 904, 910, 930, 950, 956, 970, 986, and 992 Whatcoat Drive, owned by Whatcoat Community Development, Inc. The property is currently zoned RG-1 (General Residence Zone) and subject to the COZ-1 (Corridor Overlay Zone) and the proposed zoning is RG-2 (General Residence Zone) and subject to the COZ-1 (Corridor Overlay Zone).

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

Mr. Cole moved to refer the request to the Planning Commission on December 16, 2015 and set a public hearing for January 11, 2016 at 7:30 p.m. The motion was seconded by Mr. Hosfelt and 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:

- PROPOSED ORDINANCE #2015-23 AMENDING THE ZONING ORDINANCE AND ZONING MAP OF THE CITY OF DOVER BY CHANGING THE ZONING DESIGNATION OF PROPERTY LOCATED AT 904, 910, 930, 950, 956, 970, 986, AND 992 WHATCOAT DRIVE

FIRST READING - PROPOSED ORDINANCE #2015-21 AMENDING CHAPTER 82 - PLANNING AND APPENDIX F - FEES AND FINES (PROPOSED NEW REVENUE SOURCES)

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 ordinances will take place during the Council Meeting of December 14, 2015.

Mr. Scott Koenig, City Manager, advised that the proposed amendments would add new revenue sources including fees for temporary certificates of occupancy for residential uses, temporary certificate of occupancy for non-residential uses, zoning verification and administrative interpretations, copies of utility bills, and credit checks. He stated that the estimated revenue from these new revenue sources was $31,760.

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

- PROPOSED ORDINANCE #2015-21 AMENDING CHAPTER 82 - PLANNING AND APPENDIX F - FEES AND FINES (PROPOSED NEW REVENUE SOURCES)

FIRST READING - PROPOSED ORDINANCE #2015-22 AMENDING CHAPTER 110 - UTILITIES, ARTICLE II - ELECTRIC SERVICE AND APPENDIX F - FEES AND FINES (REVIEW AND MAINTENANCE OF PLANNING AND CUSTOMER SERVICE FEES)

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 ordinances will take place during the Council Meeting of December 14, 2015.

Mr. Scott Koenig, City Manager, advised that the proposed amendments would increase existing fees in the Planning and Inspections and Customer Service Department, including fees for planning applications, public occupancy permits, certificates of occupancy, mechanical permits, plumbing permits, rental permits, itinerant merchant business licenses, vacant building registrations, sign permits, returned checks, as well as the service fee for after hours re-connection for utilities. He stated that the estimated revenue from these proposed maintenance increases was $224,305.

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

- PROPOSED ORDINANCE #2015-22 AMENDING CHAPTER 110 - UTILITIES, ARTICLE II - ELECTRIC SERVICE AND APPENDIX F - FEES AND FINES (REVIEW AND MAINTENANCE OF PLANNING AND CUSTOMER SERVICE FEES)

COUNCIL MEMBERS' ANNOUNCEMENTS

Mr. Sudler noted that he had participated in serving Thanksgiving dinner to the homeless at Trinity Church, where Pastor Smith is the pastor, and thanked the Central Delaware National Association for the Advancement of Colored People (NAACP), City of Dover Police Department, Dover Human Relations Commissions, 17th District Senator Brian Bushweller and all other participants.

Mr. Sudler wished a special happy birthday to his aunt, Reverend Rita Mishoe Paige.

Mr. Slavin, on behalf of Council, wished Mrs. Ann Marie Townshend, Director of Planning and Community Development, a happy birthday.

Mr. Slavin extended a warm Thanksgiving wish to all the residents and citizens of Dover. He asked everyone to please keep in mind a warm thought for those people who would be serving us in uniform on Thanksgiving, noting that, as we gather with our families, they will be out protecting us.

Mr. Slavin announced that the Capital Holiday Celebration was scheduled for Thursday, December 3, 2015 and members of Council would gather at 5:00 p.m., in front of City Hall, to sing Christmas carols.

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

Meeting adjourned at 8:11 p.m.

TRACI A. McDOWELL
CITY CLERK

All ordinances, resolutions, motions, and orders adopted by City Council during their Regular Meeting of November 23, 2015, are hereby approved.

ROBIN R. CHRISTIANSEN
MAYOR

/TM
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Exhibits
Exhibit #1 - Downtown Business Support for Youth Advisory Committee New Year's Eve Event
Exhibit #2 - Petition Supporting Youth Advisory Committee New Year's Eve Event

Please help the committee with this simple petition. Share this with your friends. We need to rebuild our sense of community and engage our youth. One way to do that is through the arts.. While I am not an organizer of this petition, I do support it. They are so close to their goal. If you support having family friendly events to unite this community, sign this petition. I ask my friends in the Dover area to sign this petition as a favor to me.
If you want to support youth who are making a positive impact on this community wen naysaying adults gave up, support this petition.
If you believe that Dover has local talent that should be showcased and that the arts are important, sign this petition.
If you believe that months of work by the youth should be allowed to culminate in a real community event that will connect families and young people with local artists throughout the year, sign this petition.
If you believe that we should recover from a year of crime, disunity, and fear with unity, culture, and joy, sign this petition.
If you just want to have fun with friends and family, sign this petition.
Thanks in advance Please share this today. The vote is 7:30 pm on the 23rd of November.
http://petitions.moveon.org/sign/we-support-the-dover.fb51?source=c.fb&r_by=14432879

We support the Dover Youth Advisory Hosting New Years 2015/2016

Petition by Theresa Morris

To be delivered to **Dover City Counsel, City council**

Please sign to show your support for the rhe Dover Youth to Host New Years, and to ask the local Government to support the Youth Advisory in Hosting this event.

There are currently 78 signatures. NEW goal - We need 100 signatures!

Petition Background

We need supporters to contact the City Council including City Councilman Brian E. Lewis and Jim Hosfelt on the committee. They are listening right now carefully. They are terrific but the committee needs to hear what the public wants. You can message them your support or leave a message for all of Council at 736-7006. Say you support the Youth New Year's plan in the Dover Post.

The time has come for us to reunite as a community. This is one strategy put forth by the Youth Advisory Council. It is not just a big party, but a way of engaging people with positive local groups that will expose people to drug and alcohol free activities all year long. We need to change the paradigm of young people and show them that family friendly events beat loser events which risk one getting into trouble.
By relying on local people and activities, we not only keep costs low but provide a positive peer network that will engage people all year long. What a way to start the year, families being together, friends together in a positive way that will bring business downtown.
We cannot rebuild our sense of community by accident. It takes a comprehensive strategy. The youth are an important part of it.

My business will stay open in support of Dover Youth Advisory Committees event "Joy to the People , the Peoples 1st Nite 2015/2016"

Business Name	Signature	will host a facepainter or perform at our location
Grey Fox Grille		Music - Piano or Guitar
Golden Fleece		—
Dinos & Darlings	Lighthey Lyn Shey	music 7-11 9pm
The BnL		Flyer
Signature Stitches	Penny Reynolds	flyer.
33 West		Flyer MAYBE music?
Computers Fixed Today	Evelyn Bishops	Flyer
Zuha Trend		Flyer music.
Needful Things	Marie Vaughn	Flyer
Tresses Hair Studio	Ayuta Dam	Flyer
* JAMES DAVIS - LASHMANE *		
Lucsaint Joachim		
CARIBBEAN R R MULTI SERVICES		Face Paint
69 FLAVORS		flyer.
Bayard Pharmacy		flyer / Performer?
Forney's Ltd.	Amy Mancheska	Flyer
Whipps		
Bel Boutique	Eni Jhuveles	tbd
Roy Sudler, Jr.		Councilman 4th District.
Scott Cole		Councilman - 3rd District

- 1. *Theresa Morris* from Dover, DE signed this petition on Oct 20, 2015.
-

- 27. *Revella Leifert* from Newark, DE signed this petition on Nov 1, 2015.
- 26. *Valentine Suter* from Dover, DE signed this petition on Oct 28, 2015.
- 25. *Gavin Lee* from Dover, DE signed this petition on Oct 28, 2015.

  I support the Dover Youth Advisory hosting New Years

- 24. *Ursula Sadiq* from dover, DE signed this petition on Oct 25, 2015.
- 23. *Nina Shahin* from Dover, DE signed this petition on Oct 24, 2015.
- 22. *Haley Thomas* from Cheswold, DE signed this petition on Oct 24, 2015.
- 21. *Chelsea quinn* from kenton, DE signed this petition on Oct 24, 2015.
- 20. *Robert vandetti* from dover, DE signed this petition on Oct 24, 2015.

  I fully support this

- 19. *Joseph Scott* from Dover, DE signed this petition on Oct 24, 2015.

  I support 100%

- 18. *Deborah Economidis* from Dover, DE signed this petition on Oct 24, 2015.
- 17. *Ramon Jaime Conde Velez* from Viola, DE signed this petition on Oct 24, 2015.

  Let us be inclusive & bring forth a positive outcome on the young people of this great nation & society & as well let them know that they are loved.

- 16. *Debbie Lonski &Ben* from Dover, DE signed this petition on Oct 24, 2015.

  We are very excited about this event.

- 15. *Tasnim Abdullah* from New haven, CT signed this petition on Oct 21, 2015.
- 14. *Cheyenne gommer* from Dover, DE signed this petition on Oct 21, 2015.
- 13. *SANDRA MOORE* from Elsmere, DE signed this petition on Oct 20, 2015.
- 12. *Anna Foraker* from Dover, DE signed this petition on Oct 20, 2015.
- 11. *Ann Mattson* from New Castle, DE signed this petition on Oct 20, 2015.
- 10. *Henry Bufano* from Newark, DE signed this petition on Oct 20, 2015.
- 9. *Dione Farquharson* from Dover, DE signed this petition on Oct 20, 2015.

  this would be a great way to bring this community together!!!!

- 8. *theresa* from Dover, DE signed this petition on Oct 20, 2015.
- 7. *Michael dinger* from New castle, DE signed this petition on Oct 20, 2015.
- 6. *Travis Friedman* from Magnolia, DE signed this petition on Oct 20, 2015.

  Dover needs aomething like this

- 5. *Jordan* from Smyrna, DE signed this petition on Oct 20, 2015.
- 4. *Cassandra Ference* from Clayton, DE signed this petition on Oct 20, 2015.

  This amazing group of kids has been workong so hard to make this happen. Ot would be a travesty if this event didnt occur! We want our New Years!!

- 3. *Christopher Harper* from Smyrna, DE signed this petition on Oct 20, 2015.

  i would even be willing to volunteer for the event

- 2. *Albert Leskovar* from Smyrna, DE signed this petition on Oct 20, 2015.

- 57. *Carla D Saunders* from Dover, DE signed this petition on Nov 23, 2015.
- 56. *Daniel south* from Townsend, DE signed this petition on Nov 23, 2015.
- 55. *Jacquelynn Harwood* from Dover, DE signed this petition on Nov 23, 2015.
- 54. *Ahyanna* from Dover, DE signed this petition on Nov 23, 2015.
- 53. *John Wetherall* from Dover, DE signed this petition on Nov 23, 2015.

  Long history of the government doing away with events for kids. We don't know why and possibly never will . Let's not take this event away from our future and supported the youth new years plan !

- 52. *dione farquharson* from dover, DE signed this petition on Nov 23, 2015.

- 51. *Janet Wooley* from Smyrna, DE signed this petition on Nov 23, 2015.

  Good going to have a family friendly event for new years. Have gone when they were held in the past.

- 50. *Tempest Rose Tedesco* from Somers Point, NJ signed this petition on Nov 23, 2015.
- 49. *bryan olexa* from dover, DE signed this petition on Nov 23, 2015.
- 48. *Bryan Scar* from Harrison, DE signed this petition on Nov 23, 2015.
- 47. *Brian Shane* from Smyrna, DE signed this petition on Nov 23, 2015.
- 46. *Brittany Silvia* from Dover, DE signed this petition on Nov 23, 2015.
- 45. *Anas Ahmed Abdullah* from New haven, CT signed this petition on Nov 23, 2015.
- 44. *William Staats* from New haven, CT signed this petition on Nov 23, 2015.
- 43. *Paige Mundell* from Smyrna, DE signed this petition on Nov 23, 2015.
- 42. *Lauren* from Dover, DE signed this petition on Nov 23, 2015.

  41. *Gary Tucker* from Dover, DE signed this petition on Nov 23, 2015.
- 40. *Tammy mowbray* from Henderson, MD signed this petition on Nov 23, 2015.
- 39. *Hayden Muse* from Smyrna, DE signed this petition on Nov 23, 2015.
- 38. *Rachel Paolini* from Dover, DE signed this petition on Nov 23, 2015.
- 37. *Lisa Foster* from Magnolia, DE signed this petition on Nov 23, 2015.

  Invest in your youth and togetherness of the community.

- 36. *Kathy* from Smyrna, DE signed this petition on Nov 23, 2015.
- 35. *Kristina marie fortney* from Dover, DE signed this petition on Nov 23, 2015.
- 34. *Courtney Bullins* from smyrna, DE signed this petition on Nov 23, 2015.
- 33. *Trini Lima* from Clayton, DE signed this petition on Nov 23, 2015.

  I support this group and this event.

- 32. *frank ross* from dover DE, DE signed this petition on Nov 23, 2015.

- 31. *Caitlin* from Felton, DE signed this petition on Nov 23, 2015.
- 30. *jeannie anderson* from dover, DE signed this petition on Nov 23, 2015.

  Please support this event. It is a great way to bring the community together.

- 29. *Douglas Hutchins* from Smyrna, DE signed this petition on Nov 18, 2015.
- 28. *lisa farnhill* from dover, DE signed this petition on Nov 18, 2015.

  the cities not gonna do it. let's have a nice new year :)

- 91. *Sarah Scott* from Dover, DE signed this petition on Nov 23, 2015.
- 90. *Rinda Edelman* from Dover, DE signed this petition on Nov 23, 2015.
- 89. *Michelle Ievoli* from Wilmington, DE signed this petition on Nov 23, 2015.

  Unite the community

- 88. *nikole* from Dover, DE signed this petition on Nov 23, 2015.
- 87. *Jeffrey griffin* from Smyrna, DE signed this petition on Nov 23, 2015.
- 86. *scott graham* from dover, DE signed this petition on Nov 23, 2015.
- 85. *Brice massie* from Dover, DE signed this petition on Nov 23, 2015.
- 84. *Kristi Daniels* from Smyrna, DE signed this petition on Nov 23, 2015.
- 83. *Alaina morris* from Smyrna, DE signed this petition on Nov 23, 2015.
- 82. *Dana Sweeney* from Dover, DE signed this petition on Nov 23, 2015.
- 81. *Tyler Greene* from Millsboro, DE signed this petition on Nov 23, 2015.
- 80. *KAnna Galloway* from Hartly, DE signed this petition on Nov 23, 2015.
- 79. *James Rogin* from Dover, DE signed this petition on Nov 23, 2015.
- 78. *Lydia Lee* from Dover, DE signed this petition on Nov 23, 2015.
- 77. *Jessica Holden* from clayton, DE signed this petition on Nov 23, 2015.
- 76. *Dana J Johnson* from Dover, DE signed this petition on Nov 23, 2015.
- 75. *Petra Myers* from Dover, DE signed this petition on Nov 23, 2015.
- 74. *Joe Thomas* from Smyrna, DE signed this petition on Nov 23, 2015.
- 73. *Tammy* from Dover, DE signed this petition on Nov 23, 2015.
- 72. *Nicole* from Dover, DE signed this petition on Nov 23, 2015.
- 71. *Austin C. Auen* from Felton, DE signed this petition on Nov 23, 2015.
- 70. *David* from Burlington, VT signed this petition on Nov 23, 2015.
- 69. *Doug Beatty* from Magnolia, DE signed this petition on Nov 23, 2015.
- 68. *Tammy Kalp* from Dover, DE signed this petition on Nov 23, 2015.

  Please keep the New Years Eve festivities!!!

- 67. *Joneigh* from dover, DE signed this petition on Nov 23, 2015.

  please let them go through with this .

- 66. *Steven* from Smyrna, DE signed this petition on Nov 23, 2015.
- 65. *Brian* from Dover, DE signed this petition on Nov 23, 2015.

  If we don't offer safe drug free alternatives to del youth they will continue drink fornicate and use drugs.Why bbecause TV and internet to not feed our youths souls.

- 64. *Joseph m fuller* from milford, DE signed this petition on Nov 23, 2015.

  Please allow this to happen.

- 63. *Judy Berry* from Harrington, DE signed this petition on Nov 23, 2015.
- 62. *Bonnie Henderson* from Frederica, DE signed this petition on Nov 23, 2015.
- 61. *Rochér Hopkins* from Dover, DE signed this petition on Nov 23, 2015.
- 60. *Harley* from Dover, DE signed this petition on Nov 23, 2015.
- 59. *Loan Tran* from East Brunswick, NJ signed this petition on Nov 23, 2015.
- 58. *Cynthia Ferguson* from Wilmington, DE signed this petition on Nov 23, 2015.

i would even be willing to volunteer for the event