REGULAR COUNCIL MEETING
AGENDA

OCTOBER 12, 2015 - 7:30 P.M.

CITY HALL COUNCIL CHAMBERS
15 LOOCKERMAN PLAZA
DOVER, DELAWARE

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

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

INVOCATION BY BISHOP THOMAS L. HOLSEY

PLEDGE OF ALLEGIANCE LED BY COUNCILMAN HOSFELT

AGENDA ADDITIONS/DELETIONS

* **CONSENT AGENDA**

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

* **1. ADOPTION OF MINUTES - REGULAR COUNCIL MEETING OF SEPTEMBER 28, 2015**

2. PRESENTATIONS

A. 2015 MAYOR'S ARTS AWARD - DELAWARE STATE NEWS

B. 2015 MAYOR'S YOUTH ARTS AWARDS

ANGEL CALDWELL
CHALAY MARIE HORNE
CLAIRE KOLAKOWSKI

C. RECOGNITION OF SERVICE - BRIAN MILLER

3. RECESS FOR LIGHT REFRESHMENTS

4. PUBLIC HEARING/FINAL READING OF PROPOSED ORDINANCE #2015-13, WITH PLANNING COMMISSION AMENDMENT #1 (PC#1), AMENDING APPENDIX B - ZONING

THE FIRST READING OF THE PROPOSED ORDINANCE WAS ACCOMPLISHED DURING THE COUNCIL MEETING OF AUGUST 24, 2015. COPIES ARE AVAILABLE AT THE ENTRANCE OF THE COUNCIL CHAMBERS.

A. PROPOSED ORDINANCE #2015-13, WITH PC#1, AMENDING APPENDIX B - ZONING, ARTICLE 3 - DISTRICT REGULATIONS, SECTION 2 - GENERAL RESIDENCE ZONES (RG-1 AND RG-2); ARTICLE 4 - ZONING BULK AND PARKING REGULATIONS, SECTION 4.2 - RG-1 (GENERAL RESIDENCE) ZONES; AND ARTICLE 5 - SUPPLEMENTARY REGULATIONS, SECTION 1 - SUPPLEMENTARY REGULATIONS APPLYING TO RESIDENCE ZONES

5. ANNEXATION/REZONING PUBLIC HEARING/FINAL READING PROPOSED ORDINANCE #2015-14 - PROPERTY LOCATED AT 121 ACORN LANE AND 55 NIXON LANE, OWNED BY PAUL C. PHILLIPS AND THERESA HOSHUE

A. PUBLIC HEARING - REZONING RELATED TO ANNEXATION

PROPERTY LOCATED AT 55 NIXON LANE, CONSISTING OF .5171$^{+/-}$ ACRES (LOT 1) AND 121 ACORN LANE, CONSISTING OF .4609$^{+/-}$ ACRES (LOT 2), OWNED BY PAUL C. PHILLIPS AND THERESA HOSHUE. THIS PROPERTY IS CURRENTLY ZONED RS-1 - SINGLE FAMILY RESIDENTIAL (KENT COUNTY ZONING CLASSIFICATION) AND THE PROPOSED ZONING IS R-8 - ONE FAMILY RESIDENTIAL (CITY OF DOVER ZONING CLASSIFICATION)

(TAX PARCELS: ED-00-068.19-01-25.00-000 (LOT 1) AND ED-00-068.19-01-25.01-000 (LOT 2); COUNCIL DISTRICT: 3; PLANNING REFERENCE: AX-15-01)

B. ADOPTION OF ANNEXATION RESOLUTION NO. 2015-15

C. FINAL READING/ADOPTION OF REZONING ORDINANCE #2015-14 (THE FIRST READING OF THE PROPOSED ORDINANCE WAS ACCOMPLISHED DURING THE COUNCIL MEETING OF AUGUST 24, 2015)

6. SAFETY ADVISORY AND TRANSPORTATION COMMITTEE REPORT - SEPTEMBER 28, 2015

* **A. PRESENTATIONS**

A-1. CURE VIOLENCE HEALTH APPROACH (RONALD J. BROWN, JR.)

(COMMITTEE ACTION NOT REQUIRED)

A-2. DANGEROUS BUILDING PROCESS

(COMMITTEE ACTION NOT REQUIRED)

B. LEFT-TURN SIGNAL AT STATE AND WATER STREETS

(COMMITTEE RECOMMENDED ENDORSING A LETTER TO THE DELAWARE DEPARTMENT OF TRANSPORTATION TO STUDY THE QUEEN/WATER STREET AND STATE/WATER STREET INTERSECTIONS)

* **C. PROPOSED ORDINANCES**

C-1. #2015-15 AMENDING CHAPTER 70 - OFFENSES AND MISCELLANEOUS PROVISIONS, SECTION 70-2 - WEAPONS GENERALLY AND APPENDIX F - FEES AND FINES (SEE ITEM #10-A)

(COMMITTEE RECOMMENDED ADOPTION OF ORDINANCE #2015-15 WITH A FINE OF NOT LESS THAN $500, NOR MORE THAN $1,000)

C-2. #2015-16 AMENDING CHAPTER 106 - TRAFFIC AND VEHICLES, ARTICLE III - STOPPING, STANDING AND PARKING, DIVISION 2 - METERED PARKING, SECTION 106-164 - VIOLATIONS; PENALTIES (SEE ITEM #10-B)

(COMMITTEE RECOMMENDED ADOPTION OF ORDINANCE #2015-16)

* **7. UTILITY COMMITTEE REPORT - SEPTEMBER 28, 2015**

A. REVIEW OF PJM CAPACITY PERFORMANCE AUCTION

(COMMITTEE ACTION NOT REQUIRED)

* **8. LEGISLATIVE, FINANCE, AND ADMINISTRATION COMMITTEE REPORT - SEPTEMBER 28, 2015**

A. PROJECT CARRY-FORWARD BUDGET BALANCES/PROPOSED BUDGET AMENDMENTS (SEE ITEM #10-C)

(COMMITTEE RECOMMENDED APPROVAL OF THE PROPOSED BUDGET AMENDMENTS FOR FISCAL YEAR 2016)

B. STATUS OF OPEB (OTHER POST EMPLOYMENT BENEFITS) AND PENSION FUNDS

(COMMITTEE ACTION NOT REQUIRED)

C. REVIEW OF FINANCIAL POLICIES

(COMMITTEE RECOMMENDED APPROVAL OF THE FINANCIAL POLICIES, AS AMENDED)

D. ANNUAL REVIEW OF INVESTMENT POLICY

(COMMITTEE RECOMMENDED APPROVAL OF THE INVESTMENT POLICY STATEMENT, AS AMENDED)

E. DELAWARE LAND AND WATER CONSERVATION TRUST FUND (DTF) TRAIL GRANT APPLICATION - MALLARD POND TRAIL

(COMMITTEE RECOMMENDED ACCEPTANCE OF THE GRANT, IF THE AWARD IS MADE TO THE CITY OF DOVER)

* **9. MONTHLY REPORTS - AUGUST 2015**

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

10. FIRST READING - PROPOSED ORDINANCES

THE FIRST READING IS OFFERED ON THE FOLLOWING PROPOSED ORDINANCES. THE FINAL READING OF THE ORDINANCES AND ACTION BY COUNCIL WILL TAKE PLACE ON OCTOBER 26, 2015. COPIES OF ALL PROPOSED ORDINANCES ARE AVAILABLE AT THE ENTRANCE OF THE COUNCIL CHAMBERS OR CAN BE OBTAINED FROM THE CITY CLERK'S OFFICE.

A. #2015-15 AMENDING CHAPTER 70 - OFFENSES AND MISCELLANEOUS PROVISIONS, SECTION 70-2 - WEAPONS GENERALLY AND APPENDIX F - FEES AND FINES

(SAFETY ADVISORY AND TRANSPORTATION COMMITTEE)

B. #2015-16 AMENDING CHAPTER 106 - TRAFFIC AND VEHICLES, ARTICLE III - STOPPING, STANDING AND PARKING, DIVISION 2 - METERED PARKING, SECTION 106-164 - VIOLATIONS; PENALTIES

(SAFETY ADVISORY AND TRANSPORTATION COMMITTEE)

C. #2015-18 - FIRST BUDGET AMENDMENT FOR FISCAL YEAR 2015/16 - PROJECT CARRY-FORWARD BUDGET BALANCES

(LEGISLATIVE, FINANCE, AND ADMINISTRATION COMMITTEE)

11. COUNCIL MEMBERS' ANNOUNCEMENTS

REGULAR COUNCIL MEETING

The Regular Council Meeting was held on September 28, 2015 at 7:30 p.m. with Council President Slavin presiding. Council members present were Mr. Anderson, Mr. Sudler, Mr. Neil, Mr. Lewis, Mr. Cole, Mr. Hosfelt, Mr. Hare, and Mr. Hutchison.

Council staff members present were Police Chief Bernat, Mrs. Mitchell, Mrs. Townshend, Assistant Fire Chief Whitt, Mr. Koenig, City Solicitor Rodriguez, and Mrs. McDowell. Mayor Christiansen was absent.

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.

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

The invocation was given by Reverend Theodore Henderson, followed by the Pledge of Allegiance.

AGENDA ADDITIONS/DELETIONS

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

Mr. Hare moved for approval of the Consent Agenda, seconded by Mr. Lewis and carried by a unanimous roll call vote.

ADOPTION OF MINUTES - SPECIAL COUNCIL MEETING OF SEPTEMBER 14, 2015

The Minutes of the Special Council Meeting of September 14, 2015 were unanimously approved by motion of Mr. Hare, seconded by Mr. Lewis and bore the written approval of Mayor Christiansen.

ADOPTION OF MINUTES - REGULAR COUNCIL MEETING OF SEPTEMBER 14, 2015

The Minutes of the Regular Council Meeting of September 14, 2015 were unanimously approved by motion of Mr. Hare, seconded by Mr. Lewis and bore the written approval of Mayor Christiansen.

ADOPTION OF MINUTES - SPECIAL COUNCIL MEETING OF SEPTEMBER 16, 2015

The Minutes of the Special Council Meeting of September 16, 2015 were unanimously approved by motion of Mr. Neil, seconded by Mr. Lewis and bore the written approval of Mayor Christiansen.

PROCLAMATION - CYBER SECURITY AWARENESS MONTH

The City Clerk read the following Proclamation into the record:

WHEREAS, we recognize the vital role that technology has in our daily lives and in the future of the City of Dover, whereby today many citizens, schools, libraries, businesses, and other organizations

use the Internet for a variety of tasks, including keeping in contact with family and friends, managing personal finances, performing research, enhancing education, and conducting business; and

WHEREAS, critical sectors are increasingly reliant on information systems to support financial services, energy, telecommunications, transportation, utilities, health care, and emergency response systems; and

WHEREAS, Internet users and our information infrastructure face increasing threats of malicious cyber-attack, invasion of privacy from spyware and adware, and significant financial and personal privacy loss due to identity theft and fraud; and

WHEREAS, the Stop. Think. Connect Campaign is aimed at increasing the understanding of cyber threats and empowering the public to be safer and more secure online. Maintaining the security of cyberspace is a shared responsibility in which each of us has a critical role, and awareness of computer security essentials will improve the security of the City of Dover information infrastructure and economy.

NOW, THEREFORE, I, ROBIN R. CHRISTIANSEN, MAYOR OF THE CITY OF DOVER, DELAWARE, do hereby proclaim October 2015 as **Cyber Security Awareness Month** in the City of Dover and urge all citizens to learn about cyber security and put that knowledge into practice.

Councilman Anderson presented the Proclamation to Mr. Andy Siegel, IT Director. Mr. Siegel advised that cyber security is not just something for IT people, but for everybody. He wished to impart this little pearl of knowledge: Passwords are like underwear. You should not leave them out in the open where people can see. You should change them frequently, and by all means, never share them with anyone.

PROCLAMATION - FIRE PREVENTION WEEK

The City Clerk read the following Proclamation into the record:

WHEREAS, the City of Dover is committed to ensuring the safety and security of all those living in and visiting our City, and fire is a serious public safety concern both locally and nationally; and

WHEREAS, in 2013, fire departments in the United States responded to an estimated 370,000 home structure fires, which resulted in 12,200 injuries, 2,755 deaths, and $7.0 billion in damages; and

WHEREAS, half of home fire deaths result from fires reported between 11pm and 7am when most people are asleep. Only one in five home fires were reported during these hours; and

WHEREAS, working smoke alarms cut the risk of dying in reported home fires in half. When smoke alarms fail to operate, it is usually because batteries are missing, disconnected or dead; and

WHEREAS, the 2015 Fire Prevention Week theme, "Hear the BEEP, where you SLEEP" effectively serves to remind us about the importance that every bedroom needs a working smoke alarm.

NOW, THEREFORE, I, ROBIN R. CHRISTIANSEN, MAYOR OF THE CITY OF DOVER, DELAWARE, do hereby proclaim October 4 - 10, 2015 as **Fire Prevention Week** in the City of Dover and urge all residents to make sure their smoke alarms are working properly, and to support the many public safety activities and efforts of fire and emergency service personnel.

Councilman Lewis presented the Proclamation to Assistant Chief Glenn Whitt, Captain in charge of fire prevention. Assistant Chief Whitt stated that the members of the fire department would be visiting the schools during the week and would end Fire Prevention week on Saturday with an open house at Legislative Mall from 10:00 a.m. to 4:00 p.m.

PROCLAMATION - NATIONAL COMMUNITY PLANNING MONTH

The City Clerk read the following Proclamation into the record:

WHEREAS, in every community, change is constant and affects all of us however community planning and plans can help manage this change in a way that provides better choices for how people work and live; and

WHEREAS, community planning provides an opportunity for all residents to be involved in making choices that determine the future of their community; the full benefits of planning requires public officials and citizens who understand, support, and demand excellence in planning and plan implementation; and

WHEREAS, the American Planning Association and its professional institute, the American Institute of Certified Planners, endorse National Community Planning Month as an opportunity to highlight the contributions sound planning and plan implementation make to the quality of our communities and environment; and

WHEREAS, the celebration of National Community Planning Month gives us the opportunity to publicly recognize the participation and dedication of the members of the City of Dover Planning Commission and other citizen planners who have contributed their time and expertise to the improvement of the City of Dover.

NOW THEREFORE, I, ROBIN R. CHRISTIANSEN, MAYOR OF THE CITY OF DOVER, DELAWARE, do hereby proclaim the month of October 2015 as **NATIONAL COMMUNITY PLANNING MONTH** in the City of Dover, and encourage all citizens to recognize this year's theme, "Healthy Communities, Healthy People" and support the valuable contributions made by community and regional planners and our partner agencies at the State and county level, and extend our heartfelt thanks for the continued commitment to public service by these professionals.

Councilman Cole presented the Proclamation to Mrs. Ann Marie Townshend, Director of Planning and Community Development, and thanked her and the members of the City's Planning Commission for making Dover one of the best places to live. Mrs. Townshend advised that National Community Planning month is more about recognizing the contributions of the many volunteer citizen planners hat make plans work. In Dover, in addition to the Planning Commission, Historic District Commission and Board of Adjustment, the City is very fortunate to have a core

group of committed volunteers from across all disciplines and segments of the City that are working to make Dover the best it can be.

PROCLAMATION - HALLOWEEN TRICK-OR-TREAT

The City Clerk read the following Proclamation into the record:

WHEREAS, the children of the City of Dover enjoy the fun and festivities associated with the observance of the Halloween Trick-or-Treat custom of traveling with friends and family going from door to door in their neighborhood, displaying their costumes, and gathering treats; and

WHEREAS, parents are urged to join in the festivities by accompanying their children throughout their journeys in celebrating Halloween Trick-or-Treat; and

WHEREAS, residents are requested to indicate their willingness to welcome children by keeping their porch or exterior lights on and that youngsters call only on homes which are lighted; and

WHEREAS, the Mayor of the City of Dover has deemed it advisable to observe the celebration of Halloween Trick-or-Treat on Saturday, October 31, 2015 between the hours of 6:00 p.m. and 8:00 p.m.

NOW, THEREFORE, I, ROBIN R. CHRISTIANSEN, MAYOR OF THE CITY OF DOVER, DELAWARE, do hereby proclaim that the Halloween Trick or-Treat observance be held on the 31st day of October 2015, between the hours of 6:00 p.m. and 8:00 p.m. in the City of Dover and urge all residents, both young and old, to make this a happy and safe occasion for our children.

RESOLUTION NO. 2015-14 IN SUPPORT OF DELAWARE LAND AND WATER CONSERVATION TRUST FUND (DTF) PARK GRANT APPLICATION - MALLARD POND PLAYGROUND

Mrs. Ann Marie Townshend, Director of Planning and Community Development, advised that $66,000 had been budgeted to install playground equipment at Mallard Pond Park and that Staff was applying for a matching grant through the Department of Natural Resources and Environmental Control (DNREC). She advised that Resolution No. 2015-14 would be included with the grant application.

Staff recommended adoption of Resolution No. 2015-14.

By motion of Mr. Hosfelt, seconded by Mr. Cole, Resolution No. 2015-14 was adopted by a unanimous roll call vote, as follows:

A RESOLUTION IN SUPPORT OF DELAWARE LAND AND WATER CONSERVATION TRUST FUND (DTF) PARK GRANT APPLICATION - MALLARD POND PLAYGROUND

WHEREAS, the City of Dover worked with the residents in the neighborhoods surrounding Mallard Pond Park to develop a plan for the park; and

WHEREAS, the City intends to request $31,350 from the Delaware Land and Water Conservation Trust Fund (DTF) Grant Program to construct a playground in the park; and

WHEREAS, the City has allocated $33,000 of City funds for the construction of the playground.

WHEREAS, the City assigns Ann Marie Townshend, Director of Planning and Community Development, to manage the project and coordinate the DTF Program requirements for reporting and reimbursements; and

WHEREAS, the City understands that parkland acquired or improved with DTF funding assistance will remain available to the public for outdoor recreation in perpetuity.

NOW, THEREFORE BE IT RESOLVED that the City shall abide by the requirements of the DTF Grant Program for reimbursements and stewardship responsibilities.

ADOPTED: SEPTEMBER 28, 2015

Mr. Anderson thanked Staff for working to seek out grants. He noted that it was important for the taxpayers to know that Staff is working hard to keep costs down.

PARKS, RECREATION, AND COMMUNITY ENHANCEMENT COMMITTEE REPORT - SEPTEMBER 14, 2015

The Parks, Recreation, and Community Enhancement Committee met on September 14, 2015 with Chairman Anderson presiding.

Review of Active Recreation Area Plan - Blue Hen Apartments Phase 2
(Planning Reference: S-15-12)

Members were advised that an Active Recreation Area Plan for the Blue Hen Apartments (Phase 1) was reviewed in 2007 and ultimately approved for construction. The approved Plan included 49,223 S.F. (1.13 acres$^{+/-}$) of land reserved as Active Recreation Area in a central location on the site. The included amenities were a clubhouse with swimming pool, play area with swing set, play structure, and benches. A future basketball court was shown on the Phase 1 Active Recreation Plan but was not subsequently constructed; however, its location was an open lawn area that could be utilized for play. Overall, 40,750 S.F. of Active Recreation Area was constructed of the 44,500 S.F. required.

As part of the Site Plan review process for the development of Phase 2, the applicant prepared a Conceptual Recreation Plan (presented on the Landscape Plan sheets) which illustrated how this phase of the Blue Hen Apartments development would provide recreation amenities in accordance with the design specifications described in Article 5, Section 10 of the Zoning Ordinance.

Mr. Bill Cook, Planner I, reviewed the Landscape Plan sheets depicting the area. He explained that existing Phase 1 of the Blue Hen Apartments was at the rear of the site

known as the Blue Hen Mall. The total area proposed for the active recreation area was 57,000 S.F., based on a requirement of 275 S.F. per dwelling unit. There were 192 dwelling units proposed for Phase 2 of the project and Phase 1 had 162 units; therefore there would be a total of 354 units. Mr. Cook advised members that the site was 6.19 acres in size. A lot line adjustment would take place in conjunction with the site development plan so that the proposed area for the apartments would be brought into one (1) parcel as part of the site plan. The proposed apartments would go between the existing Blue Hen Mall site and Phase 1, which was in the back. Mr. Cook indicated that the new apartments were proposed for a good portion of the paved area behind the mall, and there would be an overall reduction in impervious surface cover because a lot of the paved area would be eliminated. There would be 12 buildings with 18 units. Mr. Cook explained that the main entrance would be from Blue Hen Boulevard, which goes between the mall and between the Kent County facilities. He informed members that there was an existing day care center located near Haslet Street and Blue Hen Boulevard which would be retained; however, some apartment buildings would also be built in that location. The remainder of the apartment buildings would be linear and adjoin the existing Phase 1. Mr. Cook reviewed the amenities of the Phase I and proposed Phase 2 project. He indicated that the plan submission mentioned grills and picnic areas and the details of their location would be worked out as the site plan develops. Mr. Cook advised members that the site development plan was scheduled to be considered by the Planning Commission on September 21, 2015, however, staff had decided to delay it at another month, primarily due to issues associated with the zoning rather than the recreation plan specifically. He noted that there were sidewalks all along the building fronts and parking, and a proposed sidewalk between the two (2) projects would lead to the recreational facilities. Mr. Cook indicated that staff was working with the developer on other issues.

Mr. Cook stated that an existing playground associated with the day care center, located at the north end of the site and near the daycare facility where the apartments were proposed, was a key area. He explained that it was a State requirement to have this outdoor space. Mr. Cook advised that this playground would be relocated east of and behind the existing day care center, which would necessitate the rerouting of a path. There had been discussion with the developer about how this path would better connect to Blue Hen Boulevard, since it was an overall goal in such plans to connect sidewalks to the existing public sidewalk network adjacent to the streets.

Mr. Cook advised members that the developer was present and could answer questions.

In response to Mr. Caldwell, Mr. Cook explained that a basketball court was planned in Phase 1; however, it was not subsequently constructed. He indicated that he did not know the entire history of this matter, stating that there had apparently been some disagreement about this and that perhaps the developer could speak to this later. The volleyball court, as proposed, would be in approximately the same place where the basketball court had been planned.

Responding to Mr. Caldwell, Mr. Cook stated that two (2) corn hole courts were planned for Phase 2 but would be located on property that was considered Phase 1, in the area adjacent to the clubhouse, pool, and playground. In regard to Mr. Caldwell's question about the target audience, Mr. Cook stated that, since many tenants would be probably be single and young family households, it was thought that the amenities seemed consistent with the requirement for age appropriateness. He advised members that there was a fitness center in the clubhouse, noting that not many places have a constructed recreational clubhouse facility.

Responding to Mr. Caldwell, Mr. Cook reiterated that barbecue grills were noted in the plan submission but not on the map. Staff clarified in the report that this needed to be noted on the final plan as it comes through the rest of the approval process. Staff also recommended adjacent picnic tables and a landscape plan which puts some shade in those areas, to the extent possible.

Since the basketball court was not required in Phase 1, Mrs. Horsey questioned if there would be an alternative. Responding, Mr. Cook stated that the calculations submitted by the developer proposed an area which was somewhat larger than was required, noting that the total area of the two (2) sites would compensate for this. He explained that there was a shortfall in Phase 1, but Phase 2 would make up for this.

Mrs. Horsey expressed her concern with the lack of trees for children at day care centers in the City. She suggested that the Committee check into this and maybe make that more of a requirement. She questioned if this had been thought about at this particular development, since it was close to a day care. Responding, Mr. Cook stated that staff had focused on the new features around the existing day care center and that this concern would be noted.

Ms. Andrea Finerosky, Pettinaro Construction, 234 North James Street, Newport, Delaware, stated that she was representing Blue Hen Apartment, LLC. She indicated that she had met with Mrs. Ann Marie Townshend, Director of Planning and Community Development, and Mr. Cook on September 11, 2015 and gone over the comments in depth. Ms. Finerosky indicated that they were working toward resolution and nothing had come up that could not be handled. Ms. Finerosky stated their belief that this would be a good project. She indicated that Phases 1 and 2 would be viewed as one (1) complete project and all amenities would be for everyone in those sections to use.

The Committee recommended approval of the Active Recreation Area Plan for Blue Hen Apartments - Phase 2, with the comments and conditions provided by staff.

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

Strategic Planning and Goal Setting (Restoring Central Dover Strategic Plan)
During the Parks, Recreation, and Community Enhancement Committee meeting of August 10, 2015, members considered Strategic Planning and Goal Setting in relation to the Restoring Central Dover Strategic Plan. Members recommended issuing an invitation to the members of the Restoring Central Dover Steering Committee to meet with the Parks, Recreation, and Community Enhancement Committee and deferring this item for further discussion during the September 14, 2015 Committee meeting. These recommendations were approved by City Council during the Regular City Council meeting of August 24, 2015.

Mr. Anderson stated that the Committee would be continuing strategic planning, finding out from the community what was needed, and developing plans and goals necessary to set the agenda for where the City's parks and recreation and community development programs should. He stated that the first step would be to develop a strategic vision and then offset the priorities, noting that staff had the information necessary to develop the capital and other plans.

Ms. Karen Speakman, Deputy Director of the local National Council on Agricultural Life and Labor Research, Inc. (NCALL), 363 Saulsbury Road, stated that NCALL had been the lead agency for developing the Restoring Central Dover Plan. She introduced Tamika Graham, NCALL's new Neighborhood Reinvestment Coordinator, and Chanda Jackson, NCALL's new Community Organizer.

Members were provided a handout relating to the Restoring Central Dover Plan. Referring to the map on Page 1, Ms. Graham advised members that the study area comprised 75 blocks and the focus would be on the residents in that area, who numbered just under 4,000. She reminded members that this area makes up a significant portion of the Downtown Development District (DDD). Ms. Graham noted that a link was provided at the bottom of Page 1 for more information on the plan. She stated that the Collective Impact Model on Page 2 was encouraged by grantees of the Wells Fargo Regional Foundation and explained the relationships that would take place to move implementation forward. Ms. Graham advised members that NCALL was the neutral convener and would be working with stakeholders to move the plan forward, noting it was their job to build key relationships, so they would continue to work very closely with the City. Ms. Graham stated that they had a steering committee, but the workforce of this plan was the six (6) working groups that had been identified who would be working on the three (3) overall goals of the plan. She indicated that two (2) of the working groups that would be of interest to this committee were the Transportation, Green Space, and Infrastructure group and the Resident Engagement group.

Ms. Graham stated that a comprehensive resident survey took place during the planning process and the survey found that only 35% of the respondents were satisfied with amenities that include open space and recreational areas. She indicated that there would be an opportunity to enhance those areas through the plan of implementation, as well as to create some new areas.

Ms. Graham indicated that Page 3 listed key recommendations from the plan related to open space. She indicated that the Transportation, Open Space, and Infrastructure working group had just met and talked line-by-line about these recommendations, a couple of which were intermediate and longer-term goals. Ms. Graham stated that in the short term they would be working very closely with the Resident Engagement group.

Ms. Graham advised members that the fourth page began a matrix for their milestones and outputs, which was their compass for the implementation of this plan. She indicated that Page 9 of the matrix was specifically about open space and recreation, stating that NCALL would to continue to communicate with the Parks, Recreation, and Community Enhancement Committee regarding these areas.

Ms. Speakman informed members that these suggestions came from the residents of the community in terms of what they saw was needed. She indicated that NCALL's input could range, depending on the Committee's interests. Ms. Speakman stated that she would like to work with the City more in terms of recreational areas and what was and was not provided in the area. She advised members that there had been an idea of having "play blocks", where they would ask the police to block off an area during a summer or fall day so that children could play in those areas. They found that when they had a community fair, all the residents were out riding their bikes, throwing footballs, and using lacrosse sticks. Ms. Speakman advised that the children do not get a chance to do that in their neighborhoods because there is too much traffic and questioned whether this was appropriate and would be supported by members. She stated that NCALL was just starting to be involved with streetway improvements, such as the Division Street corridor.

Mr. Anderson stated that the Committee also deals issues such as housing and community development. Responding, Ms. Speakman stated that NCALL also has Housing, Safety, and Adult & Youth Services working groups, noting that recreation and housing would overlap with a lot of those. She explained that they were working toward providing affordable housing and new housing in the area for homeowners. A grant had been approved to build about seven (7) houses and to look at restoring one (1) or two (2). An additional grant had also just been placed with the Housing Authority for five (5) new houses, as well as five (5) new home repairs. Ms. Speakman stated that they would start small, see how the market would hopefully improve, and keep trying to address the vacant lots in the area, purchasing some of them, and building some new housing. She explained that the working groups were made up of various stakeholders from the community and offered to provide a list, noting that NCALL would welcome any members who wished to serve on any of the committees. Ms. Speakman indicated that they definitely wanted to work with the City as closely as possible.

Ms. Jackson advised members that, as part of Resident Engagement, they recently had a back-to-school event serving family members in the community. She noted that free haircuts and styling, book bags, and school supplies were provided. She stated that here was a nice turnout and they actually ran out of book bags and supplies.

In response to Mr. Caldwell as to whether there was a main topic of concern or discussion among the people of the area, Ms. Speakman stated that safety was the main concern. She indicated that, although police presence was part of it and people like to see community policing, it was also just being able to feel comfortable when talking with their neighbors and getting out. In regard to any particular safety problem or area of concern, Ms. Speakman stated that a recent shooting and violence were mentioned; however, this occurred after the actual survey, which was done in October of 2013, and she felt that violence had increased after that.

Ms. Graham stated that specific areas were not mentioned in the survey; however, during housing workshops they had asked residents to indicate on maps the areas that they felt were unsafe, noting that they have a map that shows hot spots and areas of concern. She noted that a number of those maps were included in the full Restoring Central Dover Neighborhood Plan.

Ms. Speakman advised that these maps match up with locations where there had been criminal activity, which showed that people know what is going on. She advised members that NCALL was working closely with the police on their plans for community policing in the area and with the Department of Public Works as far as lighting for the City. Ms. Speakman mentioned an idea to try to increase porch lighting and have them on timers. She indicated that this was something they would be pursuing and trying to find funding for.

Ms. Speakman stated that NCALL was a member of NeighborWorks America and had access to community and building programs throughout the country. They also go to training sessions that involve people across the country and would be taking a group of residents to a community leadership institute in October and were glad to bring those resources to bear.

Mrs. Horsey questioned if NCALL was involved in an upcoming City of Dover Clean Up Week. Responding, Ms. Speakman stated that this was scheduled for Saturday, September 19, 2015 and NCALL was involved and passed out flyers today to all the residents. Ms. Speakman advised members that she would be working on a Habitat for Humanity build that day and hoped to recruit some of her church members for the clean up if there were too many for the Habitat project. It was her belief that notices were delivered to churches as well. She stated that this kind of engagement activity gets people to talk and get to know each other, which is part of this effort.

Mr. Anderson stated that he was informed that he had been put on the NCALL Adult & Youth Services working group and Ms. Speakman stated that Mr. Anderson would receive invitations to the meetings of the NCALL committees related to the youth.

Mr. Anderson questioned, based in the surveys and the open house, what services and priorities people wanted to see in the community. Ms. Speakman responded that youth activities seemed to be key.

Mr. Anderson questioned if there could be a community calendar. Responding, Ms. Speakman stated that between a website that NCALL set up and the City's website, something like that could be worked up.

In regard to particular ideas or suggestions about programs or amenities that were missing in regard to Youth and Family Services, Ms. Speakman stated that she did not recall anything per se; however, the committee will research what is already provided and where there were gaps, and then try to address those gaps. She indicated that they would touch base with the residents to see if this was what they wanted.

Ms. Graham stated that Pages 2 and 4 of the implementation matrix listed bullet points directly from the plan about engaging youth in the community and the efforts that NCALL was trying to accomplish. She explained that the Adult & Youth Services working group met once so far and talked about conducting a survey using high school students to get the students involved in how the community is improving. They planned to meet again, although they do not have a firm date; however, the survey should help obtain a better understanding of what types of services they need and desire.

Mr. Anderson stated that they would hopefully work in partnership with the City's Youth Advisory Committee so that efforts would not be duplicated.

Responding to Mr. Anderson, Ms. Speakman stated that people always want more parks and the last page of the matrix addresses parks. Mr. Anderson stated that there were approximately 23 of them. Ms. Speakman stated that since people had indicated they wanted more parks, this might mean that they do not know where the parks are or they are not using them. She noted that issues came up such as the Boys' and Girls' Club moving out and whether there would be transportation that would bring the kids in the area to that facility and vice versa, and if available services would be brought into the community a little bit more.

At the request of Mr. Anderson for a brief recap, Ms. Speakman stated that NCALL was asked by the Cen-Del Foundation and a number of other organizations that work with the DDD and the Downtown Dover Partnership (DDP) to be the lead agency to help apply for a planning grant for the Restoring Central Dover Initiative and then to apply for an implementation grant. She advised members that both grants were received from the Wells Fargo Regional Foundation. She indicated that NCALL was

just at the implementation stage. Their steering committee has over 30 people, from the City, from Bayhealth, Wesley, and the Capital School District. There was a wide variety of stakeholders involved, as well as residents, and a number of non-profits like Habitat for Humanity, as well as groups like the Dover Interfaith Mission for Housing, which serves the homeless.

In response to Mr. Anderson regarding the next steps and priorities in terms of partnering with respect to the DDD, Ms. Speakman stated that there was great synergy and timing. She did not think some of the physical improvements could occur in the next five (5) years without the DDD designation, as well as the State legislature's appropriations of moneys. Ms. Speakman stated that some components had not been funded, noting that additional funding for the Strong Neighborhoods program had not been allocated for FY 16, but they were generally pleased. She cautioned that the physical aspects were only part of the effort, and if people do not want to move to or buy in the area and do not feel safe, it will not happen. Ms. Speakman indicated that NCALL would be working hard to engage the residents to come up with solutions or ways to change.

Mr. Anderson stated that NCALL should feel free to bring more information to the Committee as they receive it and stated that members would be glad to bring NCALL back for updates. He suggested that they come back every couple of months to allow for coordination and working together.

In response to Mr. Lewis, Ms. Speakman stated that the intentions as far as safety was for all involved to work together. She stated that this would mean working with the police and making sure that they want to do community policing and find out where they have and have not tried to find money for this. Ms. Speakman expressed the desire to work with the police cadets and introduce them to people as they walk through the streets. She indicated that they would like to have the police at all of NCALL's community events as well. Ms. Speakman felt that safety also involves making sure that there is a community effort for residents to be involved. Mr. Anderson invited NCALL to return to talk about economic inclusion since it would be part of these efforts.

In response to Mr. Anderson, Ms. Speakman stated that members of the Committee and community who wanted to be involved could provide her with their email address or call NCALL at 678-9400 and ask for herself or Ms. Graham, whose email address was tgraham@ncall.org. She noted that NCALL's website (www.ncall.org) also has a lot of information.

Members were provided a brochure regarding the MLK Jr., Educational Community Center, Inc. Dr. Garcia Walker, president of the MLK Jr., Educational Community Center, 430 New Castle Avenue, expressed appreciation for the opportunity to speak. He stated that this organization was part of the solution to revitalizing Dover and bringing back stability with the youth, adults, and a total positive culture for our City. Dr. Walker stated that the organization's mission was "To provide skills, services,

opportunities to empower individuals faced with barriers and obstacles that will assist them in restoring community and family self-sufficiency while establishing a roadmap for success." Dr. Walker stated that this was the second or third time they had presented in the Chambers and had made a lot of progress. He indicated that the center's educational development program was offering after-school tutoring and Saturday academies, as well as a counseling program directed by Mr. Alex Cropper, including family, substance abuse, domestic, mental health, anger management, and DUI counseling. Dr. Walker indicated that Ms. Anne Smith, Director of Workforce Development, trains individuals in the community for certain types of jobs and Dr. Ira Roach serves as Director of Adult Education. Dr. Walker advised members that they offer diploma programs for individuals who have not been able to achieve that level of their education. Dr. Walker felt that many crimes in the Dover area are committed because of lack of income, jobs, and economics, and if these can be fixed one piece at a time, Dover will thrive again over a period of time. He explained that the community center had formed a partnership with the Dover Housing Authority (DHA) through Mrs. Ami Sebastian-Hauer, Executive Director, and the organization's buildings were donated or loaned to them by the DHA, and he thanked God for them. He stated that Pastor Grimes had been doing a great job in the community and they would be using the Solid Rock Baptist Church's location for tutoring and for their Saturday academy. Dr. Walker stated that the MLK Jr. Educational Community Center, Inc. locations in Manchester Square, Senate View, and the Dover Community Outreach Center were reaching the demographic where many negative things are occurring. Dr. Walker assured member that they were here in full force to talk to the Committee and to the budget committee to hopefully find some type of solution to make Dover better again.

Mr. Alex Cropper, Vice President of the MLK Jr., Educational Community Center, stated that Councilman Anderson had been to a couple of their community events and heard directly from the constituents where the area of concerns lay. He noted that a lot of the residents spoke on job training and jobs and that their program offers those things. He explained that they were looking to implement programs in the community that will help. Mr. Cropper acknowledged that safety was a concern but felt that job training, jobs, and education, etc., were needed to make these individuals vital again. He believed that with the help of the center, the City, and other agencies, and with the community coming together for that cause, Dover could be made safe again.

In terms of strategic planning, Mr. Anderson questioned what types of resources should be available and if there was a lack of resources, whether it was a building location or a program. He questioned where a partnership could happen and what the priority should be. Responding, Mr. Cropper noted that a lot of individuals do not have access to job training in their community. He suggested adding job training and workforce development right in their community to show them they can be successful in life.

Ms. Smith stated her belief that it was essential to partner with employers, which was included on their list of things to do. They would ask them to adopt the employee. Ms. Smith stated their desire to ask the employee about their needs and try to satisfy those needs by preparing people to have skills. In addition, Ms. Smith stated that they would be looking at incorporating families to support employees, since the family plays an important role in the success of an employee.

Dr. Ira Roach, Director of Adult Education, MLK Jr., Educational Community Center, Inc. stated that they would like for everyone to participate in their high school diploma program; however, people have to pay. With private payments, they had 105 people graduate last June and, with partnership, Dr. Roach felt they could possibly pass that number.

Mr. Caldwell stated that people need assistance with preparing for a job and being motivated to go out and do the job without giving up.

In response to Mr. Lewis, Mr. Cropper stated that they had been in existence since March 2015, noting that they came together after an incident in Simon Circle and had been meeting since then to put this program together.

Responding to Mr. Lewis regarding their success rate, Mr. Cropper stated that the high school diploma program was the only program that had been implemented and it had a 100% success rate. Everything that they would be doing would be staff-driven and data-driven to measure the success of the program. Mr. Cropper stated that, through the partnership with DHA, they had access to every resident in that neighborhood to track, monitor, and measure success. He looked forward to exceeding their success with the high school diploma program and reporting their success with other areas.

Responding to Mr. Lewis, Mr. Cropper confirmed that the organization was non-profit.

In response to Mr. Lewis, Dr. Walker stated that there were currently no employees since staff was volunteering their time and finances were coming from their own pockets. He noted that they had spent $7,000 since implementing the program and they were interested in obtaining funds. Dr. Walker indicated that he was from the Banneker Heights Apartments in Milford, De., and had seen what a young man can do if he receives the proper education. Dr. Walker stated his belief that he was the first Ph.D. that came out of his housing development 30-40 years ago, noting that there were organizations like the MLK, Jr. Education and Community Center when he was coming up that helped but were not there anymore. He felt that there were several Dr. Walkers in these developments right now and expressed the desire to reach these young men and women and adults to show them success and that somebody cares. He indicated that they had formed partnerships with the Capital School District, local Greek fraternities and sororities, the Interdenominational Ministerial Alliance (IMA) and other agencies to get the mission accomplished.

In response to Mr. Hutchison regarding partnerships with the new school system to identify students that are dropping out, Dr. Walker stated that he had a meeting scheduled with the Dr. Sylvia Henderson, new Assistant Superintendent in the Capital School District, this week. Coming from a Milford School District, he estimated that there is a dropout rate of approximately 5%.

Mr. Hutchison thanked those present for their volunteer work and stated his opinion that the number one problem facing this country, and every city across the land, was the loss of family and family values. Noting the drug problems, he stated that law enforcement cannot solve all problems. Mr. Hutchison stated that he was unfortunate as a young person and knew what is was like to be touched by the values of people who cared about him. He stated that if he could do it, everybody could do it. Mr. Hutchison expressed the need to reach out to every single person, no matter where they come from.

Dr. Walker stated that an article about Mr. Hutchison when serving as Chief of Police 20 years ago had inspired him as a young man and he thanked Mr. Hutchison for that. He noted that Mr. Hutchison had come from the Elizabeth W. Murphey School home.

Mr. Hutchison stated that he serves on the board for the Murphey school, which had been in existence for 97 years. Over 5,000 young men and women had gone through that program and almost every one had been a success story. Mr. Hutchison stated that this was what the MLK, Jr. organization was trying to do. He indicated that they were touching a lot of people and expressed his support.

Ms. Horsey applauded their efforts 100%, noting that education was the ticket that everyone needed every day. She questioned how much it cost to obtain a high school diploma through their program. Responding, Dr. Roach stated that it was approximately $200 since they were trying to keep the cost low so everyone could pay by payments, but $1,000 per student would help to cover everything and include a career certificate or career diploma as well. He stated that they were trying to push getting more than a high school diploma, noting that everyone does not go to college, but at least getting a certificate in culinary, dietary aide, or construction would help.

Ms. Horsey suggested including information in the brochure about the cost of getting a diploma, and another level for culinary, etc. This would help people wishing to contribute.

Dr. Walker stated that they had missed the grant season, but their ultimate goal was to provide these services for free through grants. He explained, when dealing with a certain population, mentioning a dollar amount deters them. Dr. Walker noted that their staff was all experts in different fields, himself in education; Mr. Cropper as a certified drug and alcohol counselor; Mrs. Smith in hospitality at Delaware State University, and retired Dr. Roach was the educator in the diploma program. He reiterated their desire to give back to the community.

Mayor Christiansen stated that he knew these individuals were going to be winners from the moment they stepped into his office and told him what their dream and initiative was because they had that certain fire. He expressed his pleasure that they partnered with the Delaware State University School of Business and the DHA. Mayor Christiansen noted that they had not just talked about what they were going to do, they were doing it and were going to be a success. He felt that if people would look to the MLK Center as a template of how to take care of the entire city, Dover could not be anything but successful, indicating that they had his support and would continue to have it because their organization was a winner.

Ms. Denise Tolliver, 109 Garden Gate Road, Camden, stated that she was impressed with this group and their efforts; however, she felt that they were asking for financial support from the City of Dover and a commitment of seed money. She indicated that NCALL gave a presentation and had received $750,000 from the Wells Fargo Foundation. Ms. Tolliver stated that the program had a youth component and asked where the City was on supporting this start-up group with seed money, which it seemed they were asking for. Responding, Mayor Christiansen stated that he did not think they were asking for this, noting that they were seeking out grant monies.

Dr. Walker stated that they had perceived it to be loosely put in the budget that the City was going to do something. He stated that attended the Special City Council Budget Review meeting and he indicated that if something could be allocated through the City's five (5) year strategic plan, they would appreciate it being in the budget.

Ms. Tolliver questioned what was needed in terms of dollars from the City of Dover to carry them over until they got grant money. Responding, Dr. Walker stated that to get going with six (6) programs, they were looking at approximately $100,000. Mr. Lewis stated that this was a lot of money. Ms. Tolliver agreed that it was, but stated they were ready to provide a proposal and have the City respond to it.

Mr. Anderson stated, in the overall scheme of things, this was not much compared to the social costs. He indicated that the Committee could deal with coordination, networking, facilities, and a lot of that had been done so far. Mr. Anderson expressed the need to do more and to keep working together, stating that the City would help as best they could to find some of those grants.

Dr. Walker expressed appreciation for the efforts and stated that they would keep moving forward and hope that they could come to some agreement in terms of partnering with the City.

Mr. Anderson suggested that when they are implementing and developing some of their programs, such as tutoring and after-school programs, they might consider marketing the in the City. He noted that the City has different programs, but there are gaps.

Dr. Walker questioned where they could get the names of these different organizations, stating that they have a partnership with the food bank to feed these individuals after the tutoring program, a place to have it, and certified teachers tutoring, but zero dollars. He indicated that he was paying rent for certain buildings, although some buildings were donated, and they must pay their electricity and things of that nature. Noting the time constraints and an additional agenda item, Mr. Anderson stated that these things could be discussed "offline."

Ms. Tolliver questioned if there was financial support available through the City of Dover to support the MLK Jr. Education Community Center. Responding, Mr. Anderson stated that he could not answer that at this point because that would have to be part of a budget process. He stated that they were trying right now to establish the strategic plan, ideas, and partnerships needed, because this would inform the budget process.

Ms. Tolliver questioned the process for being formally considered to be part of the budget or strategic process. Responding, Mr. Anderson stated that the City Manager has a grant-in-aid form. He suggested that they look to see if the program would fall within the Community Development Block Grant (CDBG) program. Mr. Anderson indicated that they should not expect to see most of this money coming from the City because of the budget process, noting that this was just a reality. Mr. Anderson advised that they would have to get into the grant-in-aid and community development processes. He indicated that the State had some opportunities; however, it typically takes three (3) years before the State would kick in and this organization was new. He indicated that he was sure the organization's partnership with the City would continue.

Mr. Anderson questioned if the Committee had any comments or recommendations in regard to the plan. Noting the time constraints of the meeting, Mrs. Horsey stated that she would like to have another month to review it.

Mr. Anderson thought that they should start recommending some of the items, such as looking at indoor restroom facilities at the two (2) major parks, which people had requested more often than anything, as well as exercise paths and training stations, which were things that people were requesting that did not cost a lot of money.

Mr. Lewis stated that he could come up with 10 items right now if there was funding, but it was all about the funding, which he felt was the major question.

Mr. Anderson stated, looking at this year's budget, that there were several items included over the next five (5) years, but the question was what should be the first priority. He questioned whether indoor facilities, outdoor amenities, another building, a splash park, or a skate park should be put in. Mr. Lewis reiterated that it would come to funding, stating that he would not commit to anything at this juncture until he saw the figures in paper. Mr. Anderson stated that there were projects in the budget and the question was where members wanted to head next year.

In response to Mr. Caldwell, Mr. Anderson stated that the splash park was in the long-term budget. Next year would be the design phase and the year after that would be the implementation.

Responding to Mr. Lewis, Mr. Anderson confirmed that this had been voted on and approved; however, this could be changed. He felt that the question was where it should be put. He suggested that everyone review the capital budget and Recreation Needs Assessment, talk with constituents, and come back with their top five (5) ideas and set priorities. He stated the desire to finish this next month.

Update on Lincoln Park Walk Through

Mrs. Ann Marie Townshend, Director of Planning and Community Development, advised members that on August 20, 2015 there was a walk through of Lincoln Park with a group or residents from the area. She noted that there was a good exchange between staff, elected officials, and residents. Staff took point data and started to create a spreadsheet of a number of things that need to be done. Mrs. Townshend indicated that a lot of the easier issues had been completed and many items were things that the Public Works Department needed to follow up on. She advised members that Public Works crews removed and disposed of what seemed to be chemical containers at the corner of Slaughter and Clarence Streets. Paper alleys that had been overgrown had been mowed and maintained, and overgrowth had been cut back in the areas where it was impeding the street.

Mrs. Townshend stated that there were a number of longer-term issues that needed to be dealt with, including the lack of sidewalks on Slaughter Street. There were driveway violations and parking on the grass violations in that area. Staff was working to come up with interim guidance on parking because they did not want to have people spend a lot of money to put in expensive driveways and aprons and then come have the sidewalk projects come through, so staff would be doing interim compliance on the driveway issue with the anticipation of developing a capital project to install sidewalks within the next several years.

Mrs. Townshend advised members that there was a vacant house on Davis Circle that some residents said had a lot of cat activity. Enforcement staff had checked the residence and stated it was secured and they did not see anything concerning, but it had been vacant for over six (6) years. She assured members that staff would start the process to move it into the dangerous building queue since a number of residents had expressed concern. Mrs. Townshend indicated that the Electric Department had changed out an electrical transformer that was found to be rusted, and a number of active cases had been started on code enforcement issues in response to what they heard from the residents.

Mrs. Townshend explained that speeding had been discussed, and Representative Sean Lynn had funded an electronic radar speed sign that Public Works was working on getting installed. A resident had pointed out one (1) house where there were concerns about criminal activity. Mrs. Townshend contacted the police and it was

determined that it was not a candidate for the Safe Communities program because there had not been any documented activity. She explained that Lincoln Park residents were told about the need to call the police if they see problems because if there is no documentation, action cannot be taken by code enforcement or the police. Mrs. Townshend explained that staff was continuing to work through the issues and could update the Committee periodically.

Mr. Lewis stated that there were speeding issues in his district and there had been an electronic speeding sign erected there for years. He had witnessed people speeding down that street with no remorse. Mr. Lewis suggested getting together with the police chief to see if they could utilize officers to perhaps do something such as weekly speed traps, because it was a severe safety issue. He indicated that he had been approached by 10 constituents in his district regarding this problem on East Loockerman Street. Mrs. Townshend stated that staff could follow up on this.

Mr. Anderson expressed thanks for Council President Slavin's leadership and staff for their efforts in coming together regarding Lincoln Park, stating that he had been hearing a lot feedback from residents there who had indicated that things were getting done after waiting for years. He stated that people had been giving up on the neighborhood, and now there was new life and they seemed ready to take it back.

The Committee recommended acceptance of the report.

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

By consent agenda, Mr. Hare moved for acceptance of the Parks, Recreation, and Community Enhancement Committee Report, seconded by Mr. Lewis and carried by a unanimous roll call vote.

UTILITY COMMITTEE REPORT - SEPTEMBER 14, 2015

The Utility Committee met on September 14, 2015 with Chairman Hutchison presiding.

Annexation Request - Easterly side of Nixon Lane and 121 Acorn Lane, owned by Paul C. Phillips and Theresa HoShue

Mr. Scott Koenig, City Manager, reviewed a Petition to Annex and Zone Property located on the easterly side of Nixon Lane (Lot 1), consisting of $0.5171^{+/-}$ acres, and 121 Acorn Lane (Lot 2), consisting of $0.4609^{+/-}$ acres, owned by Paul C. Phillips and Theresa HoShue. He explained that the property on Nixon Lane is currently a vacant lot, and the property owners would like to have a single-family house on the property. Mr. Koenig informed members that this is a Category 1 area which is a high-priority annexation area. He stated that there are public utilities, both water and sewer, available in Nixon Lane. Mr. Koenig explained that the property on Nixon Lane is not contiguous to property within the City of Dover limits, which is a City requirement for the annexation of property. As a result, the owners have also

requested the annexation of 121 Acorn Lane, which is currently a residential lot with City of Dover electric, water, and sewer. Mr. Koenig stated his understanding that the owner currently pays out-of-City rates and, if the property is annexed, they will pay in-City rates.

Staff recommended that the City proceed with annexation of the subject properties.

Referring to the site map for Application No. AX-15-01, dated August 14, 2015, Mr. Blakeman questioned whether the property located at 121 Acorn Lane was contiguous to the City, noting that it appeared that both properties were surrounded by properties within Kent County. Responding, Mr. Koenig explained that 121 Acorn Lane was contiguous to the right-of-way of Acorn Lane. In regard to the Nixon Lane property, he stated that both sides of the road are out of City limits; therefore, it was not eligible for annexation without the annexation of 121 Acorn Lane. Mr. Koenig noted that the bold, black line indicated the City of Dover boundary and that the line on Acorn Lane should have been depicted in the center of the road but the mapping was slightly off.

In response to Mr. Anderson, Mr. Koenig explained that the annexation of these properties would create an additional sawtooth effect on Acorn Lane; however, annexation would expand the City limits.

Responding to Mr. Anderson, Mr. Koenig stated that both of the property owners were in favor of this annexation.

The Committee recommended approval of staff's recommendation to proceed with annexation of the subject properties.

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

Evaluation of Proposals - North American Electric Reliability Corporation (NERC)/ Reliability First Corporation (RFC) Support and Internal Audit Review (RFP 15-0032EL)

Mr. Scott Koenig, City Manager, advised members that the Electric Utility was scheduled for a North American Electric Reliability Corporation (NERC) internal audit by its contractor, Reliability First Corporation (RFC), in April 2016. Given the high turnover rate in the Electric Department supervision over the last three (3) years, staff recommended that the Utility Committee and City Council approve the request for audit/consultation services for the regulated aspects of the electric operations. While the City provides monthly, quarterly, and yearly audit material/evidence to RFC to prove its compliance, the annual items that RFC requests material for are only a snapshot of the total standard list applicable to the City of Dover's current registration as a Distribution Provider (DP) and Load Serving Entity (LSE). Mr. Koenig stated that this is a very difficult technical audit, and in order to ensure 100% compliance with all regulatory standards, this audit consultation would provide

standardized, clear, and concise documentation to prove the City does what is does, offer a path forward to implement a viable self-improvement and assessment program, and also avoid any possible findings that may result in fines for non-compliance.

Mr. Koenig explained that the Electric Department issued a Request for Proposal (RFP) 15-0032EL, NERC/RFC Support and Internal Audit Review to solicit external auditing agencies for their services in preparation of the NERC/RFC compliance audit slated for calendar year 2016. Proposals were received from 11 prospective vendors, with quotes ranging from $28,100 on the low end to a high dollar quote of $614,000. Mr. Koenig stated that the senior management of the Electric Department reviewed all the proposals and ranked them in preference order based on completeness of proposal, company experience, estimated hours, cost per hour, travel cost additions, and total costs. The list of 11 vendors was narrowed down to three (3) finalists. Teleconferences and in-person meetings were conducted to ask a base set of questions to help decide the most qualified vendor for the City of Dover. After careful deliberation, staff recommended the approval of the proposal from NAES Corporation for an amount not to exceed $116,285. This company offered the best mix of experience in both the operational and compliance arenas of the electric utility with 160+ audits. Their proposal also met all of the criteria in the RFP and they have full-time personnel located in New Castle, Delaware.

Staff recommended awarding the contract to the NAES Corporation in an amount not to exceed $116,285.

In response to Mr. Hutchison, Mr. Koenig stated that the last audit was performed in approximately 2010.

Mr. Hutchison asked how long the audit would take to complete. Responding, Mr. Harry Maloney, Electric Director, explained that the consultant would be helping staff over the next three (3) to four (4) months. He stated that on January 18, 2016, he will receive a letter indicating that the City has 30 days to fill out what NERC/RFC wishes to audit during the operation and maintenance audit. RFC will request documentation for certain items, so staff and the consultant have a lot of work to do in the next three (3) months.

Mr. Maloney stated that the consultant will also help the City be in compliance with cyber infrastructure protection (CIP). He noted that this is different from the CIPs in the City's budget process. The cyber infrastructure protection is related to cyber security, computers, networks, and relaying. Mr. Maloney informed members that the CIP standards were approved over one (1) year ago, and the City will have to be in compliance with CIP one (1) year from now. He noted that the consultant would provide the standards and some staff training. Mr. Maloney stated that the big utilities, such as Delmarva and Philadelphia Electric, had to be compliant this year; however, smaller utilities, like the City of Dover, do not have to be compliant until next year.

In response to Mr. Hutchison, Mr. Maloney stated that he was comfortable saying that staff could have everything done and be ready to go by January with the consultant's help. He explained that there is a lot of writing and documentation involved in the process, which involves pulling documentation out of the City's procedures to show what the City has been doing and putting everything in the correct format for the liability standards.

Mr. Hutchison asked how often the City should be completing an audit. Responding, Mr. Maloney stated that the City is forced to audit every six (6) years. He noted that the auditors now look at how the City's compliance culture is done. Once the City has a compliance culture set up and gets things rolling, maybe in about three-and-one-half years, the City would ask someone to come in to do an internal spot audit to see where the City stands. In another six (6) years, by 2022, the City will be better prepared. Mr. Maloney noted that there is a learning process as staff goes through an audit.

Mr. Neil asked whether the City would have a chance to make corrections to satisfy the audit, if staff finds that there is something that is not being done that should be. In response, Mr. Maloney stated that the City would have a chance to make corrections if the City self-reports. Mr. Maloney explained that, as the City's compliance officer, if he finds that the City has missed something that is really bad, he has to self-report and then the City will have to implement the Find, Fix, and Track (FFT) procedure. He stated that, through the FFT, the City would set up a procedure for how long to be in compliance and then submit that on a regular basis until the City comes into compliance. Mr. Maloney noted that it is better for the City to catch itself than for the auditor to catch the City because the auditor figures that the City would just sit back and wait, and hope to get away with it; whereas, if there is a compliance culture, staff finds something and reports it.

Responding to Mr. Neil, Mr. Maloney stated that if staff or the consultant find something that is really bad within this three-month period leading into January, he will self-report it. He noted that he had to self-report when he was previously employed in Vineland, New Jersey, which went a lot easier than getting caught and going through the documents. Mr. Maloney stated that NERC/RFC do not come down as hard on you when you self-report.

Mr. Neil asked what would happen if the staff misses something and NERC/RFC finds it. In response, Mr. Maloney explained that it would depend on the scenario and how bad it is, for instance, has it really affected transmission; is it moderate in severity; what could it do to the grid; or can it knock out the peninsula - which is the worst scenario. He advised members that if the City did not do something that could knock out the whole peninsula, it would be a pretty bad situation; however, the City only has the Cartanza interface and a couple of relays, so it is not that bad. Mr. Maloney stated that those things are kept up on and the rest are minor scenarios. He explained that if NERC/RFC finds something, they will implement the FFT and,

hopefully, the severity would be really minimum and they would not fine the City, noting that they would rather help the City get in compliance than to give fines.

Mr. Anderson questioned why Burkard & Associates ranked so low. Responding, Mr. Maloney stated that Burkard & Associates were mainly a New England company and, when staff looked at their background and expertise, it was determined that they are a small company and did not seem to be a good fit for Dover and being in the PJM RFC footprint. Mr. Maloney noted that NAES listed double the hours of Burkard & Associates, and reminded members that the City only has three (3) months to get help to get in compliance.

In response to Mr. Neil, Mr. Koenig advised that there was $175,000 included in the budget for these types of services and this request was for $116,285.

The Committee recommended awarding the contract to the NAES Corporation in an amount not to exceed $116,285, as recommended by staff.

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

Overview of Hedge Program

Mr. Scott Koenig, City Manager, provided an overview of the City's Hedge Program, noting that the Hedge Program is discussed by the Risk Management Committee, which is comprised of him; Mrs. Donna Mitchell, Controller/Treasurer; Mr. Harry Maloney, Electric Director; and the City's advisers from The Energy Authority (TEA). Mr. Koenig explained that the purpose of the Hedge Program is to help the City accurately predict what power supply costs will be in the future. The Hedge Program is a paper transaction that happens when the City buys forward power purchases in small quantities, such as five (5) megawatts, eight (8) megawatts, 15 megawatts, etc. He stated that the program was currently scheduled for five (5) years into the future, with laddered down hedges.

Mr. Koenig advised members that for the current year the hedge target is 80% of the City's total power supply cost, and the target decreases by 20% for each out year and then rolls forward as the City moves in to the next year. He stated that staff is always looking into the future and the Risk Management Committee considers the recommendations of TEA analysts and experts, and asks them to explain the basis for each recommendation prior to the Committee voting to secure the hedges. Mr. Koenig stated that, in recent months, TEA has been able to buy power for slightly less than the price that was quoted in their recommendation to the Risk Management Committee, explaining that the Committee may have voted to buy power at $32 and then it only cost $31 or $31.50 in the market. He noted that there is never a guarantee in this market. Mr. Koenig reiterated that the purpose of the

Hedge Program is to manage the City's risk and, when setting the customer rates, to know exactly what power will cost next fiscal year. He stated that, over the next few months, staff will be developing a good idea of what most of the City's power will cost next year.

Mr. Koenig noted that, as indicated in the TEA Reports, it was interesting that this year, even in the summer months when they predicted that it would be really expensive to buy energy, it was relatively cheap due to very low gas prices. He indicated that during the last Risk Management Committee meeting, members discussed whether or not to alter the City's forward purchases to take advantage of the current, historically low, gas prices and asked TEA for additional information regarding these purchases. Mr. Koenig stated that it is not an exact science and difficult to know whether the City has made a good purchase until the actual power year.

Mr. Koenig stated that the market depends on what is happening in the world and the idea of buying the hedges is so that the City is not at 100% risk in the market. He informed members that during some of the polar vortex days, prices were as high as $1,700 or $1,800 per megawatt; however, most recently, the City had bought hedges four (4) or five (5) years out for approximately $32 per megawatt. Mr. Koenig stated that the numbers are all over the board some days but, over the last four (4) years, he had really seen a decline in the costs of the City's composite hedge, the sum of all of the purchases for the current power year, which is why the City has been able to adjust the power rates down over the last few years.

Mr. Koenig stated that the Hedge Program is considered a confidential program because, in the power supply business, nobody wants anyone to know what they are actually paying for power. He noted that was why the power purchase agreements are considered confidential; however, being a public entity creates a bit of a conflict for the City in this regard.

Mr. Koenig informed members that the Risk Management Committee receives monthly calculations regarding the value of the City's hedges and how much risk has been reduced as a result of the hedges. He stated that the Hedge Program allows him to bring forward a budget with confidence that the range for what the City will pay for power supply is accurate because the City bought a lot of it already. If the market drops and power becomes extremely cheap, then there could be times when the City's hedges are more expensive than buying from the market and that would not be good; however, there is no way to predict three (3) or four (4) years out whether the prices will drop.

Referring to the Risk Management Summary in the July TEA/NAES Report (Page 17 of the Utility Committee Packet), Mr. Blakeman stated that the Hedge Ratio for Power Year (PY) 2019-20 was now at 5% and the Monthly Change ($/MWh) reflected at negative $0.20. He noted that it was at 0% in the June TEA/NAES Report and questioned if something had precipitated this change. Responding,

Mr. Koenig advised that last month was the first month that the City could buy power for 2019-20 and the City bought 5% of the total for 2019-20. He did not know why it reflected a negative $0.20 change, but stated that he would ask.

Mr. Neil asked if the City's deal with Calpine is basically to make sure that the City has access to power if it is needed, as opposed to what the cost of the power is. In response, Mr. Koenig explained that the City has a capacity purchase agreement with Calpine which is different from this discussion related to energy purchasing. He stated that the Calpine deal is to replace the 34-megawatts that are retiring with Units 1 and 2 for capacity, plus additional capacity because staff expects some load growth and believes that the City needs the 50-megawatt deal.

Referring to the table of the most recent settlement prices for Pennsylvania Solar Renewable Energy Credits (SRECS) in the July TEA/NAES Report (Page 17 of the Utility Committee Packet), Mr. Blakeman noted that the 2014/2015 SREC Balance was 2,687 and this balance decreased to 292 for 2015/2016, which is the lowest number the City has seen. He asked if that was going to be a crucial date for having to give up SRECS. Responding, Mr. Koenig stated his belief that this has to do with the City's renewables and that would be the year that the City has to bring on additional renewables, which is why there is a decrease in the SRECS.

In response to Mr. Blakeman, Mr. Koenig stated that the City would have to replace the SRECS with something else and noted that the City would be building facilities, having facilities built, or partnering with facilities.

Mr. Hutchison stated his understanding that the City got slammed one (1) particular month last year and asked Mr. Koenig to explained what happened. Responding, Mr. Koenig informed members that there were two (2) instances in the last two (2) fiscal years. He stated that the polar vortex occurred in fiscal year 2013/2014, and the City experienced a similar problem in the month of February last year, where there were very high energy prices, very high demands, and the City had to buy extra on the market. Mr. Koenig recalled that the first year, the bill was approximately $5M extra for the month of February and, this past year, it was approximately $2M extra. He reiterated that this was the result of extremely cold weather and extremely high demands, and the City did not overbuy because the weather cannot be predicted that easily. Mr. Koenig explained that if staff had tried to figure the weather into the hedge purchasing, overbought the energy and did not sell it, the City would have had to absorb the expense.

Mr. Koenig noted that Delaware Electric Cooperative is very good at their Beat the Peak programs for the summer and winter. He stated that as the City discusses how to manage its load in the future, for both the summer and the winter peaks, there is a need to get a better handle on how to get customers, if appropriate, to be able to adjust their use. Mr. Koenig explained that in the winter time it is a little more difficult because people do not want their pipes to freeze but they could lower their thermostats slightly to save on energy demand. He advised that it is a very difficult

program and there is a lot of work involved in getting a good energy management program in place because it requires the customer to change their behavior rather instantaneously.

Mr. Koenig informed members that the City's bill comes in quickly from the PJM so the City has to pay cash out and the money coming in from the customers is a little behind when the PJM bill is paid. He explained that, in both instances when the City had really high demands, the City had to transfer money from the Rate Stabilization Fund, at least on a temporary basis, to make the cash flow work. Mr. Koenig advised that one (1) of the purposes of the Rate Stabilization Fund is to have the cash available to make payments on time, in case the City experiences these very high spikes in the market and in demand.

The Committee recommended acceptance of the overview of the hedge program.

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

TEA/NAES Report *(July)*

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

Mr. Scott Koenig, City Manager, reminded members that this was the first period of the fiscal year. He stated that the City's power supply costs were below budget for the month of July and the City was actually able to generate more revenue than anticipated. Mr. Koenig explained that the City generated $533,638 in net generation revenue versus a $492,400 estimate. Referring to the Budget Report (Page 18 of the Utility Packet), he informed members that the power supply cost was approximately $1.1M under budget and the total utility cost was approximately $1.5M under budget. He stated that the City's total cost of service was budgeted at $71.27 and it actually came in at $52.74. Looking at just this portion of the budget, from a power supply standpoint, July was a good month for the City. Mr. Koenig noted that the goal is to be slightly in the black at the end of the year as a result of forecasting correctly over the 12-month period.

Mr. Koenig stated that all of the other items seemed to be in line with the current budget, reiterating that this was period one (1) of 12.

Referring to Appendix 1 - PJM Invoice (Pages 34-37 of the Utility Committee Packet), Mr. Blakeman stated that TEA's summary of the PJM settlement was extremely good. He noted that, on the last page, the total receivable was listed as $84,000; however, that was really the receivable for one (1) month. Mr. Blakeman stated that it would be helpful and more clear if the total receivable for the month was included, explaining that, for July, it was actually $282,000 as opposed to the

$84,000 listed in the report. He acknowledged that the total receivable for the month was only $282,000 because of the credits the City gets. Mr. Blakeman explained that the charges were $1.4M but the credit was $1.1M, so the City ended up writing a check for $282,000 instead of millions of dollars. He stated that it really stands out when written that way and it would be very helpful if TEA would add the total receivable for the month.

Responding to Mr. Blakeman, Mr. Koenig noted that, when it is all said and done, it is a good deal. Mr. Blakeman noted that the City could not do much better than that.

Mr. Anderson asked if there was an expiration date on the SRECS or if they are good as long as the City holds them. In response, Mr. Koenig stated his understanding that the SRECS do expire. Mr. Maloney noted that members did not need to worry about the SRECS expiring because they will be running out shortly. He explained that the City does use the oldest ones first and he believed that the City had built up some SRECS at first because there was not a requirement. Mr. Maloney informed members that the requirements have been kicking in and each year they notch up. He reminded members that the City only bought 15% of the SRECS from the Solar Park, so the City will either have to build or purchase. Mr. Maloney noted that the Delaware Municipal Electric Corporation (DMEC) was working with the City and DMEC helped the City with this year's bill, which includes wind, solar, etc.

Responding to Mr. Blakeman, Mr. Maloney confirmed that the City was still getting credits for the solar panels on the administrative building at the plant.

The Committee recommended acceptance of the TEA/NAES Monthly Report for July 2015.

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

Updates

Green Energy Funding and Programming and Dover Sun Park

Members reviewed details regarding Green Energy Funding and Programming, and the White Oak Solar Park Incremental Cost.

Mr. Scott Koenig, City Manager, noted that the report only included information for the first month of the budget year. Mr. Koenig stated that the City would be under increased pressure regarding renewables, and informed members that Mr. Harry Maloney, Electric Director, is working on an integrated resource plan that will likely identify additional solar projects that the City may undertake. Mr. Koenig stated that the City will be looking for partners. He noted that he was not sure if the City is really in a wind zone that can help from the wind stand point; however, one (1) of the things that is being discussed and seems promising is potentially battery storage.

Mr. Koenig advised that there are a number of renewable technologies that staff will be looking at over the next few years to see how the City can comply with the laws and keep the costs manageable.

Noting that Mr. Koenig was reaching out to the major utility users, Mr. Hutchison asked if staff was specifically talking to them regarding this issue. Responding, Mr. Koenig informed members that staff had a group meeting with the City's largest electric customers, all of whom have very different needs and focuses. He stated that the one (1) customer that is probably in the best position to do significant energy efficiency and possibly green power projects is the Air Force Base. Mr. Koenig expressed his hope that the City will be able to develop a unique partnership with the Air Force Base over the next couple of years to help them meet their goals, as well as the City's goals as far as renewables, noting that the Air Force Base is under pressure from the federal government to get green energy and efficiency projects underway.

Mr. Koenig stated that for a couple of the other customers it is purely numbers-driven, whether they think that they can upgrade their facility economically and get a return on their investment. It was his understanding that Bay Health was one (1) that is potentially interested in some energy efficiency projects, since they said that they are committed to the community, they want the City to keep costs as low as possible, but are interested in things in addition to the electric rates to make the community better.

Mr. Koenig noted that a couple of the other larger users are interested in time of day use and had indicated that they are willing to modify the behavior of their businesses to help reduce higher costs. He reiterated that each of the City's five (5) largest users are unique; however, each of them is interested in how to control their power costs. Mr. Koenig informed members that there were a lot of good things that came out of that discussion and the City has a lot of work to do to see if the City can tailor rates to address some of the concerns of the largest users.

In response to Mr. Hutchison, Mr. Koenig stated that the Chamber of Commerce did participate in the meeting with the City's largest utility customers.

Mr. Blakeman stated that some of the farmers might be possible candidates for this kind of stuff, noting that they have large fields and are interested in cutting their energy costs, and the City could get the Solar Renewable Energy Credits (SRECS).

Garrison Oak Technical Park Project Updates

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

City Infrastructure

Mr. Koenig informed members that the infrastructure construction was starting to wind down at the Garrison Oak Technology Park, noting that they were in the last 5% to 10% of construction. He stated that the base coat of the road was completely

done all the way around; however, there was one (1) portion of the horseshoe that was not yet open to traffic because they are still trying to clean up some things and get the area between the curb and sidewalks graded.

Calpine Energy Center

Mr. Koenig stated that the Calpine Garrison Energy Center had been in commercial operation since early June. Calpine is finishing up all of their site work and the opening ceremony for the facility is scheduled for October 1, 2015.

Mr. Koenig stated that the Uzin Utz facility has scheduled their ceremonial opening for September 25, 2014.

Mr. Koenig informed members that the City's contractor was beginning to clean up the construction equipment, and noted that the large soil piles had been removed. He stated that the water tower top was up and it is progressing through construction. Mr. Koenig explained that the primary coat of paint had been put on the tower, noting that it was blue, which would not be the final color.

Mr. Koenig stated that they are in the process of making the final link of the sanitary sewer to the small pump station further east on White Oak Road, which will be abandoned as part of this project.

Mr. Koenig explained that the City had begun asbestos abatement at the old farmhouse and the demolition bids for that structure, as well as some of the ancillary structures around the old farmhouse, were scheduled for later this month. He expects that the City will be completing the land transaction for Lot 13 in late October.

Mr. Koenig noted his expectation that all or most of these contracts will be closed out by the end of the year and final payments will be released to the contractors.

Mr. Blakeman asked if the old farmhouse would be a candidate for a fire burn for the Fire Department. Responding, Mr. Koenig reminded members that the old farmhouse had asbestos in it; therefore, staff did not propose burning it. He also noted that staff did not want to jeopardize the brand new industrial facility at the site.

Mr. Blakeman asked if the City had made progress on Route 1 access to the site. In response, Mr. Koenig stated that the Garrison Oak Connector Road was included on the transportation prioritization list which was scheduled for consideration by City Council at their meeting being held later in the evening. He noted that a lot of the right-of-way was in place; however, the funding for the road was not and there was currently not a user generating enough traffic that needs access to Route 1 to warrant the road. Mr. Koenig explained that all of the current users seemed to be content with the existing road structure. He stated that if the City were able to land a large employer that would generate the necessary traffic to push the Delaware Department of Transportation (DelDOT), staff would hope that the project would move up the priority list, noting that it was on the radar for DelDOT.

Mr. Hutchison asked what the total cost of this project was. Responding, Mr. Koenig stated that he did not have that information with him; however, he believed that the all-in numbers were approximately $14.2M, which includes the roads and storm sewers, the water mains, the sanitary sewer mains, the new pump station at Garrison Oak, the upgrading of White Oak 5 Pump Station adjacent to White Oak Farms, the new 1.5M gallon water tower, all of the street lighting, the distribution power lines along the road, approximately $500,000 cost to move the 69kV line routed around the entrance to the east. He expressed his hope that the cost would decrease slightly, noting that the contracts seemed to be coming in slightly under budget.

Mr. Hutchison stated his believe that $14.2M was well above the number that was projected. In response, Mr. Koenig informed members that the original request from Calpine was $6M and the total $14.2M had been accounted for in all budgets since the initial request. He explained that the initial request for Calpine was about $6M which, early on, would have built approximately half of the road and the other infrastructure associated with it; however, the City sold the lot to Uzin Utz which required the City to build the rest of the infrastructure. Mr. Koenig stated that the City also built the water tower anticipating the entire build-out of the park, noting that it was constructed to be able to handle demand associated with blocks 1 and block 2 of the Garrison Energy Center as well as the full build-out of the park. He advised that, as of today, the City over built the infrastructure with the anticipation that the additional development would levelize the City's investment.

The Committee recommended acceptance of the report.

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

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

CRITICAL REPAIRS - U.S. 13 EAST PUMP STATION #7 - SOLE SOURCE VENDOR

Mr. Scott Koenig, City Manager, informed members that on July 7, 2015, the programmable logic controller (PLC) failed at U.S. 13 East Pump Station #7. This failure made all three (3) wastewater pumps inoperable. Temporary bypass pumping was installed to maintain continuity of service for the sanitary sewer pump station. Bypass of the PLC has occurred, as necessary, to maintain operations at the station. Only two (2) of the three (3) pumps are available until permanent repairs are complete.

Staff had two (2) options for repairing this failure: Option 1 was to repair the existing PLC. The issue with this option is that the existing PLC is original to the station and is considered out of date by industry standards. Additionally, the software at this station is the only one (1) in the pump station inventory for the City of Dover. Option 2 is to replace the existing PLC with an up to date software package, which will mimic other packages in the pump station inventory. This option will increase operational consistency with our internal staff. For the above mentioned reasons, staff is recommending Option 2 for the permanent repair of this failure.

Per the City of Dover Purchasing Policy & Procedure, regardless of price, all sole source procurement requires Council approval. The above referenced repairs will be paid out of the Capital Improvement Plan budget.

Staff recommended authorizing the necessary repairs to be installed by Freemire & Associates, Inc. in the estimated amount of $96,880.

Responding to Mr. Neil, Mr. Koenig, City Manager, stated that, although he did not have the exact figures with him, Option 1 (repairing the PLC) was probably 50% less than Option 2 (replacing the PLC and the upgrading the software). He noted that Option 1 would not bring them up to current standards, and it could very well be wasted money if the repair fails in the future because there would not be a warranty on the repair.

Mr. Anderson questioned why there was a need to transfer funds from the Inflow & Infiltration (I & I) Removal account if money had been set aside for the repair. Responding, Mr. Koenig advised that the budgeted repairs are typically less than $25,000 and are included in the operating budget. Because this repair is more than $25,000, it falls into the capital upgrade category and will need to be funded out of the capital plan. Mr. Koenig stated that the FY 16 appropriation for the I & I account was between $750,000 and $1M and this repair will reduce it by approximately 10% - 12%.

Mr. Neil moved to authorize the necessary repairs to be installed by Freemire & Associates, Inc. in the estimated amount of $96,880, as recommended by Staff. The motion was seconded by Mr. Anderson and carried by a unanimous roll call vote.

UTILITY COMMITTEE REPORT - SEPTEMBER 28, 2015

The Utility Committee met on September 28, 2015 with Chairman Hutchison presiding. Except for the following time sensitive issue, the Committee Report from September 28, 2015 will be presented to Council during their Regular Meeting of October 12, 2015 for review and consideration.

Critical Repair - VanSant Exhaust Plenum

Mr. Scott Koenig, City Manager, stated that due to time constraints, this item had been placed on the City Council agenda for the meeting being held later in the evening.

Mr. Koenig informed members that the VanSant Frame 6B Combustion Turbine (CT) exhaust plenum, transition piece, and expansion joint have degraded over time and now require replacement. Since beginning commercial operation in 1991, there have been occasional upkeep repairs made to the referenced components with the latest repairs in the fall of 2014 and the summer of 2015. He stated that an Infrared Thermograph Inspection Report was completed by Compliance Environmental, Inc. Mr. Koenig advised that the depleted condition of the plenum wall(s) allows heat infusion into the CT compartment which has started to cause damage to the ignitors, flame scanners, and other associated control wiring instruments, which could affect the unit reliability and availability. He explained that the exhaust system was not properly ventilating the heat generated from the CT due to the age of the parts.

Mr. Koenig indicated that the repair would be completed during the current outage. He stated that staff was requesting expedited processing of this request to allow North American Energy Services (NAES) to complete the necessary engineering, obtain contractor quotes, and make the contractor selection to manufacture the new plenum and install the plenum, transition piece and expansion joint before the 2016/2017 PJM Capacity Performance operational period, which begins in the spring.

Mr. Koenig stated that a Request for Proposal (RFP) package was advertised by NAES and NAES is currently reviewing the submissions. He explained that this work is an Original Equipment Manufacturers specialty item with a limited number of organizations familiar enough with the installation requirements to support the City's desired replacement schedule. The estimate received for the above work is from the original manufacturer of the plenum for VanSant, Braden Manufacturing, LLC. The preliminary estimate from Braden, in the amount of $430,000, did not include replacement of the transition piece or expansion joint. In addition to Braden Manufacturing, LLC, NAES will obtain at least three (3) proposals from other contractors familiar with this work, Consolidated Fabricators and Universal Acoustics and Emissions Technology. NAES will continue to research additional resources capable of performing this work to ensure the best capable contractor and cost estimate(s). NAES would like approval and permission to proceed and select the highest evaluated bidder to immediately award the project once the bids are received and reviewed. This request is only to promulgate the expeditious manufacture of the material component parts necessary to perform these repairs, without further review by City Council. The proposals will be evaluated using cost, experience, and completeness of bid to select the contractor who will perform the work, and all work must be completed prior to June 1, 2016.

Mr. Koenig reminded members that staff was requesting authorization from City Council during their meeting being held later in the evening because of the time line associated with the repair; however, staff felt that it was important to advise members of the Utility Committee as well.

Mr. Koenig advised that, to fund this repair, the City would delay the inspection and repairs on the Unit 3 cooling water line, noting that these critical repairs at VanSant were more important in the hierarchy of the utility than the cooling water lines. He explained that the Unit 3 cooling water line repair was budgeted at $469,000, and that money would be moved to fund the proposed replacement of the parts associated with the CT unit, which was currently estimated at $430,000.

Staff recommended delaying inspection and repairs on the Unit 3 cooling water line and funding the critical repairs needed on the VanSant exhaust plenum, transition piece, and expansion joint in accordance with the completion date of June 1, 2016.

Mr. Neil asked how critical the Unit 3 cooling water line problem would be if it were deferred, questioning whether it would need emergency repair in the future.

Responding, Mr. Koenig explained that the inspection and repairs for the Unit 3 cooling water line was routine maintenance, and staff would keep an eye on it. He stated that the VanSant exhaust plenum was a higher priority and, as the City finishes projects this fiscal year, staff will determine whether there is additional money for the Unit 3 inspection and repairs. Mr. Koenig noted that if there is not funding available this fiscal year, the Unit 3 inspection and repairs would be re-budgeted next fiscal year.

In response to Mr. Blakeman, Mr. Koenig stated that he did not think that there was evidence that this problem was as critical in the fall of 2014. He explained that some repairs were completed in the fall of 2014 and then there were additional problems in the spring of 2015. Mr. Koenig informed members that this was becoming more important because the utility is changing. Generation assets are changing and, in the past four (4) years, the City had gone from a more passive running of the system to a more active engagement of running the system. He noted that the City now wants these generation assets to run whenever the economics say that the City can get a return on its investments and the City is actively pushing both The Energy Authority (TEA) and NAES to ensure this happens.

Mr. Koenig advised that the VanSant repairs were on the horizon but, as the market has changed and this unit has deteriorated more since last fall, these replacements and repairs have become more critical. He explained that there used to be a little more float in whether entities could produce or not, noting that if an entity had an issue and could not, they probably would not get penalized as long as another entity could pick up the loss; however, as the market tightens up and the new capacity requirements come in to play, if entities cannot run, they will get penalized.

Mr. Blakeman noted that the $430,000 estimate did not include the additional equipment that may be required and asked what the estimated cost of the additional equipment would be. Responding, Mr. Koenig stated that the $430,000 included the plenum, the transition piece, and the expansion joints; however, it did not include any type of instrumentation that may have been damaged by heat, since staff did not currently know whether there was additional damage.

In response to Mr. Blakeman, Mr. Koeing stated that the additional equipment had not yet been priced and it was his understanding that, in some cases, the different contractors may be able to provide all three (3) components.

Mr. Blakeman, referring to the seven (7) repairs listed as critical on the Infrared Thermography Inspection, asked if there were any previous indications that there were that many critical problems or if they were only detected with this inspection. Responding, Mr. Harry Maloney, Electric Director, explained that the steel inside the exhaust stack was corroding and very thin, so it was patched as best as possible and put back together. After that, the unit did not run very much and the problem was not realized until after staff started testing for the newly installed water injection system. He stated that staff ran the unit a lot and then, all of a sudden, it would not start,

which they realized was because the flame scanner was melted. After the water injection was installed and the unit ran more frequently, they realized the patches were not holding. Mr. Maloney stated that staff did some other minor repairs, patched more holes, and moved some things around this past August and September.

In response to Mr. Blakeman, Mr. Maloney stated that he did not know which problems were category one (1) or category two (2); however, he did know that it was leaking and they could not start the unit. He explained that it is a fast start unit; however, repairs are necessary to enable it to start within ten or fifteen minutes instead of an hour.

Mr. Blakeman agreed that the problem is critical and has to be fixed; however, he expressed concern with using the money for the cooling water line repairs for Unit 3. Responding to Mr. Blakeman, Mr. Maloney stated that the cooling water line pipe was a 40-year old, four (4) to six (6) foot, cast-iron pipe that was in the ground and corroding inside. Mr. Maloney stated that he had briefly discussed this problem with Mr. Vince Scire, former Plant Manager, McKee Run Generating Station, before he left, and Mr. Scire indicated that this type of problem was typically addressed by putting in a liner.

Mr. Blakeman informed members that this pipe had leaked before at the joints. Referring to Page 194 of the FY 2015/2016 Budget, he informed members that the Capital Investments Plan (CIP) stated that "delaying this project beyond 2016 will increase the risk of a failure causing extended unit outage to repair or replace the failed pipe, as well as incurring water spillage to the surrounding ground. Additional budget dollars will need to be allocated to make the repairs of the failed piping." Mr. Blakeman noted that no estimates were provided for these additional costs. He shared his concern that if the City cannot cool the water, the unit cannot be run and the City would be taking out 102 megawatts (MW). He asked if there was another funding source for the repairs to the VanSant exhaust plenum that would not delay the Unit 3 cooling water line repairs.

In response to Mr. Blakeman, Mr. Maloney stated that he would revisit the CIP and talk to Mrs. Donna Mitchell, Controller/Treasurer, about other funding sources and the possibility of postponing or moving a less critical project. He indicated that it was mainly a matter of accelerating the repairs, noting that the money would eventually be in a future budget; however, the City was running out of time.

Mr. Blakeman noted that, years ago, the City had scuba divers go through this pipe and it is a huge pipe with a lot of water. He stated that if this pipe leaks, it will flood the field out and shut the unit down.

Mr. Hutchison asked if, in the future, the City would be required to use the VanSant plant more often than not. Responding, Mr. Maloney stated that the way Dover is situated, the CT should be a quick start unit since it gets dispatched first for unusual circumstances. He explained that staff typically knows a day ahead of time when the

steam unit will need to run. Mr. Maloney reiterated that the CT is dispatched for emergencies and, although it currently takes an hour to start, it should be a ten-minute start, which he is working on changing. He stated that it is important to be able to get the CT on line in a hurry because it might end up with more run hours than the 100 MW unit and noted that it has to be set up correctly so it does not burn itself out, which is currently happening with the equipment.

Mr. Blakeman noted that although PJM does not call the VanSant Unit on that often, it must be available when called upon. In response, Mr. Maloney stated that the use of the VanSant Unit has increased because the City is able to get 500 dekatherms (Dth) of gas for it, which is more efficient to dispatch because the City does not get enough gas to run the 100 MW unit.

Responding to Mr. Hutchison, Mr. Koenig reiterated that Staff recommended delaying inspection and repairs on the Unit 3 cooling water line and funding the critical repairs needed on the VanSant exhaust plenum, transition piece, and expansion joint in accordance with the completion date of June 1, 2016. He stated that if the Committee endorses Staff's recommendation, Staff would then look at the CIP again, in case the re-prioritization of Unit 3 is necessary, and bring forward any changes that need to be made.

In response to Mr. Hutchison, Mr. Koenig explained that the City's contract with Calpine is for capacity, and does not take effect until the City takes Units 1 and 2 offline.

The Committee recommended delaying the inspection and repairs on the Unit 3 cooling water line and funding the critical repairs needed on the VanSant exhaust plenum, transition piece, and expansion joint in accordance with the completion date of June 1, 2016, as recommended by Staff.

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

COUNCIL MEMBERS' ANNOUNCEMENTS

Council President Slavin reminded members of the Fire Department Open House on Saturday at Legislative Mall from 10:00 a.m. to 4:00 p.m. He also wished Councilman Hosfelt a belated happy birthday and Councilman Sudler a happy birthday.

Mr. Sudler thanked everyone who participated in the OktDoverFest on Saturday. He noted that it was really amazing to see everyone come together without any kind of incident and he indicated that a few state representatives said they would be willing to support the City in its efforts to continue providing this type of event in the future.

Mr. Koenig announced that the downtown cleanup was held several weeks ago and a number of Council members and staff members participated. He also noted that there was significant participation from the community and some of the area community organizations. Mr. Koenig

advised that it gave staff members an excellent opportunity to get out in the community and see what types of things are happening in the street and to visit parts of the community that they may not see very often in their jobs. He felt it was a very productive day and he thanked all of the participants.

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

Meeting adjourned at 8:02 p.m.

TRACI A. McDOWELL
CITY CLERK

All ordinances, resolutions, motions, and orders adopted by City Council during their Regular Meeting of September 28, 2015, are hereby approved.

ROBIN R. CHRISTIANSEN
MAYOR

/TM
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PETITION TO AMEND ZONING ORDINANCE TEXT

Report to the
Dover City Council
October 12, 2015

Proposed Change:	Amendment to *Zoning Ordinance*, Article 3 –District Regulations, Section 2 – General Residence Zones (RG-1 and RG-2), to add a new conditional use.
Summary of Amendment:	The proposed amendment is associated with implementation of the Downtown Development District and the *Restoring Central Dover* plan. It would allow townhouse and duplex housing styles within the RG-1 zone as a conditional use, which would require Planning Commission approval. It also would revise the bulk standards for the RG-1 zone to be more consistent with downtown development patterns. Additionally, the proposed ordinance would implement infill standards for development of vacant lots within developed areas.
Recommendation of the Planning Commission:	Following a public hearing before the Planning Commission where no members of the public spoke with regard to the proposed ordinance, the Planning Commission voted unanimously to recommend approval of the proposed ordinance as amended by PC Amendment #1. This amendment would allow for off-street parking as a conditional use and not a permitted use. An excerpt of the draft minutes of the Planning Commission meeting is attached.
Ordinance Number:	2015-13
File Number:	MI-15-11

Excerpt of DRAFT Minutes from the Planning Commission Meeting of September 21, 2015:

MI-15-11 Text Amendment: RG-1 and RG-2 Uses and Bulk Standards and Establish Infill Standards for Residence Zones – Public Hearing and Review for Recommendation to City Council regarding Text Amendment to *Zoning Ordinance* Article 3 – District Regulations, Section 2 – General Residence Zone (RG-1 and RG-2); Article 4 – Zoning Bulk and Parking Regulations, Section 1 – Supplementary Regulations Applying to Residence Zones. The proposed Ordinance revisions would permit townhouse and duplex housing types in the RG-1 and RG-2 zones subject to Conditional Use Site Development Plan approval by the Planning Commission, limit multiple dwellings to the RG-2 zone, establish administrative waivers, and revise RG-1 bulk standards. The proposed Ordinance also established infill standards for the development of vacant lots within developed areas of residence zones. Ordinance #2015-13. *The Legislative, Finance and Administration Committee reviewed the proposed Text Amendment on August 10, 2015 and First Reading before City Council was completed on August 24, 2015. Public Hearing before the Planning Commission is scheduled for September 21, 2015. Public Hearing and Final Reading before City Council is set for October 12, 2015.*

Representatives: None

Mrs. Townshend stated that this is a proposed amendment to the zoning text of Article 3 and Article 5. In Article 3 Section 2, the primary changes are that the amendment would allow as a conditional use townhouses and duplexes subject to certain restrictions. It would limit the allowance of multiple dwellings or apartments to the RG-2 District and not allow them in the RG-1 District. It would expand the administrative waivers to allow for waivers in the bulk standards for Minor Lot Line Adjustment Plans where no additional lots are being created. An example would be if you have a minimum lot width of fifty (50) feet and you have three (3) lots that total one hundred twenty-five (125) feet that you could distribute the lot lines to have uniform sized parcels rather than have to go to the Board of Adjustment to do that. It would allow that to be done administratively. It would also allow them to authorize alternative parking surfaces which would be things like stone driveways or gravel driveways where such parking is located in the rear yard. Again the City does have a lot of stone driveways Downtown and if they're off the alley they frequently have people saying "why are you making me put in concrete or asphalt when they have stone and they have stone?" So when it's off the alley, she thinks it's more manageable from a visual standpoint so they wanted the flexibility to do that. They have proposed amendments to the bulk standards to reduce some of the setbacks and lot dimensions.

The final thing is that they would add to Article 5 Supplementary Regulations is some infill standards. To specify for infill development: the sidewalk that meets City standard is required along the frontage, that residential lots shall include landscaping to include plants and shrubs along the portion of the house that fronts a public street and that a primary façade face the frontage of the property. They had looked at infill standards of other places and they could get very complicated and specific in infill standards but what they didn't want to do was create a monster that would discourage development in the Downtown. What they are looking to do is make sure that they have a standard that makes sense and then can also encourage re-development in the Downtown. There is the Downtown Development District designation; there is a lot of interest turning to re-developing in Downtown. The Restoring Central Dover Plan specifically states flexibility in housing styles as something that we should amend the *Zoning Ordinance* to incorporate so this is the step to doing that. The City did a pretty comprehensive review of the commercial zones and they do believe that they need to do a similar review of the residential zones. But they didn't want to hold up this change until that's done because no

matter how quickly they would like to work on things, sometimes it takes much longer than they would like. They didn't want to halt some of the development interest that they have been seeing.

There is one thing in reviewing it after it went out in the packet. Right now in the General Residence zone off-street parking is permitted and it says as an accessory use to C-2 (Central Commercial Zone) that's a permitted use. They had stricken the language that pairs it to C-2 (Central Commercial Zone); there are areas for instance along Division Street that are zoned C-1 (Neighborhood Commercial Zone) or C-1A (Limited Commercial Zone) or C-2A (Limited Central Commercial Zone) where it might be appropriate to allow parking on a residential lot behind it. But the more that she has thought about it, the more she thinks that if a residential lot is going to be used for specifically for off-street parking then it should be a conditional use and not just a permitted use. That is one change that she would recommend that is not reflected in what is before the Commission tonight. It would be an amendment to strike 2.13 on line 17 and move that language to create a new letter H after line 144 so that if there is a parking lot as a principle use on a property. The Planning Commission has the proper tools to be able to impose conditions on it.

Mr. Holden stated that he is curious for a little more background from Staff on the other conditional uses in terms of townhouses or multi-family within the zones. He understands the graph and other administrative things. In terms of the basis for them and he didn't know if "petition for" meant this was a petition from an outside entity or if this was something Staff generated. Responding to Mr. Holden, Mrs. Townshend stated that it's been brought forward by Staff and it's largely a recommendation out of the Restoring Central Dover Plan. It was actually also in the *Comprehensive Plan* as a recommendation to allow for varying housing styles in the residential zones Downtown. So it's in line with all of the plans that they have done. At this point, they do have some property owners, both for profit and non-profit that are looking at building new homes in the Downtown and are waiting for this. The way that under Restoring Central Dover, the Downtown Development District, the *Comprehensive Plan* all of these things kind of tie together, homeownership is a high priority in the Downtown. In their Downtown Development District they have a rental rate of 84% as of the last census. In the Restoring Central Dover area which is a little bit larger of an area but it's pretty much all RG-1 (General Residence Zone) properties. Those that are not commercial anyway. They have a rental rate of 75%. They have a real driving interest on the part of all of their plan documents and the stake holder input they have gotten to increase homeownership opportunities. So allowing a variety of housing styles provides for a variety of homeownership opportunities, a variety of affordability levels and just furthers that plan.

Mr. Holden questioned if she could easily define the footprint or the general footprints that you find in RG-1 (General Residence Zone) and RG-2 (General Residence Zone)? Responding to Mr. Holden, Mrs. Townshend stated that they really didn't tinker is RG-2 (General Residence Zone). They did in that the townhouses and duplexes would be conditional use. RG-2 (General Residence Zone) is very much a zoning associated with apartment complexes, for example Blue Hen Apartments. Most of the larger apartment complexes are zoned RG-2 (General Residence Zone). A couple of them are RG-1 (General Residence Zone) that they believe they need to probably be re-zoned to RG-2 (General Residence Zone) over the long term. Walker Woods was rezoned to RG-2 (General Residence Zone) so they could build apartments. She believes that Cedar Chase Apartments is also zoned RG-2 *(*General Residence Zone*).* A lot of the condominiums such as Brandywine Court Condos are zoned RG-2 *(*General Residence Zone*).* RG-2 (General Residence Zone) tends to be more of an apartment zone so it's kind of scattered. The RG-1 (General Residence Zone) is principally the central Dover residential zone so much of the area along State Street, Governors Avenue, Mary Street, West Street, Kirkwood

Street and Lincoln Park are zoned RG-1 (General Residence Zone). There are a number of things going on. That's where they have a lot of vacant lots, a lot of interest in re-developing and they also have a lot of under-sized lots since lots were platted long before zoning was even a glimmer in their eyes. That's the purpose of administrative waivers, for the lots that you could barely fit a house on. If you meet the setbacks you can't put a house on it. It really is kind of more of a Downtown residential area.

Mr. Holden stated that looking at zoning and amending zoning to benefit the development of empty lots or re-development of old homes in the Downtown Dover Development District footprint is a task that they have to find out a path. He is concerned over the impacts to pieces outside of that footprint, whether it's in an area or a footprint that has much larger lots and larger homes and has a different character but someone see's value in splitting the lot up and building three (3) houses amongst much bigger lots. He doesn't know that he is convinced that this is the appropriate way to do the one good without avoiding the other potential harm. Responding to Mr. Holden, Mrs. Townshend stated that the areas that are RG-1 (General Residence Zone) that are outside of the Downtown Development District are if you get over to the area as you get closer to Central Middle School. That area is kind of a combination of zones but a lot of it is RG-1 (General Residence Zone); some of it is R-8 (One Family Residence Zone). If you look in that neighborhood there are a lot of duplexes there so a duplex wouldn't be out of character. The areas that are more suburban in nature are not zoned RG-1 (General Residence Zone). It really is kind of contained to that Downtown area. She thinks if there are properties that are zoned RG-1 (General Residence Zone) that are outside of that, they shouldn't be zoned RG-1 (General Residence Zone). They should be looked at to be R-8 (One Family Residence Zone) or something more appropriate for the more suburban style neighborhoods.

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

Mrs. Townshend stated to just recall that there was one amendment that she had suggested they put in as a Planning Commission amendment to move off-street parking from the permitted uses to conditional uses.

Ms. Still moved to recommend approval to City Council for MI-15-11 Text Amendment: RG-1 and RG-2 Uses and Bulk Standards and Establish Infill Standards for Residence Zones, inclusive of moving the off-street parking from permitted uses to conditional uses, seconded by Mr. Holt and the motion was unanimously carried 8-0 by roll call vote with Mr. Ambruso absent. Mr. Holden voting yes, due to Staff comments. Mr. Cregar voting yes; he believes that this amendment helps to move forward the desire to get additional homeownership in the Downtown area and that it supports the district that has been created for the Downtown. Colonel Welsh voting yes; the amendment will promote growth in the Downtown Development District. Mr. Holt voting yes; it will improve the Downtown Dover District and it's according to Staff comments. Mr. Baldwin voting yes based on Staff comments. Dr. Jones voting yes, in concurrence with all of the comments and reasons given. Ms. Still voting yes, for all of the previous comments. Mr. Tolbert voting yes, because in addition to other things that it does it also will revise the bulk standards for the RG-1 to be more consistent with Downtown development patterns.

MI-15-11

CITY OF DOVER FIRE MARSHAL

CITY OF DOVER

DEVELOPMENT ADVISORY COMMITTEE

APPLICATION REVIEW COMMENTARY

D.A.C. MEETING DATE: **09/02/15**

APPLICATION: **Text Amendment: RG-1 and RG-2 Uses and Bulk Standards and Establish Infill Standards for Residence Zones**

FILE #: **MI-15-11** REVIEWING AGENCY: **City of Dover, Office of the Fire Marshal**

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

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

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

CITY AND STATE CODE REQUIREMENTS:

- **No objections to the proposed Text Amendments.**

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

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

CITY OF DOVER

DEVELOPMENT ADVISORY COMMITTEE

APPLICATION REVIEW COMMENTARY

STAFF D.A.C. MEETING DATE: SEPTEMBER 2, 2015

CITY OF DOVER
Electric &
Public Works
Departments

APPLICATION: **TEXT AMENDMENT: RG-1 AND RG-2 USES AND BULK STANDARDS AND ESTABLISH INFILL STANDARDS FOR RESIDENCE ZONES**

FILE #: **MI-15-11**

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

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

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

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

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

CITY AND STATE CODE REQUIREMENTS

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

1. Our office has no objections to the proposed text amendments

RECOMMENDATIONS SUGGESTED AS CONDITIONS OF APPROVAL TO MEET CODE OBJECTIVES

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

1. None

ADVISORY COMMENTS TO THE APPLICANT

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

1. None.

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

CITY OF DOVER DRAFT PROPOSED ORDINANCE #2015-13
WITH PLANNING COMMISSION AMENDMENT #1 (PC#1)
(Planning Commission Amendment #1 indicated in green text)

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

That Appendix B - Zoning, Article 3 - District Regulations, Section 2 - General Residence Zones (RG-1 and RG-2) of the Dover Code be amended by deleting the text indicated in red strikeout and inserting the bold, blue text, as follows:

Section 2. - General residence zones (RG-1 and RG-2).

2.1 *Uses permitted*. In a general residence zone, no building or premises shall be used, and no building or part of a building shall be erected, which is arranged, intended or designed to be used, in whole or in part, for any purpose, except the following:

2.11 Any use permitted in one-family residence zones~~., except that:~~

~~Not more than one professional office or studio, other than accessory to a use otherwise permitted, shall be permitted for each 25 dwelling units or major fraction thereof on the lot. Such office or studio shall be only on the street floor of any building and on the floor immediately above the street floor only if there [shall] be direct access to such office or studio from outside the building.~~

2.12 Garden apartments limited to placement within the RG-2 district only.

~~**2.13 Off-street parking.** accessory to uses located within the central commercial C-2 zone, provided that:~~

~~(a) Such parking is situated not more than 150 feet from the C-2 zone.~~

~~(b) Parking areas are screened by landscaping from adjoining properties used for residence.~~

~~(c) Illumination of parking areas is shielded from the view of adjoining properties used for residence.~~

~~**2.14 Reserved.**~~

2.2 *Performance standards*. All uses are subject to performance standards as set forth in article 5, section 8.1.

2.3 *Site development plan approval*. Site development plan approval in accordance with article 10, section 2 hereof shall be required prior to the issuance of building permits for the erection or enlargement of all structures and related accessory structures. Such approval shall also be required prior to the issuance of certificates of occupancy for a change of use.

Draft

2.4 ~~[Conditional uses.] Conditional uses permitted upon the approval of the planning commission in accordance with the procedures and general conditions set forth in article 10, section 1 of this ordinance:~~ ***Conditional uses*****. The following uses are permitted, conditional upon the approval of the Planning Commission in accordance with the procedures and subject to the general conditions set forth in Article 10, Section 1:**

(a) ***Townhouses subject to the following restrictions:***

i. No more than one dwelling unit shall be permitted upon a lot
ii. No more than four dwelling units shall be permitted in a group of townhouses
iii. Each group of townhouses shall be physically separated from another by no less than two (2) dwelling units of a different housing type from other groups of townhouses on the same side of the street.
iv. Townhouse groups shall be designed to minimize points of access to the public street and to take access from an alley or other shared access where such access is available.

(b) ***Duplex dwellings subject to the following restrictions:***

i. No more than one dwelling unit shall be permitted upon a lot
ii. Duplex dwellings shall be designed to minimize points of access to the public street and to take access from an alley or other shared access where such access is available.

~~(a)~~**(c)** Bed and breakfast inns in the RG-1 district only, subject to the following:

i. A bed and breakfast inn may only be established within a primary residential structure or an associated accessory structure.
ii. The owner of the property shall reside on the premises of the bed and breakfast inn or in an adjacent premises. However, if ownership of the property is in the name of a corporation, partnership, trust, etc., a full-time resident manager/operator/inn-keeper shall reside in the principal structure on the subject property or adjacent property.
iii. The principal structure shall contain at least one full bathroom for the exclusive use of the owner or resident manager and other members of the immediate household. In addition, one full bathroom shall be provided for each two guestrooms. Each full bathroom shall contain a minimum of one water closet (toilet), one lavatory (sink) and one bathtub or shower stall and shall comply with all applicable building and plumbing codes.
iv. The number of guestrooms requested shall be set forth in the application for conditional use. The planning commission shall expressly establish the maximum number of guestrooms permitted for any application for which approval is granted. In no case shall a bed and breakfast inn contain more than ten guestrooms.
v. Off-street parking shall be provided at a minimum of two spaces, plus one space per guestroom. Off-street parking shall be prohibited in the front yard, except that such parking which may be customarily accommodated on a single width driveway may be permitted. Required parking may be provided on the premises or off the premises,

Draft

provided that such off-premises parking is located within 150 feet walking distance of the bed and breakfast property.

vi. Lot coverage for a bed and breakfast inn shall not exceed 60 percent of the lot.

vii. Signage is limited to one sign not to exceed six square feet in area. Signs may be illuminated, provided that internally illuminated signs shall be prohibited.

viii. Meals may be served to residents and overnight guests only. No cooking appliances or kitchenettes shall be permitted within the guestrooms, except small refrigerators and microwave ovens.

ix. The stay of overnight guests shall be limited to 30 consecutive days.

x. The owner/operator of a bed and breakfast inn shall maintain a current City of Dover business license, and the establishment shall be inspected by the City of Dover fire marshal and the City of Dover health inspector for compliance with all applicable life safety and health and sanitation codes.

~~(b)~~**(d)** Student homes subject to the following siting and bulk criteria:

i. No student home shall be located closer than 500 feet from any other student home.

ii. The maximum allowable occupancy shall be four persons or the occupancy limit as determined by the building and fire codes adopted by the City of Dover, whichever is less.

iii. Two off-street parking spaces shall be provided per dwelling unit.

iv. A student home shall not be permitted to be established within any semi-detached dwelling, duplex dwelling, group dwelling, or townhouse dwelling unit.

v. Buildings or groups of buildings on the same lot with 15 or more units on the lot shall not be subject to the student home regulations.

vi. Student homes shall be licensed under chapter 10, Housing Code [chapter 22, Buildings and Building Regulations], article V [X], Rental Dwellings, of the Code of Ordinances.

vii. Student homes shall be subject to the provisions of chapter 10, Housing Code [chapter 22, Buildings and Building Regulations], article III [VIII], Leases, of the Code of Ordinances.

~~(c)~~**(e)** Multiple dwellings ***limited to placement in the RG-2 district only.*** ~~subject to the following restrictions:~~

~~i. Conversions of single-family dwellings to multi-family residential dwellings shall be limited to the RG-2 district~~.

~~(d)~~**(f)** Professional offices may be permitted on Governors Avenue between Water Street and Mary Street, and on Route 8, subject to the following restrictions:

i. The office operations shall be conducted in such a manner as to maintain the residential character of the surrounding neighborhood, and no changes or improvements shall be made to the premises which might preclude utilization of the premises for residential purposes in the future.

ii. There shall be no other professional office located in the same zoning district within 250 feet of the premises.

iii. No display of products or goods shall be visible from the street.

iv. There shall be no exterior effects such as noise, traffic, odor, dust, smoke, gas, fumes, radiation, or electromagnetic interference.

v. A minimum of two off-street parking spaces shall be required.

Draft

vi. No more than four off-street parking spaces shall be permitted. Furthermore, all off-street spaces shall be visually screened from adjacent residential uses, to the greatest extent possible, by employing a landscape screen no less than six and one-half feet high, which landscape screen shall be properly maintained throughout the duration of the professional office use on the subject premises.

vii. Signage shall be limited to one sign, not to exceed six square feet in area. No sign may be illuminated.

viii. The hours of operation shall not commence prior to 6:00 a.m. and shall cease no later than 8:00 p.m., with no more than four employees engaged in the operations upon the premises at any given time.

ix. The planning commission shall have the authority to impose such additional conditions and restrictions as may be necessary or appropriate to protect the general health, safety, and welfare of the residents of surrounding properties.

~~(e)~~**(g)** In order to stimulate limited commercial activity in the RG-1 and RG-2 zones within the city's historic district zone and/or where a historic district property or a property listed on the National Register of Historic Places exists, and to make this area of historic Dover more attractive to tourists and residents, antique shops, art galleries, gift and card shops, book stores, specialty hobby stores, and restaurants with no alcoholic beverages may be permitted as accessory uses incidental to the principal residence, subject to the conditional use approval of the planning commission in accordance with Article 10—Planning Commission, Section 1—Approval of conditional uses, and subject to the following:

i. Total floor area of any nonresidential accessory use shall not exceed 2,000 square feet.

ii. A minimum of two off-street parking spaces shall be required to serve the residence and the accessory use.

iii. Signage for the accessory use is limited to one sign not to exceed six square feet in area. Signs may be illuminated, provided that internally illuminated signs shall be prohibited.

(h) ***Off-street parking***

~~2.5 [Signs.] Signs shall meet the regulations found in article 5, section 4, supplementary sign regulations.~~

2.6 Administrative waivers:

(a) The city planner shall have the authority to waive the bulk standards and parking requirements of article 4, section 4.2 for all non-conforming lots that existed in the RG-1 zone prior to January 1, 2007, when deemed necessary for redevelopment. The applicant must request such waivers in writing, stating the reasons that such waivers are necessary for development for redevelopment of the subject parcel.

(b) The city planner shall have the authority to adjust the lot dimension requirements of article 4, section 4.2 in the approval minor lot line adjustment plans, where no additional lots are created, and to waive the bulk standards of article 4, section 4.2 for the placement of a structure on associated lots when deemed necessary for

Draft

redevelopment. The applicant must request such waivers in writing, stating the reasons that waivers are necessary for redevelopment of the subject property.

(c) The city planner shall have the authority to allow alternative parking surface, other than those specified in article 6, section 3.6 provided that such off-street parking areas where alternative surface is used are located within a rear yard. The applicant must request such a waiver in writing, stating the reasons that waivers are necessary.

BE IT FURTHER ORDAINED:

That Appendix B - Zoning, Article 4 - Zoning Bulk and Parking Regulations , Section 4.2 - RG-1 (General Residence) Zones, of the Dover Code be amended by deleting the text indicated in red strikeout and inserting the bold, blue text, as follows:

Bulk and parking regulations for general residence zone (RG-1) ~~[~~are as follows~~]~~ (see also article 12, definitions; article 5, supplementary regulations; and article 6, off-street parking, driveways and loading facilities):

	One-Family Dwellings Detached	**Duplex**/One-Family Semi-Detached ~~and Other Dwellings~~	**Townhouses/ One Family Attached**	~~Multiple Dwellings*~~
Minimum required:				
Lot area ~~per dwelling unit~~ (sq. ft.)	~~7,500~~ **6,000**	5,000	**3,000**	~~3,000~~
Lot width (ft.) **per dwelling unit**	~~60~~ **50**	~~80~~ ***25***	**20**	~~100~~
Lot depth (ft.)	100	100	**100**	~~125~~
Front yard (ft.)	~~20~~ **15**	~~20~~ **15**	**15**	~~30~~
Minimum side yard (ft.)	~~8~~ ***5***	~~15~~ **10**	**10**	~~20~~
~~Total both side yards (ft.)~~	~~20~~	~~—~~		~~40~~
Rear yard (ft.)	30	30	**30**	~~30~~
Off-street parking spaces/DU	~~2~~ **1**	1	**1**	~~2~~
Maximum permitted:				
Building height				
Stories	2½	2½	**3**	~~2½~~
Feet	35	35	35	~~35~~
Lot coverage	~~40%~~ **45%**	~~40%~~ **50%**	**60%**	~~45%~~
~~Number of dwelling units in group of attached dwellings or in multiple dwellings~~	~~1~~	~~2~~		~~None prescribed~~

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~~* Conversions of dwellings erected prior to the enactment of this ordinance to more intensive residential uses shall be governed only by the requirements as to lot area, livable floor area, and off-street parking.~~

BE IT FURTHER ORDAINED:

That Article 5 - Supplementary Regulations, Section 1 - Supplementary Regulations Applying to Residence Zones, of the Dover Code be amended by adding a new subsection 1.12 - Infill Standards, as follows:

1.12 *Infill Standards*. In locations where a lot or group of lots lies within a developed area, the following standards shall apply to the development of the infill lots:

(a) *Sidewalks*. Standard City of Dover sidewalk, per chapter 98, shall be required to be installed along public street frontage of every infill property by the property owner or developer.

(b) *Landscaping*. Infill structures shall be designed to minimize the impact on existing, mature trees when practical. All residential lots shall include landscaping to include plants and shrubs along the portions of the house that front a public street. No form of vegetation shall be planted on a property in a way that blocks more than half of the front façade(s) from public view.

(c) *Primary facade*. All buildings shall include a primary entry along the property's street frontage, and shall also include a porch or other entry feature.

ADOPTED: *

S:\ORDINANCES\2015\DRAFT\ORDINANCE #2015-13 APPENDIX B, ART 3; ART 4; AND ART 5\2015-13 Apdx B - Zoning, Art 3 - District Regulations; Art 4 - Zoning Bulk and Parking Regulations; and Art 5 - Supplementary Regulations - with PC#1 - First Reading.wpd

SYNOPSIS

The proposed ordinance would allow townhouse and duplex housing styles within the RG-1 zone as a conditional use, which would require Planning Commission approval. It also would revise the bulk standards for the RG-1 zone to be more consistent with downtown development patterns. Additionally, the proposed ordinance would implement infill standards for development of vacant lots within developed areas. The Planning Commission amendment would make off-street parking as a principal use a conditional use, rather than a permitted use.

(SPONSORS: HUTCHISON AND TOWNSHEND)

Actions History

10/12/2015 - Scheduled for Public Hearing/Final Reading by City Council

08/24/2015 - First Reading held by City Council

08/10/2015 - Introduced at the Legislative, Finance, and Administration Committee meeting

Draft

PETITION TO ANNEX AND REZONE PROPERTY
Public Hearing before the
Dover City Council
October 12, 2015

Applicants/Owners:	Paul Phillips Theresa HoShue
Property Address:	55 Nixon Lane – Lot 1 121 Acorn Lane – Lot 2
Tax Parcel ID #:	ED-00-068.19-01-25.00-000 ED-00-068.19-01-25.01-000
Size:	Lot 1 - 0.5171 +/- acres Lot 2 - 0.4609 +/- acres
Present Use:	Residential
Proposed Use:	Residential

Comprehensive Plan Designation: Category 1 – High Priority Annexation Areas

Comprehensive Plan Land Use Designation: Residential Low Density

Present Zoning:	RS1 (Single Family Residential)
Proposed Zoning:	R-8 (One Family Residence)
Recommendation of Planning Commission:	Following a public hearing before the Planning Commission on Monday, September 21, 2015, where one member inquired about whether commercial uses would be permitted at the property and no members of the public expressing objection to the application, the Planning Commission voted unanimously to recommend in favor of the proposed annexation and rezoning.
File Number:	AX-15-01

This application is for the annexation and rezoning of property located at 121 Acorn Lane and 55 Nixon Lane (previously no address assigned). The property is owned by Paul Phillips and Theresa HoShue. The Tax Parcel Identification Numbers are ED-00-068.19-01-25.00-000 and ED-00-068.19-01-25.01-000.

Existing Property:
The property consists of two parcels located on Acorn Lane and Nixon Lane north of North Little Creek Road. The parcel at 121 Acorn Lane is developed with a single family home. The parcel at 55 Nixon Lane is undeveloped with construction beginning on a new single family home.

Surrounding Land Uses:
The surrounding uses are residential properties. Surrounding properties located in unincorporated Kent County are zoned RS-1, the surrounding properties within the City of Dover are zoned R-8 (One Family Residence Zone).

Comprehensive Plan:
In the *2008 Comprehensive Plan*, this property is identified as a Category 1 (High Priority) Annexation Area with a land use classification of Residential Low Density.

Request for R-8 (One Family Residence Zone)
The types of permitted uses in the R-8 (One Family Residence) zone include primarily one family detached residences, but also agricultural uses and public uses. A series of conditional uses and accessory uses, generally deemed compatible with the residential uses, are also permitted in the One Family Residence Zones.

Recommendation of the Planning Staff and Planning Commission:
Staff recommended that annexation of the property and the rezoning to R-8 (One Family Residence Zone) be approved as submitted. This recommendation was made prior to the public hearing before the Planning Commission. The Planning Commission held a public hearing on Monday, September 21, 2015, where one member of the public spoke, inquiring as to whether the proposed zoning would allow for commercial use. This property owner seemed satisfied when he was told that the proposed zoning would not permit a commercial use. Following the public hearing, the Planning Commission voted unanimously to recommend in favor of the annexation and rezoning as proposed. An excerpt from the draft minutes of this meeting are attached.

The following is an excerpt from the DRAFT minutes of the Planning Commission meeting of September 21, 2015:

AX-15-01 Lands of Paul C. Phillips and Theresa HoShue at 121 Acorn Lane and a property on Nixon Lane – Public Hearing and Review for Recommendations to City Council on an Annexation Request and Rezoning Request for two parcels of land in the vicinity of Acorn Lane and Nixon Lane.

A. Property located at 121 Acorn Lane consisting of 0.46 acres ±. The property is currently zoned RS-1 (Single Family Residential) in Kent County. The proposed zoning for the property is R-8 (One Family Residential Zone). The property is located on the west side of Acorn Lane and northwest of Shadybrook Drive. The annexation category according to Dover's *2008 Comprehensive Plan* is Category 1: High Priority Annexation Area and the land use designation is Residential Medium Density. The owner of record is Paul C. Phillips and Theresa HoShue. Address: 121 Acorn Lane. Tax Parcel: ED-00-068.19-01-25.01-000.

B. Property located on Nixon Lane consisting of 0/51 acres ±. The property is currently zoned RS-1 (Single Family Residential) in Kent County. The proposed zoning for the property is R-8 (One Family Residential Zone). The property is located on the east side of Nixon Lane and north of North Little Creek Road. The annexation category according to Dover's *2008 Comprehensive Plan* is Category 1: High Priority Annexation Area and the land use designation is Residential Medium Density. The owner of record is Paul C. Phillips and Theresa HoShue. Address: 55 Nixon Lane. Tax Parcel: ED-00-068.17-01-25.00-000.

Representatives: Ms. Theresa HoShue

Mrs. Townshend stated that this is an annexation and rezoning request for two (2) properties. One located at 55 Nixon Lane and the other located at 121 Acorn Lane. The property on Nixon Lane is just over a half acre and the property that fronts Acorn Lane is just under a half acre. The current zoning in Kent County is RS-1 (Single Family Residential). The proposed is R-8 (One Family Residential Zone) in the City of Dover. This is designated in the *Comprehensive Plan* as a Category 1: High Priority Annexation Area with the land use designation as Residential ~~Low~~ Medium Density.

The two (2) properties adjoin each other. The properties (shown on the display map) in darker outline are in the City and those in the lighter outline are in Kent County. This area is an enclave area within the City. The City installed sewer on Nixon Lane and Acorn Lane a number of years ago and at that time they did not require annexation in order to connect to the City's water and sewer utilities. The property at 121 Acorn Lane is developed as a single family residence and has City water and sewer. The property on Nixon Lane, the County just recently issued a Building Permit for the construction of a new home. But again, because the City no longer connects people to water and sewer that are in our High Priority Annexation Area. The City talked to the property owners about annexation. Because the property at 55 Nixon Lane is not directly contiguous; it does not share a boundary with any properties in the City, the annexation of 121 Acorn Lane which is owned by the same owner, is required to get the contiguity so that is the reason for the annexation of both parcels. When Staff looked at other similar annexations in the past several years on Acorn Lane, the zoning that had been applied was R-8 (One Family Residence Zone). If you look in the area, most of the City zoning is R-8 (One Family Residence Zone), there may be some properties zoned as R-20 (One Family Residence Zone) as well. R-8 (One Family Residence Zone) is the suitable zoning given the lot size and the zoning in the surrounding area.

Mr. Cregar questioned when an annexation comes in, do we go back to see if there's anyone else at the same time wishing to be annexed at this time? Responding to Mr. Cregar, Mrs. Townshend stated that they used to do that and they were frequently met with overwhelming "No thank you." They stopped doing that because what it does is delays the process and adds more to it. When they annexed the property where the Dover High School is located now, they contacted all of those properties along Route 8 and most of them had initially agreed to annex and then somewhere in the process decided they didn't want to so it created more of a mess. It used to be the standard practice but it wasn't getting them anywhere.

Mr. Tolbert opened a public hearing.

Mr. Stephen Fuller – 7 Nixon Lane Dover DE 19901

Mr. Fuller stated that he did not receive a letter. He doesn't know why because his property abuts where they are doing the construction. He called City Hall and was kind of confused by the answer that he was given regarding the R-8 (One Family Residence Zone). He was told that it was usually a one family zone but it could be a small commercial. Responding to Mr. Fuller, Mrs. Townshend stated no, that was not correct. There are customary home occupations but that would be somebody who might work out of a home office and they can't have any external signs.

Mr. Fuller stated that he was worried about having "Joe's Hotdog Stand." Responding to Mr. Fuller, Mrs. Townshend stated it is a one family residence zone.

Mr. Fuller stated that they didn't receive the letter so they read someone else's letter and when he called the office, there was a little confusion.

Mrs. Melson-Williams questioned if he said he owned 7 Nixon Lane? Responding to Mrs. Melson-Williams, Mr. Fuller stated that he owns 7 Nixon Lane and the next two lots over that abut 55 Nixon Lane. (A mailing was sent to 7 Nixon Lane but in different owner's name.)

Mrs. Townshend stated that part of the challenge that the City has on their public notice is, they have very easy access to all of the City records and then they go the Kent County PRIDE system for what they don't have in the City records. What they will do is ask the City's GIS Staff to ask the County how often their system is being updated.

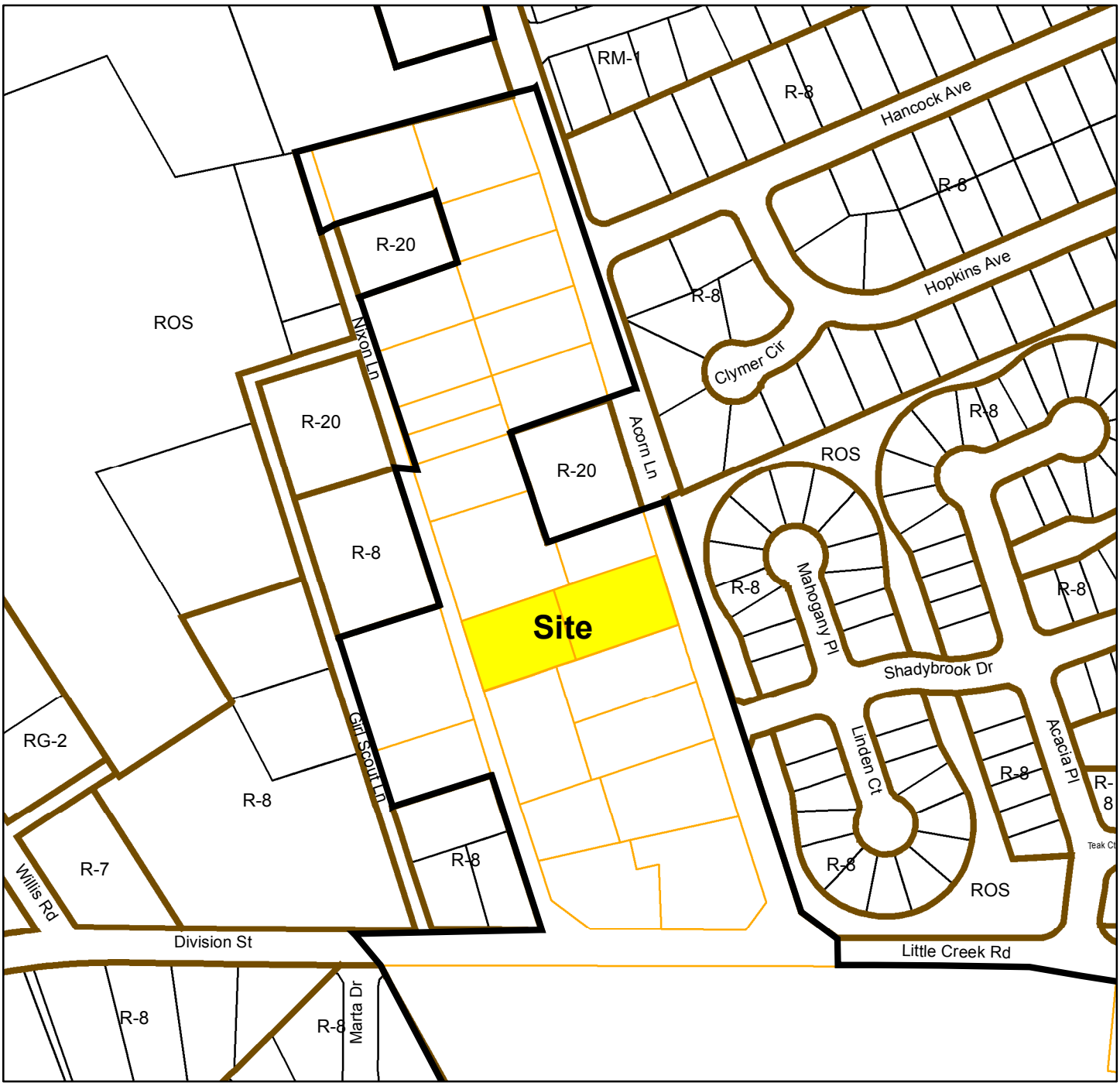
Mr. Tolbert closed the public hearing.

Mr. Holt moved to recommend approval to City Council for AX-15-01 Lands of Paul C. Phillips and Theresa HoShue at 121 Acorn Lane and a property on Nixon Lane with a zoning classification of R-8 (One Family Residence Zone), seconded by Colonel Welsh and the motion was unanimously carried 8-0 by roll call vote with Mr. Ambruso absent. Mr. Holden voting yes; it's keeping with the nature of the community and it's in the High Priority Annexation Area. Mr. Cregar voting yes, for the exact same reasons. Colonel Welsh voting yes, for the same reasons. Mr. Holt voting yes, because it's in the Comprehensive Plan and it works well with the City. Mr. Baldwin voting yes, for the reasons stated. Dr. Jones voting yes, for the same reasons mentioned. Ms. Still voting yes, for the reasons already stated and it's a proper use of the annexation. Mr. Tolbert voting yes, concurring with the comments made by the Commissioners regarding this application and he sees no reason why it shouldn't be approved.

City of Dover

Department of Planning & Inspections

Application No.: AX-15-01



Title: Lands of Paul C. Phillips and Theresa HoShue
Application #: AX-15-01
Address: 121 Acorn Lane, (unaddressed) Nixon Lane
Parcel ID: ED-00-068.19-01-25.01-000, ED-00-068.19-01-25.00-000
Zoning: R-8 (One Family Residence Zone) *proposed*
Owner: Paul C. Phillips and Theresa HoShue
Date: 8/14/2015

Legend

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

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S

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AX-15-01

CITY OF DOVER FIRE MARSHAL

CITY OF DOVER

DEVELOPMENT ADVISORY COMMITTEE

APPLICATION REVIEW COMMENTARY

D.A.C. MEETING DATE: 09/02/15

APPLICATION: Lands of Paul C. Phillips and Theresa HoShue at 121 Acorn Lane and property at Nixon Lane

FILE #: AX-15-01 REVIEWING AGENCY: City of Dover, Office of the Fire Marshal

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

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

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

CITY AND STATE CODE REQUIREMENTS:

- **No objections to the proposed Annexation Request / Rezoning Request**

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

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

CITY OF DOVER

DEVELOPMENT ADVISORY COMMITTEE

APPLICATION REVIEW COMMENTARY

STAFF D.A.C. MEETING DATE: SEPTEMBER 2, 2015

CITY OF DOVER Electric & Public Works Departments

APPLICATION: **LANDS OF PAUL C. PHILLIPS AND THERESA HOSHUE AT 121 ACORN LANE**

FILE #: **AX-15-01**

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

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

CONTACT PHONE #: **Electric - 302-736-7070 Public Works – 302-736-7025**

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

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

CITY AND STATE CODE REQUIREMENTS

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

1. Our office has no objections to the proposed annexation of tax parcel ED-00-068.19-01-25.01-000.

RECOMMENDATIONS SUGGESTED AS CONDITIONS OF APPROVAL TO MEET CODE OBJECTIVES

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

1. None

ADVISORY COMMENTS TO THE APPLICANT

ELECTRIC

1. None.

WATER

1. As per the Petition to Annex and Rezone Property, as heard by the City of Dover Utility Committee, September 14, 2015, please find the following:
    a. There is no water service to proposed property facing Nixon Lane; however, a water main exists within Nixon Lane. The property owner would be responsible for the costs associated with tapping the water main, payment of impact fees, and obtaining permits associated with such improvements. Water infrastructure must be installed in accordance with the requirements of the City of Dover Water / Wastewater Handbook.

WASTEWATER

1. As per the Petition to Annex and Rezone Property, as heard by the City of Dover Utility Committee, September 14, 2015, please find the following:
    a. There is no sewer service to the property facing Nixon Lane; however, a sanitary sewer main exists within Nixon Lane. The property owner would be responsible for the costs associated with connecting to the sanitary sewer

main, payment of impact fees, and obtaining permits associated with such improvements. Wastewater infrastructure must be installed in accordance with the requirements of the City of Dover Water / Wastewater Handbook and DelDOT.

b. A new sanitary sewer cleanout cap will be required to be installed for 121 Acorn Lane.

SANITATION

1. The City of Dover will only provide sanitation service to residential properties.

STORMWATER / STREETS / GROUNDS

1. None.

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

CITY OF DOVER

DEVELOPMENT ADVISORY COMMITTEE

APPLICATION REVIEW COMMENTARY

D.A.C. MEETING DATE: September 2, 2015

D E L D O T

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APPLICATION: Lands of Paul C. Phillips and Theresa HoShue at 121 Acorn Lane and a property on Nixon Lane

FILE#: AX-15-01 REVIEWING AGENCY: DelDOT

CONTACT PERSON: Waylon Sprowl PHONE#: 760-2262

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

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

CITY & STATE CODE REQUIREMENTS:

The Department has no comments on the proposed annexation/rezoning.

RECOMMENDATIONS SUGGESTED AS CONDITIONS OF APPROVAL TO MEET CODE OBJECTIVES:

ADVISORY COMMENTS TO THE APPLICANT:

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

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

CITY OF DOVER
DEVELOPMENT ADVISORY COMMITTEE
APPLICATION REVIEW COMMENTARY
September 2015

APPLICATION: Lands of Paul C. Phillips & Theresa HoShue 121 Acorn Lane/Nixon Lane

FILE #: AX-15- 01

REVIEWING AGENCY: *Kent Conservation District*

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

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

Source: 2014 Delaware Sediment and Stormwater Regulations

CITY AND STATE CODE REQUIREMENTS:

1. *Kent Conservation District has no objection to the annexation of the above referenced properties.*

ADVISORY COMMENTS TO THE APPLICANT:

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

STATE OF DELAWARE
EXECUTIVE DEPARTMENT
OFFICE OF STATE PLANNING COORDINATION

October 6, 2015

Ms. Ann Marie Townshend, AICP
City of Dover
P.O. Box 475
Dover, DE 19903-0475

RE: Plan of Services 2015-15, Lands of Phillips
Tax Parcels: ED-00-068.19-01-25.00-000
ED-00-068.19-01-25.01-000

Dear Ms. Townshend,

This letter is to confirm that we have received and accepted the Plan of Services for the above-referenced annexation. The City has completed all relevant annexation requirements of Title 22, Section 101, Subsection (3) of the Delaware Code.

After the property has been annexed please notify our office in writing so that we may update our records and maps. A copy of the official annexation resolution should accompany this notification. Please do not hesitate to contact me if I can be of any further assistance.

Sincerely,

David L. Edgell, AICP
Principal Planner

cc: Connie Holland

122 Martin Luther King Jr. Blvd. South – Haslet Armory · Third Floor · Dover, DE 19901
Phone (302)739-3090 · Fax (302) 739-5661 · www. stateplanning.delaware.gov

PREPARED BY:
City of Dover
PO Box 475
Dover, DE 19903-0475

TAX MAP PARCEL NO.
ED-00-068.19-01-25.00/000
ED-00-068.19-01-25.01/000

MAYOR AND COUNCIL

COUNCIL RESOLUTION NO. 2015-15

APPROVING THE INCLUSION OF AN AREA WITHIN THE LIMITS OF THE CITY OF DOVER.

WHEREAS, the Charter of the City of Dover authorizes Council to extend the boundaries of the said City in accordance with Title 22, Chapter 1, Section 101 of the Delaware Code (22 Del.C.§ 101); and

WHEREAS, the Mayor and Council deem it to be in the best interest of the City of Dover to include an area contiguous to the present City limits, and hereinafter more particularly described, within the limits of the City of Dover; and

WHEREAS, the Charter of the City of Dover provides that if an annexation is petitioned by all owners of all property considered for annexation, no election shall be required. For an annexation petition not requiring an election, such petition shall be processed in accordance with procedures established for amendments to the zoning map, specified in Dover Code, Appendix B - Zoning. All annexation petitions shall be processed concurrently with the rezoning of the property considered for annexation and shall be subject to public hearing before City Council. Public notice shall be completed in accordance with the provisions of the Dover Code relating to amendment of the zoning map.

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

1. That the following described area, situated in East Dover Hundred, Kent County, State of Delaware, along with all adjacent paths, sidewalks, roadways, and rights-of-way in their entirety, shall be annexed to and included within the limits of the City of Dover:

> All that certain lot piece, or parcel of land with the improvements thereon erected situated on the west side of Acorn Lane, between North Little Creek Road and White Oak Road, being bounded on the east by Acorn Lane, on the south in part by lands of Elizabeth M. Hampson and in part by lands of Steven F. Fuller and Lupe N. Fuller, on the west by Nixon Lane and on the north by lands of Ellis J. Jones and lands of Rafaela Liranzo and being more particularly described in accordance with a recent survey by W. Julian Marvel, Professional Land Surveyor, dated May 24, 2015, as follows, to wit:
>
> BEGINNING at a point in the centerline of Acorn Lane at a corner for this parcel and for lands of Elizabeth M. Hampson, said point of beginning being a distance of 615.94 feet as measured in a northerly direction from the intersection of the centerline of North Little Creek Road with the centerline of Acorn Lane; thence running from said point of beginning in part with lands of Elizabeth M. Hampson and in part with lands of Steven F. Fuller and

Lupe N. Fuller South 72 degrees 02 minutes 09 seconds west 346.37 feet to a pipe found in the east line of Nixon Lane; thence running with said east line of Nixon Lane North 17 degrees 14 minutes 51 seconds west 123.0 feet to a pipe at a corner for this parcel and for lands of Ellis J. Jones; thence running with said lands of Ellis J. Jones and lands of Rafaela Liranzo north 72 degrees 02 minutes 21 seconds east 346.46 feet to a point in the centerline of Acorn Lane; thence running with said centerline of Acorn Lane south 17 degrees 12 minutes 14 seconds East 123.0 feet to the point and place of beginning, and containing 0.978 acres of land, be the same more or less.

2. That the above described property shall be annexed into the City of Dover with a zoning classification as set by City Council and in accordance with the zoning map and environs then in force, effective upon such lands being included within the limits of the City of Dover.

3. That the certified copy of this resolution of annexation, together with a plot of the area annexed, shall be filed for record with the Recorder of Deeds of Kent County.

4. That the effective date of this resolution shall be the 13th day of October, 2015 at 12:01 a.m.

ADOPTED: *

S:\RESOLUTIONS-PROCLAMATIONS-TRIBUTES\2015\DRAFT\RESOLUTION NO. 2015-15 ANNEXATION - 55 NIXON LANE AND 121 ACORN LANE\2015-15 Approval Resolution - Annexation - 55 Nixon Lane and 121 Acorn Lane for Packet-No Referendum.wpd

ROBIN R. CHRISTIANSEN
MAYOR

TIMOTHY A. SLAVIN
COUNCIL PRESIDENT

FINAL READING

CITY OF DOVER
PROPOSED ORDINANCE #2015-14

AN ORDINANCE AMENDING THE ZONING ORDINANCE AND ZONING MAP OF THE CITY OF DOVER BY CHANGING THE ZONING DESIGNATION OF PROPERTIES LOCATED AT 55 NIXON LANE AND 121 ACORN LANE

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

WHEREAS, it is deemed in the best interest of zoning and planning to change the permitted use of property described below from RS-1 (Single Family Residential) (Kent County zoning classification) to R-8 (One Family Residential Zone) (City of Dover zoning classification).

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

1. That from and after the passage and approval of this ordinance the Zoning Map and Zoning Ordinance of the City of Dover have been amended by changing the zoning designation from RS-1 - Single Family Residential (Kent County zoning classification) to R-8 - One Family Residential (City of Dover zoning classification) on that property located at 55 Nixon Lane, consisting of .5171$^{+/-}$ acres (Lot 1), and that property located at 121 Acorn Lane, consisting of .4609$^{+/-}$ acres (Lot 2), owned by Paul C. Phillips and Theresa HoShue.
   (TAX PARCELS: ED-00-068.19-01-25.00-000 (LOT 1) AND ED-00-068.19-01-25.01-000 (LOT 2); COUNCIL DISTRICT: 3; PLANNING REFERENCE: AX-15-01)

ADOPTED: *

S:\ORDINANCES\2015\DRAFT\ORDINANCE #2015-14 55 NIXON LN AND 121 ACORN LN ANNEXATION-REZONING\Ordinance #2015-14-Nixon Lane and Acorn Lane Annexation-Rezoning Ordinance - Final Reading.wpd

Actions History
October 12, 2015 - Scheduled for Public Hearing/Final Reading by City Council
August 24, 2015 - First Reading by City Council

Draft

SAFETY ADVISORY AND TRANSPORTATION COMMITTEE

The Safety Advisory and Transportation Committee Meeting was held on September 28, 2015, at 4:00 p.m. with Chairman Hosfelt presiding. Members present were Mr. Hutchison, Mr. Sudler (arrived at 4:21 p.m.), and Mr. Keller. Mr. Shelton was absent. Councilman Cole was present.

AGENDA ADDITIONS/DELETIONS

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

Presentation - Cure Violence Health Approach (Ronald J. Brown, Jr.)

Mr. Ronald J. Brown, Jr., reviewed a presentation entitled, "Cure Violence Health Approach Presentation." He explained that this model was started in Chicago in an attempt to cure violence in neighborhoods with gang members, drug dealers, etc. Mr. Brown noted that this organization has a different role than law enforcement and tries to reach high-risk individuals before they cross the line. He noted that violence is never acceptable and is a behavior that is learned and can be unlearned. Mr. Brown stated that the cure to violence is using those who live and work in neighborhoods rather than government or the media. He advised members that he had been in and out of Dover all of his life and felt that Dover could use this program. Mr. Brown stated the importance of a partnership with a hospital because that is where retaliation starts after a shooting or stabbing occurs, noting that the Cure Violence program has people who go to the hospital and talk to individuals that gather there, trying to stop retaliation on the front end. Mr. Brown stated that he, himself, came from the culture involved. He indicated that many people are coming to Dover from outside the City who can destroy it and that someone has to step up and start dealing with them. He noted that people in neighborhoods are scared and cater to the thugs. Mr. Brown stated the importance of getting the community to change the norm.

Mr. Brown felt that the normal right now in Wilmington is that shooting is okay; however, Cure Violence tries to change behaviors and social norms. He stated that the best agents to bring about these changes are those who are from these neighborhoods. Mr. Brown stated that since August 19, 2014, they had mediated 168 conflicts in Wilmington that could have turned into violence. He advised members that he and the program manager were present because they want to partner with the City to cure violence in Dover.

Mr. Brown explained that the organization has five (5) interrupters and five (5) outreach workers who go out into the community. Participants who are 16 to 25 years old and who come from the streets serve as eyes and ears and function as change agents to educate the public. Mr. Brown indicated that the organization tries to convert people on the street into participants, get them into job training programs, have them do resumes, and take them to interviews. He noted the importance of having the right workers for the task and explained that a database is used to monitor and document their efforts.

Mr. Brown stated that the organization responds to every shooting in Wilmington within 72 hours. This allows for the community to come out and voice their opinions when they see the organization's presence because there is strength in numbers. They try to show people in the community that shootings and violence is not normal.

Mr. Brown explained that the program was started by Dr. Gary Slutkin in Chicago. Mr. Brown stated that he had come to provide information on the program at Councilman Anderson's request. Members were provided a presentation entitled, "Stop Shootin', Start Thinkin', Keep Livin' - Cure Violence Presentation" ***(Attachment #1)*** and a brochure on the "Cease Violence Wilmington" program ***(Attachment #2)***.

Mr. Brown stated the need to change this generation, noting that otherwise things would get worse. He stated that the Cure Violence model is evidence based and proven to work, and that shootings had decreased at least 55% everywhere this model had been implemented. Mr. Brown advised members that the only people that could run this program or be workers in it would be people who live in Dover. His people would be teaching assistants and trainers.

In response to Mr. Hutchison regarding whether the model was working in Wilmington, Mr. Brown stated that, even though Wilmington has had 94 shootings, they had stopped a lot of shootings by "talking down" a number of high-risk individuals. He noted that last year Wilmington had over 100 shootings at this time last year. Mr. Brown acknowledged that they cannot stop everything but can mediate conflicts when possible and try to make the program effective.

Responding to Mr. Hutchison regarding their training program, Mr. Brown noted that the organization receives data from law enforcement and would try to identify four (4) target areas, such as New Street, Capital Green, and Capitol Park, where the most situations happen. They would conduct training on mediation skills, outreach skills, and how to communicate with high-risk individuals. Mr. Brown stated that he had a complete manual.

In response to Mr. Hutchison, Mr. Brown indicated that the training program would be approximately two (2) weeks in duration.

Responding to Mr. Hutchison as to how individuals are selected from the target areas and what kind of checks are done, Mr. Brown stated that background checks are done and those selected cannot have crimes against women or children. They must also be credible and cannot have been informants, noting the importance of trust. They must also be connected to their community, noting that someone from Milford who works in Dover would not be selected. Mr. Brown indicated that he had an individual who would be the point man for Dover since he knows everything and everybody from the street in Dover. He advised members that these jobs would be advertised in the paper like any other job. Mr. Brown stated the intent to start off with 50-60 individuals who would be interviewed. Selections would be made depending on how big the program is going to be and how many areas would be targeted.

In response to Mr. Hutchison, Mr. Brown stated that these individuals would be paid. He noted that there are volunteers, but the Wilmington organization is funded through the City of Wilmington and is a City 501(c)(3) that partners with Christiana Hospital and a couple of different organizations. Mr. Brown stated that they do a lot of outreach work. He explained that high-risk individuals are getting younger and younger, and the program targets individuals starting at age 12 who may be at the Ferris School, Wilmington Detention Center, or in group homes.

Responding to Mr. Hutchison, Mr. Brown stated that the program had been involved in Wilmington for 22 months. Mr. Brown advised members that he is the supervisor and does all the strategy plans. Mr. Bob Cannon, Program Manager, does all the management work.

In reference to Mr. Brown's comment that the organization often starts out at the hospital after an incident, Mr. Hosfelt questioned whether this is considered mediation. Responding, Mr. Brown stated that it is not. He explained that mediation occurs when two (2) different individuals or groups are having a problem. His organization tries to meet with them to try to get an agreement in an effort to interrupt and contain violence. Mr. Brown noted that often it is peer pressure that causes these individuals to do what they do and, although a lot of them want to change, a lack of opportunity, such as jobs, is a big part of the problem. He indicated that his organization was partnering with the Department of Labor and businesses such as Access Labor Services to try to assist with jobs. Mr. Brown informed members that many of these individuals have no family management or other skill sets. He noted that he started off as a violence interrupter and that dealing with displaced individuals is a 365-day-per-year job. Mr. Brown stated that the organization tries to go to hospitals, noting that he had seen individuals who had been shot 10 times and were lying in beds with colostomy bags and tubes, etc., and that is when they finally realize that something is wrong. He explained that, although these may be the toughest individuals on the planet, when you see them in that bed, they are soft.

In response to Mr. Keller regarding church involvement, Mr. Brown stated that all organizations love this initiative. For example, he indicated that Whatcoat is a neighborhood in Dover where a lot of incidents occur. If the Whatcoat United Methodist Church held an event, Cure Violence would come to provide security at Whatcoat's request. Mr. Brown stated that they try to cater to the churches, and churches take care of their organization as well. Mr. Brown advised members that they do not get paid for 60% of the work they do, noting that he works seven (7) days per week but gets paid for five (5). He informed members that this is not a job done for a paycheck but because of a desire to change the community.

In response to Mr. Hosfelt regarding what the organization would need from the City to get the program started, Mr. Cannon stated that they would need a letter from the City of Dover to their national sponsors in Chicago and the City of Wilmington stating that the City feels the need for Cure Violence to come to the City. Then they would contact the City of Dover and go from there, since there would be a need to talk about the logistics for funding.

Responding to Mr. Hosfelt, Mr. Cannon stated that the organization received $250,000 from the City of Wilmington last year and $225,000 this year. He stated that this was not nearly enough, noting that this basically just took care of salaries. Mr. Cannon advised members that this model has a lot of costs for outreach, noting that there are rallies, information booths, barbecues, etc., set up in different communities to draw the interest of the community and to get them involved. He stated that they were making do with existing funding, but the program was underfunded. Noting that they had recently turned in their yearly evaluation and overview of the program, Mr. Cannon indicated that it was hoped that there would be more funding.

Responding to Mr. Keller regarding the program's success in Chicago, Mr. Cannon stated that the program had brought about change where it had been implemented. He stated his belief that two (2) more sites had opened in Chicago and advised members that the model was now international, as it had been implemented in Mexico and Honduras. He reiterated that it had been proven to work. Mr. Cannon stated that the University of Michigan just did a study on Cure Violence and concluded that the method works. He explained that Cure Violence initiative looks at violence as a medical issue which is a learned behavior and stated that research available on the initiative at cureviolence.com showed that the model was working.

Mr. Cannon stated that the program was just getting started in Wilmington, but they had seen some successes. He emphasized that the only way the program would work was if the right people were hired, reiterating that they hire individuals who have been in the system but have cleaned themselves up, have street knowledge, come from and know the community, and are serious about what they are doing. Each individual hired is taken through an intense program to make sure that they are on the right track.

Mr. Hosfelt indicated that no action was required by the Committee at this point; however, advised Mr. Brown and Mr. Cannon that the minutes would bring this matter to Council for their review.

Mr. Brown stated that funders were needed for the program and that one of the main parties needed would be the hospital, because everything starts at the hospital.

Mr. Cannon stated that the Wilmington model is the only model that is not under a health care system, and this was one of their main goals, which would allow for more funding. He felt that this was probably because the program in Wilmington was new and a review of their numbers was needed. Mr. Cannon informed members that Cure Violence Chicago is under the University of Illinois, the Philadelphia program us under Temple University, and the Camden and Baltimore programs are under Johns Hopkins.

Presentation - Dangerous Building Process

Mrs. Ann Marie Townshend, Director of Planning and Community Development, reviewed a presentation entitled "Dangerous Building/Demolition Process" ***(Attachment #3)***. Mrs. Townshend explained that the dangerous building ordinance is addressed in Chapter 22, Article XI of the Dover Code. She reviewed the conditions that trigger the dangerous building process and the process by which staff declares a building dangerous.

Mrs. Townshend explained that, during weekly staff meetings, staff discusses cases where there are problems achieving progress or closure and they are not able to get through to the property owner the need to take action. Mr. Tim Taraila, Code Enforcement Supervisor, and Mrs. Townshend review these cases and, if they believe they meet the criteria for coming forward to City Council as a dangerous building, they order a lien search. She advised members that a first notice is then sent to the property owner and the lien holders. This typically allows the property owner 15 days or a month to act. If nothing is corrected, a notice is sent to schedule a hearing before City Council. Mrs. Townshend indicated that it is usually three (3) to six (6) months from the time that staff

reaches a dead-end with a property before it comes to City Council. Often the property owner comes forward and realizes that staff is serious when they receive notice that they are scheduled for City Council.

Mrs. Townshend explained that a notice of Council action is sent to the owner and lienholders. If Council sets a 30 or 60 day deadline, a notice is sent to the property owner during the week of that deadline that provides 10 days to get everything out of the building. The City's contractor, Compliance Environmental, Inc., is then brought in to do an asbestos survey. If there is asbestos, which is common in older buildings, there is asbestos abatement, which is done concurrently with bid specifications. Demolition then follows.

Mrs. Townshend stated that demolition typically occurs 60 days after Council's deadline. The invoices reflecting the expenses incurred are sent to Customer Service, who then bills the property owner. If the amount owed is not paid by the next tax bill, these expenses are added to the taxes, which will hold up property transfers. Mrs. Townshend stated the desire to be more effective and proactive about getting these bills paid, rather than letting them sit as liens until the properties transfer. She advised members that sometimes a demolition lien will eventually force a property to a sheriff's sale, but a sheriff's sale means that a property is two (2) years delinquent on taxes. Once the property is added to the tax bill it starts toward a sheriff's sale, but ideally staff would like to recover costs and get properties back into a desirable use more quickly. She indicated that staff was working on this and that this matter would be placed on a future meeting agenda.

In response to Mr. Hutchison, Mrs. Townshend stated that there were approximately 400 vacant buildings in the City.

Mr. Hutchison stated the importance of everybody understanding how much demand the Planning and Inspections Department is under every single day because of the number of vacant homes in the City, noting that this number had never been this high in the City's history. Although Planning and Inspections was dealing very well under the circumstances, he felt this was a very big problem.

Mrs. Townshend stated that staff's priority, other than managing these properties to make sure that they are not becoming a nuisance to the degree possible, is trying to get them occupied. She noted that, while some people do not like the vacant building fee, it forces the owner to either pay this fee or sell the property. Mrs. Townshend explained that it was not supposed to be easy for an owner to just maintain a vacant building merely because they do not want to sell, move into, or rent it.

Left-Turn Signal at State and Water Streets

Mr. Scott Koenig, City Manager, informed members that there had been inquiries from the public related to the intersection of State and Water Streets, noting both of these streets are State of Delaware maintained rights of way. Although the City of Dover owned the traffic signal at this location years ago, through some work with the Delaware Department of Transportation (DelDOT) and the bond bill, the City was able to upgrade the signals and turn them over to the State of Delaware.

Mr. Koenig advised members that there are dedicated green arrows that allow eastbound and westbound travelers to turn north or south from Water Street onto State Street, and a straight through green bulb going east and west. Going north and south, there are no dedicated green arrows at this intersection. Mr. Koenig indicated that there is a turn lane going southbound on State Street that allows for approximately three (3) cars in the turn bay and there are conflicts with the traffic backing up at the intersection going north and south. When the light turns green, since there is no green arrow, drivers have to wait for oncoming traffic or take a chance by going quickly first or going in between vehicles.

Mr. Koenig explained that requests had been received in the past to install a green arrow to allow eastbound or westbound turns onto Water Street from State Street; however, at that time there was not enough traffic volume or turning counts to warrant the green arrow. Since traffic volume had increased, he stated that staff would like to ask DelDOT, based on the inquiries received, to study this area again to see whether green arrows are needed. Mr. Koenig stated that, from a staff standpoint, it would help to have the endorsement of a committee, as well as Council, when a letter is sent to the Secretary of Transportation or Chief Traffic Engineer to request that this issue be studied.

Responding to Mr. Hutchison as to whether there were other locations that needed to be studied at the same time, Mr. Koenig stated that approximately two (2) years ago, the City requested DelDOT to look at similar issues on Loockerman Street. He indicated that DelDOT responded that putting left turn arrows would create additional traffic congestion on Loockerman Street and declined at that point. Mr. Koenig indicated that the Water/State Street intersection was probably the major issue right now, and that as things come up in the future, staff would pursue other locations.

Mr. Hutchison suggested that the input of the Police Chief be obtained before making the request.

In response to Mr. Hutchison, Mr. Koenig confirmed that the City does not own any traffic signals and they are all on State-maintained roads. He advised members that there were not green arrows at the intersection of Queen and Water Streets and that this would probably be a location that the Police Chief would say needs them.

In response to Mr. Sudler's request to share his thoughts about what other intersections may need green arrows, Police Chief Paul Bernat stated that the intersection of Queen and Water Streets is just as bad as the intersection of State and Water Streets. He confirmed the problem at State and Water Streets, noting that he had contacted DelDOT about it and was told that their studies indicate that it was fine. Chief Bernat indicated that these were the two (2) main intersections with problems, and stated that he could ask other officers to see if there were problems as well.

Mr. Koenig asked members to endorse sending a letter to the appropriate staff at DelDOT with respect at least to the Queen/Water and State/Water Street intersections. If additional intersections come up between now and the Council meeting, this could be entered into the record at the Council meeting. He noted that an inquiry letter would be sent for DelDOT to check into this and provide a report or a timeline for planning improvements.

Mr. Sudler moved to recommend endorsing a letter to the Delaware Department of Transportation to study the Queen/Water Street and State/Water Street intersections. The motion was seconded by Mr. Hutchison and unanimously carried.

Proposed Ordinance #2015-15 Amending Chapter 70 - Offenses and Miscellaneous Provisions, Section 70-2 - Weapons Generally and Appendix F - Fees and Fines

Chairman Hosfelt advised members that the intent of proposed Ordinance #2015-15 was to address two (2) areas: 1) concerns about individuals trying to bring weapons into municipal buildings, and 2) the processes involved in licensing or permitting those who wanted to openly carry weapons in the City. He noted that in 2012 or 2013, the City started issuing such licenses or permits and the Police Department was charged with trying to do a quick background investigation on those individuals, which ties up resources.

Police Chief Paul Bernat advised members that Proposed Ordinance #2015-15 would harmonize the Dover Code with the provisions of Article I, Section 20 of the Delaware Constitution. He stated that the ordinance had been reviewed by Mr. William Pepper, Deputy City Solicitor. Chief Bernat stated that since April 26 of 2013, the Police Department had handled 117 open carry permits, which had taken a lot of time. Chief Bernat stated that the past chief had denied two (2) such permits, one (1) for a person that had a pending criminal investigation and one (1) that was wanted during race weekend. By the time the information was received, it was too late to do a background check and this permit was denied. Chief Bernat explained that it is a constitutional right to open carry.

Mr. Hutchison questioned, under this ordinance, if only licensed law enforcement officers could come on City property, even if another individual had a permit. He inquired if an individual with a concealed deadly weapon permit would have a right to come into a municipal building. Responding, Chief Bernat stated, even with the new amendment, that if someone has a concealed deadly weapon permit, they are allowed to carry it as long as it is concealed. He stated that an individual cannot show a weapon; however, if they have it open, are asked to leave, and leave immediately, there is no harm nor foul.

Responding to Mr. Sudler, Chief Bernat stated that, under the new amendment, an individual would have a right to come into a municipal or government building with an open firearm but could be asked to leave. This was not the case at the present time.

Mr. Sudler questioned the reason for the main initiative, and if there had been incidents where someone who had the right to carry acted inappropriately. Responding, Chief Bernat stated that he did not recall such an incident and expressed his belief that the purpose was prevention, noting that things can get heated and people become upset. He felt that if one (1) shooting could be prevented, this should be done.

Mr. Hosfelt stated his belief that this started out with the receipt of information from the Delaware League of Local Governments, which had developed a draft that they felt municipalities could use. He stated his understanding that it had received some vetting from the National Rifle Association and Mr. Pepper had reviewed it to make sure that the City was not treading on anyone's rights.

Mr. Hosfelt advised members, in regard to Lines 71 through 73, that there was a need to come up with an appropriate fine and questioned if Chief Bernat had any suggestions.

Responding, Chief Bernat stated that he thought the fee should be significant, at least $500 and not to exceed $1,000. He indicated his concerns regarding why someone would feel they needed to bring a gun in, noting that if they were at the point where they were going to be arrested, this meant they were not leaving when they were told to, which meant there was another charge of trespassing.

In response to Mr. Sudler regarding the current penalty for trespassing, Chief Bernat stated he was unsure but believed it would be somewhere between $50 and $150, depending on the criminal history.

Mr. Hosfelt stated that this would be a Delaware criminal charge, noting that the discussion was about a City ordinance.

In response to Mr. Hosfelt, Mrs. McDowell confirmed that any suggestion forwarded by the Committee could be changed at the Council meeting.

Staff recommended adoption of proposed Ordinance #2015-15.

Mr. Hosfelt moved to recommend adoption of Proposed Ordinance #2015-15 with a fine of not less than $500, nor more than $1,000 for violations of the ordinance. The motion was seconded by Mr. Keller and unanimously carried.

Proposed Ordinance #2015-16 Amending Chapter 106 - Traffic and Vehicles, Article III - Stopping, Standing and Parking, Division 2 - Metered Parking, Section 106-164 - Violations; Penalties

Members were advised that proposed Ordinance #2015-16 would reduce the time from immobilization of vehicles to towing and impounding them from 120 hours to 24 hours.

Chief Paul Bernat explained that this ordinance would address parking boots. He explained that there had been some issues regarding vehicles that were booted and it was necessary to wait five (5) days before towing. Chief Bernat indicated that staff felt it would be in the vehicle owner's best interest to have vehicles towed after 24 hours of being booted.

In response to Mr. Hosfelt, Chief Bernat stated that the owners of these vehicles owe the City money and this threshold for the amount owed had been lowered from $200 to $100.

Responding to Mr. Sudler regarding why the threshold was lowered, Chief Bernat stated that it was lowered from $200 to $100 in order to utilize the boots and get people to comply. He indicated that some people were scofflaws who did not comply with the law.

Mr. Hutchison moved to recommend adoption of Ordinance #2015-16, as recommended by staff. The motion was seconded by Mr. Sudler and unanimously carried.

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

Meeting adjourned at 4:57 p.m.

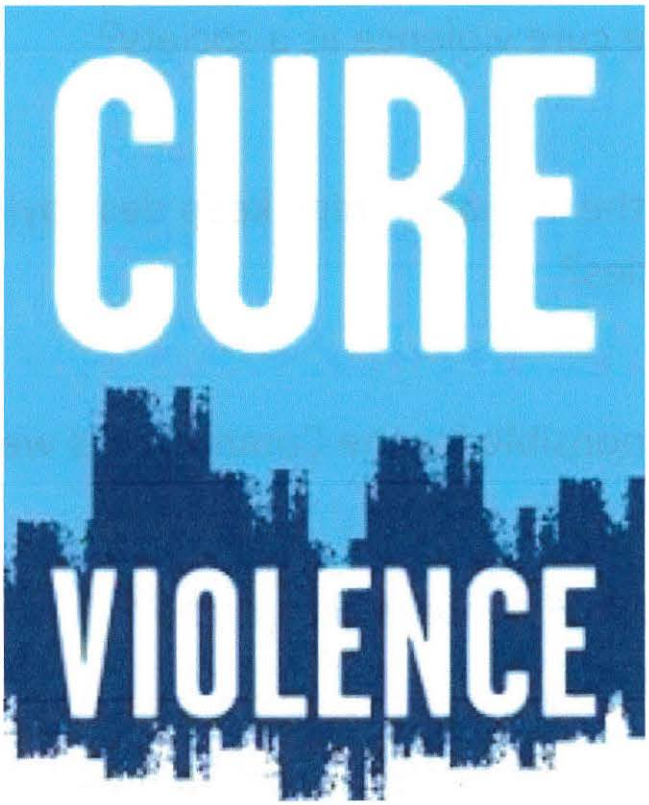
James E. Hosfelt, Jr.
Chairman

JEH/TM/js/dd
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Attachments
Attachment #1 - Presentation - "Stop Shootin', Start Thinkin', Keep Livin' - Cure Violence Presentation"
Attachment #2 - "Cease Violence Wilmington"
Attachment #3 - Dangerous Building/Demolition Process



START THINKIN'
KEEP LIVIN'



PRESENTATION

Dover De.

Sept 28th 2015

Homicide is the leading cause

Of Death

Among Americans Aged

16-35

1. How do we cure violence as a society?

2. Do we let the lack of funding keep destroying our Communities?

3. Who`s responsible for the Communities we live in?

4. Do you think Violence is acceptable?

5. Do you believe there is strength in numbers?

6. When do we start restoring what "we" built?

7. Who`s going to step up and start holding others accountable for their action`s?

The Mission

Stop Shootings & Killings

Key Messages

Core Message

Violence is contagious; we can treat and, ultimately cure violence

What we all care about

Everyone deserves to live in a safe, healthy community. When shootings and killings occur frequently in neighborhoods, it harms the neighborhood, its residents and economic development-from jobs to housing to schools. We need to help these neighborhoods become healthy again.

Violence is a learned Behavior

Too many people have been exposed to violence over a prolonged period. Violence is like a contagious disease. When people observe or experience violence they are 50x more likely to repeat the behavior. Yet it is possible to stop the transmission of violence.

Curing Violence through a Health Approach

Cure Violence approaches violence like a disease and uses the same health strategies deployed to fight infectious diseases such as AIDS. We train carefully selected members of the community – trusted insiders- to anticipate where violence may occur and intervene before it

Erupts. And we engage the entire community in an effort to change behavior and recognize that violence is unacceptable as a method of conflict resolution.

A Future without Violence is Bright

Violence is unnecessary. The better we understand the issue – that violence is like a contagious disease – the better we can apply innovative approaches to stop it. Reduced violence means lives saved, stronger communities, economic development and job growth in communities.

Elevator Pitch

Cure Violence works to reduce violence globally using disease control and behavior change methods. Like other potentially harmful behaviors – drug addiction, smoking, eating too much, exercising too little, risky sexual behavior – violent behavior can be diagnosed, and successfully treated with a health approach.

Boiler Plate

1. Detect and interrupt its transmission. Anticipate where violence may occur and intervene before it erupts.
2. Change the behavior of the highest potential transmitters. Identify those at highest risk for violence and work to change their behavior
3. Change community norms, influence social norms to discourage the use of violence.

The Cure Violence Approach

Frequently Asked Questions (FAQ)

How does Cure Violence relate to law enforcement/police?

Cure Violence plays a separate but complementary role to law enforcement, Police apprehend someone when they`ve crossed the line; the cure violence approach is focused on preventing someone from crossing the line.

Who makes the best Violence Interrupters & Outreach Workers and why?

Health protocols learned from successfully battling diseases such as AIDS prove people who are engaged in high-risk activity are more likely to change their behavior when they are approached by someone they know and trust. The Cure Violence model is based on hiring staff viewed as credible messengers and part of the neighborhood of those at highest risk.

What types of policies and procedures does the Cure Violence approach use to strengthen and support field workers in local communities?

Cure Violence`s violence interrupters & outreach workers go through rigorous screening and training and are hired after opportunities have been provided to local law enforcement for input. Cure Violence works hard to help staff avoid returning to negative health behaviors, including in-depth multi-layered hiring panels, to require back ground checks and health screens. Additional counseling, peer mentoring, trauma training and education programs and currently in development.

It has been proven time and time again in public health that to be effective messengers of behavior change, the change agent must be a person of trust, a person who can identify with those whose behavior is targeted for change, a person who has "walk in their shoes." This is the core essence of the public health approach. And it works.

Cure Violence outreach staff and violence interrupters put their lives at risk every day in their effort to diffuse conflict in high-risk neighborhoods throughout the US and abroad. Not only

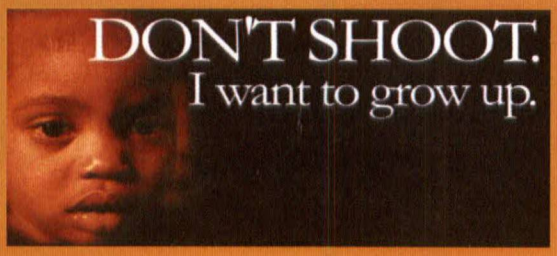
have they been exposed to violence virtually all of their lives due to the neighborhoods they grew up in, but they work each and every day in the most violent neighborhoods of cities across the globe. They need support in order to be successful. Cure Violence works hard to help staff avoid returning to negative behaviors; as a consequence, its staff retention rates remain impressive.

Can ex-offenders and former gang members truly change?

Yes, absolutely! Violence is a learned behavior reinforced by social norms. When violence is what all people see around them when growing up, people are likely to repeat the behavior. The good news is that if violence is learned, it can be unlearned. Cure violence`s interrupters and outreach workers demonstrate that every day. And their work in the communities is helping others to change their behavior.

Why should tax dollars go towards violence prevention in at-risk communities?

Violence has a price tag. Studies show that violence in major city neighborhoods costs taxpayers between $2 and 2.5 billion per year. Violence stands in the way of progress on job creation, affordable housing and quality schools. Each shooting that is avoided reduces the trauma children are exposed to growing up within their community. Trauma from violence has a huge impact on whether kids drop out of school, grow up with mental illness, use drugs or alcohol, or harm their own or other children. Reduced violence means lives saved, stronger communities, economic development and job growth in communities.



CEASE VIOLENCE WILMINGTON

IS A NON-PROFIT ORGANIZATION DESIGNED TO PREVENT VIOLENCE AND THE SPREAD OF VIOLENCE. IT USES A THREE PRONG APPROACH WHEN ADDRESSING THESE TASKS:

1. THE INTERRUPTION OF THE TRANSMISSION OF VIOLENCE
2. IDENTIFYING AND CHANGING THE THINKING OF HIGH RISK INDIVIDUALS
3. CHANGING GROUP/COMMUNITY SOCIAL NORMS

CEASE VIOLENCE WILMINGTON ALSO OFFERS THE FOLLOWING SERVICES:

- MENTORSHIP
- CONFLICT MEDIATION
- VIOLENCE PREVENTION STRATEGIES
- PEACE RALLIES
- SURVIVOR SUPPORT
- OUTREACH SERVICES
- COMMUNITY SUPPORT

CEASE VIOLENCE WILMINGTON

302-510-4213 302-510-4228
ceaseviolencewilmington@gmail.com

CEASE VIOLENCE WILMINGTON IS NOT ASSOCIATED WITH ANY LAW ENFORCEMENT AGENCIES

Dangerous Building/Demolition Process

Planning & Inspections Department

Dover, Delaware

September 28, 2015

ATTACHMENT #3
SA&T Committee Meeting of 09/28/2015

Dover Code – Chapter 22, Article XI

- Defines “Dangerous Building”
- Provides a Process for Council Declaration and Demolition
- Includes an Emergency provision

What Triggers the Process?

- Non-responsiveness to violation notices
- Prolonged vacancy
- Vacancies found to be unsecured
- Lack of maintenance
  - City having the property boarded
  - City having grass cut
- Neighbor complaints

What Triggers the Process?

- Evidence of drugs or other criminal activity
- Fire damage
- Contribution to blight
- Structural concerns

Staff Declared Dangerous

- Weekly staff meetings
  - Review “problem” properties
  - Staff recommendations reviewed by Code Enforcement Supervisor and Director
- Lien search
- First notice to owner and lienholders
- Notice to owner and lienholders scheduling Council hearing
- 3-6 month process

After Council Action

- Notice of Council action sent to owner and lienholder(s)
- After deadline (about 60 days)
  - Asbestos survey
  - Demolition bid specifications
  - Asbestos abatement
  - Demolition
- Send invoices to Customer Service for billing

UTILITY COMMITTEE

The Utility Committee Meeting was held on September 28, 2015 at 5:03 p.m. with Chairman Hutchison presiding. Members present were Mr. Cole, Mr. Neil, Mr. Blakeman, and Ms. Stewart. Members of Council present were Mr. Hosfelt (arrived at 5:16 p.m.; departed at 5:24 p.m.; and returned at 5:39 p.m.), and Mr. Slavin.

AGENDA ADDITIONS/DELETIONS

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

Critical Repair - VanSant Exhaust Plenum

Mr. Scott Koenig, City Manager, stated that due to time constraints, this item had been placed on the City Council agenda for the meeting being held later in the evening.

Mr. Koenig informed members that the VanSant Frame 6B Combustion Turbine (CT) exhaust plenum, transition piece, and expansion joint have degraded over time and now require replacement. Since beginning commercial operation in 1991, there have been occasional upkeep repairs made to the referenced components with the latest repairs in the fall of 2014 and the summer of 2015. He stated that an Infrared Thermograph Inspection Report was completed by Compliance Environmental, Inc. Mr. Koenig advised that the depleted condition of the plenum wall(s) allows heat infusion into the CT compartment which has started to cause damage to the ignitors, flame scanners, and other associated control wiring instruments, which could affect the unit reliability and availability. He explained that the exhaust system was not properly ventilating the heat generated from the CT due to the age of the parts.

Mr. Koenig indicated that the repair would be completed during the current outage. He stated that staff was requesting expedited processing of this request to allow North American Energy Services (NAES) to complete the necessary engineering, obtain contractor quotes, and make the contractor selection to manufacture the new plenum and install the plenum, transition piece and expansion joint before the 2016/2017 PJM Capacity Performance operational period, which begins in the spring.

Mr. Koenig stated that a Request for Proposal (RFP) package was advertised by NAES and NAES is currently reviewing the submissions. He explained that this work is an Original Equipment Manufacturers specialty item with a limited number of organizations familiar enough with the installation requirements to support the City's desired replacement schedule. The estimate received for the above work is from the original manufacturer of the plenum for VanSant, Braden Manufacturing, LLC. The preliminary estimate from Braden, in the amount of $430,000, did not include replacement of the transition piece or expansion joint. In addition to Braden Manufacturing, LLC, NAES will obtain at least three (3) proposals from other contractors familiar with this work, Consolidated Fabricators and Universal Acoustics and Emissions Technology. NAES will continue to research additional resources capable of performing this work to ensure the best capable contractor and cost estimate(s). NAES would like approval and permission to proceed and select the highest evaluated bidder to immediately award the project once the bids are received and reviewed. This request is only to promulgate the expeditious manufacture of the material component parts necessary to perform these repairs, without further review by City

Council. The proposals will be evaluated using cost, experience, and completeness of bid to select the contractor who will perform the work, and all work must be completed prior to June 1, 2016.

Mr. Koenig reminded members that staff was requesting authorization from City Council during their meeting being held later in the evening because of the time line associated with the repair; however, staff felt that it was important to advise members of the Utility Committee as well.

Mr. Koenig advised that, to fund this repair, the City would delay the inspection and repairs on the Unit 3 cooling water line, noting that these critical repairs at VanSant were more important in the hierarchy of the utility than the cooling water lines. He explained that the Unit 3 cooling water line repair was budgeted at $469,000, and that money would be moved to fund the proposed replacement of the parts associated with the CT unit, which was currently estimated at $430,000.

Staff recommended delaying inspection and repairs on the Unit 3 cooling water line and funding the critical repairs needed on the VanSant exhaust plenum, transition piece, and expansion joint in accordance with the completion date of June 1, 2016.

Mr. Neil asked how critical the Unit 3 cooling water line problem would be if it were deferred, questioning whether it would need emergency repair in the future. Responding, Mr. Koenig explained that the inspection and repairs for the Unit 3 cooling water line was routine maintenance, and staff would keep an eye on it. He stated that the VanSant exhaust plenum was a higher priority and, as the City finishes projects this fiscal year, staff will determine whether there is additional money for the Unit 3 inspection and repairs. Mr. Koenig noted that if there is not funding available this fiscal year, the Unit 3 inspection and repairs would be re-budgeted next fiscal year.

In response to Mr. Blakeman, Mr. Koenig stated that he did not think that there was evidence that this problem was as critical in the fall of 2014. He explained that some repairs were completed in the fall of 2014 and then there were additional problems in the spring of 2015. Mr. Koenig informed members that this was becoming more important because the utility is changing. Generation assets are changing and, in the past four (4) years, the City had gone from a more passive running of the system to a more active engagement of running the system. He noted that the City now wants these generation assets to run whenever the economics say that the City can get a return on its investments and the City is actively pushing both The Energy Authority (TEA) and NAES to ensure this happens.

Mr. Koenig advised that the VanSant repairs were on the horizon but, as the market has changed and this unit has deteriorated more since last fall, these replacements and repairs have become more critical. He explained that there used to be a little more float in whether entities could produce or not, noting that if an entity had an issue and could not, they probably would not get penalized as long as another entity could pick up the loss; however, as the market tightens up and the new capacity requirements come in to play, if entities cannot run, they will get penalized.

Mr. Blakeman noted that the $430,000 estimate did not include the additional equipment that may be required and asked what the estimated cost of the additional equipment would be. Responding, Mr. Koenig stated that the $430,000 included the plenum, the transition piece, and the expansion joints; however, it did not include any type of instrumentation that may have been damaged by heat, since staff did not currently know whether there was additional damage.

In response to Mr. Blakeman, Mr. Koeing stated that the additional equipment had not yet been priced and it was his understanding that, in some cases, the different contractors may be able to provide all three (3) components.

Mr. Blakeman, referring to the seven (7) repairs listed as critical on the Infrared Thermography Inspection, asked if there were any previous indications that there were that many critical problems or if they were only detected with this inspection. Responding, Mr. Harry Maloney, Electric Director, explained that the steel inside the exhaust stack was corroding and very thin, so it was patched as best as possible and put back together. After that, the unit did not run very much and the problem was not realized until after staff started testing for the newly installed water injection system. He stated that staff ran the unit a lot and then, all of a sudden, it would not start, which they realized was because the flame scanner was melted. After the water injection was installed and the unit ran more frequently, they realized the patches were not holding. Mr. Maloney stated that staff did some other minor repairs, patched more holes, and moved some things around this past August and September.

In response to Mr. Blakeman, Mr. Maloney stated that he did not know which problems were category one (1) or category two (2); however, he did know that it was leaking and they could not start the unit. He explained that it is a fast start unit; however, repairs are necessary to enable it to start within ten or fifteen minutes instead of an hour.

Mr. Blakeman agreed that the problem is critical and has to be fixed; however, he expressed concern with using the money for the cooling water line repairs for Unit 3. Responding to Mr. Blakeman, Mr. Maloney stated that the cooling water line pipe was a 40-year old, four (4) to six (6) foot, cast-iron pipe that was in the ground and corroding inside. Mr. Maloney stated that he had briefly discussed this problem with Mr. Vince Scire, former Plant Manager, McKee Run Generating Station, before he left, and Mr. Scire indicated that this type of problem was typically addressed by putting in a liner.

Mr. Blakeman informed members that this pipe had leaked before at the joints. Referring to Page 194 of the FY 2015/2016 Budget, he informed members that the Capital Investments Plan (CIP) stated that "delaying this project beyond 2016 will increase the risk of a failure causing extended unit outage to repair or replace the failed pipe, as well as incurring water spillage to the surrounding ground. Additional budget dollars will need to be allocated to make the repairs of the failed piping." Mr. Blakeman noted that no estimates were provided for these additional costs. He shared his concern that if the City cannot cool the water, the unit cannot be run and the City would be taking out 102 megawatts (MW). He asked if there was another funding source for the repairs to the VanSant exhaust plenum that would not delay the Unit 3 cooling water line repairs.

In response to Mr. Blakeman, Mr. Maloney stated that he would revisit the CIP and talk to Mrs. Donna Mitchell, Controller/Treasurer, about other funding sources and the possibility of postponing or moving a less critical project. He indicated that it was mainly a matter of accelerating the repairs, noting that the money would eventually be in a future budget; however, the City was running out of time.

Mr. Blakeman noted that, years ago, the City had scuba divers go through this pipe and it is a huge pipe with a lot of water. He stated that if this pipe leaks, it will flood the field out and shut the unit down.

Mr. Hutchison asked if, in the future, the City would be required to use the VanSant plant more often than not. Responding, Mr. Maloney stated that the way Dover is situated, the CT should be a quick start unit since it gets dispatched first for unusual circumstances. He explained that staff typically knows a day ahead of time when the steam unit will need to run. Mr. Maloney reiterated that the CT is dispatched for emergencies and, although it currently takes an hour to start, it should be a ten-minute start, which he is working on changing. He stated that it is important to be able to get the CT on line in a hurry because it might end up with more run hours than the 100 MW unit and noted that it has to be set up correctly so it does not burn itself out, which is currently happening with the equipment.

Mr. Blakeman noted that although PJM does not call the VanSant Unit on that often, it must be available when called upon. In response, Mr. Maloney stated that the use of the VanSant Unit has increased because the City is able to get 500 dekatherms (Dth) of gas for it, which is more efficient to dispatch because the City does not get enough gas to run the 100 MW unit.

Responding to Mr. Hutchison, Mr. Koenig reiterated that Staff recommended delaying inspection and repairs on the Unit 3 cooling water line and funding the critical repairs needed on the VanSant exhaust plenum, transition piece, and expansion joint in accordance with the completion date of June 1, 2016. He stated that if the Committee endorses Staff's recommendation, Staff would then look at the CIP again, in case the re-prioritization of Unit 3 is necessary, and bring forward any changes that need to be made.

In response to Mr. Hutchison, Mr. Koenig explained that the City's contract with Calpine is for capacity, and does not take effect until the City takes Units 1 and 2 offline.

Mr. Neil moved to recommend delaying the inspection and repairs on the Unit 3 cooling water line and funding the critical repairs needed on the VanSant exhaust plenum, transition piece, and expansion joint in accordance with the completion date of June 1, 2016, as recommended by Staff. The motion was seconded by Mr. Blakeman and unanimously carried.

Review of PJM Capacity Performance Auction

Mrs. Donna Mitchell, Controller/Treasurer, reviewed a presentation entitled "The Energy Authority - Review of PJM Capacity Performance Auction," explaining that PJM had entered into a new capacity performance market and the effect on the City. She noted that this presentation would also be reviewed during the review of financial policies during the Legislative, Finance, and Administration Committee meeting scheduled for later in the evening.

Responding to Mr. Blakeman, Mrs. Mitchell stated that the contract between the City and Calpine would take effect when Units 1 and 2 are removed from the capacity list, which would take place in May 2017 which would be Power Year 2017/2018.

Referring to Page 4, Mrs. Mitchell noted that the PJM Capacity Market Overview was very technical and explained that the City bids its capacity in and also purchases capacity through PJM, so there is a price differential between what goes in and out.

Mrs. Mitchell stated that PJM's new capacity performance product was implemented for Delivery Year (DY) 2018/2019. She noted that there was a partial implementation with partial-market "transition auctions" for DY 2016/2017 and DY 2017/2018, and the City had already been through those transitional auctions.

Mr. Blakeman asked what the likelihood was of the City continuing to maintain a profit margin. In response, Mrs. Mitchell explained that the City would continue to maintain a profit as long as the City does not get penalties. She stated that Staff was redoing the City's five-year forecast to include these new prices and all of these changes.

Referring to Page 6, Mrs. Mitchell reminded members that the City incurred a penalty of $562,994 for generation short-falls during February 2015 peak hours and the North American Energy Services (NAES) performance incentive was decreased by $423,000 as a result of this inability to run.

Mr. Blakeman noted that the Comprehensive Annual Financial Report (CAFR) listed 191 MW of operating capacity and questioned why the City was only using 175 MW. He stated that the CAFR changed in 2007 from 175 to 191. Responding, Mrs. Mitchell indicated that she would look into this matter.

Referring to Page 7, Mrs. Mitchell explained that the way a transitional auction works, if the City does not clear the auction, the old rules still apply. She stated that the City would be subject to the new rules in DY 2018/2019.

Mr. Blakeman, referring to Page 9, asked what a stop-loss limit was and how it would kick-in. In response, Mr. Harry Maloney, Electric Director, explained that PJM does not want to drive people that far into bankruptcy so they put a stop in place and once an entity reaches the limit, PJM will stop penalizing. He stated that it is a dollar cap.

Mrs. Mitchell reviewed the Capacity Revenue at Risk for Dover's 145 MW of Generation (DY 2018/19) on Page 10. She reminded members that in February of 2015 the City had a short-fall of 11.2 megawatts which resulted in a $562,000 penalty; however, under the new rules, the City would have a penalty between $5M and $7.5M for the same short-fall.

Mrs. Mitchell reviewed the list of Pro-Active Mitigation Measures on Page 11 and noted that the Calpine plant had put some restrictions on the gas line and made it more difficult for other generators to get gas. She informed members that the City had received good cooperation from both Eastern Shore and Chesapeake Utilities in getting gas and they will have what the City needs to start the units. Mrs. Mitchell stated that the City was very close to completing the transition of McKee 3 to oil but gas would still be needed to start the burners. She indicated that it might be a little higher cost, since the City might have to pay a premium for that gas but it would be much cheaper than what the City would pay in penalties.

Mr. Hutchison noted that the City was training staff and asked if staff was also reaching out to the City's larger customers to educate them on better ways for operation. Responding, Mrs. Mitchell stated that staff was talking to the City's large customers about their load profiles to determine how the City can help. She indicated that staff was examining many different ideas to determine how these customers and the City can help each other.

In response to Mr. Blakeman's question regarding the possibilities of expanding the Rate Stabilization Reserve account to lower the impact to electric customers, Mrs. Mitchell advised members that currently the reserve is a minimum of 3% and a maximum of 10%, and her recommendation was for a minimum of 10% and a maximum of 20%. She explained that the City usually gets income when generating, and as the City gets favorability and power supply the City puts the money in the Rate Stabilization Reserve. Mrs. Mitchell stated that she would never recommend a rate increase to fund a reserve.

Referring to Page 8, Ms. Stewart asked if the enhanced demand-side participation was from the City of Dover or the entire DPL South Zone. Responding, Mrs. Mitchell advised that the graph indicated when this change in the PJM regulations was implemented, noting her belief that it was the enhanced demand-side participation for the whole PJM grid.

In response to Ms. Stewart, Mrs. Mitchell stated that the City does not currently do anything for demand response. Mr. Maloney confirmed that the City does not do anything directly; however, through the Delaware Municipal Electric Corporation (DMEC) and CPower, the City's customers can participate in the PJM demand response. He indicated that a few of the City's large industrial customers participate in this program. Mr. Maloney explained that these customers will receive a phone call alert that they have a specific amount of time to reduce their load and then they share in the savings.

Mr. Blakeman asked if the City participates in the demand response program through the City's rate structure. Responding, Mr. Maloney stated that the City does not participate and is not involved in any of the money or the transactions. He advised that the customer releases the information and the City gives the information to the contractor, CPower.

Mr. Scott Koenig, City Manager, stated that Staff brought this forward as an informational item and to support some of the recommended changes to the financial policy, which will be discussed during the Legislative, Finance, and Administration Committee meeting scheduled for later in the evening.

He reiterated that the utility was changing and getting more complicated, which was leading the City to a more active and participatory management of the electric system, including the City's energy supply, its larger customers, being able to participate in the energy efficiency programs, how to replace capacity, behind the meter renewables, net metering, etc. Mr. Koenig stated that all of these things are playing a role as the City moves forward and these things equate to and influence either the City's power supply costs or the final electric rate costs to the City's customers.

Mr. Koenig stated that as the PJM grid and the electric utility become more complicated, timing is a big issue. For the City to be able to compete, the City has to be able to bring its units up quickly, know the status of the units, be able to maintain the units, have adequate reserves to pay potential penalties, etc.

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

Meeting adjourned at 5:40 p.m.

James L. Hutchison, Sr.
Chairman

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LEGISLATIVE, FINANCE AND ADMINISTRATION COMMITTEE

The Legislative, Finance, and Administration Committee meeting was held on September 28, 2015, at 6:00 p.m. with Chairman Hare presiding. Members present were Mr. Cole, Mr. Sudler, Ms. Maucher, and Mr. Shevock. Members of Council present were Mr. Anderson (arrived at 6:23 p.m.), Mr. Hosfelt (arrived at 6:10 p.m.), Mr. Hutchison, and Mr. Slavin.

AGENDA ADDITIONS/DELETIONS

Mr. Sudler moved for approval of the agenda, seconded by Mr. Cole and unanimously carried.

Project Carry-Forward Budget Balances/Proposed Budget Amendments

Mrs. Donna Mitchell, Controller/Treasurer, advised members that the proposed budget amendment would incorporate into the FY2016 Capital Investment Plan the adjustments to the Beginning Budget Balances for all Capital Project Funds and project balances for uncompleted or multi-year projects. It also included any adjustments related to Council actions to date on changes in project budgets that were not included in the original budget.

Members were provided a handout entitled "Late FY15 Accruals" ***(Attachment #1)***. Mrs. Mitchell advised members that the auditors brought it to staff's attention that some invoices that were received last week for FY15 projects, listed in Exhibit A to the Fiscal Year 2015/2016 Budget - First Amendment - Capital Investment Plan Amendments, had not been accrued. She indicated that this changed the results of the audit and staff had to change the financial statements. Mrs. Mitchell explained that the carry forwards that staff had provided would be changed to show the projects listed on the handout and these changes would be reflected in the proposed budget ordinance.

Staff recommended approval of the proposed budget amendments for Fiscal Year 2016.

Mr. Sudler moved to recommend approval of the proposed budget amendments for Fiscal Year 2016 *(Attachment #2)*, seconded by Mr. Cole and unanimously carried.

Status of OPEB (Other Post Employment Benefits) and Pension Funds

Mrs. Donna Mitchell, Controller/Treasurer, reviewed a presentation entitled, "City of Dover Actuarial Valuations as of July 1, 2014 for Fiscal Year Ending June 30, 2015." In reference to Page 2, City Police Pension Plan, Mrs. Mitchell explained that the Funded Ratio of the plan increased from 56.0% in FY 2014 to 59.2% in FY 2015. In regard to Page 3, Civilian Pension Plan, she noted that the amortization period of the Unfunded Accrued Liability was decreased from 21 years to 15 years, resulting in an increase to the amortization payment of $409,000. Mrs. Mitchell advised members that she had asked the actuary about this change and was told that they were matching the life of the assets to the life of the beneficiaries, and this period was reduced to 15 years. She noted that the Funded Ratio of the Civilian Plan had improved from 53.7% in FY 2014 to 56.3% in FY 2015.

Referring to Page 5 - Other Post Employment Benefits (OPEB) 10 Year Phase In Funding Plan (2009), Mrs. Mitchell advised members that this fund was started in 2009, as required by the Government Accounting Standards Board (GASB), with a 10-year phase-in. Prior to implementing the phase-in plan, Council had set aside approximately $6M in reserve since they were aware this requirement was coming, which helped with funding the liability. Mrs. Mitchell explained that,

according to the phase-in plan, the City was funding a minimum of 50% of the Annual Required Contribution (ARC) in 2013; however, the City funded over 100% of the ARC in 2014 and 2015. Mrs. Mitchell advised members that, since the ARC was fully funded, this would allow the City to use a 6.5% interest rate assumption in calculating future liability. If the plan were not fully funded, in accordance with GASB, this interest rate would have been bifurcated, with 4.5% being used on the unfunded portion and 6.5% on the funded portion. This would have driven up the liability higher and increased the annual cost. Mrs. Mitchell noted that GASB 68 required that these liabilities be shown on the City's balance sheet starting this fiscal year. She explained that the Electric Fund was fully funding its piece of the liability. Although, the General and Wastewater Funds were not fully funding their pieces, this information is looked at in total when interest rates are determined.

In response to Mr. Hare, Mrs. Mitchell confirmed that there were 48 police retirees/spouses under the Police Pension Plan who were on the employee health plan and a monthly benefit total of $130,815 was being paid to these individuals.

Mr. Hare noted that this was an average of $2,700 per individual and questioned if this was the amount being paid for health care. Responding, Mrs. Mitchell stated that this was the amount being paid for pension benefits.

In reference to Page 6 - OPEB, Mrs. Mitchell advised members that OPEB funding improved from a Funded Ratio of 19.4% in FY2014 to 36.6% in FY2015.

Mrs. Mitchell reviewed a presentation entitled, "Unfunded Liabilities Graphical Representation by Fund." She explained that the most significant changes in the unfunded liabilities related to OPEB.

Mrs. Mitchell reviewed a presentation entitled, "Actuarial Valuations Impact on FY16 and FY17 Budget - Recommendations of Controller/Treasurer - September 24, 2015." She stated that, given the results of the studies, too much money was going into OPEB and not enough into pension in the budget. As a result, Mrs. Mitchell recommended a budget adjustment, noting that she would be bringing this to Council later in the year, along with year-end balances for the audit.

Mrs. Mitchell reviewed the FY16 Budget - Pension and OPEB Analysis - Page 14, indicating that the top portion reflected overfunding in the OPEB fund. She recommended that these funds be reappropriated to the underfunded Civilian Pension Fund. Mrs. Mitchell recommended that the $327,900 included in the General Fund for OPEB go toward General Fund pension and $20,300 from allocated for OPEB go toward Water/Wastewater pension. She recommended reducing the budgeted pension contribution of $1,750,000 in the Electric Fund to the actuary determined contribution of $627,900, which would free up money in this fund which could be considered in discussions regarding rates. Mrs. Mitchell explained that these revisions would be brought back to Council.

In reviewing Page 15 - FY17 Estimated Budget Impact Using FY16 Budgeted Payroll, Mrs. Mitchell advised members that the percent of payroll for the OPEB decreased by 2.2% for the General Fund, by 4.6% for the Water/Wastewater Fund, and by 5.4% for the Electric Fund, resulting in a savings across the board.

Review of Financial Policies

Mrs. Donna Mitchell, Controller/Treasurer, explained that, after going through the budget process, she thought it would be prudent to review the City of Dover financial policies and to look at what actually prompted those policies. She explained that one (1) of the reasons that prompted this change was that some of financial policies were based on a percentage of revenue. For example, the 2% tax increase for the General Fund resulted in an automatic 2% increase in the Contingency Reserve Fund. Mrs. Mitchell stated, rather than having some of the reserves tied to a percentage of revenue which would arbitrarily increase as the budget increases, she changed them to flat dollar amounts that she thought were reasonable and benchmarked funds against each other to see how this would come out. Mrs. Mitchell noted that the Analysis of Reserve Balances as of June 30, 2015 reflected the current budget for the reserve funds and the minimum policy requirements.

Mrs. Mitchell quoted from Revenue Policy #5 - Page 2, which states that "The City will review its incentive programs every three years and provide City Council with the amount of foregone revenues and any recommended changes." She indicated that she did not believe this was currently being completed and was unsure if it was desired to have this type of report. She noted that GASB Statement No. 77, Tax Abatement Disclosures would require this information to be included in the City's Comprehensive Annual Financial Report (CAFR) at the end of each fiscal year, and this would take effect in FY 17. Mrs. Mitchell quoted from the requirements of GASB Statement No. 77, as follows: "A transaction's substance, not it's form or title, is a key factor in determining whether the transaction meets the definition of a tax abatement for the purposes of this Statement." She stated that staff would have to get some determination on what should be included and start gathering that information for that fiscal year and expressed her desire to get the Committee's thoughts on whether to include this to Council separately or as part of the CAFR.

In response to Mr. Hare regarding her recommendation, Mrs. Mitchell stated her feeling that it was not necessary to include this in the financial policies since it had to be gathered and included in the CAFR.

In reference to Expenditure Policy #1 - Page 3, which states that "The City will establish performance measurements for all program areas, when feasible. These measures will reflect the demand, workload capability, and projected outcomes for the program to accomplish its objectives," Mrs. Mitchell indicated that she did not know that there were currently valid performance measures by program and if they were being reported. Mrs. Mitchell stated that including these goals and objectives in the budget was required when the City was participating in the Government Finance Officers Association Excellence Award Program and there were performance measures based on how those goals were met. Due to staffing changes that were made, the lack of a full-time employee to work on the budget, and the overwhelming size of the budget document, staff had stopped doing these things and this was no longer included in the budget. Mrs. Mitchell's recommendation was to removed this from the Financial Policies, unless Council felt strongly that they would like to see this information, possibly in some other format.

In response to Mr. Cole as to whether this information was provided in another format, Mrs. Mitchell stated that some performance measures are reported in the City Manager's report or in departmental reports, but they do not necessarily tie back to the budget document anymore. She noted that at one

point there was a push for performance measurement across the organization and some of it fed back into the pay-for-performance system. Mrs. Mitchell stated that this is now minimized in most documents.

In regard to the Budget Balance/Reserve Policy - General Fund Policy #3 - Page 5, Mrs. Mitchell explained that, as mentioned previously, the contingency reserve minimum was changed from 2% of the current year operating revenues for the General Fund to at least $700,000. She stated that the current reserve was a little over $700,000, based on 2% of the prior year's budget. She noted that this figure would have been higher based on the current year's budget.

Budget Balance/Reserve Policy - General Fund Policy #5, relating to the Capital Asset Replacement account for Governmental Fund asset procurements, Mrs. Mitchell advised members that annual depreciation is approximately $2.5M. She stated this is the amount that would optimally be set aside each year for the replacement of current assets.

Referring to the Budget Balance/Reserve Policy - Water/Wastewater Fund Policy #3 - Page 5, Mrs. Mitchell explained that the minimum reserve of 2% of the current year operating revenues had been changed to at least $250,000. She noted that the Analysis of Reserve Balances as of June 30, 2015 showed that neither fund had $250,000, so those reserves would need to be brought up to that level, but this would be done through excess revenues and not rate increases, etc. This would be done as the City could afford it and would be built into the forecast.

In regard to Budget Balance/Reserve Policy - Water/Wastewater Fund Policy #7 - Page 6, Mrs. Mitchell stated that the Water Impact Fee Reserve had been changed from 20% of the water revenues in the Impact Fee Reserve account to $1.5M and would be replenished over seven (7) succeeding years if used. She explained that this $1.5M was matched against what is done for the Wastewater Impact Fee Reserve. Mrs. Mitchell indicated that staff tries to keep approximately this amount in the fund, which is used when Mrs. Sharon Duca, Public Works Manager/City Engineer, submits portions of projects that involve growth. Mrs. Mitchell noted that an effort is made to maintain funds at a certain level so that emergencies can be covered. She noted that this fund was also not currently funded at the $1.5M level but would go through revenues.

In reference to the Budget Balance Reserve Policy - Electric Revenue Fund Policy #3 - Page 7, Mrs. Mitchell recommended that this contingency reserve be changed from 1% of current operating revenues to a flat amount of $750,000. Noting that the General Fund contingency reserve was $700,000, she advised members that there is also an insurance reserve for the Electric Fund at $750,000, plus depreciation future capacity reserves of $10M each, plus the rate stabilization reserve. Mrs. Mitchell felt that since there was other cushion available to hedge the City's risk in the Electric Fund, a big contingency reserve was not needed. She noted that the Electric Revenue Fund had never been kept at the same level.

In regard to Budget Balance/Reserve Policy - Electric Revenue Fund Policy #5 - Page 7, Mrs. Mitchell stated that she had changed the minimum balance from $350,000 to $750,000 to cover insurance deductibles to $750,000. This was a change made a couple of years ago which was never incorporated in the policy.

In reference to Budget Balance/Reserve Policy - Electric Revenue Fund Policy #6 - Page 7, Mrs. Mitchell stated, in light of information included in a presentation, entitled, "The Energy Authority Review of PJM Capacity Performance Auction" which was considered by the Utility Committee during their meeting of September 28, 2015, the City's penalties have the potential to increase significantly if its electric assets do not run when needed. For this reason, Mrs. Mitchell indicated that she would like to change the minimum balance in the Rate Stabilization Reserve from 3% to 10% and the not to exceed amount from 10% to 20%. If the reserve balance exceeds 20%, a credit would be applied to the power across adjustment.

Mrs. Mitchell directed members to the presentation, entitled "The Energy Authority, Review of PJM Capacity Performance Auction," Page 10 - Capacity Revenue at Risk for Dover's 145 MW of Generation (DY2018/19). Mrs. Mitchell explained that if the City's plant is unable to perform for eight (8) hours, penalties would be incurred, and penalties for the inability to perform for 16 hours would be $7.5M to $8M. She explained that during the past year, there was an incident during very cold weather when the City could not bring on the assets and was unable to provide 11 MW, resulting in a penalty of $562,000. Mrs. Mitchell indicated that on this chart, the 11 MW level would be reflected between $4M and $8M, noting that "it's a different world we life in now." She advised members know that this reserve would be a hedge against the potential for that penalty.

In response to Mr. Slavin, Mrs. Mitchell stated that the reason the City could not provide power was that the plant was not heated and, when the units were turned on, one (1) of the pipes burst due to the very cold weather. In addition, the City of Dover and many others had a problem obtaining gas due to Calpine.

Mr. Slavin advised members that Calpine is now first in line for gas and displaced the City of Dover.

Mrs. Mitchell stated that the burst pipe was the main reason for the problem, and gas was another issue. She advised members that mitigation measures were being taken, as reflected on Page 11 of the presentation, Pro-Active Mitigation Measures.

In response to Mr. Slavin, Mrs. Mitchell confirmed that there was currently a project to increase the capacity to deliver gas.

Responding to Ms. Stewart, Mrs. Mitchell stated that Dover is currently an interruptible customer; however, the City was negotiating two (2) gas contracts.

Mr. Scott Koenig, City Manager, advised members that the penalty Mrs. Mitchell referred to was a due to a polar vortex, noting that the Garrison Energy Center did not come online until June 1, 2015 for commercial operation. He was unsure if Calpine is a 100% firm gas customer, expressing his belief that Calpine had told staff at one (1) point that they could be cut off. Mr. Koenig stated that they were working on several gas transmission defects north of the City and would continue to do so. He advised members of the need for the City and a number of its customers to put pressure on Eastern Shore Natural Gas regarding gas availability in this area, for their benefit as well as that of private customers and everyone else, because gas is now a restriction on the Peninsula.

In response to Mr. Slavin as to whether Eastern Shore Natural Gas's project would increase the capacity needed through the west side, Mr. Koenig stated his belief that some looping was being done would increase availability and that transmission upgrades were currently happening.

Mrs. Mitchell advised members that the polar vortex occurred two (2) years ago; however, the $562,000 penalty was incurred in February 2015 when the pipe burst and before Calpine came online. She reiterated that proactive measures had been taken and the gas supply was being worked on as well. She noted that $423,000 of the $562,000 penalty was taken out of NAES's incentive.

Responding to Mr. Sudler regarding whether the pipes were wrapped with a heating mechanism, Mrs. Mitchell stated her belief that they could not be wrapped due to size. However, she stated that the building can be heated if the weather calls for it. In this case, the building was not heated because it was not believed that the City would be called on to run, but it was.

In response to Mr. Sudler regarding the pipe size, Mr. Harry Maloney, Electric Director, explained that there were various problems in February 2015. The first pipe was an eight (8) inch water line from the outside storage water tank that was a 68-inch line. The valve was shut because there was a leak, and they could not get the valve open. Mr. Maloney indicated that when they got the valve working, the line was frozen. When staff got water in the boiler, they started firing the boiler, and the boiler blew a tube. When they went to put Unit 3 online, which has an outside boiler, some of the lube oil systems froze because there were 20 m.p.h. winds. Mr. Maloney reiterated the need for the unit to run, noting that staff should have anticipated, gotten the boilers warm, and gotten things running, even at minimum load. He noted that it was very cold and windy that weekend and everything was ice cold.

Mr. Sudler questioned if future methods and strategies were being put in place to prevent this from occurring again. Responding, Mr. Maloney confirmed that staff was going to at least get the boiler warm.

In response to Mr. Hosfelt, Mrs. Mitchell confirmed that NAES Corporation was managing the plant for the City at the time this occurred and continues to manage it. Mrs. Mitchell stated that this decision was made at the Risk Management Committee meeting, and NAES was not a party in that meeting; however, staff was making sure to bring them in. She noted that Mr. Vince Scire, Plant Manager, did speak up and say that he was confident that they could run the plant; however, it was not warm because the decision was made that it was not believed the City would be called upon. It was a joint decision and not that of any one (1) person.

Responding to Mr. Hare, Mrs. Mitchell stated that this was a group decision made by Mrs. Mitchell, Mr. Koenig, The Energy Authority (TEA) staff, and Mr. Scire, and the decision is ultimately the City's.

Mr. Hare questioned if NAES should be the ones to make the decision since the City pays them to keep the plant running. Responding, Mrs. Mitchell stated that a change was made to bring NAES on board, make sure they are involved in all these decisions, and ask them to raise a red flag if they think something is amiss or being misjudged.

In response to Mr. Hare as to why the building was not warmed, Mrs. Mitchell stated that they did not think the City would be called upon by PJM. She explained that the unit is not scheduled to run unless it is believed that it will be called upon because of the cost. If the unit is turned on and does not run, the City would be out that money. In this case, the situation worked in the City's disfavor rather than in its favor.

Responding to Ms. Stewart, Mrs. Mitchell stated the unit was called during the polar vortex the year before but was unable to perform. She noted that the whole State was having problems at that time because trucks with fuel could not get in due to ice on the roads.

Mr. Hare stated, from NAES's perspective, the City would be telling them when they could warm up the plant, but if a pipe bursts, NAES would have to pay, noting that NAES paid $423,000 but was not allowed to make the decision. Responding, Mrs. Mitchell stated that this penalty was paid for non-performance as this was part of the contract.

Mrs. Hare stated that the City was paying NAES $7M per year to make those decisions and they should be held accountable.

In regard to Financial Reporting Policy #6 - Page 9, Mrs. Mitchell stated that this item was revised to delete the Distinguished Budget Presentation Award since the City was no longer participating in that program.

Mr. Koenig stated that during both cold spells, including the polar vortex and the February 2015 severe weather, what was learned is that the City cannot wait on passive management of the system and was moving into a phase of more active management of the asset. He noted that the City wants this asset to run and take advantage of economic opportunities, and that an Assistant Generation Manager position was requested in the budget so that the City can have a more active role in the plant and be more in tune with all the decisions being made. Mr. Koenig advised members that issues came up during the cold weather spells related to fuel delivery, etc., that had the City had not experienced in the past, the City was taking a more active approach to management of the system.

Mr. Koenig stated that capacity performance had been considered by the Utility Committee; however, the issue was that the maximum penalty exceeds the maximum revenue significantly. He expressed the desire to get into more active management to figure out how these assets that have aged fit into the picture. Mr. Koenig advised members that some did not believe that the City would be called at all once Calpine came online, and that was not the case, since the City was being called to run and must prepare to run if participating in these markets. Mr. Koenig stated that the learning curve coming out of this experience was that the City has to increase its available fuel supply for oil, because it is not guaranteed gas.

In reference to the firm 500 dekatherm gas contract mentioned by Mr. Maloney and Mrs. Mitchell, Mr. Koenig stated that this would just get the igniter started so that the burners could be lit on oil and was not to run the units. Once the unit was on, it would be run on a special oil that is being delivered. Mr. Koenig explained that each of these decisions are sequential, and a misstep at the lower level means, the higher up sequences are not attained. He noted that Mr. Maloney had been

active in older plant management, and Mr. Maloney raised the question very early on of why there was not a minimum level of heat running through the pipes so the City would be prepared to run. Mr. Koenig stated he was unsure what the fuel status was earlier in the year, but that pipe break prevented the unit from running and was the lynch pin at the point of the potential penalty. He stated all these things would play into to determining how to prepare for the winter coming up and how the plant would be managed.

Mr. Anderson questioned how much it cost for minimum heating in the plant during the winter. Responding, Mr. Koenig estimated the cost roughly at $2,000 to $10,000 per day. He explained that this would involve the plant and all of its piping, so some systems would be run to get it up to minimum temperature. Noting that Mr. Maloney had indicated that the steel had been at 22 degrees, Mr. Koenig explained the need to get this temperature up above the freezing mark 24/7.

In response to Mr. Anderson regarding the performance benchmarks being removed from the financial policies, Mr. Koenig stated that some of these bench marks that had been various parts of the budget were those of a standard municipal city. Some of them were very applicable, others were less applicable. He stated that staff had not come up with additional performance measures to put in the budget. Mr. Koenig stated that the City was embarking on a process to improve efficiencies, and the question was what kind of reporting Council wanted to see. He noted that he did not want to put out 100 page report on all these bench marks if no one would look at it or find the information valuable. Mr. Koenig stated that, on a daily basis, staff is not judged by the 875 trash cans that they pick up, but by the one (1) or two (2) that might have been missed. He indicated that feedback was needed from Council as to what measures they want to see in the budget, or information that they would like to see reported.

Mr. Anderson noted that this information did not all have to be in the budget. Concurring, Mr. Koenig stated that it could be in the City Manager's or department head's report. If there were things in those reports that Council believed were missing, they would be easy to change and Council could be updated on information that is relevant to them.

Noting that the unit had not been heated because it was not believed that the City would be called, Mr. Hare questioned when the building would have been heated. Responding, Mr. Koenig stated that this would depend on the weather, because if the ambient air temperature had been over 40 degrees, it would not have needed to be heated.

Mr. Hare reiterated the need for preventive measures. Responding, Mr. Koenig stated that, looking back, staff would not make the same decisions for this year. Measures would be put in place to spend the money to heat the plant if cold weather was expected.

Mr. Hare stated that consideration should be given to the fact that, due to the plant's age, the next time the problem may be different and not an easy fix, and Mr. Koenig concurred.

Responding to Mr. Sudler regarding the leak that had occurred in the shed, Mr. Maloney explained that the boiler has two (2) inch tubes that go all the way around. The boiler is 30 feet by 30 feet. The

water used by the boiler has a ph value of 10, compared to a ph of seven (7) for drinking water, and it is demineralized. He noted that the outside water tank line that feeds the boiler froze.

Mr. Sudler questioned if some type of low-cost heating system could be put in the shed similar to those used by hotels. Responding, Mr. Maloney stated that the whole length of the turbine floor in plant is wide open. He noted that it is possible to get a radiant heat gas burner to raise the temperature into the 40's or 50's to keep the ambient air decent. Mr. Maloney stated that other things could be done, like running the fan motors, which would generate heat, or running oil and water circulating pumps. He recommended starting to use electricity and turning on auxiliary equipment. Mr. Maloney advised members that the City bills itself, which he had never heard of before, noting that the City bills the power plant retail electric rates for consumption when it is not generating power, so budgets were being examined. He stated that things would be turned on and cautioned members that the budget would reflect a climb in electric consumption in the plant when the units are offline. He emphasized that this equipment must be run.

Mr. Cole moved to recommend approval of the City of Dover Financial Policies *(Attachment #3)*, as recommended by staff, seconded by Mr. Shevock and unanimously carried.

Annual Review of Investment Policy

Mrs. Donna Mitchell, Controller/Treasurer, advised members that the provisions of the City of Dover Investment Policy require an annual review by the Legislative, Finance and Administration Committee and adoption of any recommended changes by City Council. Prior to this review, the City Controller/Treasurer, along with the Assistant Controller/Treasurer, met with the City's Investment Advisor to review the policy as well.

Upon completion of this review staff recommended the changes below, all of which had been updated in the Draft Investment Policy:

- Changing maximum maturity to measure from settlement date instead of trade date.
    - Rationale: At times, issuers may issue debt today but the security may not settle for a few days. Allowing the maximum maturity to be measured from settlement date (rather than trade date) should help Dover in opening up to new issue corporates and Munis at attractive pricing (some new issues have price concessions, where the yield is above market).
- Change credit requirements on short-term holdings to A-1 "or" P1 by S&P and Moody's rather than A-1 "and" P1.
    - Rationale: Some issuers do not pay for both short-term ratings when one will do. This will allow Dover to further diversify the portfolio among high quality issuers. And it keeps the short-term ratings language consistent with long-term rating language (which is written as "or" versus "and" in the policy).

Staff recommended approval of the Investment Policy, as amended.

Mr. Cole moved to recommend approval of the Investment Policy Statement, as amended *(Attachment #4)*, seconded by Ms. Maucher and unanimously carried.

Delaware Land and Water Conservation Trust Fund (DTF) Trail Grant Application - Mallard Pond Trail

Mrs. Ann Marie Townshend, Director of Planning and Community Development, advised members that on January 2015, the Parks, Recreation and Community Enhancement Committee and City Council approved the concept plan developed by staff for improvements to Mallard Pond Park. These improvements include a pathway connection from Mallard Pond and Fox Hall West Addition to Marsh Creek and Forrest Avenue, along with the construction of a playground in the park. This pathway is identified in the Dover/Kent County MPO's Bicycle and Pedestrian plans for Dover, both of which were approved by City Council in Spring 2015. The pathway will provide connection from the Mallard Pond neighborhood to the sidewalks along Route 8 that connect with Dover High School.

The grant funds would allow for completion of the first phase of this trail, with the construction of a path connecting with Fox Hall West Addition in a future phase. If we are successful in the grant application, we would work with local legislators to secure the matching funds through the Community Transportation Fund. No work will be completed, nor will a contract be awarded for any improvements until such time that matching funds are secured.

Staff recommended acceptance of the grant if the award is made to the City of Dover.

Mr. Sudler moved to recommend acceptance of the grant, if the award is made to the City of Dover. The motion was seconded by Mr. Cole and unanimously carried.

By unanimous consent, the meeting adjourned at 6:59 p.m.

William F. Hare
Chairman

WFH/TM/js
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Attachments
Attachment #1 - Handout - Late FY 15 Accruals
Attachment #2 - Proposed Ordinance #2015-18 - Budget Amendments for Fiscal Year 2016
Attachment #3 - City of Dover Financial Policies
Attachment #4 - City of Dover, DE Investment Policy Statement

Late FY15 Accrued Invoices

Project	Vendor	Amount Accrued	Original CF Amount	New CF Amount
WD1302	CB&I	$ 764,132.50		
WD1302	A-Del	$ 59,926.50	$ 2,121,400.00	$ 1,297,341.00
WW1509	Teal	$ 524,182.14	$ 911,500.00	$ 387,317.86
WQ1503	Teal	$ 77,906.97	$ 151,500.00	$ 73,593.03
ST1304	A-Del	$ 249,613.07	$ 1,746,100.00	$ 1,496,486.93
Total		$ 1,675,761.18	$ 4,930,500.00	$ 3,254,738.82

CITY OF DOVER ORDINANCE # 2015-18

2015-2016 BUDGET ORDINANCES - FIRST AMENDMENT

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

The amount hereinafter named aggregating Five Million Six Hundred Thirty Five Thousand Two Hundred dollars ($5,635,200) or so much thereof as may be necessary are hereby appropriated from current revenues and other funds for the use by several departments of the Municipal Government for the fiscal year beginning July 1, 2015 and ending June 30, 2016:

GOVERNMENTAL CAPITAL PROJECTS FUND
REVENUES AND BUDGET FOR 2015-2016

REVENUES

	2015/16 BUDGET	2015/16 REVISED
BEGINNING BALANCE - PROJECTS	**$ 154,800**	**$ 2,732,300**
REVENUES		
INCOME FROM SALE OF ASSETS	20,300	20,300
INTEREST EARNINGS	5,000	5,000
TRANSFER FROM GENERAL FUND	2,625,400	2,625,400
SUBTOTAL PROJECT RECEIPTS	2,650,700	2,650,700
TOTAL FUNDING SOURCES	2,650,700	2,650,700
TOTAL BEGINNING BALANCE AND REVENUES	**$ 2,805,500**	**$ 5,383,000**

EXPENSE SUMMARY

EXPENDITURES	2015/16 BUDGET	2015/16 REVISED
FIRE	$ 145,600	$ 445,800
GROUNDS MAINTENANCE	201,100	201,100
LIBRARY	-	-
LIFE SAFETY	55,700	55,700
CODE ENFORCEMENT	-	-
POLICE	262,100	284,100
RECREATION	-	66,000
STREETS	1,428,500	3,617,800
SANITATION	449,000	449,000
CITY MANAGER	24,700	24,700
FACILITIES MANAGEMENT	-	-
FLEET MAINTENANCE	84,000	84,000
DEPARTMENT SUBTOTAL	**2,650,700**	**5,228,200**
TOTAL EXPENDITURES	**2,650,700**	**5,228,200**
BUDGET BALANCE	154,800	154,800
TOTAL BUDGET BALANCE & EXPENDITURES	**$ 2,805,500**	**$ 5,383,000**

The City Manager is hereby authorized, without further approval of the City Council, to make interdepartmental transfers of up to five percent of the amount hereinafter appropriated to any department with the exception of any transfers prohibited by City Procedure #F306.

ADOPTED:

2015-2016 BUDGET ORDINANCES - FIRST AMENDMENT (CONTINUED)

WATER/WASTEWATER IMPROVEMENT & EXTENSION FUND
CASH RECEIPTS/REVENUES AND BUDGET FOR 2015-2016

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

The amount hereinafter named aggregating Fourteen Million One Hundred Eighty EightThousand Five Hundred dollars ($14,188,500) or so much thereof as may be necessary are hereby appropriated from current revenues and other funds for the use by several departments of the Municipal Government for the fiscal year beginning July 1, 2015 and ending June 30, 2016:

CASH RECEIPTS

	2015/16 BUDGET	2015/16 REVISED
BEGINNING BALANCE - WATER	$ 833,500	$ 4,747,500
BEGINNING BALANCE - WASTEWATER	1,027,600	4,504,600
TOTAL BEGINNING BALANCES	**1,861,100**	**9,252,100**
REVENUES		
BOND PROCEEDS - WATER	-	-
BOND PROCEEDS - WASTEWATER	-	-
STATE LOAN FUND - WATER	-	-
TRANS FR OPERATING FUND - WATER	1,800,000	1,800,000
TRANS FR OPERATING FUND - WASTEWATER	1,500,000	1,500,000
TRANSFER FR WASTEWATER IMPACT FEE	165,000	165,000
PROCEEDS FROM SALE OF ASSETS	-	-
INTEREST INCOME	25,000	25,000
MISCELLANEOUS RECEIPTS	-	20,200
TOTAL REVENUES	3,490,000	3,510,200
TOTAL BEGINNING BALANCES & REVENUES	**$ 5,351,100**	**$ 12,762,300**

EXPENSE SUMMARY

EXPENSES	2015/16 BUDGET	2015/16 REVISED
WATER	$ 2,028,600	$ 5,442,600
WASTEWATER	1,822,100	5,299,100
WATER TREATMENT PLANT	-	284,400
TOTAL EXPENSES	3,850,700	11,026,100
BUDGET BALANCE - WATER	617,400	773,400
BUDGET BALANCE - WASTEWATER	883,000	962,800
CURRENT YEAR BALANCE SUBTOTALS	1,500,400	1,736,200
TOTAL BUDGET BALANCES & EXPENSES	**$ 5,351,100**	**$ 12,762,300**

The City Manager is hereby authorized, without further approval of the City Council, to make interdepartmental transfers of up to five percent of the amount hereinafter appropriated to any department with the exception of any transfers prohibited by City Procedure #F306.

ADOPTED:

2015-2016 BUDGET ORDINANCES - FIRST AMENDMENT (CONTINUED)

ELECTRIC UTILITY IMPROVEMENT AND EXTENSION FUND
CASH RECEIPTS/REVENUES AND BUDGET FOR 2015-2016

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

The amount hereinafter named aggregating Twelve Million One Hundred Ten Thousand Eight Hundred dollars ($12,110,800) or so much thereof as may be necessary are hereby appropriated from current revenues and other funds for the use by several departments of the Municipal Government for the fiscal year beginning July 1, 2015 and ending June 30, 2016:

REVENUES

	2015/16 BUDGET	2015/16 REVISED
BEGINNING BALANCE	**$ 3,623,600**	**$ 6,684,100**
REVENUES		
TRANSFER FROM ELECTRIC	3,500,000	3,500,000
GENERAL SERVICE BILLING	1,900,000	1,900,000
INTEREST EARNINGS	26,700	26,700
TOTAL REVENUES	**5,426,700**	**5,426,700**
TOTALS	**$ 9,050,300**	**$ 12,110,800**

EXPENSE SUMMARY

EXPENSES	2015/16 BUDGET	2015/16 REVISED
ELECTRIC GENERATION	$ 1,655,000	$ 2,299,800
TRANSMISSION AND DISTRIBUTION	2,887,600	3,625,900
ELECTRICAL ENGINEERING	1,724,300	3,401,700
TOTAL EXPENSES	**6,266,900**	**9,327,400**
BUDGET BALANCE	**2,783,400**	**2,783,400**
TOTAL BUDGET BALANCE & EXPENSES	**$ 9,050,300**	**$ 12,110,800**

The City Manager is hereby authorized, without further approval of the City Council, to make interdepartmental transfers of up to five percent of the amount hereinafter appropriated to any department with the exception of any transfers prohibited by City Procedure #F306.

ADOPTED:

2015-2016 BUDGET ORDINANCES - FIRST AMENDMENT (CONTINUED)

COMMUNITY TRANSPORTATION IMPROVEMENT FUND
CASH RECEIPTS/REVENUES AND BUDGET FOR 2015-2016

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

The amount hereinafter named aggregating Six Hundred Eighty Eight Thousand Five Hundred dollars ($688,500) or so much thereof as may be necessary are hereby appropriated from current revenues and other funds for the use by several departments of the Municipal Government for the fiscal year beginning July 1, 2015 and ending June 30, 2016:

OPERATING REVENUES

	2015/16 BUDGET	2015/16 REVISED
PRIOR YEAR BALANCE	**$ 144,000**	**$ 512,900**
GRANTS REVENUE	500,000	500,000
INTEREST INCOME	500	500
TOTALS	**$ 644,500**	**$ 1,013,400**

OPERATING EXPENSES

	2015/16 BUDGET	2015/16 REVISED
PROGRAM EXP. GRANT RELATED	$ 644,000	$ 1,012,900
CURRENT YEAR BALANCE	500	500
TOTALS	**$ 644,500**	**$ 1,013,400**

The City Manager is hereby authorized, without further approval of the City Council, to make interdepartmental transfers of up to five percent of the amount hereinafter appropriated to any department with the exception of any transfers prohibited by City Procedure #F306.

ADOPTED:

City of Dover
Fiscal Year 2015/2016 Budget
First Amendment
Capital Investment Plan Amendments

Project #	Title	Fiscal Year 2015 Original CIP Budget	Fiscal Year 2015 Revised CIP Budget	Fiscal Year 2015 Prior Fiscal Year(s) Expenses	Fiscal Year 2015 Carry Forward Balance	FY 2016 Year Budget	Revised FY 16 CIP Budget
FR1501	Fire - SCBA Equipment	$ 300,200	$ 300,200	$ -	$ 300,200	$ -	$ 300,200
PR1501	Park & Playground Improvement Equipment	$ 66,000	$ 66,000	$ -	$ 66,000	$ -	$ 66,000
N/A	Police Department Vehicle	$ 169,600	$ 171,100	$ 148,978	$ 22,000	$ 242,200	$ 264,200
ST1304	Garrison Farm Streets & Stormwater	$ 2,600,000	$ 4,226,700	$ 2,480,657	**$ 1,496,500**	$ -	$ 1,496,500
ST1501	Salt Storage Barn	50,000	75,000	-	75,000	-	75,000
ST1502	Streets, Alleys & Concrete Program	900,000	624,400	182,988	**441,500**	1,000,000	1,441,500
ST1503	Misc Emerg. Street/Storm Repairs	75,000	75,000	40,090	35,000	-	35,000
ST1504	Old PW2 Site Improvements	150,000	150,000	106,195	43,900	385,000	428,900
ST1506	Stormwater Ditch Maintenance	15,000	15,000	-	15,000	-	15,000
ST1508	Stormwater Utility Planning	90,000	90,000	7,650	82,400	-	82,400
	Street Division	$ 3,880,000	$ 5,256,100	$ 2,817,580	$ 2,189,300	$ 1,385,000	$ 3,574,300
	Total General Capital Project Fund	**$ 4,415,800**	**$ 5,793,400**	**$ 2,966,558**	**$ 2,577,500**	**$ 1,627,200**	**$ 4,204,700**
	Total Increase in General Cap Proj Fund				**$ 2,577,500**		
CT1405	Lakeview Drainage Study	$ -	$ 24,400	$ 18,187	$ 6,300	$ -	$ 6,300
CT1562	Village of Cannon Mill Repavement	315,000	386,900	25,997	**361,000**	-	361,000
CT1599	Signage for the Hamlet & Bicentennial Village	2,700	2,700	1,170	1,600	-	1,600
	Total Community Transportation Fund	**$ 317,700**	**$ 414,000**	**$ 45,354**	**$ 368,900**	**$ -**	**$ 368,900**
	Total Increase in Comm Transportation Fund				**$ 368,900**		
N/A	Sterling Dump Truck	$ 66,900	$ 66,900	$ -	$ 59,900	$ -	$ 59,900
WD0804	1.0 MG Storage Tank - Denney's Road	-	2,470,700	2,500	2,468,200	-	2,468,200
WD1302	Garrison Farm Storage Tank	400,000	4,221,600	2,100,291	**1,297,300**	-	1,297,300
WD1506	Shallow Well #7 Abandonment	15,000	15,000	-	15,000	-	15,000
WQ1503	West Dover Connector Project	-	336,000	184,561	**73,600**	-	73,600
	Water Division	$ 481,900	$ 7,110,200	$ 2,287,352	$ 3,914,000	$ -	$ 3,914,000
	Total Increase in Water Division				$ 3,914,000		
N/A	Sterling Dump Truck	$ 66,900	$ 66,900	$ -	$ 59,900	$ -	$ 59,900
N/A	Sterling Jet Truck	210,400	173,900	-	186,000	-	186,000
WW1206	Brandywine Pump Station Replcmnt	-	339,100	237,906	101,200	-	101,200
WW1303	Westover Pump Station	718,000	1,299,600	7,254	1,292,400	-	1,292,400
WW1304	Garrison Farm Wastewater Projects	-	3,199,700	2,571,260	628,500	-	628,500
WW1503	Hazzlettville Rd Interceptor	755,000	201,700	-	462,100	-	462,100
WW1504	Lakeview Drive Pump Station Replacement	450,000	408,400	48,817	359,600	-	359,600
WW1509	West Dover Connector Road Utility Relocation	-	922,300	10,859	**387,300**	-	387,300
	Wastewater Division	$ 2,200,300	$ 6,611,600	$ 2,876,096	$ 3,477,000	$ -	$ 3,477,000
	Total Increase in Wastewater Division				$ 3,477,000		
	Total Water/Wastewater I & E Fund	**$ 2,682,200**	**$ 13,721,800**	**$ 5,163,448**	**$ 7,391,000**	**$ -**	**$ 7,391,000**
	Total Increase in Water/Wastewater I & E Fund				**$ 7,391,000**		

Exhibit A

City of Dover
Fiscal Year 2015/2016 Budget
First Amendment
Capital Investment Plan Amendments

Project #	Title	Fiscal Year 2015 Original CIP Budget	Fiscal Year 2015 Revised CIP Budget	Fiscal Year 2015 Prior Fiscal Year(s) Expenses	Fiscal Year 2015 Carry Forward Balance	FY 2016 Year Budget	Revised FY 16 CIP Budget
EG1212	MR Unit 3 Turbine Inspection	$ -	$ 151,800	$ 98,392	$ 53,500	$ -	$ 53,500
EG1416	VanSant Capacity Increase	750,000	901,900	409,784	492,200	-	492,200
EG1504	McKee Unit 3 Boiler System	295,000	138,000	57,287	80,800	42,000	122,800
EG1506	McKee & VanSant Safety Improvement	52,000	52,000	33,776	18,300	-	18,300
	Electric Generation	$ 1,097,000	$ 1,243,700	$ 599,239	$ 644,800	$ 42,000	$ 686,800
	Total Increase in Electric Generation				$ 644,800		
N/A	Metering Infrastructure	$ -	$ 150,000	$ -	$ 150,000	$ -	$ 150,000
N/A	Vehicle/Truck	-	33,000	-	33,000	387,600	420,600
EE1509	West Dover Connector	250,000	250,000	94,209	155,800	-	155,800
EE1516	Chestnut Grove (new developments)	299,000	255,000	118,999	136,000	-	136,000
EE1522	Garrison Oak Park (new developments)	184,000	184,000	166,523	17,500	-	17,500
EE1525	Leander Lakes Apt Phase I (new developments)	73,000	73,000	3,608	69,400	-	69,400
EE1526	Playtex Addition (new developments)	200,000	354,100	204,136	150,000	-	150,000
EE1544	Nottingham Meadows (new developments)	28,600	28,600	2,011	26,600	-	26,600
	Transmission & Distribution	$ 1,034,600	$ 1,327,700	$ 589,486	$ 738,300	$ 387,600	$ 1,125,900
	Total Increase in Transmission & Distribution				$ 738,300		
N/A	Battery Bank Replacement	$ 24,500	$ 24,500	$ 10,875	**$ 13,700**	$ -	$ 13,700
EE1312	General Scott Switchgear	1,100,000	1,137,600	30,421	1,107,200	-	1,107,200
EE1443	GOTP Transmission Line Relocation	-	550,000	141,526	408,500	-	408,500
EE1500	69 KV Rebuild	75,000	75,000	12,029	63,000	-	63,000
EE1520	69 kV Cable Replacement North Street	85,000	85,000	-	85,000	50,000	135,000
	Engineering Division	$ 1,284,500	$ 1,872,100	$ 194,851	$ 1,677,400	$ 50,000	$ 1,727,400
	Total Increase in Engineering				$ 1,677,400		
	Total Electric I & E Fund	**$ 3,416,100**	**$ 4,443,500**	**$ 1,383,576**	**$ 3,060,500**	**$ 479,600**	**$ 3,540,100**
	Total Increase in Electric I & E Fund				**$ 3,060,500**		
	Total Carryforward balances from FY 2015				**$ 13,397,900**		

CITY OF DOVER
FINANCIAL POLICIES

LF

~~09/8/14~~

CITY OF DOVER, DELAWARE
FINANCIAL POLICIES

The purpose of these policies is to present a standardized set of principles that the City follows in managing its financial and budgetary affairs. These are general statements of policies, which represent long-standing principles, traditions, and practices that will be used to guide the City in maintaining financial stability. It will be the responsibility of the Finance Department to ensure the financial objectives of these policies are maintained.

Revenue Policy

1. The City will strive to maintain a broad and diversified revenue base that will equitably distribute the burden of supporting City services and will protect the City from short-term fluctuations in any one revenue source.

2. The City will actively support economic and industrial development recruitment and retention efforts to provide for a solid revenue base.

3. The City will maintain timely collection systems and implement necessary enforcement strategies to collect revenues from available sources.

4. The City will establish user fees and charges for services, when feasible, at levels related to the cost of providing the services. The City will review the fees and charges every three to five years to determine modifications needed to keep pace with the cost of providing the services. Property Tax Rates are set annually

~~**5. The City will review its incentive programs every three years and provide City Council with the amount of foregone revenues and any recommended changes. I don't believe this is being completed now. Do we want to do so? The GASB has issued GASB Statement No. 77 Tax Abatement Disclosures that will require to have this information reported in the Annual Financial Report each year.**~~

6. The City will establish, when feasible, self-supporting enterprise funds and intergovernmental service funds in which a relationship between revenues and expenditures clearly exists.

7. The City will project current revenues on a conservative basis so the actual revenues will consistently meet or exceed budgeted revenues. Revenues greater or less than the original budget will flow through to the audited Ending Budget Balance.

8. The City will maintain a budgetary control system and will prepare reports, which compare actual revenues to budgeted amounts.

9. The City will limit the designation of General Fund revenues for specified purposes to maximize flexibility in budgeting and revenue utilization.

10. The City will review annually and revise, where necessary, its cost allocation formulas, i.e. internal service departments.

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11. Upon satisfying all rate covenants the City will provide operating transfers to the General Fund. From the Water/Wastewater Utility no greater than $1,000,000 and from the Electric Utility no greater than $10,000,000.

Expenditure Policy

~~1.~~ Basic and essential services provided by the City will receive first priority for funding, i.e. Public Safety & Health, Utilities, Streets, & Sanitation~~. The City will establish performance measurements for all program areas, when feasible. These measures will reflect the demand, workload capability, and projected outcomes for the program to accomplish its objectives. Do we have valid performance measurements by program and are they being reported?~~

2. A report of the expenses of the Public Safety categories that have been identified will be presented to City Council two (2) times; once upon delivery of the proposed budget in May and the other upon the adoption of the budget in July. The report will map the revenues that have been identified to support the expenses, how much of a gap there is, and what the trend is for closing the gap over a 20 year period. The revenues will be the direct revenues of those programs and the Property Tax Revenue, excluding BID taxes.

3. The City will adopt a balanced budget, by fund, for all funds maintained by the City, in which total anticipated revenues must equal or exceed the budgeted expenditures for each fund. The Beginning Budget Balance will not be considered a revenue source.

4. The City will maintain a budgetary control system to ensure adherence to the original adopted budget and will prepare reports, which compare actual expenditures to budgeted amounts. Expenditures greater or less than the original adopted budget will flow through the audited Ending Budget Balance.

5. The City will restrict the use of appropriations as follows:
   - Funds appropriated for personnel expenses shall be restricted to use as personnel expenses; Any personnel savings at the end of each fiscal year will be re-appropriated in the next fiscal year to be transferred to the City's unfunded retirement liabilities;
   - Funds appropriated as capital expenses shall be restricted to use as capital expenses;
   - Funds appropriated as operating expenses shall be restricted to use as operating expenses;
   - All requests for additional personnel shall be accompanied with a five-year estimate on the costs of such position(s), including salaries and other employment costs (OEC's);

6. The City will refrain from budgeting revenues derived from infrequent and unanticipated transactions for ongoing expenses. These revenues will be set aside for asset replacement or as otherwise directed by ~~Mayor and~~ Council.

7. The City will provide access to medical, dental, vision, life, AD & D, and short-term disability insurance for its employees. The cost for these benefits will be a shared responsibility between the City and its employees as outlined in the City Personnel Handbook or collective bargaining agreements

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8. The City will provide access to medical and dental insurance for its retirees and their families. The cost for these benefits will be a shared responsibility between the City and its retirees as outlined in the City Personnel Handbook or collective bargaining agreements.

9. The City will provide access to appropriate retirement plans for its employees. The City will make contributions for eligible employees at the actuarial determined percentage defined for each of the respective retirement plans.

10. The City will establish an Other Post-Employment Benefit Fund (OPEB) ~~and provide available funding for early implementation of a new accounting standard promulgated by the Government Accounting Standards Board~~. The City will make contributions for eligible employees and retirees at the actuarial determined rates or percentages to fund future retiree medical benefits.

Debt Policy

1. The City will maintain a debt management policy and full disclosure on financial reports.

2. The City will maintain communications with bond rating agencies and continue to strive for improvements in the City's bond rating.

3. The City will adhere to its debt covenants.

4. The City will review its debt capacity every three (3) years.

5. The City will pay for all capital projects and capital improvements on a pay-as-you-go basis using current revenues ~~whenever~~ if possible. If a project or improvement cannot be financed with current revenues, long-term debt or use of reserves will be recommended.

6. The City will refrain from issuing long-term debt for a period in excess of the expected useful life of the capital project.

7. The City will use special assessment revenue or other self-supporting bonds instead of general obligation bonds, when practical.

8. The City will seek refinancing of outstanding debt if it is determined that the City will benefit by reduced interest expense over the remaining life of the bonds.

Budget Balance/Reserve Policy – General Fund

1. The City will strive to maintain a minimum Budget Balance, of at least 8% and no greater than 12% of the current year operating revenues for the General Fund, excluding the carry forward balance. The purpose of the budget balance is to meet temporary fluctuations in cash flows and to provide a cushion for loss of revenues until operating changes can be implemented. If the final Budget Balance exceeds the amount as approved in the budget ordinance, such funds shall be used to provide for unfunded retirement liabilities or as otherwise designated by City Council. The City may use monies in the Budget Balance only in times of fiscal and economic hardship.

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2. Once achieved, at no time should the City's budget balances fall below their specified percentages. If a shortfall occurs in the budget balance and immediately restoring the balances to the specified percentage would cause an extreme burden on the taxpayers, the budget balance may, with the ~~Mayor's and~~ City Council's approval, be restored to the specified percentage within one (1) year, but in any case, no longer than three (3) years.

3. The City will maintain a minimum reserve, in a contingency account, of at least $700,000 ~~2% of the current year operating revenues for the General Fund~~. The City may only use monies in the contingency accounts to cover emergencies of a non-recurring nature that are over and above the normal course of operations. Examples are uninsured losses, storms or hurricane damages. The Contingency Reserve <u>will not</u> be used to balance the operating budget.

4. The total of the General Fund budget and contingency balances shall not exceed 17% (~ 2 months) of Budgeted Operating Revenues.

5. The City will create a Capital Asset Replacement account for Governmental Fund asset procurements. Optimally, the amount set aside for future asset replacements should equal the annual depreciation of the current assets. (Annual Depreciation is approximately $2.5 million per year) The City will appropriate excess (amounts greater than budgeted) revenues to fund this account, or if the balance is less than the $500,000 minimum, $200,000 per annum until such time the minimum balance is replenished.

6. The City will create a General Capital Project Fund to account for all General Government asset procurements and projects. The City will provide operating fund transfers and/or debt proceeds for each fiscal year's Capital Investment Plan. All vehicle and equipment purchases under $25,000 will be budgeted on a pay as you go basis.

<u>Budget Balance/Reserve Policy – Water/Wastewater Fund</u>

1. The City will strive to maintain a minimum Budget Balance, of at least 8% and no greater than 17% (two months) of the current year operating revenues for each of the Water & Wastewater Utility Funds, excluding the carry forward balance. The purpose of the budget balance is to meet temporary fluctuations in cash flows and to provide a cushion for loss of revenues until operating changes can be implemented. If the final Budget Balance exceeds the amount as approved in the budget ordinance, such funds shall be used to provide for unfunded retirement liabilities or as otherwise designated by City Council. The City may use monies in the Budget Balance only in times of fiscal and economic hardship.

2. Once achieved, at no time should the City's budget balances fall below their specified percentages. If a shortfall occurs in the budget balance and immediately restoring the balances to the specified percentage would cause an extreme burden on the ratepayers, the budget balance may, with the ~~Mayor's and~~ City Council's approval, be restored to the specified percentage within one (1) year, but in any case, no longer than three (3) years.

3. The City will maintain a minimum reserve, in a contingency account, of at least $250,000 ~~2% of the current year operating revenues~~ for each the Water & Wastewater Fund. The City may only use monies in the contingency accounts to cover emergencies of a non-recurring nature that are over and above the normal course of operations. Examples are uninsured losses, storms or hurricane damages. The Contingency Reserve will not be used to balance the operating budget.

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4. The total of the combined Water & Wastewater Fund budget and contingency balances shall not exceed 25% (3 months) of Budgeted Operating Revenues.

5. The City will maintain a Capital Asset Replacement account to cover replacement or procurement of assets of the utility. Optimally, the amount set aside for future asset replacements should equal the annual depreciation of the current assets. The City will maintain a minimum balance of $500,000 for each utility for Capital Asset Replacements. The City will appropriate excess revenues to fund this account, or if the balance is less than the minimum $100,000 per annum for each utility until such time the minimum balance is achieved.

6. The City established by ordinance on December 17, 1996 the Wastewater Impact Fee Reserve to provide for future expansion of the City's wastewater system due to increased demand. The ordinance further provides for debt service payments attributed to wastewater expansion projects to be funded by the current year's collection of Impact Fees and the remainder to be deposited into the reserve account. The City shall maintain a minimum of 20% of wastewater revenues in the Impact Fee Reserve account. Amounts used to finance projects shall be replenished by the operating revenues of the Wastewater Fund over the succeeding seven years of any project completion.

7. The City established by ordinance on February 1, 2008 the Water Impact Fee Reserve to provide for future expansion of the City's water system due to increased demand. The ordinance further provides for debt service payments attributed to water system expansion projects to be funded by the current year's collection of Impact Fees and the remainder to be deposited into the reserve account. The City shall maintain a minimum of $1.5 million ~~20%~~ of water revenues in the Impact Fee Reserve account. Amounts used to finance projects shall be replenished by the operating revenues of the Water Fund over the succeeding seven (7) years of any project completion.

8. The Water & Wastewater Improvement & Extension Fund budget balance shall be no less than $200,000 of the current fiscal year's appropriation for water and wastewater projects to allow for project variances and change orders; a 10% contingency shall be included in project budgets greater than $250,000 if the Department Head determines it to be appropriate. All vehicle and equipment purchases under $25,000 will be budgeted on a pay as you go basis. The City Manager shall make the necessary budget amendments in accordance with the City of Dover Purchasing & Budget Amendment Policies.

Budget Balance/Reserve Policy – Electric Revenue Fund

1. The City will strive to maintain a minimum Budget Balance, of at least ~~8% and no greater than~~ 12% (45 days) of the current year operating revenues for the Electric Revenue Fund, excluding the carry forward balance and power cost adjustments. The purpose of the budget balance is to meet temporary fluctuations in cash flows and to provide a cushion for loss of revenues until operating changes can be implemented. If the final Budget Balance exceeds the amount as approved in the budget ordinance, such funds shall be used to provide for unfunded retirement liabilities or as otherwise designated by City Council. The City may use monies in the Budget Balance only in times of fiscal and economic hardship.

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2. Once achieved, at no time should the City's budget balances fall below their specified percentages. If a shortfall occurs in the budget balance and immediately restoring the balances to the specified percentage would cause an extreme burden on the ratepayers ~~taxpayers~~, the budget balance may, with the ~~Mayor's and~~ City Council's approval, be restored to the specified percentage within one year, but in any case, no longer than three years.

3. The City will maintain a minimum reserve, in a contingency account, of at least $750,000 ~~1% of the current year operating revenues~~ for the Electric Revenue Fund. The City may only use monies in the contingency accounts to cover emergencies of a non-recurring nature that are over and above the normal course of operations. Examples are uninsured losses, storms or hurricane damages. The Contingency Reserve will not be used to balance the operating budget.

4. The total of the combined Electric Revenue Fund budget and contingency balances shall not exceed 25% (3 months) of Budgeted Operating Revenues.

5. The City has established by bond covenant an account to cover insurance deductibles on the electric transmission and distribution system or the generating plants. The City shall maintain a minimum balance of ~~$350,000~~ $750,000 to cover various deductibles.

6. Recognizing price fluctuations in the wholesale power markets the City has established a rate stabilization reserve. The purpose of using such a reserve is to level off the fluctuations in the wholesale power supply market and in turn provide stable rates to our customers. In those instances where the actual cost of power supply and generation are less/more than the budgeted cost of power supply and generation, the City will transfer the difference to/from the Rate Stabilization Reserve. The balance shall be maintained at a minimum of ~~3%~~ 10% not to exceed 20% ~~10%~~ of the purchase power cost in any given year. If the reserve balance exceeds the ~~10%~~ 20% maximum, a credit will be applied to the power cost adjustment.

7. The Electric Improvement & Extension Fund budget balance shall be no less than $200,000 of the current fiscal year's appropriation for electric system projects to allow for project variances and change orders; a 10% contingency shall be included in project budgets greater than $250,000 if the Department Head determines it to be appropriate. All vehicle and equipment purchases under $25,000 will be budgeted on a pay as you go basis. The City Manager shall make the necessary budget amendments in accordance with the City of Dover Purchasing & Budget Amendment Policies.

8. The City has established an account to provide for capital financing of Future Capacity or system expansion. The City shall maintain a balance equivalent to the value of 10% growth in capacity at any given time, or no less than $10,000,000. Amounts used to finance projects shall be replenished by the operating revenues of the Electric Revenue Fund over the succeeding seven years of any project completion.

9. The City has established an account to provide for replacement or procurement of utility system assets, otherwise known as Depreciation Reserve. Optimally, the amount set aside for future asset replacements should equal the annual depreciation of the current assets. The City will maintain a minimum balance of $10,000,000. The primary purpose of this account is to provide partial or all financing of major capital projects and minimize debt service payments. The account is also intended to cover unforeseen capital replacements due to equipment breakdowns, storms or hurricane damages. Amounts used to finance projects shall be replenished by the

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operating revenues of the Electric Revenue Fund over the succeeding seven (7) years of any project completion

10. The total of the combined Electric Revenue and Electric Improvement & Extension Fund budget and reserve balances shall be benchmarked at 50% Budgeted Operating Revenues. Operating Fund Budget Balance and Reserves shall be adjusted to appropriate levels through adjustments in the operating budget. Improvement & Extension Fund Budget Balance and Reserves shall be adjusted in accordance with the Capital Improvement Plan.

Investment and Cash Management Policy

1. The City will deposit all receipts on a timely basis in interest bearing accounts.

2. The City will strive to maximize the return on its investment portfolio without jeopardizing principal amounts.

3. The City will limit its investments to the types of securities provided for by Delaware statutes.

4. The City will diversify its investments by maturity date to protect against market fluctuations.

5. The City will purchase securities from qualified institutions based on competitive bids in an effort to obtain the highest available rates.

6. The City will maintain an Investment Policy based on prudent investment practices and will monitor all investment managers' compliance with policy objectives.

Capital Improvement Policy

1. The City will prepare and update, as needed a five-year Capital Improvements Program (CIP) which will provide for the orderly maintenance, replacement, and expansion of capital assets.

2. The CIP will identify long-range capital projects and capital improvements of all types, which will be coordinated with the annual operating budget to maintain full utilization of available revenue sources.

3. When preparing the CIP, the City will seek to identify all viable capital projects and capital improvements required during the subsequent five-year period. These projects and improvements will be prioritized by year and by funding source.

4. Every attempt will be made to match projects and improvements with available funding sources. Future operating costs and savings associated with a project or an improvement will also be given consideration in the establishment of priorities.

5. When appropriate, the City will seek Federal, State, and other funding to assist in financing capital projects and capital improvements.

6. The City will incorporate the reasonable findings and recommendations of other cities' Boards, Commissions, Committees, and Citizen Task Forces, as they relate to capital projects and improvements.

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7. The City will seek input from the public by holding public hearings in relation to the establishment of projects and project priorities.

Financial Reporting Policy

1. The City's accounting system will maintain records in accordance with accounting standards and principles outlined by the Governmental Accounting Standards Board (GASB), Financial Accounting Standards Board (FASB), and the State of Delaware.

2. The City will employ an independent accounting firm to perform an annual audit of the City's finances and make the annual audit available to all required and interested parties.

3. The City will produce monthly and quarterly financial statements reporting the current periods' activity for all funds maintained by the City.

4. The City will prepare an annual budget document that provides a basic understanding of the City's planned financial operations for the coming fiscal year. Copies of the proposed and final budget will be made available to all interested parties and opportunities will be provided for citizen input prior to final decisions on the budget.

5. The City will place continued emphasis on review and maintenance of an accounting system which provides strong internal budgetary and accounting controls designed to provide reasonable assurance, but not absolute, assurance regarding:

    (a) the safeguarding of assets against loss from unauthorized use or disposition and,
    (b) the reliability of financial records for preparing financial statements and reports, and the maintaining accountability for assets.

6. The City will seek annual renewal of the Government Finance Officers Association's (GFOA) Certificate of Achievement for Excellence in Financial Reporting ~~and the Distinguished Budget Presentation Award~~.

Adoption:
Approval by City Council: January 28, 2002

Most recent amendments:
1. Amended by City Council: June 11, 2014
2. Amended by City Council on September 8, 2014

Draft

City of Dover, DE

Investment Policy Statement

Dated September 8, 2014

(will reflect revised date after acceptance and approval of City Council)

1.0 Governing Authority

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

2.0 Scope

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

2.1 Accounts

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

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

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

2.2 Funds

2.2.1 General Fund
2.2.2 Capital Project Funds
2.2.3 Special Revenue Funds
2.2.4 Enterprise Funds
2.2.5 Internal Service Funds
2.2.6 Any new fund created by the City Council, unless specifically exempted

3.0 Objectives

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

3.1 Safety

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

3.2 Liquidity

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

3.3 Return on Investments

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

4.0 Delegation of Authority

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

The City's Controller/Treasurer shall:

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

5.0 Prudence, Ethics and Conflicts of Interest

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

5.1 "Prudent Person" Rule

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

5.2 Ethics and Conflict of Interest

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

6.0 Authorized Institutions and Dealers

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

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

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

7.0 Safekeeping and Custody

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

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

8.0 Authorized Investments and Trading of Securities

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

8.1 United States Government Securities

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

8.2 Government Agency Securities

Debt securities issued by government-sponsored enterprises ("GSE"), federal agencies, federal financing banks, and instrumentalities of the U.S. Government. Up to 100% of the portfolio may be invested in this sector.

8.3 Certificates of Deposit and Time Deposits

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

If not insured by the FDIC:

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

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

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

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

8.4 Corporate Debt Instruments

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

8.4.1 Corporate securities must be denominated/issued in US dollars. Many foreign corporations issue debt/securities in the US market, in US dollars.

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

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

8.4.4. Bankers' Acceptances shall be limited to a final maturity of 365 days. This sector shall not exceed 25% of the City's Portfolio. Issuers shall be rated at least A-1 by Standard & Poor's ~~and~~ or P1 by Moody's.

8.4.5 Corporate bonds and debentures shall be limited to a final stated maturity of 5 years. This sector shall not exceed 50% of the total portfolio. Issuers shall hold a long-term rating of at least A by S&P or A2 by Moody's.

8.5 Repurchase Agreements

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

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

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

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

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

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

8.6 Registered Investment Companies (Money Market Funds)

No single fund shall exceed 25% of the City's portfolio. Money market funds shall be rated AAAm by Standard & Poor's. A current prospectus must be obtained before investing in any money market fund, and current holdings reports must be maintained at least each month.

8.7 Mortgage-Backed Securities

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

8.8 Municipal Obligations

Taxable and tax-exempt securities issued by state and local governments and public authorities in the United States. The maximum stated maturity of any investment in this sector shall be limited to 5 years ~~at time of purchase~~. This sector shall not

exceed 30% of the City's portfolio. No single issuer shall exceed 5% of the City's portfolio. Issuers shall be rated at least "A" by Standard & Poor's or A2 by Moody's. Additionally Issuers in the short term market (under one year) shall be rated at a minimum of "mig-1" or "sp-1" for Moody's and S&P.

8.9 State of Delaware Investments Pool

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

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

8.10 Trading Securities

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

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

8.11 Internal Control on such transactions

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

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

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

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

9.0 Collateralization of City Deposits

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

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

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

9.2 If either criterion in paragraph 9.1 is not satisfied collateral must be pledged and shall consist of one or more of the following securities:

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

- Mortgaged backed securities as referenced in Section 8.7
- Securities of a political subdivision of the State of Delaware with a Moody's rating of "A" or better

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

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

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

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

10.0 Policy Considerations

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

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

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

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

11.0 Internal Controls

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

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

12.0 Performance Standards

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

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

13.0 Reporting

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

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

14.0 Investment Policy Adoption

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

LEGEND

1. Original approval by City Council - November 14, 1988
2. Revised policy approved by City Council - March 7, 2005
3. City Council Approved with No Changes – April 14, 2008
4. Revised policy approved by City Council – July 25, 2011
5. Revised policy approved by City Council – August 12, 2013
6. Revised policy approved by City Council – September 8, 2014

ATTACHMENT A

GLOSSARY

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

PRUDENT PERSON RULE: An investment standard. In some states the law requires that a fiduciary, such as a trustee, may invest money only in a list of securities selected by the custody

state--the so-called legal list. In other states the trustee may invest in a security if it is one which would be bought by a prudent person of discretion and intelligence who is seeking a reasonable income and preservation of capital.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

ATTACHMENT B

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

PART I - CHARTER AND RELATED LAWS [1]

Subpart A - CHARTER

PREAMBLE [3]

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

ARTICLE I. - POWERS OF THE CITY

ARTICLE II. - MAYOR AND COUNCIL

Sec. 17. - Controller/treasurer.

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

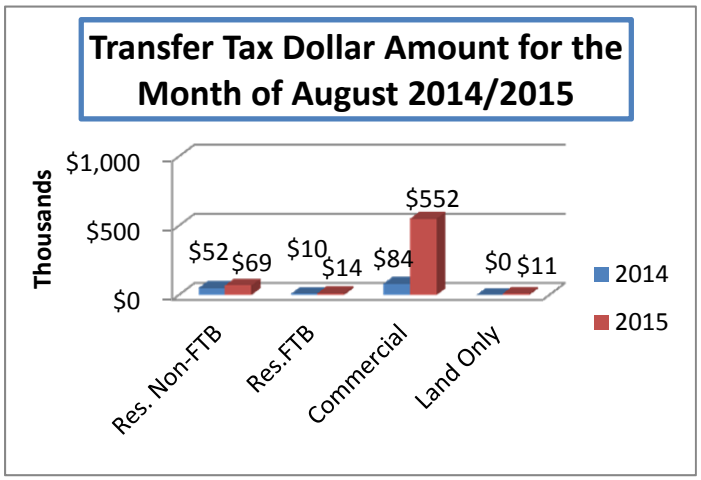
The controller/treasurer shall be the custodian of all the city funds and shall deposit them in a banking institution designated by the council.

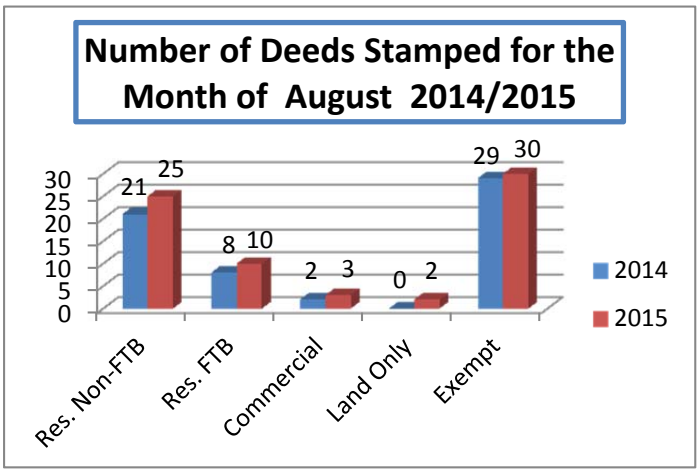
(Amd. of 7-12-2005 (S.B. 126); Amd. of 7-8-2009 (S.B. 165, § 15))

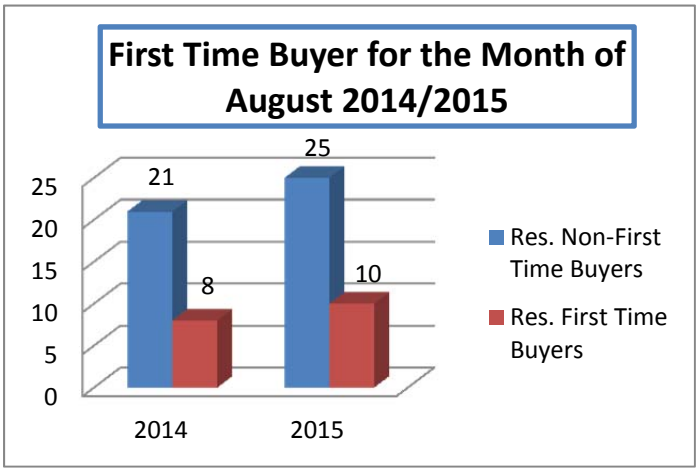
Monthly Report
August 2015

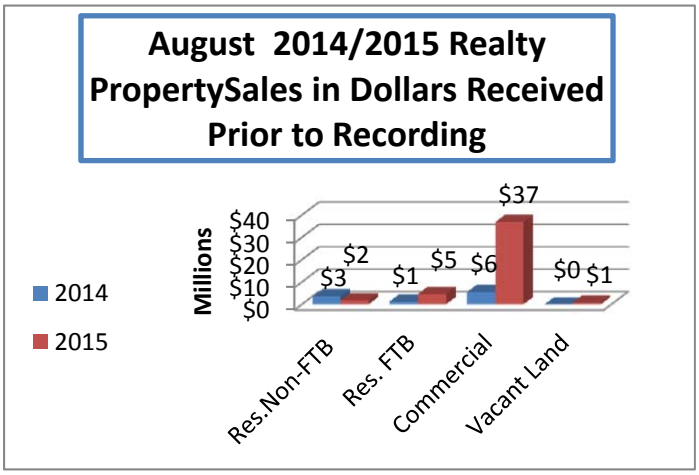


Office of City Assessor









Major Updates

	June - 15	June - 15	August - 15
Assessment Change	**-$33,394,930**	**-$1,042,600**	**$2,774,500**

Residential Sales Ratio Report

Sales in Study	Total Assessed Value	Total Sale Price	Ratio	PRD
15	**$2,404,600**	**$2,853,606**	**0.84**	**0.98**

Ratio – Assessed Value divided by Sale Price.
PRD – Mean – A PRD above 1.03 tends to indicate assessment regressivity – high valued properties are under appraised relative to low valued properties. A PRD below .98 tends to indicate assessment progressivity – high valued properties are relatively over appraised.

Points of Interest

Scanning & Filing

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

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

- All old property record cards are being scanned and indexed into Fortis.

CITY OF DOVER
SALES RATIO REPORT

PARID	NBHD	LUC	ADDRESS	UNITS	STYLE	YRBLT	STORIES	SFLA	GRADE	CDU	TOTAL APPR	SALE DT	PRICE	ASR
ED05-057.17-01-62.00	18	R10	115 MILLCREEK DR	1	5	1992	2	2118	C+	AV	199,300	24-AUG-15	229,900	.87
ED05-067.05-02-17.00	18	R10	5 NIBLICK CT	1	5	1988	2	3030	A-	AV	262,900	17-AUG-15	273,500	.96
ED05-067.14-03-44.00	2	R10	22 KENT CIR	1	14	1974	1	1180	C	AV	112,500	12-AUG-15	127,000	.89
ED05-067.19-03-22.00	17	R10	743 BICENTENNIAL BLVD	1	5	1987	2	3193	B	AV	276,400	17-AUG-15	315,000	.88
ED05-067.20-03-74.00	8	R20	406 N BRADFORD ST	2	1	1920	2	2358	B-	GD	186,000	07-AUG-15	256,000	.73
ED05-068.09-02-55.00	13	R10	787 MILLER DR	1	5	1974	2	1316	C+	AV	149,500	21-AUG-15	164,000	.91
ED05-068.18-04-25.00	7	R10	171 MITSCHER RD	1	2	1949	1	600	C	FR	51,500	18-AUG-15	80,000	.64
ED05-076.03-04-64.00	11	R10	428 BEUVALE LN		14	2015	1	2146	B+	AV	260,400	20-AUG-15	299,456	.87
ED05-076.05-02-44.00	14	R10	64 STONEY DR	1	14	1987	1	1293	C	AV	131,500	14-AUG-15	179,900	.73
ED05-076.05-03-05.00	14	R10	14 STONEY DR	1	6	1986	1	1243	C	AV	112,600	21-AUG-15	175,000	.64
ED05-076.06-01-24.00	103	R50	4 CHASE HALL	1	20	1973	1	848	B	GD	61,100	07-AUG-15	87,000	.70
ED05-076.08-06-12.00	9	R10	28 S KIRKWOOD ST		1	2015	2	1440	C+	AV	123,500	06-AUG-15	149,800	.82
ED05-076.09-03-18.00	14	R10	6 MARGATE CIR		1	2015	2	1772	C+	AV	205,900	21-AUG-15	203,150	1.01
ED05-076.13-05-08.00	14	R10	15 WESTOVER DR	1	5	2001	2	2328	C+	AV	172,900	11-AUG-15	206,900	.84
ED05-077.05-03-36.00	9	R10	44 S GOVERNORS AVE	1	1	1900	2	1943	C	AV	98,600	17-AUG-15	107,000	.92

CITY MANAGER'S MONTHLY REPORT



AUGUST 2015

Monthly Highlights

Customer Services

- In the month of August, we processed 5,442 credit card payments for the month totaling $1,360,232.94.

Human Resources

- Continued contract negotiations.

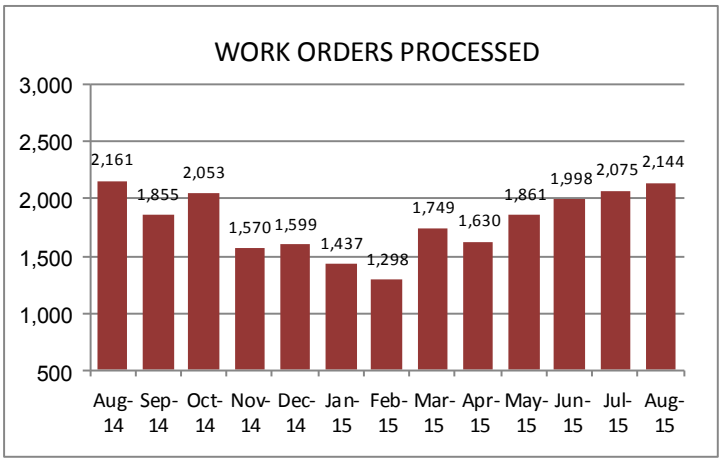
Library

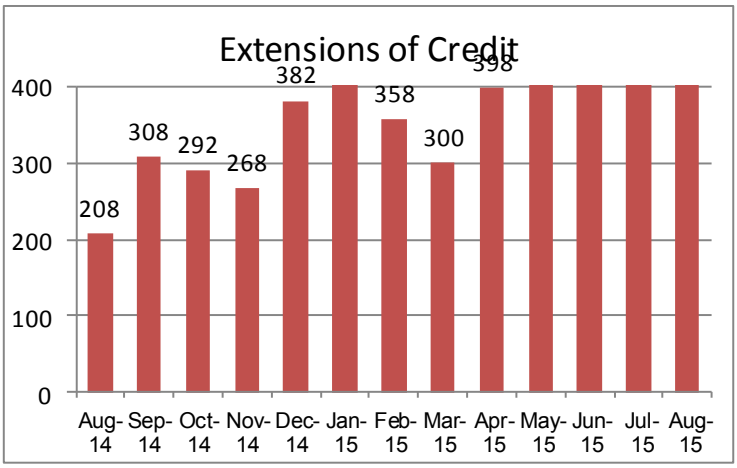
- 815 attended 58 programs for adults.
- 7324 attended 23 programs for teens.
- 534 attended 28 programs for children.
- 15 volunteers completed 148 hours of service.
- 146 attended 37 programs/classes coordinated through the Job Center.

Public Works

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

CUSTOMER SERVICES





Write-Offs / Electric & Trash Bills

The electric write-off for outstanding electric bills with dates ranging mainly from April 2012 until June 2012 . The proposed write-off of $23,958.50 includes 737.10 from accounts that filed for bankruptcy. The $23,958.50 is the forth write-off for Fiscal 2014 and is the average of .10 percent of the revenue ($24,507,815.) for the write-off period. In other words, the City collected 99.90% of all bills for the write-off period. For every $100 dollars of revenue the City billed in the write-off period, $0.10 was not collected.

The trash write-off for outstanding trash bills with dates ranging mainly from January 2012 until March 2012. The proposed write-off of $574.67 includes $0.00 from accounts that filed bankruptcy. The $574.67 is the forth write-off for Fiscal 2014 and is the average of $0.12 percent of the revenue ($475,652) for the write-off period. In other words, the City collected 99.88% of all bills for the write-off period. For every $100 of revenue the City billed in the write-off period, $0.12 was not collected. According to the APPA, the industry standard for collections among publicly held utilities of similar size is 99.74% of total electric revenue. The accounts are currently assigned to our collection agency and will remain there even when they have been written off. A complete list of accounts is available upon request.

Major Program Updates	Aug 2015	Aug 2014	Difference	FY 2016 Year-to-Date	FY 2015 Year-to-Date
Number of Customers Served	21,463	20,329	1,134	48,437	48,650
Final Bills	820	818	2	1,552	1,567
Estimated Bills	238	208	30	456	421
Penalties Posted	$ 16,236	$ 13,833	2,403	$ 28,345	$ 30,075
Extensions of Credit - Amount Extended	$ 125,905	$ 57,669	68,236	$ 208,967	$ 112,645
Balance Transfers	$ 2,794	$ 3,236	(443)	$ 5,265	$ 4,287
Utility Collections	$ 24,880	$ 27,253	(2,372)	$ 67,274	$ 33,819
Special Assessments	$ -	$ -	-	$ -	$ -
Miscellaneous Billings	$ 326,661	$ 107,249	219,412	$ 410,366	$ 107,249
CNP through Disconnect Collars	$ -	$ -	-	$ -	$ -
Court Cases	$ -	$ -	-	$ -	$ -
Tamperings	$ -	$ -	-	$ -	$ -
Taxes Levied	$ 1,669,564	$ 1,801,107	(131,543)	$ -	$ -
Billing Adjustments	$ (2,638)	$ (2,491)	(147)	$ -	$ -
Total Taxes Collected	$ 551,850	$ 628,818	(76,969)	$ -	$ -
Taxes Outstanding	$ 1,115,077	$ 1,169,797	(54,721)	$ -	$ -
Payments in Lieu	$ -	$ 5,060	(5,060)	$ -	$ -

HUMAN RESOURCES

Category	August 14	Sept 14	Oct 14	Nov 14	Dec 14	Jan 15	Feb 15	Mar 15	April 15	May 15	June 15	July 15	August 15	Total
Caucasian*	290	290	291	288	290	287	286	289	289	291	290	291	290	N/A
Minorities*	58	61	61	61	62	63	62	63	61	63	63	64	64	N/A
Hired	1	5	5	0	5	1	0	9	5	9	3	8	2	53
Terminated/Resigned/ Retired/Other	2	2	4	3	2	3	2	5	7	4	4	4	1	43
Transferred/Promoted	1	0	3	5	1	0	0	0	0	0	4	0	1	15
Jobs Posted	4	2	3	3	3	3	2	7	2	2	2	1	7	41
Workers Comp. Injuries	2	1	2	5	1	1	3	3	3	2	2	0	4	29
Workers Comp. Hours	160	51	22	32	2	17	29	312	97	231	115	260	42	1370
Insurance Claims	1	4	1	1	5	4	1	3	0	2	2	0	3	27

Full-time Employees: 330 **Part-time Employees:** 26 (*4 Pitts Center, 1 Recreation, 12 Library, 2 Customer Service, 1 Central Services, (6) Police Department) -Numbers do not reflect, temporary, seasonal, relief fire dispatchers, committee or council members.
** August 2015 Pitts Center Number reduced to 4 to reflect error in July 2015
Positions Hired: Building Supervisor (part-time Pitts Center); Library Assistant (part-time)
Promoted: Sub-Station Crew Leader to System Operator I
Position Resigned/Retired/Terminated: Custodian I (Public Works)
Positions Posted: Mechanic I, Motor Equipment Operator I (Water/Wastewater), Motor Equipment Operator I (Sanitation), Motor Equipment Operator I/II (Streets), Utility Maintenance Mechanic (Water/Wastewater), Public Works Inspector, Planner I (Planning/Inspections)

Recruitment Information

Unfilled/Open Positions by Department*

Unfilled/Open Positions By Department	Aug 14	Sept 14	Oct 14	Nov 14	Dec 14	Jan 15	Feb 15	Mar 15	April 15	May 15	June 15	July 15	Aug 15
Electric	5	25	5	2	2	2	4	3	2	3	2	1	2
Public Works	11	12	11	12	12	12	13	15	13	17	16	18	17
Police	2	2	0	1	1	10	10	4	4	2	3	5	5
All Other Departments	3.5	4.5	5	5	3	3	4.5	4.5	5	4	6	11	9.5
Totals	21.5	23.5	21	20	18	28	29.5	26.5	24	26	27	35	33.5

**Not used for Budgeting Purposes*

[2]**The following has been updated to reflected the Fiscal 2015-16 Budget**

Electric: System Operator (Dispatch), Generation Manager

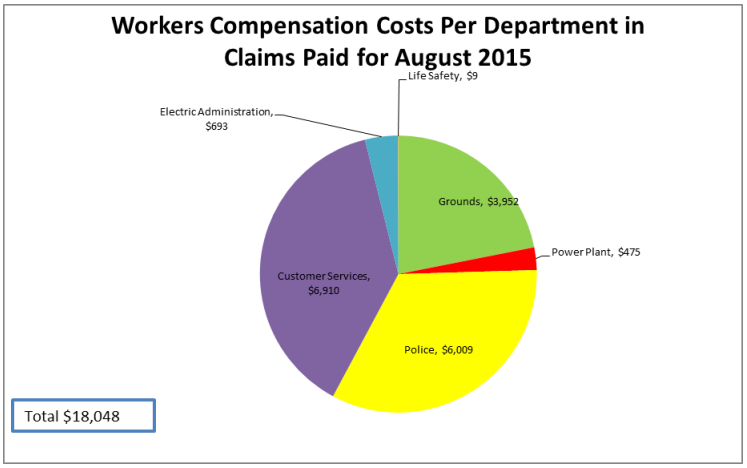
Public Works: (3) Utility Maintenance Mechanic I/Wastewater; Civil Engineer I; Public Works Inspector (Public Works); Motor Equipment Operator I (Streets); Motor Equipment Operator II (Streets); (3) Motor Equipment Operator I (Sanitation); Nursery Person II (Grounds); Nursery Person I (Grounds); Mechanic I; (2) Motor Equipment I Water/wastewater; Water Treatment Plant Operator I; Operations Manager

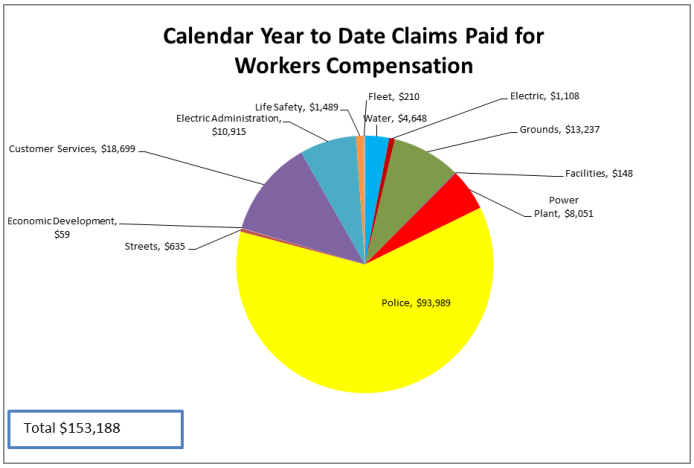
Police: (5) Police Officer
*Police Officer (4) 9/2015

All Other Departments: (3) Customer Service Clerk (part-time), Librarian II; (2) Librarian I (part-time); Library Clerk I (part-time), Administrative Assistant (Information Technology-part-time); Library Page (part-time); AS400/System Operator (Information Technology); Planner I (Planning & Inspections); Accountant I, Finance (part-time); Key Accounts Representative (Customer Service)

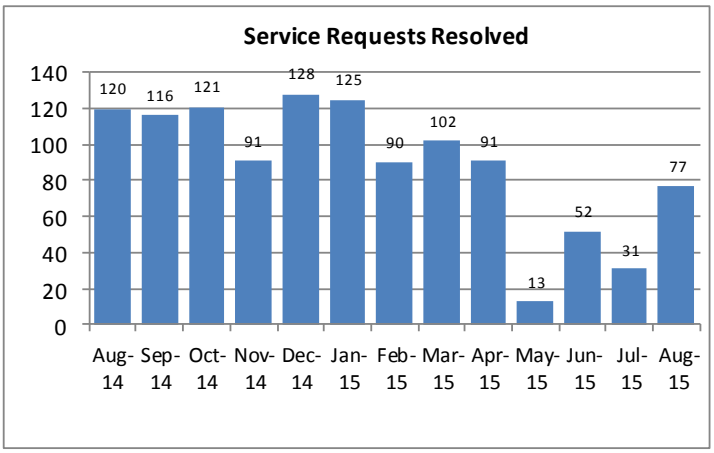
Turnover Statistics						
	2010	2011	2012*	2013 *	2014	2015
Total Turnover %	5.57	6.75	11.00	10.91	6.02	8.78
Termination Turnover %	0.27	1.08	0.29	1.47	.57	.28
Resignation Turnover %	2.12	4.05	5.21	5.01	2.29	5.10
Retirement Turnover %	3.18	1.62	5.50	4.42	3.15	3.40
*** Healthcare cost sharing implemented**						
**** Healthcare cost sharing implemented for DOE**						

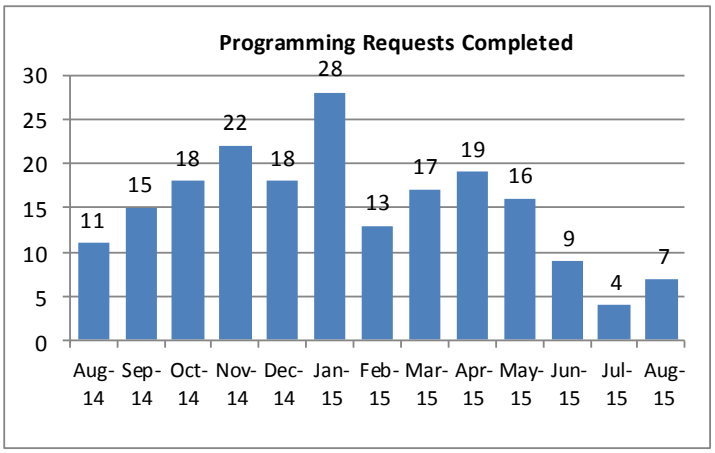
Average Employees						
	2010	2011	2012*	2013*	2014	2015
Total Number of Employees Separating from Service	21	25	38	37	21	31
Average Number of Full-time Employees	362	356	333	325	331	331
Average Number of Part-time Employees	16	15	12	14	18	22
*** Healthcare cost sharing implemented**						

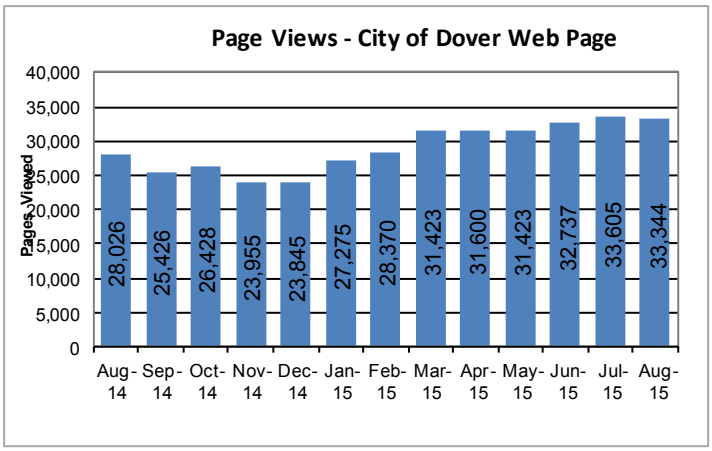




INFORMATION TECHNOLOGY



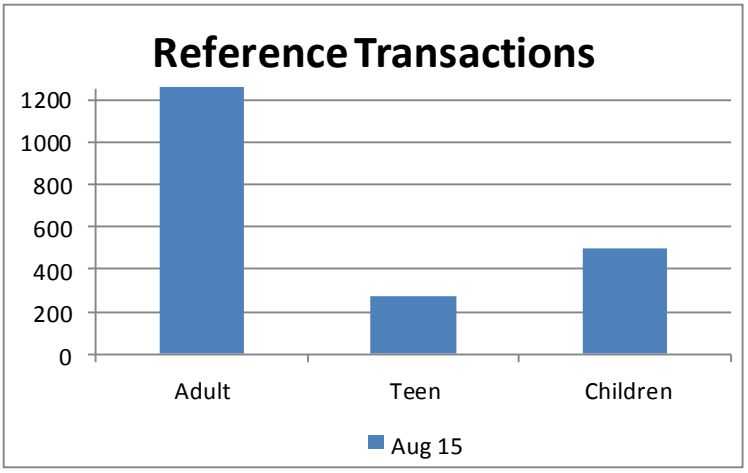




Performance Indicators	Current Month	Last Month	Same Month Last Year
iSeries Availability	100%	100%	100%
Server Availability	100.00%	100%	100%
AS/400 Connections *(concurrent/authorized users)*	N/A	N/A	N/A
PCs Supported	372	380	365
Scheduled PCs Replaced	-	-	-
Servers Supported	30	30	19
People Trained	1	11	11

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

LIBRARY



Adults – 1,346 Teens – 271 Children – 499

Circulation	Aug 15		FYTD 16		Aug 14		FYTD 15
Dover residents	20,309		42,874		22,867		47,044
Ebooks	2,356		4,838		1,922		3,796
Kent residents*	12,087		25,950		14,403		31,286
Non-county residents	2,150		4,462		2,103		4,256
Registrations							
Dover residents	421		810		439		882
Kent residents*	36		67		37		99
Non-county residents	2		8		7		18
Other							
Visiting Patrons	35,012		63,024		28,279		55,398
Meeting Room Usage	1,222		2,519		1,215		2,602
Photocopier Usage	1,199		2,326		1,375		2,563
Computer Printing Usage	3,355		6,015		3,350		5,826
Computer Users	4,609		9,464		5,034		10,277
Wireless Computer Users	2,109		4,114		1,846		3,502
Holds (Total)	7,206		14,679		7,102		14,335

***Breakout of Kent County Residential Statistics**

Circulation	Registrations
Harrington: 273	Harrington: 1
Milford: 139	Milford: 0
Smyrna: 758	Smyrna: 7
Outside City Limits: 10,917	Outside City Limits: 28

Total Registered Users: (Card Holders)

City: 27,712 Kent County: 12,572 Outside Kent County: 1,064

Other Points of Interest:

Inter/Interlibrary: 58 items loaned out
24 items borrowed

Technical services: 712 items added
618 items deleted

Volunteers: 148 hours of service completed

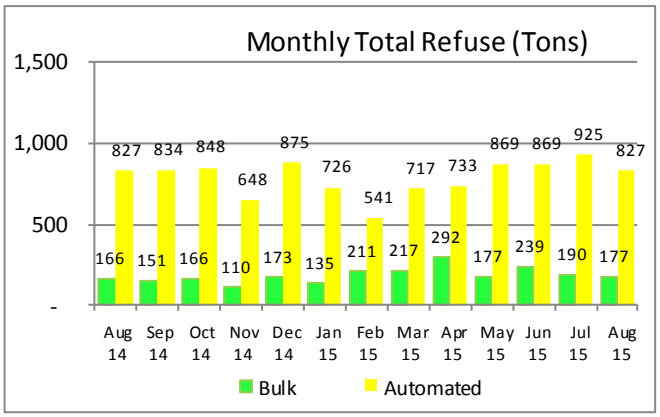
PUBLIC WORKS

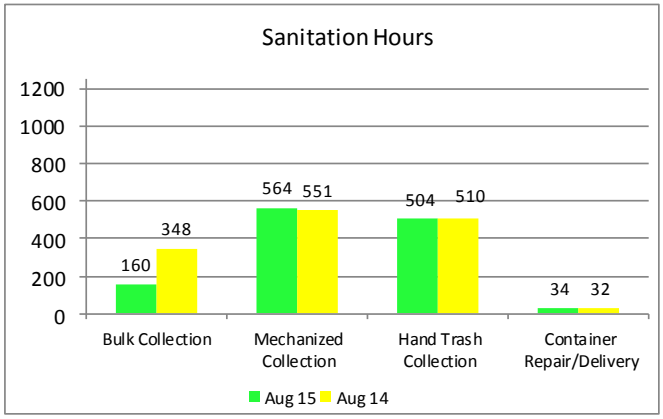
Administration

Administrative review and inspection services continued on all residential and commercial developments. The following residential subdivisions are in various phases of construction:

Oak Shadows	Emerald Pointe	Eden Hill (Residential)
Patriot Village	Clearview Meadows	Village of Cannon Mill

Sanitation





	AUGUST 15	FYTD 16	AUGUST 14	FYTD 15
Trips to DSWA Sandtown Landfill	178	368	181	378
Total Tonnage to DSWA	1,004.12	2,119.38	992.92	2,093.33
90-Gallon Containers Delivered	43	145	44	67
300-Gallon Containers Delivered	0	0	10	18
Total Man Hours-containers Delivered	15	39	41	73

CURBSIDE RECYCLING STATS	TOTAL # OF HOUSEHOLDS COLLECTED	TOTAL # OF ACCOUNTS	WEIGHT/LBS.	AVE. LBS.
August 2015	19,066	9,187	245,520	12.88

PUBLIC WORKS
continued

Streets	AUGUST 15	FYTD 16	AUGUST 14	FYTD 15
Signed Installed	7	9	39	86
Signs Repaired	9	9	13	23
Curbs Painted Yellow (feet)	0	1,116	316	599
New Post Installed	14	15	7	11
Storm Catch Basins Repaired	1	8	3	3
Storm Catch Basin Repairing (Hrs.)	14	38	44	44
Storm Catch Basins Cleaned	109	355	5	7
Storm Catch Basins Cleaning (Hrs.)	12	40	4	8
Hot Mix Patching (Tons)	0	0	6	6.00
Hot Mix Patching (Hrs.)	0	0	73	73
Cold Mix Patching Hrs.)	2	15	26	82
Concrete Work (Hrs)	8	32	27	35
Concrete Patching (Cubic Yards)	0.4	0	0	0
Ditch Work (Hrs).	4	28	0	0
Street and Alley Maintenance (Hrs)	4	4	67	168
Street Sweeping (Miles)	1,300	2,349	1,712	3,192
Street Sweeping (Cubic Yards)	96	184	342	690

Grounds

Total Work Orders = 28	General = 7	Arborist = 21

Arborist Crew	AUGUST 2015	AUGUST 2014
Trees Trimmed	35	17
Trees Removed	12	13
Stumps Removed	0	1
Root Pruning	0	0

- One member of the arborist crew had been mowing full time.
- The other arborist has been working on various projects, watering baskets, and weeding flowerbeds

Beautification Crew

- No beautification crew.
- Various staff has been working to keep up with the vast amount of weeds in the City's planting beds
- Weeded mulched area on The Plaza and around the Library.

Mowing Crew

- Mowing of all areas including parks, around City facilities, ditches, and right-of-ways.
- Working vigorously to edge curb and sidewalk and remove growth from sidewalks and gutters.

Athletic Field Maintenance

- Sprayed Round Up on the softball infields, warning tracks and under fence lines.
- Set up and taken down of the stage on The Green for each Thursday for the Spring/Summer Performing Arts Program.
- Assembled and transported new soccer goals.

Litter Removal

- Litter crew has been doing an outstanding job with emptying trash cans and picking up litter.
- Helped with collection of limbs and debris on small tree pruning projects.

PUBLIC WORKS
continued

Geographic Information Systems (GIS)

Dover PD	Modified the Dover PD Police Districts to make the area around The Meadows at Dover (Firefly) its own area. Created maps of the entire City with districts and emailed PDF copies to Christina.
Electric	Created a Fiber Web Map application
Planning	Created a Model to take tracking spreadsheet and make georeferenced feature class
Planning	Create app for field collection of community issues
Planning	Created maps of 136 Spruance Rd, 139 Davis Cir, and 401 East Wind Pl showing the flood risk around the homes.
	Provided PDF copies to Tracey for a project.
Planning	Created a flood map of 381 College Rd and a map of all above ground storage tanks. Provided PDF copies to Tracey
Planning	Created a map of CDBG projects that occurred during 2014. Provided this map to Tracey as a PDF.
Planning & Inspections	Created an 8.5"x11" map of the DDD boundary with the Restoring Central Dover Study Area added on top.
	Provided AMT with a PDF to send to NCAL. Printed four copies at 24"x36".
Planning & Inspections	Worked with Ann Marie and Bill Neaton to add areas of the Downtown to the DDD Boundary. Added rea to reach the maximum allowed acreage by the State. Provided AMT with maps to show Scott and the State for approval
Public Works	Moved digital easement files from the failing GIS Link Station to Public Docs and repath the links
Public Works	Created a new water, wastewater, storm sewer application to add more functionality
Public Works	Created a Web Mapping Application for Flower Beds
Public Works	Create a pilot application in Crowdsource Reporter
Public Works GIS	Combined the old City Trees shape file and the Garrison Oak tree distribution feature class into a Trees feature
	class. Placed in Update_to_SDE.
Public Works GIS	Attended the Quarterly DGDC meeting at Kent County Levy Court Admin. GIS Update from around Delaware.

PUBLIC WORKS
continued

Fleet and Facilities Management

Fleet Maintenance

PM Work Orders Completed:	**24**	Number of Tire Repairs:	**4**	Number of Road Repairs:	**6**
Other Work Orders:	**57**	Repair Hours:	**173.3**	Road Repair Hours:	**6.0**
Total Work Orders:	**81**	Fabrication Hours:	**40**	Misc. Hours:	**4**
PM Hours:	**61.3**				

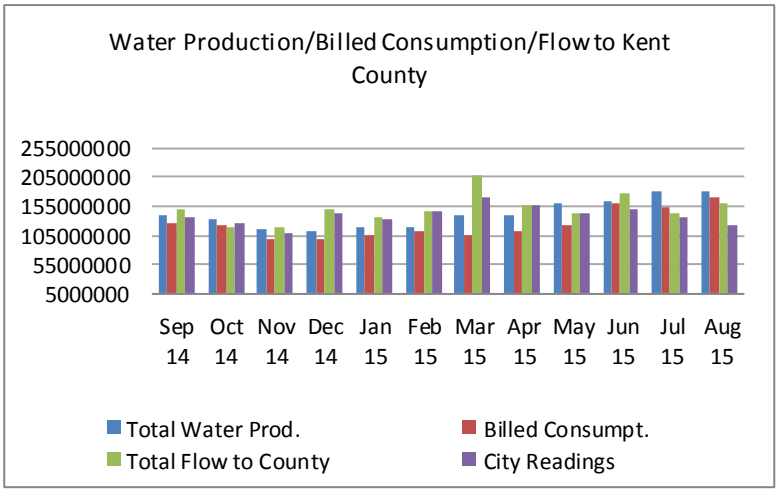
 # Of Scheduled PM's: 37
 # Of Scheduled PM's: Completed: 13

Major Program Updates

MEASURE	August 2015	August 2014	DIFFERENCE
Fleet Maintenance - Scheduled Preventative Maintenance appointments being kept *(Quantity and Percentage)*	13 out of 37 35.14 % Fall is upon us and we are preparing for leaf season as well as snow in the upcoming winter months. This means the Fleet Shop will be spending several hours even days working on seasonal equipment to ensure operations run smoothly. Please be patient, if we have to reschedule your vehicles PM, we will work you in ASAP. It is not our intention to put anyone's vehicle on the back burner. The Fleet Shop is limited with space so again please be patient.	4 out of 22 18.18%	**+16.96 %**
Facilities Maintenance			
Facilities - Routine work orders completed within 5 days *(Quantity and Percentage)*	27 out of 28 96.43 %	16 out of 16 100%	**3.57%**
Facilities - Emergency work orders completed within 2 days *(Quantity and Percentage)*	1 out of 1 100%	1 out of 1 100%	**0 %**

PUBLIC WORKS
continued

Water/Wastewater



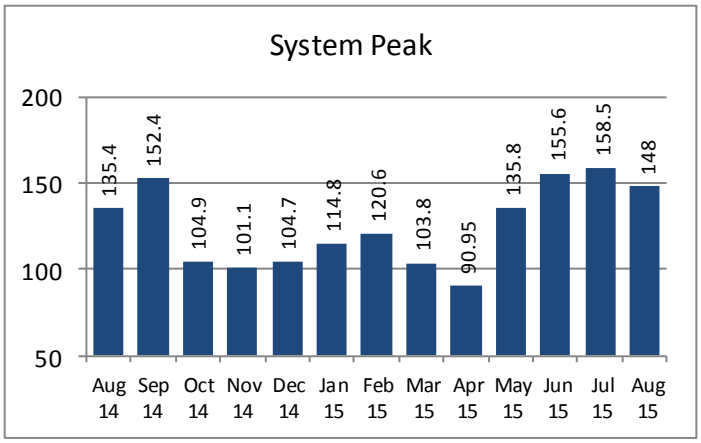
ENGINEERING SUMMARY

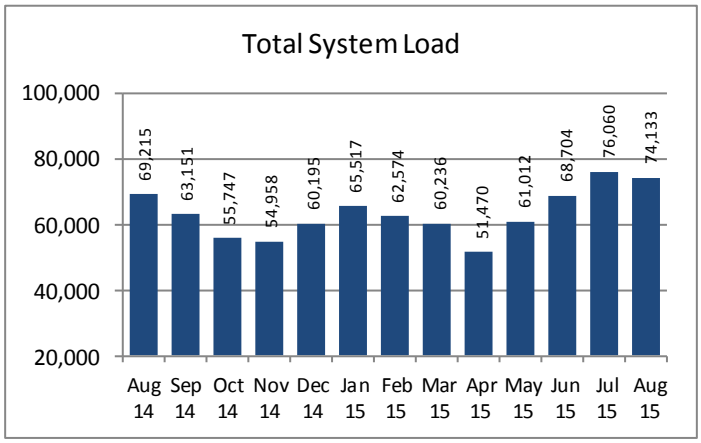
Major Program Updates	AUGUST 15	AUGUST 14	DIFF	FY16 YTD	FY15 YTD
State and Federal Violations	0 violations	0 violations	-	-	-
Water Quality Complaints	2	9	7	8	23
Plan Review Completed With-in 30 days of Submission	7 plans 100%	11 plans 100%	4	15	22

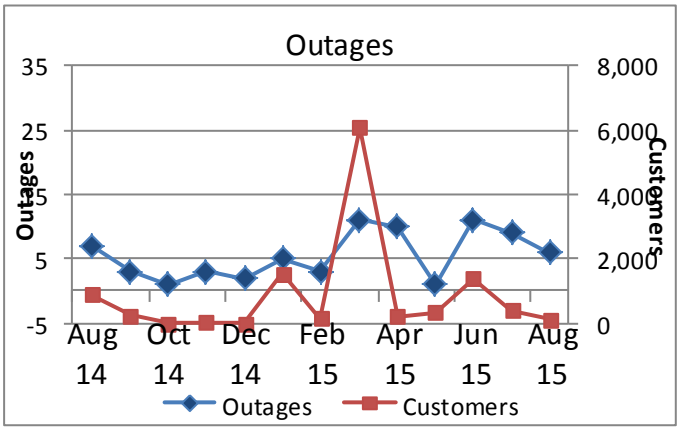
OPERATIONAL SUMMARY

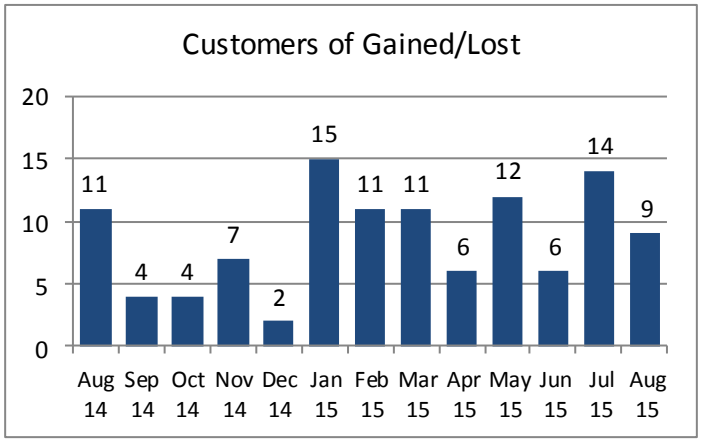
Task	AUGUST 15	AUGUST 14	CURRENT FY
Water Production - Daily Average	5,891,032	4,857,226	363,304,000
Average Field Response Time (goal is <30 minutes)	15.50	19.50	16.97
Water Mains Repaired	0	2	0
Water Service Lines Repaired	3	0	8
Wastewater Mains Repaired	0	0	1
Wastewater Service Lines Repaired	0	3	0
Sewer Lines Flushed - linear feet	62,162	179,290	148,613
Sewer Mains Videoed -linear feet	565	0	1,205
Total Fire Hydrants in Service	1,820	1,819	1,820
Total Water Meters in City Distribution System	14,345	14,134	14,345

ELECTRIC DEPARTMENT









Outages: 6 Customers: 122

Electric Monthly Outage Report

The annual outage goal will be less than 295 minutes per customer, which is a Delaware Standard. This will be measured by calculating the System Average Interruption Duration Index.

FY 16 YTD	FY 15	FY 14
23.07	67.84	50.74

Controllable Outages *Annual goal is less than 40*		**Average Response Time** *Goal is less than 30 minutes*	
Month	**Year-to-date**	**Month**	**Year-to-date**
2	4	45.17 Minutes	37.09 Minutes

PROGRAM UPDATES	AUG 16	AUG 15	FY16 YTD
Tree Trimming	339	198	660
Number of Oil Releases	0	2	1
Lost Time Accidents – All Electric Utility Divisions	0	0	0
New Services	9	11	23

ELECTRIC DEPARTMENT
continued

August 2015 Electric (EE Capitol Improvement Projects (CIP)		
Project Number	**Description**	**Update**
EE1312	**General Scott Switchgear Replacement**	Progress: Foundation bids secured, estimated construction to begin 15 Sep dependent on weather/load. Substation will be off line through approx Jan 16. Material has been allocated. Will be designing Fiber Optic in July.
		Schedule: FY16 construction tentatively scheduled for September.
EE1314	**Capitol Park Upgrade**	Progress: Work activities are moving forward. Going to clear up a few issues on N. Governors Blvd.
		Schedule: Scheduled for completion May 2015 weather permitting. A few services on old N. Governors Blvd. section inner loop.
EE1443	**GOTP Transmission Line Relocation**	**Progress: Work is Complete (except Fiber Optic move)**
EE1500	**69kV Rebuild (Horsepond to Long Point)**	Progress: New owner of farm south of Morgan Branch. In discussion about possible relocation of some poles for irrigation.
		Schedule: FY15 is for Design |FY16 budget is for construction.
EE1505	**DNREC R&R**	Progress: State of Delaware requested project to be delayed to FY16.
		Schedule: Project on Hold | funds moved for other FY15 projects
EE1509	**West Dover Connector - State of DE**	Progress: Work to begin on Saulsbury Road in September/October.
		Schedule: Planning on starting on Saulsbury Road after Playtex & Garrison Oak.
EE1513	**Town Point Distribution Feeders**	Progress: City crews continuing the installation underground wire.
		Schedule: Project boring to begin in September.
EE1516	**Chestnut Grove Subdivision**	Progress: Developer contact Electric Engineering about being conduit installation soon.
		Schedule: Not Scheduled | Contractor responsible for conduit installation in development
EE1520	**69kV Cable Replacement – North St. Substation**	Progress: Currently investigating the cables placement & engineering design. Design continues in FY16 & construction in FY17.
		Schedule: FY16 construction to begin.
EE1522	**Garrison Oak Technical Park Infrastructure Phase 2**	**Progress: Work is Complete**
EE1524	**Lenders Lake Apartments**	Progress: Material has been issued to contractor for installation. Temporary is installed.
		Schedule: No Work Scheduled | Contractor responsible for conduit installation in development

ELECTRIC DEPARMENT
continued

EE1526	**Playtex Addition (Edgewell)**	Progress: South feeder from Division St Substation is energized to switchgear. Both Metering cabinets are in & awaiting Diamond Electric to install conduit & feeders (October 2015).
		Schedule: Termination of all wiring and digging into College Road expected in September.
EE1536	**Troutman Machines**	Progress: Preliminary Design complete & Fee Schedule established. Waiting on owner to agree to fees prior to any further work on project. This is the 3rd time customer requested & previous (2) two instances, customer declined.
		Schedule: No work scheduled
EE1537	**Kirby & Holloway Restaurant**	Progress: Preliminary Design complete.
		Schedule: No work scheduled
EE1538	**North Street Sidewalk Improvements**	Progress: Currently in Design
		Schedule: No Work Scheduled
EE1539	**Keystone Automotive**	Progress: Preliminary design is complete. Waiting on owner to agree to project prior to any continuation of work.
		Schedule: No Work Scheduled
EE1540	**College Road Substation PT Replacement**	Progress: Currently design is complete
		Schedule: Waiting on Material
EE1541	**Blue Hen Corporate Ctr.**	**Progress: Work is Complete**
EE1544	**Nottingham Meadows - Wellington Ave**	Progress: Currently design is complete. Contractor has received material for installation. Homes are under construction.
		Schedule: No Work Scheduled | Contractor responsible for conduit installation in development
EE1546	**Del Tech Signs**	Progress: Complete and awaiting contractor installation to energize service.
		Schedule: Work activities are moving forward.
EE1547	**NBR Properties New Burton Rd**	**Progress: Work is Complete**
EE1607	**Horsepond URD Distribution Feeder**	Progress: Drawings completed, utility permit received, material allocated.
		Schedule: Work to begin in September.
EE1618	**Lakeland Distribution Feeder**	Progress: Drawings completed. Owner to be contacted & material allocation in September.
		Schedule: Work to begin after EE1607.
EE1632 (EE1541)	**Blue Hen Corporate Center Phase 1**	**Progress: Work is Complete**

EE1633	State Street Commons Fiber Optic	**Progress: Work is Complete**
EE1635	**McKee Road Warehouse (Edgewell)**	Progress: Service Locate & W.O. are complete and in file awaiting payment from Edgewell.
		Schedule: Work to begin once payment is received.
EE1636	**Clearview Meadows Phase 4**	Progress: Material allocated. Primary wire installed and equipment is being set. Pump Station transformer is set.
		Schedule: Working on energizing development in September. Developer still needs to install conduit in sections.
EE1637	**Barrett Residence**	Progress: Initial site visit made.
		Schedule: Working estimate, primary extension fee, project request, easements, drawings & material allocation in September.

PrimeCare Medical Transport, LLC.

P.O. Box 839
Milford, DE 19963
302-422-0900
Fax: 302-422-1082

PrimeCare Medical Transport, LLC.

AUGUST

Total 911 ambulance runs	645
Gone on arrival/cancel	82
Transport refusals	13
Stand-by scene	02
Average response time	44 sec.
Average time to the scene	06 min. 25 sec.
Average time on scene	09 min. 27 sec.
Average time to the hospital	06 min. 31 sec.
Average daily responses	21
Average daily transports	17
Total patients transported	541

City Planner's Monthly Report

Planning, Inspections & Recreation

AUGUST 2015 DRAFT

Planning, Inspections & Recreation Highlights



- **Final Camp Counts -** Proudly, for 2015 summer camp revenues exceeded our 2014 camp revenues by more than $7,000.00. In 2014, we noted $14,194 and for 2015 we brought in $21,986. Being able to extend the Summer Playground Camp to run a couple of weeks longer than many of the local camps being offered was favorable to our customers and we grew our customer base in doing so. In looking forward to 2016, we have some pricing and camp time changes in mind, that will be a benefit to our camp families.

- **Spring & Summer Performing Arts on The Green -** We truly appreciate the generous support of Eden Hill Medical Group, Calpine, and the YMCA of Dover for their continued sponsorship of the 2015 series. Their financial support assisted in making the series so successful. In August, we saw Bad Juju perform to a crowd of 297, Sarah Ann Garrison entertained a large crowd of 368, rain damped the Smooth Sound Dance band who played to crowd of 92 at the John W. Pitts Recreation Center and the Chris Kirby band played to a crowd of 288. Our final performance on September 3, Bob Lougheed as Elvis drew a large crowd of 389.

Training:

⇒ On August 3, 2015 Timothy Mullaney, Jason Osika, and Matthew Brown attended the DSP Fraudulent Document Training held at the DSP Training Academy Building.

⇒ On August 10, 2015 Timothy Mullaney, Jason Osika, and Matthew Brown attended the DSP Introduction to Crime Scene Photography held at the DSP Training Academy Building.

⇒ DDD: Planning Staff participated in an information session on August 17th on the State's Downtown Development District program. Information on proposed changes to the program grants were presented for comment which may be implemented in Fall 2015.

⇒ Ann Marie Townshend was a presenter in the Delaware APA's "Ethics Skit" Webinar on August 28th. This educational webinar was broadcast nationwide and is part of the continuing education activities offered to Certified Planners for the AICP Certification Maintenance program. Dawn Melson-Williams viewed this free webinar on-line.

⇒ Bradford Melvin started on August 18, 2015 and Stacey Stevens started on July 28, 2015 as service desk clerks at John W. Pitts Recreation Center.

Planning, Inspections & Recreation Revenue

Revenue Stream	FY '16 Budget		FY '16 Actual	
Business License	$1,460,000	$	1,416,163	99%
Trailer License	$23,000	$	14,342	68%
Building Permits	$565,000	$	100,277	17%
Cert. of Occupancy	$6,200	$	760	12%
Public Occupancy	$10,000	$	475	5%
Lodging House	$16,000	$	98	1%
Plumbing/Heating/Air	$75,000	$	9,899	13%
Sprinkler	$35,000	$	7,638	2%
Rental Inspection Fee	$345,000	$	2,145	14%
Miscellaneous	$30,000	$	12,323	20%
Fire Protection Fees	$31,000	$	8,200	
Vacant Building Reg.	$60,000	$	13,792	14%
Total P&I Revenue	**$2,656,200**	$	1,586,112	59%
Recreation	$148,800	$	28,914	19%

Looking Forward……

⇒ Youth Soccer League

⇒ New Fall Programming

PLANNING OFFICE

The Planning Office is part of the review process for certain types of construction activity permits (Building Permits, Sign Permits, etc.) and Certificate of Occupancy permits. For August 2015, Planning Staff was involved with review of 60 Permits and 16 Certificates of Occupancy permits. (2015 calendar year total of 625 Permits and CO's compared to 637 for 2014). Planning Staff also reviews new applications for Business Licenses and Rental Dwelling Permits.

COMPREHENSIVE PLAN IMPLEMENTATION

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

- A proposed package of Text Amendments to the *Zoning Ordinance* related to the types of residential uses in the RG-1 and RG-2 zones as related to Downtown redevelopment and to establish standards for infill projects was discussed with the Legislative, Administration & Finance Committee of City Council on August 10, 2015. The series of Amendments known as Ordinance #2015-13 began the formal review process with the First Reading at City Council on August 24, 2015 and was referred to the Planning Commission for review in September. (MI-15-11)

- On-going efforts of the Planning Office include research for future ordinance amendments related to the Recreational and Commercial (RC) zone and temporary activities.

- The Planning Office is also involved in the following studies and projects: City Recreational Needs Assessment, Restoring Central Dover Community Plan, and Transportation Improvement Districts.

Construction Activity

- Project work is almost complete for the site improvements at the new Dover High School for the eastern areas of the site including the baseball/softball field areas and associated buildings. Temporary Certificates of Occupancy are in place for the high school building and stadium/athletic field areas with conditions. (C-10-05/S-11-18)
- For the Leander Lakes Apartments project, the foundation and building construction continues on the community center building and three apartment buildings. In August, another apartment building received its Building Permit. The apartment complex is located south of Forrest Avenue/Route 8 and west of Dover High Drive. (S-12-18)
- The Planning Staff continues to participate in coordination conference calls with Calpine regarding the Garrison Energy Center project at 450 Garrison Oak Drive (Lot 7 of the Garrison Oak Technical Park). The project construction is in the final stages for the Garrison Energy Center Phase 1 (S-12-17). The Planning Office continues to wait for receipt of State DNREC permits for the Above Ground Storage Tank before approving the Administrative Site Plan (S-14-20) for the addition of a Fuel Oil Tank.
- Operation of the Uzin Utz Manufacturing facility at 200 Garrison Oak Drive (Lot 12 of the Garrison Oak Technical Park) began and a Certificate of Occupancy was to be issued in August. A ribbon cutting/grand opening event is being planned for September. (S-13-20)
- The construction activities for the renovation of the commercial building at 1574 North DuPont Highway (old Walmart location) began in August. The main building will be renovated and reconstructed to divide it into multiple tenant spaces along with a series of site improvements for parking, pedestrian circulation and landscaping under the Dover Town Center Site Plan. (S-15-04) A Revised Plan is under review for revisions to two proposed pad site buildings on the property. (S-15-13).



1225 N DuPont Highway "PANDA EXPRESS"



1481 N DuPont Highway -"Starbucks" previously "Sonic"

BOARD AND COMMISSION ACTIVITY

Planning Commission

The Planning Commission met on August 17, 2015. The next Planning Commission meeting is scheduled for September 21, 2015. The following applications were considered:

- C-13-05 The Redeemed Christian Church of God Eagles' Wings Chapel at 896 South State Street – The Commission moved to grant a one year extension for the Conditional Use Site Plan for the establishment of a church in an existing building.
- C-13-11 Dover Christian Church at 1738 Forrest Avenue – Commission moved to grant a one year extension for the Conditional Use Site Plan for the establishment of a church building (place of worship).
- C-15-03 Cellco Partnership dba Verizon Wireless at 1255 College Park Drive – Commission moved to grant Conditional Use Site Development Plan to construct 158 foot telecommunications tower and facilities with associated site improvements on a 1.05 acre +/- parcel.
- S-15-10 Revised Active Recreation and Open Space Plan Review of Eden Hill Farm TND Residential District – Commission granted conditional approval of the Revised Active Recreation and Open Space Plan for Eden Hill Farm Traditional Neighborhood Design Residential District.

Board of Adjustment

The Board of Adjustment met on August 19, 2015. The next regular scheduled meeting of the Board of Adjustment is scheduled for September 16, 2015. The following applications were considered:

- V-15-11 Lands of Mary Lou Bayshore at 200 North West Street -The Board granted approval of the Variance to permit the restoration of a non-conforming use as a single-family residence.

Historic District Commission

The Historic District Commission did not meet on August 20, 2015. The next Historic District Commission meeting is scheduled for September 17, 2015.

	AUG 15	TOTAL FOR 2015 (as of July 2015)
New Home Permits Issued	1	3
Value of Commercial Projects	$3,234,011	$9,418,747
Downtown Incentives (Fees Waived)	$1,696	$3,137

COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

CDBG FY15 Projects

Homeownership Assistance Program

CDBG funds will be used to provide homeownership assistance to first-time homebuyers who purchase affordable housing in the Downtown Development District (DDD)Target Area. An exception was approved by City Council on August 24th to designate funding outside of the DDD Target Area for a family experiencing a hardship to purchase affordable housing within the City of Dover Limits.

Dover Interfaith Mission for Housing

CDBG funds will be used for operations cost for the shelter.

Connections Community Support Program

CDBG funds will be used to provide rapid re-housing/rental assistance services for homeless households within the City.

Milford Housing Homeowner Rehabilitation Program

CDBG funds will be used to rehabilitate existing owner occupied housing in the City that is in violation of the City's Housing Code and complete emergency home repairs to eliminate housing conditions that threaten the health and safety of low income homeowners.

Habitat for Humanity

CDBG funds will be used to rehabilitate an existing home to provide affordable housing to a family in the Downtown Development District Target Area.

Peoples Place Whatcoat Homeless Shelter

CDBG funds will be utilized for minor renovations to a facility that shelters the homeless.

Mayors Challenge to End Veterans Homelessness

The Mayor's Task Force for Ending Veterans Homelessness has set a second goal to house 15 veterans for its 200th day celebration that has been scheduled on September 18th where the Mayor will host a barbeque. The 100th Day Celebration was held on June 12th at the Kent County Levy Court Building where it was announced the Task Force exceeded its goal and housed 24 veterans within 100 days.

Dangerous Buildings, Vacant Buildings & Demolitions

- *200 N. West Street*—The owners obtained a permit in June of 2014. Since that time minimal work has been done to the property and no inspections have been scheduled. The permit is due to expire on June 9, 2015. Once the permit expires, the owners will be notified that the property will be taking to City Council for authorization for demolition.
- *1370 College Road*—Demolition is complete.
- *312 W. Loockerman Street*—Notice was sent to the lien holders to make repairs to the vacant structure by January 6, 2015, or City Staff would schedule a date with Council to declare the building dangerous and request to have the building demolished. On February 19th the City Historic District Commission ruled that Demolition by Neglect was occurring and recommended the owner have 6 months to make repairs or to have the building demolished. On March 9th City Council declared the building dangerous and the owner was given until September 9, 2015 to repair or demolish the building.
- *311 North Governors Avenue*—Owner was giving until August 13th to make repairs or the City would have the structure demolished.
- *363 Rita-Wilma Way*—The two abandoned mobile homes on this lot have been condemned as unfit for human occupancy and boarded. Both mobile homes have been demolished by the property owner.
- *110 Rustic Lane*—This building was condemned by City Staff and the dangerous building process has begun. The home was boarded and a lien search has been requested. The property will be presented to City Council on July 27th. The owner of the property was giving until September 10th to demolish the property.
- *222 W. Reed St*—City Staff brought forward this property to City Council on May 26, 2015, and requested that the structure be demolished. The owner requested additional time to make repairs and City Council gave the owner until August 26, 2015, to make the repairs. The asbestos survey has been scheduled for September 17th.
- *35 North Queen Street*—Property is condemned and a lien search has been requested.
- *113 Davis Circle*—Property is condemned and a lien search has been requested.

- *Vacant Buildings*—During the month of August, thirty (30) additional buildings were registered as vacant, and $750.00 in vacant building registration fees were collected.

Code Enforcement Activity—AUGUST

Case Type	# cases current month	# cases YTD	% staff initiated current month	% staff initiated YTD
No valid Rental Permit	1	135	100%	96%
No valid Building Permit	9	40	60%	68%
Tall grass and weeds	56	487	68%	74%
Unregistered vehicle	4	21	50%	81%
Abandoned vehicle	7	70	71%	77%
Annual Housing Inspection	9	201	89%	89%
Property Maintenance – Exterior	62	441	69%	68%
Electric Termination	24	150	8%	22%
Dover Code of Ordinances	67	427	75%	75%
Zoning	10	63	70%	60%
Total Cases	**249**	**2035**		
Total # of Inspections For Month	**311**			



110 Rustic Lane—Pool Demolition

Fire Marshal's Office, Building Inspections & Licensing Summary

LIFE SAFETY	Current	July 15-June16	Aug 2014	July 14-June15
Inspections	**AUG 15**	**FYTD 16**	**AUG 14**	**FYTD 15**
Annual Fire/Life Safety Inspections	26	81	14	176
Fire/Code/DCO Complaints	31	90	38	206
Inspection Deficiencies from AFI	56	162	93	354
C/O & Acceptance Tests	9	24	8	23
Administrative Walk Thru	13	25	11	11
Plan Review	11	25	-	-
Accidental	$106,900	$171,900	$21,500.00	$41,500.00
Incendiary	$0	$0	$100.00	$100.00
Undetermined	$16,000	$166,000	$0.00	$0.00
PERMITTING AND LICENSING				
Permits Issued	**AUG 15**	**FYTD 16**	**AUG 14**	**FYTD 15**
Administrative Permit	4	8	5	7
Building Addition/Renovation Permits	38	72	31	80
Building Permits	17	43	15	38
Demolition Permits	1	6	3	10
Fence Permits	7	15	17	24
Fire Prevention Permits	5	24	8	14
Mechanical Permits	26	50	26	41
Plumbing Permits	22	48	20	44
Sign Permits	5	17	23	47
Swimming Pool Permits	0	1	0	5
Business Licenses	169	949	129	584
Merchant Licenses	35	231	41	167
Contractor Licenses	104	631	101	376
Lodging House Licenses	3	5	0	0
Mobile Homes	61	164	51	163
Public Occupancy	16	21	11	21
Rental Dwelling	43	72	24	45
BUILDING INSPECTIONS				
Inspections	**AUG 15**	**FYTD 16**	**AUG 14**	**FYTD 15**
Building	409	744	351	680
Plumbing/Mechanical	372	650	294	549
Certificate of Occupancy	16	25	19	31

Fire Marshal's Office—At a Glance

Deputy Fire Marshal Jason Osika investigated a large loss accidental fire located at 101 Derbyshire Ave. Total loss was valued at $100,000 when a two story single family home caught fire as a result of unattended cooking in the early morning hours on 08/08/15. Deputy Fire Marshal Osika spent several hours digging through the fire scene and did an excellent job on determining the cause!

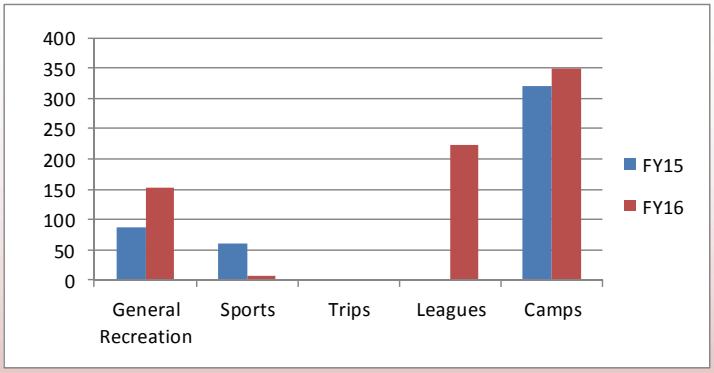


Recreation Division

City of Dover Parks & Recreation

Enrollment Summary

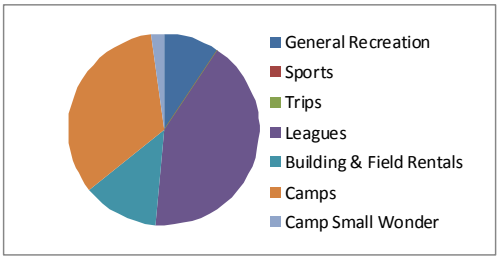
AUGUST FY 2016 verses AUGUST FY 2015

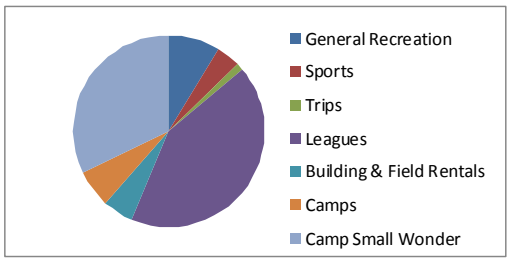




Category	FY15	FY16
General Recreation	88	152
Sports	61	7
Trips	0	0
Leagues	0	223
Camps	319	350

Revenue Breakdown: August 2015 verses August 2014





General Recreation	**$1927.50**
Sports	**$25.00**
Trips	**$0.00**
Leagues	**$8606.00**
Building & Field Rentals	**$2627.50**
Camps	**$6894.00**
Camp Small Wonder	**$450.00**

General Recreation	**$1,826.00**
Sports	**$420.00**
Trips	**$-140.00**
Leagues	**$4,080.00**
Building & Field Rentals	**$3,100.00**
Camps	**$3,395.00**
Camp Small Wonder	**$870.00**

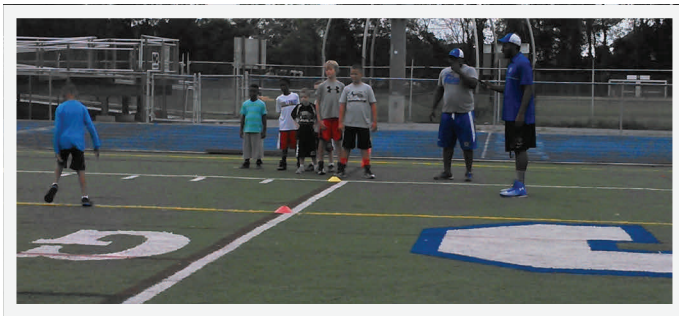
















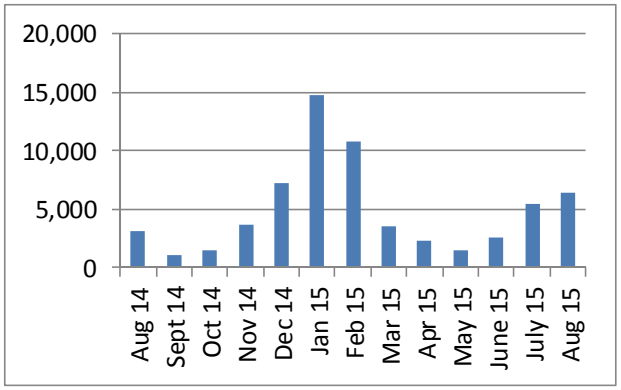




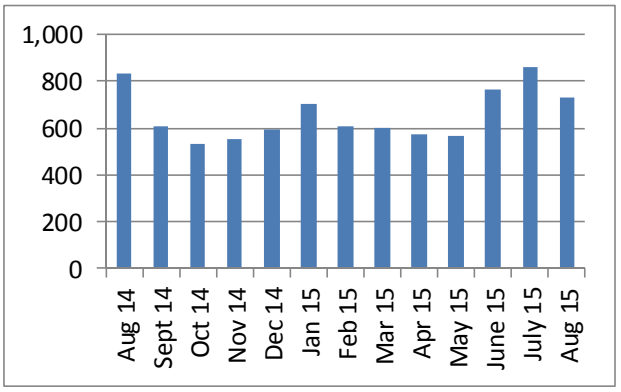


John W. Pitts Recreation Center – AUGUST 2015

Total Program Attendance



Facility Usage By The Hour



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

Facility Usage By The Hour	AUG 15		FYTD 16		AUG 14		FYTD 15
Open Gym	206.25		386.25		314.5		548
Fitness Classes	41.5		75.5		41.25		85
Leagues	113.5		221		29		99
Camps	339.5		860		229.5		731.5
Sports Classes	0		0		35.5		49
Meetings & Rentals	32.5		52		72		88.5
Enrichment Classes	0		0		0		0
Total Facility Usage Hours	733.25		1,594.75		791.75		1,601

Daily Program Attendance**	AUG 15		FYTD 16		AUG 14		FYTD 15
Total	6,330		11,758		3,142		7,223
Open Gym	220		382		275		535
Fitness Classes	271		455		300		557
Leagues	4,864		9,164		1,180		3,550
Camps	643		1,086		505		1,141
Sports Classes	0		0		149		310
Meetings & Rentals	332		671		733		1,130
Enrichment Classes	0		0		0		0

Since our opening in late April 2008, we have had 398,085 guests at the John W. Pitts Recreation Center.

August Open Gym Registrations and Packages Sold

Packages Sold:	AUG	MTD	YTD	FYTD
Daily:	4	$12	5	$15
Individual Quarterly:	1	$15	1	$15
Individual Annual:	0	$0	0	$0
Family Quarterly:	0	$0	0	$0
Family Annual:	0	$0	0	$0
Revenue:		**$27**		**$30**

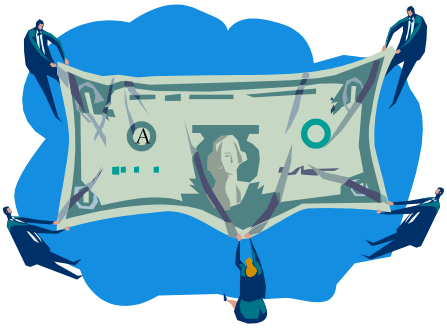


CITY OF DOVER
FINANCE AND PROCUREMENT & INVENTORY DEPARTMENTS
AUGUST 2015 - MONTHLY BUDGET REPORTS















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

CITY OF DOVER
ACTIVITY REPORTS
AUGUST 2015

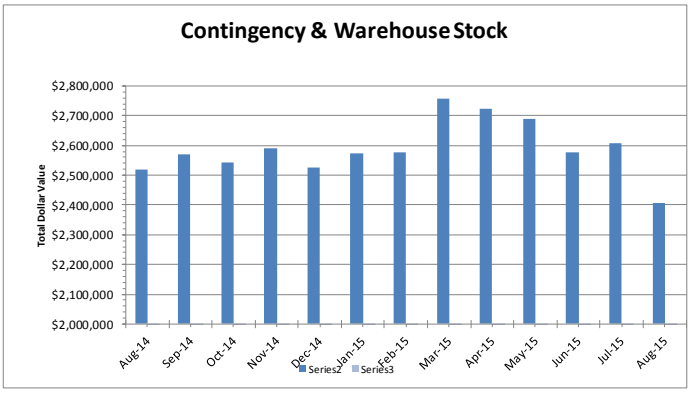
FINANCE DEPARTMENT ACTIVITY LEVELS

	FY15 YTD			FY16 YTD		
BANK TRENDS						
Number of Deposits Made (Hand, ACH & Wire, Lockbox)	1,251			1,270		
Total Amount of All Deposits	$ 28,190,930			$ 32,867,005		
PAYROLL						
	Hours	%	Amount	Hours	%	Amount
Gross wages per registers	**133,711**	**100.0%**	**$ 3,065,148**	**138,719**	**100.0%**	**$ 3,315,092**
Wages and Hours Worked						
Regular	108,438	81.1%	$ 2,324,615	110,655	79.8%	$ 2,406,132
All over time	4,972	3.7%	$ 200,717	5,690	4.1%	$ 250,173
Other Paid or Unpaid Wages and Hours						
Vacation	10,459	7.8%	$ 284,691	9,604	6.9%	$ 272,980
Sick	3,714	2.8%	$ 93,077	2,200	1.6%	$ 51,621
Terminal Leave - Retiree Vacation/Sick Payout	1,857	1.4%	$ 51,533	4,198	3.0%	$ 149,924
Comp Time	1,669	1.2%	$ 46,136	1,359	1.0%	$ 39,758
Personal	277	0.2%	$ 8,245	267	0.2%	$ 8,484
Leave Without Pay	733	0.5%	$ -	832	0.6%	$ -
Other (description below)	1,594	1.2%	$ 56,135	3,916	2.8%	$ 141,019

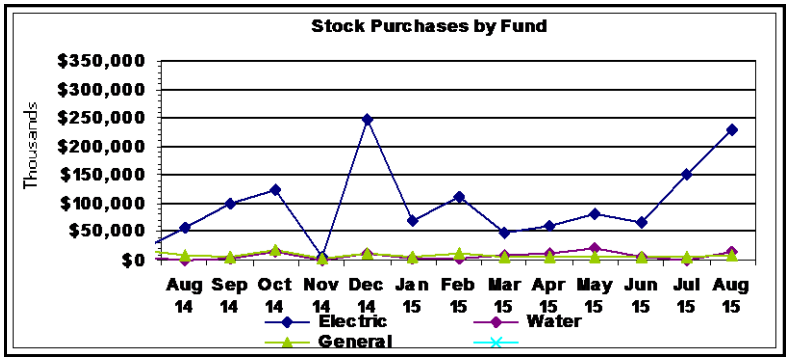
Other includes: pay adjustments, military differential pay, training, committee meetings, worker compensation tracking/adjustments, etc.

Other Activity						
Number of Pay Periods	4			4		
Number of Payroll Checks & Direct Deposits Issued	1,503			1,550		
Number of Pension Checks Issued	508			507		
Total Pension Benefits Paid - Defined Benefit Plan	$ 865,453			$ 872,577		
ACCOUNTS PAYABLE						
Number of Check Vouchers	877			869		
Number of EFT Vouchers	340			353		
Vouchers Dollar Amount Disbursed	$ 9,985,754			$ 11,002,446		

PROCUREMENT & INVENTORY ACTIVITY LEVELS



Value: $2,407,631 Line Items: 1,426



Fuel Use		
Unleaded:	10,650.1	gallons
Diesel:	6,166.3	gallons
Total Cost:	$ 33,411	

City of Dover
Finance Department
Monthly Report – August 2015
General Fund Summary

	Budget	Revised Budget	YTD	Balance	17% Budget
Beginning Balance	$ 3,977,500	$ 3,977,500	$ -	$ -	0.0%
Revenues					
Court of Chancery Fees	1,065,100	1,065,100	99,760	965,340	9.4%
Police Extra Duty, Fines & Revenue	1,235,300	1,235,300	106,098	1,129,202	8.6%
Franchise Fees	672,300	672,300	-	672,300	0.0%
Grants	623,500	623,500	-	623,500	0.0%
Intrafund Services	5,231,200	5,231,200	794,624	4,436,576	15.2%
Library & Recreation Revenues	671,000	671,000	40,782	630,218	6.1%
Licenses & Permits	2,861,300	2,861,300	1,625,342	1,235,958	56.8%
Property Taxes (Includes BID Revenue) (1)	12,894,200	12,894,200	12,421,989	472,211	96.3%
Miscellaneous Revenues	57,700	57,700	1,201	56,499	2.1%
Sanitation Revenues	2,580,000	2,580,000	428,078	2,151,922	16.6%
Garrison Farm Rent Revenue	93,700	93,700	15,177	78,523	16.2%
Transfers-In from Special Funds & Utilities					
Municipal Street Aid Fund	564,200	564,200	168,317	395,883	29.8%
Civil Traffic Penalties	450,000	450,000	43,782	406,218	9.7%
Transfer Taxes	1,340,000	1,340,000	181,734	1,158,266	13.6%
Verizon & Other Reserves	63,200	63,200	-	63,200	0.0%
Police Grants/Extra Duty	74,400	74,400	-	74,400	0.0%
Water/Wastewater Fund	850,000	850,000	141,667	708,333	16.7%
Electric Fund	10,000,000	10,000,000	1,666,667	8,333,333	16.7%
Total Revenues	41,327,100	41,327,100	17,735,218	23,591,882	42.9%
Total Beginning Balance & Revenues	**$ 45,304,600**	**$ 45,304,600**	**$ 17,735,218**	**$ 23,591,882**	39.1%
Expenditures					
City Clerk & Council	$ 501,500	$ 501,500	$ 67,878	$ 433,622	13.5%
Mayor, City Manager & Human Resources	1,210,300	1,210,300	195,302	1,014,998	16.1%
Police & Police Extra Duty	15,761,400	15,761,400	1,973,715	13,787,685	12.5%
Public Services	4,669,500	4,669,500	660,462	4,009,038	14.1%
Engineering	181,400	181,400	9,597	171,803	5.3%
Procurement & Inventory, Facilities Mgmt., Fleet Maint.	2,036,200	2,036,200	267,636	1,768,564	13.1%
Planning, Inspections, Life Safety, Code Enf., & Economic Dev.	2,338,300	2,338,300	286,975	2,051,325	12.3%
Finance, Info Tech & Customer Services	2,807,800	2,807,800	479,563	2,328,237	17.1%
Library & Recreation	2,239,500	2,239,500	318,348	1,921,152	14.2%
Fire Department	745,400	745,400	161,516	583,884	21.7%
Assessor	234,800	234,800	41,763	193,037	17.8%
Contribution to DDP	70,000	70,000	-	70,000	0.0%
Miscellaneous Grant Expense	25,000	25,000	-	25,000	0.0%
Other Employment Expenses	520,100	520,100	-	520,100	0.0%
Bank & CC Fees	10,600	10,600	3,862	6,738	36.4%
Insurance	690,000	690,000	166,775	523,225	24.2%
OPEB - Retiree's Health Care Contribution	1,895,600	1,895,600	315,934	1,579,666	16.7%
Police Pension Trust Contribution - State Grant	500,000	500,000	-	500,000	0.0%
Appropriation to Police Pension Fund	570,000	570,000	95,000	475,000	16.7%
Street Lights	797,700	797,700	135,068	662,632	16.9%
Debt Service	660,800	660,800	304,852	355,948	46.1%
Transfers Out					
Inventory Write-offs	10,000	10,000	-	10,000	0.0%
Capital Projects Fund	2,625,400	2,625,400	-	2,625,400	0.0%
Verizon Reserve	50,000	50,000	-	50,000	0.0%
Uncollectibles: Trash & Other	50,000	50,000	-	50,000	0.0%
Total Expenditures	41,201,300	41,201,300	5,484,246	35,717,054	13.3%
Budget Balance - Working Capital	4,103,300	4,103,300	-	4,103,300	0.0%
Total Budget Balance & Expenditures	**$ 45,304,600**	**$ 45,304,600**	**$ 5,484,246**	**$ 39,820,354**	12.1%
Reserve Balances					
Contingency	$ 720,300	$ 720,300	$ 720,334		

(1) Property Taxes are the taxes billed and not cash received. The outstanding receivable balance as of 8/31/15 is $848,691 as compared to $940,877 in August 2014.

City of Dover
Finance Department
Monthly Report – August 2015
Water/Wastewater Fund Summary

	Budget	Revised Budget	YTD	Balance	17% Budget
Beginning Balance - Water	$ 861,600	$ 861,600	$ -	$ 861,600	0.0%
Beginning Balance - Wastewater	293,400	293,400	-	293,400	0.0%
	1,155,000	1,155,000	-	1,155,000	0.0%
Revenues					
Water Fees	6,200,000	6,200,000	1,065,804	5,134,196	17.2%
Wastewater Fees	3,728,000	3,728,000	724,627	3,003,373	19.4%
Wastewater Treatment Services	3,026,500	3,026,500	576,198	2,450,302	19.0%
Groundwater Inflow Adjustment	1,864,300	1,864,300	368,822	1,495,478	19.8%
Water Tank Space Leases	341,900	341,900	6,414	335,486	1.9%
Miscellaneous Service Fee	67,000	67,000	9,164	57,836	13.7%
Impact Fees - Water	250,000	250,000	13,309	236,691	5.3%
Impact Fees - Wastewater	250,000	250,000	12,042	237,958	4.8%
Total Revenues	15,727,700	15,727,700	2,776,380	12,951,320	17.7%
Total Beginning Balance & Revenues	**$ 16,882,700**	**$ 16,882,700**	**$ 2,776,380**	**$ 14,106,320**	16.4%
Expenses					
Water/Wastewater Operating Divisions					
Engineering & Inspection	$ 517,500	$ 517,500	$ 62,961	$ 454,539	12.2%
Water Department	673,300	673,300	84,492	588,808	12.5%
Water Treatment Plant	1,910,000	1,910,000	226,359	1,683,641	11.9%
Wastewater Department	968,600	968,600	94,369	874,231	9.7%
Kent County Treatment Charge	4,130,000	4,130,000	674,958	3,455,042	16.3%
Intrafund Service Fees	1,492,700	1,492,700	214,027	1,278,673	14.3%
Retiree's Health Care	178,600	178,600	29,766	148,834	16.7%
Debt Service	1,132,100	1,132,100	85,419	1,046,681	7.5%
Other Employment Expenses	20,000	20,000	-	20,000	0.0%
Bank & CC Fees	46,200	46,200	3,595	42,605	7.8%
Transfers Out					
General Fund	850,000	850,000	141,667	708,333	16.7%
Contingency Reserve	32,000	32,000	-	32,000	0.0%
Water I & E Fund	1,800,000	1,800,000	-	1,800,000	0.0%
Wastewater I & E Fund	1,500,000	1,500,000	-	1,500,000	0.0%
Total Expenses	15,251,000	15,251,000	1,617,613	13,633,387	10.6%
Budget Balances					
Budget Balance - Working Capital - Water	1,048,600	1,048,600	-	1,048,600	0.0%
Budget Balance - Working Capital - WW	583,100	583,100	-	583,100	0.0%
Total Budget Balances	1,631,700	1,631,700	-	1,631,700	0.0%
Total Budget Balances & Expenses	**$ 16,882,700**	**$ 16,882,700**	**$ 1,617,613**	**$ 15,265,087**	9.6%
Reserve Balances					
Contingency-Water	$ 137,700	$ 137,700	$ 105,188		
Contingency-Wastewater	$ 191,100	$ 191,100	$ 190,209		
Impact Fee Reserve - Sewer	$ 1,309,500	$ 1,309,500	$ 1,742,652		
Impact Fee Reserve - Water	$ 202,000	$ 202,000	$ 427,523		
Bond Coverage Ratio (Covenant 1.20)	4.30	4.30	6.60		

City of Dover
Finance Department
Monthly Report – August 2015
Electric Revenue Fund Summary

	Budget	Revised Budget	YTD	Balance	17% Budget
Beginning Balance	$ 6,177,600	$ 6,177,600	$ -	$ 6,177,600	0.0%
Revenues					
Direct Sales to Customers	78,279,200	78,279,200	15,633,525	62,645,675	20.0%
Utility Tax	1,281,100	1,281,100	251,473	1,029,627	19.6%
Weyandt Hall Rents	202,600	202,600	24,427	178,173	12.1%
Miscellaneous Revenues	725,200	725,200	182,172	543,028	25.1%
Interest Earnings	47,900	47,900	1,079	46,821	2.3%
Transfer from Rate Stabilization	3,000,000	3,000,000	750,000	2,250,000	25.0%
Total Revenues	83,536,000	83,536,000	16,842,676	66,693,324	20.2%
Total Beginning Balance & Revenues	**$ 89,713,600**	**$ 89,713,600**	**$ 16,842,676**	**$ 72,870,924**	18.8%
Expenses					
Power Supply & Generation					
Hedged Energy	$ 23,402,600	$ 23,402,600	$ 5,234,717	$ 18,167,883	22.4%
Power Supply Management	996,000	996,000	166,000	830,000	16.7%
Capacity Charges	10,225,100	10,225,100	1,780,431	8,444,669	17.4%
Dover Sun Park Energy	2,313,900	2,313,900	241,720	2,072,180	10.4%
Renewal Energy Credits (Incl. Solar)	1,036,800	1,036,800	40,142	996,658	3.9%
RGGI	175,000	175,000	-	175,000	0.0%
PJM Charges - Energy	7,966,100	7,966,100	432,258	7,533,842	5.4%
PJM Charges - Transmission & Fees	7,932,500	7,932,500	996,542	6,935,958	12.6%
Total Power Supply	54,048,000	54,048,000	8,891,810	45,156,190	16.5%
Plant Operations	6,434,600	6,382,900	1,037,479	5,345,421	16.3%
Generation Fuels	1,167,300	1,167,300	332,021	835,279	28.4%
Capacity Credits	(10,472,100)	(10,472,100)	(1,241,297)	(9,230,803)	11.9%
PJM Spot Market Energy	(1,708,300)	(1,708,300)	(446,929)	(1,261,371)	26.2%
PJM Credits	(360,000)	(360,000)	(149,226)	(210,774)	41.5%
Total Generation	(4,938,500)	(4,990,200)	(467,952)	(4,522,248)	9.4%
Total Power Supply & Generation	49,109,500	49,057,800	8,423,858	40,633,942	17.2%
Electric Operating Divisions:					
Transmission/Distribution	4,068,600	4,068,600	498,940	3,569,660	12.3%
Electrical Engineering	1,335,800	1,335,800	156,489	1,179,311	11.7%
Administration	839,300	891,000	96,187	794,813	10.8%
Meter Reading	360,500	360,500	56,752	303,748	15.7%
Systems Operations	679,800	679,800	96,064	583,736	14.1%
Intrafund Services	3,738,500	3,738,500	580,597	3,157,903	15.5%
Utility Tax	1,281,100	1,281,100	251,473	1,029,627	19.6%
OPEB Trust Contribution - Unfunded Liability	1,030,000	1,030,000	171,666	858,334	16.7%
Retirees Health Care	537,800	537,800	89,634	448,166	16.7%
Interest on Deposits	20,500	20,500	3,172	17,328	15.5%
Green Energy Payment to DEMEC	128,000	128,000	13,255	114,745	10.4%
Accounts Receivable Write-Offs	200,000	200,000	-	200,000	0.0%
Other Employee Expenses	72,000	72,000	-	72,000	0.0%
Bank & CC Fees	242,300	242,300	44,750	197,550	18.5%
Debt Service	3,402,000	3,402,000	2,292,368	1,109,632	67.4%
Transfers Out:					
General Fund	10,000,000	10,000,000	1,666,667	8,333,333	16.7%
Electric Improvement & Extension Fund	3,500,000	3,500,000	-	3,500,000	0.0%
Transfer to Insurance Reserve	10,000	10,000	-	10,000	0.0%
Transfer to Contingency Reserve	13,000	13,000	-	13,000	0.0%
Total Expenses	80,568,700	80,568,700	14,441,872	66,126,828	17.9%
Budget Balance - Working Capital	9,144,900	9,144,900	-	9,144,900	0.0%
Total Budget Balance & Expenses	**$ 89,713,600**	**$ 89,713,600**	**$ 14,441,872**	**$ 75,271,728**	16.1%
Reserve Balances					
Contingency Reserve	$ 844,600	$ 844,600	$ 822,677		
Insurance Reserve	$ 758,700	$ 758,700	$ 740,642		
Rate Stabilization Reserve	$ 4,602,600	$ 4,602,600	$ 6,755,354		
Bond Coverage Ratio (Covenant 1.25)	2.62	2.62	6.99		
Megawatt Hours Sold & Purchased					
Sales to Customers MWh (excluding Street Light MWh)	712,390	712,390	142,196		20.0%
Sales per MWh	$ 109.88	$ 109.88	$ 109.94		100.1%
Purchased/Generated MWh	741,522	741,522	151,884		20.5%
All In MWh Supply & Generation	$ 66.23	$ 66.23	$ 55.46		83.7%

City of Dover
Finance Department
Monthly Report – August 2015
General Capital Project Fund Summary

	Budget	Revised Budget	YTD	Balance	17% Budget
Beginning Balance - Projects	$ 154,800	$ 154,800	$ -	$ 154,800	0.0%
Revenues					
Interest Earnings	5,000	5,000	121	4,879	2.4%
Income from Sale of Assets	20,300	20,300	5,077	15,223	25.0%
Transfer from General Fund for Projects	2,625,400	2,625,400	-	2,625,400	0.0%
Total Revenues	2,650,700	2,650,700	5,198	2,645,502	0.2%
Total Beginning Balance & Revenue	**$ 2,805,500**	**$ 2,805,500**	**$ 5,198**	**$ 2,800,302**	0.2%
Expenditures					
Fire	$ 145,600	$ 145,600	$ 153,762	$ (8,162)	105.6%
Grounds Maintenance	201,100	201,100	-	201,100	0.0%
Life Safety	55,700	55,700	-	55,700	0.0%
Police	262,100	262,100	-	262,100	0.0%
Streets	1,428,500	1,428,500	61,209	1,367,291	4.3%
Sanitation	449,000	449,000	-	449,000	0.0%
City Manager	24,700	24,700	-	24,700	0.0%
Fleet Maintenance	84,000	84,000	-	84,000	0.0%
Bank Fees	-	-	117	(117)	0.0%
Total Expenditures	2,650,700	2,650,700	215,088	2,435,612	8.1%
Budget Balance - Projects	154,800	154,800	-	154,800	0.0%
Total Budget Balance & Expenditures	**$ 2,805,500**	**$ 2,805,500**	**$ 215,088**	**$ 2,590,412**	7.7%
Reserve Balances					
Capital Asset Replacement Reserve	$ 916,500	$ 916,500	$ 915,129		
Parkland/Recreation	$ 296,700	$ 296,700	$ 320,796		

City of Dover
Finance Department
Monthly Report – August 2015
Water/Wastewater Improvement & Extension Fund Summary

	Budget	Revised Budget	YTD	Balance	17% Budget
Beginning Balance - Water	$ 833,500	$ 833,500	$ -	$ 833,500	0.0%
Beginning Balance - Wastewater	$ 1,055,900	$ 1,055,900	$ -	$ 1,055,900	0.0%
Revenues					
Interest Earnings	25,000	25,000	1,143	23,857	4.6%
Transfer from Operating Fund for Water	1,800,000	1,800,000	-	1,800,000	0.0%
Transfer from Operating Fund for Wastewater	1,500,000	1,500,000	-	1,500,000	0.0%
Transfer from Impact Fee Reserve - Wastewater	165,000	165,000	-	165,000	0.0%
Total Revenues	3,490,000	3,490,000	1,143	3,488,857	0.0%
Total Beginning Balance & Revenues	**$ 5,379,400**	**$ 5,379,400**	**$ 1,143**	**$ 5,378,257**	0.0%
Expenses					
Water	$ 2,028,600	$ 2,028,600	$ 38,173	$ 1,990,427	1.9%
Wastewater	1,822,100	1,822,100	285,861	1,536,239	15.7%
Total Expenses	3,850,700	3,850,700	324,034	3,526,666	8.4%
Budget Balance - Working Capital - Water	617,400	617,400	-	617,400	0.0%
Budget Balance - Working Capital - Wastewater	911,300	911,300	-	911,300	0.0%
Total Budget Balances	1,528,700	1,528,700	-	1,528,700	0.0%
Total Budget Balances & Expenses	**$ 5,379,400**	**$ 5,379,400**	**$ 324,034**	**$ 5,055,366**	6.0%
Reserve Balances					
Capital Asset Replacement - Water	$ 518,500	$ 518,300	$ 515,966		
Capital Asset Replacement - Wastewater	$ 515,200	$ 512,700	$ 512,616		

City of Dover
Finance Department
Monthly Report – August 2015
Electric Improvement & Extension Fund Summary

	Budget	Revised Budget	YTD	Balance	17% Budget
Beginning Balance	$ 3,623,600	$ 3,623,600	$ -	$ 3,623,600	0.0%
Revenues					
Interest Earnings	26,700	26,700	920	25,780	3.4%
Transfer from Electric Revenue Fund	3,500,000	3,500,000	-	3,500,000	0.0%
General Service Billing	1,900,000	1,900,000	20,015	1,879,985	1.1%
Total Revenues	5,426,700	5,426,700	20,935	5,405,765	0.4%
Total Beginning Balance & Revenues	**$ 9,050,300**	**$ 9,050,300**	**$ 20,935**	**$ 9,029,365**	0.2%
Expenses					
Electric Generation	$ 1,655,000	$ 1,655,000	$ 56,501	$ 1,598,499	3.4%
Transmission/Distribution	2,887,600	2,887,600	197,875	2,689,725	6.9%
Electrical Engineering	1,724,300	1,724,300	299,594	1,424,706	17.4%
Bank & CC Fees	-		1,936	(1,936)	
Total Expenses	6,266,900	6,266,900	555,906	5,710,994	8.9%
Budget Balance - Working Capital (Unaudited)	2,783,400	2,783,400	-	2,783,400	0.0%
Total Budget Balance & Expenses	**$ 9,050,300**	**$ 9,050,300**	**$ 555,906**	**$ 8,494,394**	6.1%
Reserve Balances					
Depreciation Reserve	$ 10,066,400	$ 10,066,400	$ 9,957,873		
Future Capacity Reserve	$ 10,218,000	$ 10,218,000	$ 10,107,899		

City of Dover
Finance Department
Monthly Report – August 2015
Community Transportation Improvement Fund

	Budget	Revised Budget	YTD	Balance	17% Budget
Beginning Balance	$ 144,000	$ 144,000	$ -	$ 144,000	0.0%
Revenues					
Grants Revenue	500,000	500,000	1,170	498,830	0.2%
Interest Earned	500	500	17	483	3.4%
Total Revenues	500,500	500,500	1,187	499,313	0.2%
Total Beginning Balance & Revenues	**$ 644,500**	**$ 644,500**	**$ 1,187**	**$ 643,313**	0.2%
Expenses					
Program Expenses - Del Dot	$ 644,000	$ 644,000	$ 1,350	$ 642,650	0.2%
Total Expenses	644,000	644,000	1,350	642,650	0.2%
Budget Balance - Working Capital	500	500	-	500	0.0%
Total Budget Balances & Expenses	**$ 644,500**	**$ 644,500**	**$ 1,350**	**$ 643,150**	0.2%

City of Dover
Finance Department
Monthly Report – August 2015
Police Grant Funds

	Budget	Revised Budget	YTD	Balance	17% Budget
Beginning Balance	$ 125,000	$ 125,000	$ -	$ 125,000	0.0%
Revenues					
State & Federal Grants Received	527,300	527,300	5,000	522,300	0.9%
Interest Earnings	-		101	(101)	0.0%
Total Revenues	527,300	527,300	5,101	522,199	1.0%
Total Beginning Balance & Revenues	**$ 652,300**	**$ 652,300**	**$ 5,101**	**$ 647,199**	0.8%
Expenses					
Cadet Program	$ 80,300	$ 80,300	$ 10,571	$ 69,729	13.2%
Equipment & Program Supplies	410,600	410,600	4,280	406,320	1.0%
Technology Equipment	20,000	20,000	2,825	17,175	14.1%
Telephone/Fax	15,000	15,000	3,532	11,468	23.5%
Training/Conference/Food/Travel	17,000	17,000	936	16,064	5.5%
Consulting/Audit Fees	1,000	1,000	-	1,000	0.0%
Operating Transfers - Out	74,400	74,400	-	74,400	0.0%
Total Expenses	618,300	618,300	22,144	596,156	3.6%
Budget Balance - Working Capital (Unaudited)	34,000	34,000	-	34,000	0.0%
Total Budget Balances & Expenses	**$ 652,300**	**$ 652,300**	**$ 22,144**	**$ 630,156**	3.4%

City of Dover
Finance Department
Monthly Report – August 2015
Library Grant Fund

	Budget	Revised Budget	YTD	Balance	17% Budget
Beginning Balance	$ 17,300	$ 17,300	$ -	$ 17,300	0.0%
Revenues					
Grants Received	278,900	278,900	-	278,900	0.0%
Federal Grants	2,500	2,500	-	2,500	0.0%
Total Revenues	281,400	281,400	-	281,400	0.0%
Total Beginning Balance & Revenues	**$ 298,700**	**$ 298,700**	**$ -**	**$ 298,700**	0.0%
Expenses					
Program Expenses/Supplies-State Grants	$ 26,600	$ 24,100	$ 3,369	$ 20,731	14.0%
Program Expenses/Supplies-Federal Grants	-	2,500	-	2,500	0.0%
Office Supplies	24,000	24,000	912	23,088	3.8%
Printing/Duplicating	13,200	13,200	1,497	11,703	11.3%
Postage	100	100	-	100	0.0%
Books	129,200	129,200	-	129,200	0.0%
Furniture	3,100	3,100	1,504	1,596	48.5%
Audio Visual Supplies	75,100	75,100	2,276	72,824	3.0%
Training/Conference/Food/Travel	2,000	2,000	120	1,880	6.0%
Contractual Services	900	900	-	900	0.0%
Office Equipment/Repairs & Maintenance	6,000	6,000	4,488	1,512	74.8%
Other Equipment - Lease	1,200	1,200	295	905	24.6%
Total Expenses	281,400	281,400	14,461	266,939	5.1%
Budget Balance - Working Capital	17,300	17,300	-	17,300	0.0%
Total Budget Balances & Expenses	**$ 298,700**	**$ 298,700**	**$ 14,461**	**$ 284,239**	4.8%

City of Dover
Finance Department
Monthly Report – August 2015
After School Program/Substance Abuse Prevention Fund

	Budget	Revised Budget	YTD	Balance	17% Budget
Beginning Balance	$ 41,000	$ 41,000	$ -	$ 41,000	0.0%
Revenues					
Grants Received	55,700	55,700	7,008	48,692	12.6%
Recreation Revenue	33,000	33,000	13,649	19,351	41.4%
Total Revenues	88,700	88,700	20,657	68,043	23.3%
Total Beginning Balance & Revenues	**$ 129,700**	**$ 129,700**	**$ 20,657**	**$ 109,043**	15.9%
Expenses					
Temporary Help/Benefits	$ 60,200	$ 60,200	$ 19,147	$ 41,053	31.8%
Program Expenses/Supplies	55,700	55,700	8,079	47,621	14.5%
Total Expenses	115,900	115,900	27,226	88,674	23.5%
Budget Balance - Working Capital	13,800	13,800	-	13,800	0.0%
Total Budget Balances & Expenses	**$ 129,700**	**$ 129,700**	**$ 27,226**	**$ 102,474**	21.0%

City of Dover
Finance Department
Monthly Report – August 2015
CDBG Fund

	Budget	Revised Budget	YTD	Balance	17% Budget
Beginning Balance	$ 2,100	$ 2,100	$ -	$ 2,100	0.0%
Revenues					
Grants Received	265,400	272,800	1,426	271,374	0.5%
Interest Earnings	-	-	28	(28)	0.0%
Total Revenues	265,400	272,800	1,454	271,346	0.5%
Total Beginning Balance & Revenues	**$ 267,500**	**$ 274,900**	**$ 1,454**	**$ 273,446**	0.5%
Expenses					
Closing Cost/Down Payment Program	$ 60,000	$ 60,900	$ -	$ 60,900	0.0%
Connection Community Supply Program	7,400	7,400	-	7,400	0.0%
Dover Interfaith Ministry	27,000	27,000	-	27,000	0.0%
MHDC Emergency Home Repair	88,200	88,200	-	88,200	0.0%
Habitat For Humanity	40,000	40,000	-	40,000	0.0%
NCALL Research Inc.	-	6,500	-	6,500	0.0%
Peoples Place	6,800	6,800	-	6,800	0.0%
Salaries	36,000	36,000	-	36,000	0.0%
Total Expenses	265,400	272,800	-	272,800	0.0%
Budget Balance - Working Capital	2,100	2,100	-	2,100	0.0%
Total Budget Balances & Expenses	**$ 267,500**	**$ 274,900**	**$ -**	**$ 274,900**	0.0%

Monthly Report

August 2015

Economic Development Office

2015_8 Economic Development

- Calpine Bi-weekly Conference Calls
- Provided Gregg Moore summary of H3 donations and expenditures
- Meeting with Dave Sweeney to discuss contract negotiations Lot 13 GOTP
- Signed agreement with USDA for rural development grant funds
- Attended parking committee meeting
- Meeting with Gregg Moore and Anita Evans to discuss DDP going forward
- Arranged for DELDOT Secretary Jennifer Cohan to speak to the DEED group
- Reviewed cost recovery plan for Chesapeake Supply Site
- Discussed SunRoc space with Alan Perry
- Attended Kent County is Open for Business
- Attended meeting with Col. Grissmer at Dover Air Force Base
- Meeting with Wilfred Yelverton to discuss purchase of his property on Railroad Avenue
- Presentation to Leg & Fin regarding statistics
- Attended Chamber of Commerce Board meeting
- Provided DEDO with electric information
- Discussed Produce Junction opening with Steve Solecki
- Provided information to Barb DeHaven at DEDO for a foreign manufacturing company interested in GOTP
- Attended GOTP progress meeting
- Discussed with Kevin Cullen, Director of International Studies at Wesley, prospect of expanding into the downtown area
- Teleconference with Gregg Grybowski regarding grocery store in Dover
- Provided zoning information to Rose Urban regarding former Airbase Carpet location
- Attended planning meeting for Kent Economic Summit
- Attended Food Innovation District meeting
- Attended Wesley College Master Plan Meeting at City Hall
- Attended meeting to discuss Downtown Dover Clean-up
- Attended meeting to discuss Downtown Development District program changes
- Met with Michael Wooleyhand to discuss Family Fun Center
- Attended planning meeting at Dover Air Force Base
- Chaired Delaware Health Facilities Bond Committee meeting
- Attended and chaired Restoring Central Dover Economic Development Work Group meeting
- Attended Garrison Energy Center grand opening planning meeting
- Meeting with Kraft Foods Plant Manager to discuss Kraft-Heinz merger ramifications
- Participated in electric users roundtable meeting

Measures:

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

	2013-2014 Actual	**2014-2015 Actual**	**2015 - 2015 Actual**
Results	<10% unemployment rate in June 2014 6.1 % - US Rate 6.9 % - DE Rate 8.3% - City of Dover Rate June 2014 Actual	< 10% unemployment rate in June 2015 5.3 % - US Rate 4.7 % - DE Rate 7.4% - City of Dover Rate June 2015 Actual	<10% unemployment rate in June 2016 5.1% - US Rate 4.9 % - DE Rate 7.4% - City of Dover Rate August 2015 Actual

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

	2013-2014 Actual	**2014-2015 Actual**	**2015 - 2016 Actual**
Results	≥20 contacts with potential small businesses; **23 contacts YTD** ≥11 contacts with out-of-town companies interested in locating in Dover **13 Contacts YTD**	≥20 contacts with potential small businesses; **20 Contacts YTD** ≥11 contacts with out-of-town companies interested in locating in Dover **16 Contacts YTD**	≥20 contacts with potential small businesses; **4 Contacts YTD** ≥11 contacts with out-of-town companies interested in locating in Dover **5 Contacts YTD**

2015_8 Downtown Dover Partnership

- Provided technical assistance to four (4) prospective small business individuals on overall business development within the Downtown Dover Business District
- On-going technical assistance to three (3) prospective small business individuals on locating available space within the downtown district to lease
- Provided ten (10) hours of Technical Assistance to merchants located in the Downtown Business Corridor
- Telephone conference with Diane Laird from DEDO to discuss Pop Up Project timeline
- Telephone conference with Jim Provo from SBA Office regarding the Yearly Loan Result Update Report
- Updated the DDP Parking Lot Vacancy Count for August 2015
- Telephone conference with Diane Laird from DEDO regarding Pop-up project extension timeline
- Telephone conference with Kelly Kolakowski from McGinnis Realty regarding DDD Vacancy listing
- Posted and disseminated Farmer's Market Flyers
- Telephone Conversation with Megan McCullum from Greater Boys & Girls Club regarding Annual 5K Event

- Met with Jihad Muhammad from Hair on Hair Salon to discuss available space in downtown
- Attended Kent Open for Business Forum
- Telephone conference with Joe Petrosky from Petrosky Realty regarding DDD Vacancy listing
- Facilitated the logistical set-up (permits, work orders, etc.) for the First Friday Event in August
- Telephone conference with Katrina Sullivan from Delaware State News regarding First Friday Ads
- Forwarded a referral to DEDO for Technical Assistance requested by Kim Aigle regarding Inventory Management Process.
- Met with Shannon Spittle from CIS to discuss Community Back to School Supply Drive
- Met with Eugene Stone from Bike Werx to discuss Phase II of Façade Project
- Emailed information to Keyahna Blanford regarding 144 S. Governors Avenue property
- Met with Maggie Pleasant, from NCALL, to review and edit Special Event Permit for Community Back to School Block Party
- Met with Lisa Fitzgerald from USDA Office to review RBDG Contracts Requirements
- Telephone Conference with Candice Mason from Delaware Title Loans regarding ongoing downtown events and activities
- Assisted Matt Stachecki, owner of Mom Mom's Ice Cream, in obtaining TFE Certificate from Delaware Health Department
- Discussed the development of area parking map with Sydney Arzt from the Schwartz Theater
- Met with Jarvis Savage from Studio J Barbershop to discuss the logistics for the Urban Music Festival
- Met with Daniel Gordon from Backyard Bouncers to discuss upcoming downtown events
- Met with Jim Purcell from CIS to discuss area community projects
- Emailed Beau Lebley, Client First Realty Group information on Downtown Development District project
- Met with Elana Baukman to discuss Wesley College Convocation Event
- Met with Lori Christiansen from the State of Delaware to discuss planning strategies for the Veteran's Parade
- Telephone Conference with Sonia Aquilar to discuss Delaware Hispanic Commission new business development intake form
- Met with Brandon Cohen from Cloud Geeks to discuss work orders needed for the OktDoverfest event
- Telephone conference with Deronta Moore regarding the Pop Up Project
- Attended the Capital Holiday Celebration Committee meeting
- Submitted work orders (Electrical, Stage, Trash services and tree lighting) to City
- Telephone conference with Lisa Strusowski from Del Tech College regarding the 2015 Kent County Economic Summit
- Disseminated Downtown Development District Workshop information to downtown merchants and property owners
- Telephone conference with Michael Harding from Network Solutions regarding website search engines updates

- Submitted work orders (Electrical and Trash services) for Community Back to School Event
- Updated DDP Building Evaluation database for the Design Committee
- Telephone conference with Theresa Owens regarding City of Dover Historic Commission meeting
- Completed Parking Lot Tour Report for Parking Committee
- Telephone conference with Jenna Mahoney regarding logistics for the Hope for a Better Tomorrow Event
- Telephone conference with Lynsey Augustus regarding the Dinoversary Block Party
- Telephone conference with Clay Hammond regarding the ice House Entrepreneur Education Program
- Telephone conference with Karen Waters regarding the Downtown Development District Project

MONTHLY REPORT



AUGUST 2015

Incident Run Log

Dover Fire Department

Date Range: From 08/01/2015 to 08/31/2015
Company: All Companies
Sorted by: Not selected

Date	FDID	Incident#	Alarm	###	Address	Suite	Type	Lgth
08/01/2015	30046	2015-000794	13:24	1200	N DUPONT HWY		System malfunction, other	0.3
08/01/2015	30046	2015-000795	18:52	820	CARVEL DR	C	Cooking fire, confined to container	0.6
08/01/2015	30046	2015-000796	22:57	3	PRESIDENT DR		Accident, potential accident, other	0.8
08/02/2015	30046	2015-000797	07:59	1710	N DUPONT HWY		Smoke detector activation due to malfunction	0.4
08/02/2015	30046	2015-000798	16:28	655	N DUPONT HWY		Smoke detector activation, no fire - unintentional	0.2
08/02/2015	30046	2015-000799	17:49	1710	N DUPONT HWY		Smoke detector activation due to malfunction	0.4
08/02/2015	30046	2015-000800	20:40		STATE ROUTE 1		Passenger vehicle fire	0.6
08/03/2015	30046	2015-000801	09:03	1060	N STATE ST		Power line down	0.3
08/03/2015	30046	2015-000802	11:32	21	N STATE ST		Cooking fire, confined to container	0.3
08/03/2015	30046	2015-000803	14:43	426	S NEW ST		Detector activation, no fire - unintentional	0.3
08/04/2015	30046	2015-000804	14:00	655	S BAY RD		Outside rubbish fire, other	0.3
08/04/2015	30046	2015-000805	22:14	622	W DIVISION ST		Severe weather or natural disaster, other	0.1
08/05/2015	30046	2015-000806	14:30	401	Doveview Drive		Malicious, mischievous false call, other	0.3
08/05/2015	30046	2015-000807	15:18	200	GARRISON OAK DRIVE		False alarm or false call, other	0.5
08/06/2015	30046	2015-000808	22:09	970	WHATCOAT DR		Smoke detector activation, no fire - unintentional	0.2
08/07/2015	30046	2015-000809	09:30	201	Doveview Drive		Sprinkler activation due to malfunction	0.4
08/07/2015	30046	2015-000810	10:50		E WATER ST		Extrication of victim(s) from vehicle	0.3
08/08/2015	30046	2015-000811	00:49	903	WOODCREST DR		False alarm or false call, other	0.4
08/08/2015	30046	2015-000812	03:56	2	N STATE ST		Smoke detector activation due to malfunction	0.4
08/08/2015	30046	2015-000813	09:15	101	DERBYSHIRE AVE		Fires in structure other than in a building	4.4
08/08/2015	30046	2015-000814	12:31	103	PAR HAVEN DR	K	Overheated motor	1.7
08/08/2015	30046	2015-000815	15:47	209	WESTOVER DR		Smoke detector activation, no fire - unintentional	0.3
08/08/2015	30046	2015-000816	17:22	315	BILLY MITCHELL LA	E	Smoke or odor removal	0.4
08/08/2015	30046	2015-000817	23:13	1425	HOPKINS AVE		Smoke or odor removal	0.3
08/08/2015	30046	2015-000818	23:35	344	UNITED WAY		Malicious, mischievous false call, other	0.2
08/08/2015	30046	2015-000819	23:59		NORTH STREET		Medical assist, assist EMS crew	0.0
08/10/2015	30046	2015-000820	12:37	855	COLLEGE RD		Alarm system sounded due to malfunction	0.5
08/10/2015	30046	2015-000821	21:57	25	ROCKFORD CROSSING		Cooking fire, confined to container	0.4
08/11/2015	30046	2015-000822	15:51	171	WILLIS RD		Cooking fire, confined to container	0.7
08/11/2015	30046	2015-000823	17:44	1929	WHITE OAK RD		Smoke scare, odor of smoke	0.3
08/11/2015	30046	2015-000824	19:02		W DIVISION ST		Good intent call, other	0.1
08/11/2015	30046	2015-000825	23:47	652	N. DUPONT HWY		System malfunction, other	0.6
08/12/2015	30046	2015-000826	12:51	655	BAY RD			0.5
08/12/2015	30046	2015-000827	14:47	320	RAYMOND ST		Smoke detector activation, no fire - unintentional	0.3
08/12/2015	30046	2015-000828	18:14		N DUPONT HWY		Extrication of victim(s) from vehicle	0.3
08/12/2015	30046	2015-000829	19:24	1061	S LITTLE CREEK RD		False alarm or false call, other	0.4
08/13/2015	30046	2015-000830	02:03	930	WHATCOAT DR		Good intent call, other	0.4
08/13/2015	30046	2015-000831	04:58		BAY RD		Motor vehicle accident with injuries	0.8
08/13/2015	30046	2015-000832	09:31	103	S GOVERNORS AVE		Medical assist, assist EMS crew	0.1
08/13/2015	30046	2015-000833	13:20	255	WEBBS LN	F	Cooking fire, confined to container	0.3
08/13/2015	30046	2015-000834	14:15	820	CARVEL DR	J	Alarm system activation, no fire - unintentional	0.2
08/14/2015	30046	2015-000835	08:45	1175	MCKEE RD		Gas leak (natural gas or LPG)	0.5
08/14/2015	30046	2015-000836	11:34		SR1 & S LITTLE CREEK RD OVERPS		Road freight or transport vehicle fire	0.5
08/14/2015	30046	2015-000837	17:40	430	COLLEGE RD	600	Building fire	2.4
08/15/2015	30046	2015-000838	10:24	320	RAYMOND ST		Chemical hazard (no spill or leak)	0.4
08/15/2015	30046	2015-000839	20:32	1200	N DUPONT HWY		Smoke detector activation due to malfunction	0.3
08/15/2015	30046	2015-000840	21:28	515	WASHINGTON AVE		Building fire	4.7
08/16/2015	30046	2015-000841	00:33	930	WHATCOAT DR		Cooking fire, confined to container	0.6
08/16/2015	30046	2015-000842	07:43	930	WHATCOAT DR		Unintentional transmission of alarm, other	0.3
08/16/2015	30046	2015-000843	13:56		STATE ROUTE 1		No incident found on arrival at dispatch address	0.5
08/16/2015	30046	2015-000844	21:28	1202	WHITEOAK RD		Smoke detector activation due to malfunction	0.6
08/17/2015	30046	2015-000845	14:06	640	S STATE ST		High-angle rescue	0.4
08/18/2015	30046	2015-000846	10:50	430	COLLEGE RD	200	False alarm or false call, other	0.3
08/18/2015	30046	2015-000847	11:09	1000	HAYES DR		False alarm or false call, other	0.3
08/18/2015	30046	2015-000848	16:47	350	N GOVERNORS AVE		Outside rubbish fire, other	0.2
08/18/2015	30046	2015-000849	21:27		KENTON RD		Motor vehicle/pedestrian accident (MV Ped)	0.2
08/18/2015	30046	2015-000850	22:37	1275	S DUPONT HWY		Passenger vehicle fire	24.4
08/19/2015	30046	2015-000851	15:44	2800	N DUPONT HWY			0.5
08/19/2015	30046	2015-000852	18:52	1570	N DUPONT HWY		Unintentional transmission of alarm, other	0.2

Date	FDID	Incident#	Alarm	###	Address	Suite	Type	Lgth
08/20/2015	30046	2015-000853	05:52	1266	WHITEOAK RD		Smoke scare, odor of smoke	0.2
08/20/2015	30046	2015-000854	09:35	725	HORSEPOND RD		Trash or rubbish fire, contained	1.6
08/20/2015	30046	2015-000855	10:06	2800	N DUPONT HWY		False alarm or false call, other	0.5
08/20/2015	30046	2015-000856	12:16	6	S STATE ST		False alarm or false call, other	0.2
08/20/2015	30046	2015-000857	13:16	118	W DIVISION ST		Building or structure weakened or collapsed	1.6
08/20/2015	30046	2015-000858	13:53	950	WHATCOAT DR		Smoke detector activation due to malfunction	0.3
08/20/2015	30046	2015-000859	15:36	35	LOOCKERMAN PLAZA			0.6
08/21/2015	30046	2015-000860	09:23		SR1 & S LITTLE CREEK RD OVERPS		Extrication of victim(s) from vehicle	0.7
08/21/2015	30046	2015-000861	09:25	344	UNITED WAY		Smoke detector activation, no fire - unintentional	0.5
08/21/2015	30046	2015-000862	14:03	120	N STATE ST		Smoke detector activation, no fire - unintentional	0.3
08/21/2015	30046	2015-000863	16:22	60	UPLAND AVE		Good intent call, other	0.3
08/22/2015	30046	2015-000864	03:05	139	S STATE ST		Smoke detector activation due to malfunction	0.2
08/22/2015	30046	2015-000865	23:34	57	ST JONES AVE		Good intent call, other	0.3
08/23/2015	30046	2015-000866	04:39	139	S STATE ST		False alarm or false call, other	0.1
08/23/2015	30046	2015-000867	07:58	1200	N DUPONT HWY		Alarm system activation, no fire - unintentional	0.3
08/23/2015	30046	2015-000868	15:41	413	COURT ST	H	Malicious, mischievous false call, other	0.3
08/24/2015	30046	2015-000869	09:10	137	S BRADFORD ST		Police matter	0.8
08/24/2015	30046	2015-000870	10:17	120	N STATE ST		Smoke detector activation, no fire - unintentional	0.1
08/24/2015	30046	2015-000871	10:45	200	BANNING ST	170	Passenger vehicle fire	0.4
08/24/2015	30046	2015-000872	11:28	151	ROOSEVELT AVE		Dispatched & canceled en route	0.4
08/25/2015	30046	2015-000873	00:57	115	OVERLOOK PL		Electrical wiring/equipment problem, other	0.7
08/25/2015	30046	2015-000874	04:30	306	ALDER RD		Smoke detector activation due to malfunction	0.3
08/25/2015	30046	2015-000875	12:19	1200	N DUPONT HWY		Smoke detector activation, no fire - unintentional	0.0
08/25/2015	30046	2015-000876	13:37	93	MARSHTOWN RD		Assist invalid	0.7
08/26/2015	30046	2015-000877	07:43	800	BAY RD			0.6
08/26/2015	30046	2015-000878	09:01	1200	N DUPONT HWY		Smoke detector activation, no fire - unintentional	0.5
08/26/2015	30046	2015-000879	16:49	1192	JEFFERSON CT		Building or structure weakened or collapsed	0.5
08/26/2015	30046	2015-000880	20:43	108	MATTHEW CT		Electrical wiring/equipment problem, other	0.7
08/27/2015	30046	2015-000881	06:15	107	LYNNHAVEN DR		Smoke detector activation, no fire - unintentional	0.4
08/27/2015	30046	2015-000882	09:11	764	LEIPSIC RD		Detector activation, no fire - unintentional	0.3
08/27/2015	30046	2015-000883	19:58	1200	N DUPONT HWY		Smoke detector activation, no fire - unintentional	0.3
08/27/2015	30046	2015-000884	20:19		STATE ROUTE 1		Gasoline or other flammable liquid spill	1.1
08/28/2015	30046	2015-000885	13:08	439	COLLINS DR		Smoke or odor removal	0.3
08/28/2015	30046	2015-000886	15:28	120	S GOVERNORS AVE		Hazardous condition, other	0.0
08/28/2015	30046	2015-000887	15:50	120	S GOVERNORS AVE		Hazardous condition, other	0.1
08/29/2015	30046	2015-000888	11:54	655	BAY RD		Medical assist, assist EMS crew	0.1
08/29/2015	30046	2015-000889	15:21	295	S DUPONT HIGHWAY		Motor vehicle accident with injuries	0.5
08/29/2015	30046	2015-000890	19:39	1071	N DUPONT HWY		Local alarm system, malicious false alarm	0.3
08/30/2015	30046	2015-000891	01:49	2012	WHITEOAK RD		Medical assist, assist EMS crew	0.8
08/30/2015	30046	2015-000892	09:59	1200	N DUPONT HWY		Dispatched & canceled en route	0.1
08/30/2015	30046	2015-000893	15:01	271	N DUPONT HWY		System malfunction, other	0.3
08/30/2015	30046	2015-000894	23:09	1200	N DUPONT HWY		Electrical wiring/equipment problem, other	0.2
08/31/2015	30046	2015-000895	00:05	1200	N DUPONT HWY		False alarm or false call, other	0.3
08/31/2015	30046	2015-000896	23:05	120	N STATE ST		False alarm or false call, other	0.2

Total Number of Incidents: 103

Total Length of Incidents: 76.5 Hours

Incident Type Report (Summary)

Dover Fire Department

Date Range: From 08/01/2015 to 08/31/2015

Incident Type		Count	Pct of Incidents	Total Est Loss	Total Est Loss
1 Fire					
111 Building fire		2	2.02%	$0	0.00%
112 Fires in structure other than in a building		1	1.01%	$0	0.00%
113 Cooking fire, confined to container		6	6.06%	$0	0.00%
118 Trash or rubbish fire, contained		1	1.01%	$0	0.00%
131 Passenger vehicle fire		3	3.03%	$0	0.00%
132 Road freight or transport vehicle fire		1	1.01%	$0	0.00%
150 Outside rubbish fire, other		2	2.02%	$0	0.00%
	Totals	16	16.16%	$0	0.00%
2 Overpressure Rupture, Explosion, Overheat(no fire)					
	Totals	0	0.00%	$0	0.00%
3 Rescue & Emergency Medical Service Incident					
311 Medical assist, assist EMS crew		4	4.04%	$0	0.00%
322 Motor vehicle accident with injuries		2	2.02%	$0	0.00%
323 Motor vehicle/pedestrian accident (MV Ped)		1	1.01%	$0	0.00%
352 Extrication of victim(s) from vehicle		3	3.03%	$0	0.00%
356 High-angle rescue		1	1.01%	$0	0.00%
	Totals	11	11.11%	$0	0.00%
4 Hazardous Condition (No Fire)					
400 Hazardous condition, other		2	2.02%	$0	0.00%
411 Gasoline or other flammable liquid spill		1	1.01%	$0	0.00%
412 Gas leak (natural gas or LPG)		1	1.01%	$0	0.00%
421 Chemical hazard (no spill or leak)		1	1.01%	$0	0.00%
440 Electrical wiring/equipment problem, other		3	3.03%	$0	0.00%
442 Overheated motor		1	1.01%	$0	0.00%
444 Power line down		1	1.01%	$0	0.00%
460 Accident, potential accident, other		1	1.01%	$0	0.00%
461 Building or structure weakened or collapsed		2	2.02%	$0	0.00%
	Totals	13	13.13%	$0	0.00%
5 Service Call					
531 Smoke or odor removal		3	3.03%	$0	0.00%
552 Police matter		1	1.01%	$0	0.00%
554 Assist invalid		1	1.01%	$0	0.00%
	Totals	5	5.05%	$0	0.00%
6 Good Intent Call					
600 Good intent call, other		4	4.04%	$0	0.00%
611 Dispatched & canceled en route		2	2.02%	$0	0.00%
622 No incident found on arrival at dispatch address		1	1.01%	$0	0.00%
651 Smoke scare, odor of smoke		2	2.02%	$0	0.00%
	Totals	9	9.09%	$0	0.00%
7 False Alarm & False Call					
700 False alarm or false call, other		10	10.10%	$0	0.00%
710 Malicious, mischievous false call, other		3	3.03%	$0	0.00%
715 Local alarm system, malicious false alarm		1	1.01%	$0	0.00%
730 System malfunction, other		3	3.03%	$0	0.00%
731 Sprinkler activation due to malfunction		1	1.01%	$0	0.00%

Incident Type Report (Summary)

Dover Fire Department

Date Range: From 08/01/2015 to 08/31/2015

Incident Type		Count	Pct of Incidents	Total Est Loss	Total Est Loss
733 Smoke detector activation due to malfunction		8	8.08%	$0	0.00%
735 Alarm system sounded due to malfunction		1	1.01%	$0	0.00%
740 Unintentional transmission of alarm, other		2	2.02%	$0	0.00%
743 Smoke detector activation, no fire - unintentional		11	11.11%	$0	0.00%
744 Detector activation, no fire - unintentional		2	2.02%	$0	0.00%
745 Alarm system activation, no fire - unintentional		2	2.02%	$0	0.00%
	Totals	44	44.44%	$0	0.00%
8 Severe Weather & Natural Disaster					
800 Severe weather or natural disaster, other		1	1.01%	$0	0.00%
	Totals	1	1.01%	$0	0.00%
9 Special Incident Type					
	Totals	0	0.00%	$0	0.00%
	Totals	99		$0	

Robbins Hose Company # 1, Inc.
Profit & Loss Detail
August 2015

	Type	Date	Num
Ordinary Income/Expense			
Expense			
Apparatus Repairs & Maintenance			
	Check	08/01/2015	1378
	Check	08/01/2015	1379
	Check	08/01/2015	1381
	Check	08/09/2015	1384
	Check	08/09/2015	1387
	Check	08/14/2015	1388
	Check	08/22/2015	1390
	Check	08/22/2015	1395
	Check	08/22/2015	1395
	Check	08/23/2015	1396
	Check	08/30/2015	1399
	Check	08/30/2015	1399
Total Apparatus Repairs & Maintenance			
Building Maintenance Supplies			
	Check	08/22/2015	1394
Total Building Maintenance Supplies			
Electricity			
	Check	08/22/2015	1392
	Check	08/22/2015	1393
Total Electricity			
Gasoline			
	Check	08/09/2015	1385
	Check	08/30/2015	1397
	Check	08/30/2015	1397
Total Gasoline			
Heating Expenses- Gas			
	Check	08/08/2015	1383
	Check	08/22/2015	1391
Total Heating Expenses- Gas			
Office Supplies			
	Check	08/30/2015	1397
Total Office Supplies			
Program Expenses			
	Check	08/01/2015	1377
Total Program Expenses			
Radio Repairs			
	Check	08/09/2015	1386

Robbins Hose Company # 1, Inc.
Profit & Loss Detail
August 2015

	Type	Date	Num
Total Radio Repairs			
Telephone			
	Check	08/01/2015	1382
	Check	08/30/2015	1397
	Check	08/30/2015	1397
	Check	08/30/2015	1400
Total Telephone			
Training & Travel Expenses			
	Check	08/01/2015	1380
	General Journal	08/01/2015	LSG 6-4
	Check	08/14/2015	1389
	General Journal	08/23/2015	LSG 6-4R
Total Training & Travel Expenses			
Uniforms			
	Check	08/30/2015	1398
Total Uniforms			
Water/Sewer			
	Check	08/22/2015	1392
	Check	08/22/2015	1393
	Check	08/22/2015	1393
Total Water/Sewer			
Total Expense			
Net Ordinary Income			
Net Income			

Robbins Hose Company # 1, Inc.
Profit & Loss Detail
August 2015

	Name	Memo
Ordinary Income/Expense		
Expense		
Apparatus Repairs & Maintenance		
	Atlantic Emergency Solutions	Ladder 1 crew cab door repair
	Burke Equipment Company	Kubota serviced
	Magnum	Installed bar light on pickup truck
	Atlantic Emergency Solutions	Eng 2 chek engine light
	RJS Repair	Blower Motor- Command Vehicle
	Parlett Signs	Touch Up Gold Leaf lettering
	Atlantic Emergency Solutions	Replaced bump stop on Ladder1 steps
	RJS Repair	Invoice # 3252- Car 16- oil change-rear brakes
	RJS Repair	Invoice # 3253- Car 15-oil change
	Dover Automotive	Invoice # 712399- Headlight bulb- 2008 Chev Ta
	I.G. Burton	Invoice # CTCS131849
	I.G. Burton	Invoice # CTCS131916
Total Apparatus Repairs & Maintenance		
Building Maintenance Supplies		
	Municipal Emergency Services	Invoice # 00657660_SNV- 120V AC charge corc
Total Building Maintenance Supplies		
Electricity		
	City of Dover Utility	Acct # 44255-31966
	City of Dover Utility	Acct # 44343-32052
Total Electricity		
Gasoline		
	ESI Equipment, Inc.	Tool fuel
	City of Dover	Unleaded fuel- July
	City of Dover	Bio-Diesel- July
Total Gasoline		
Heating Expenses- Gas		
	Chesapeake Utilities	Station 2 from 06/25 to 07/28
	Chesapeake Utilities	Station 1 from 07/02 to 08/05
Total Heating Expenses- Gas		
Office Supplies		
	City of Dover	Postage charges- July
Total Office Supplies		
Program Expenses		
	Alpine Software Corp.	Annual Maintenance Agreement
Total Program Expenses		
Radio Repairs		
	Magnum	Speaker Mike

Robbins Hose Company # 1, Inc.
Profit & Loss Detail
August 2015

	Name	Memo
Total Radio Repairs		
Telephone		
	Verizon Wireless	IPAD data charges from 06/21 to 07/20
	City of Dover	Verizon phone charges- July
	City of Dover	Cavalier phone charges- July
	Verizon Wireless	IPAD charges from 07/21 to 08/20
Total Telephone		
Training & Travel Expenses		
	Delaware State Fire School	Vehicle Rescue- Ashley Sammons
	Delaware State Fire School	For CHK 1380 voided on 08/23/2015
	DVFA-2015 EMS Conference	EMS Continuning Education- Jacobs, Liberto an
	Delaware State Fire School	Reverse of GJE LSG 6-4 -- For CHK 1380 voide
Total Training & Travel Expenses		
Uniforms		
	Greg Parsell	Reimbursement for uniform pants purchase
Total Uniforms		
Water/Sewer		
	City of Dover Utility	Acct # 44253-31964
	City of Dover Utility	Acct # 44345-32054
	City of Dover Utility	Acct # 44341-32050
Total Water/Sewer		
Total Expense		
Net Ordinary Income		
Net Income		

Robbins Hose Company # 1, Inc.
Profit & Loss Detail
August 2015

	Clr	Split	Amount	Balance
Ordinary Income/Expense				
Expense				
Apparatus Repairs & Maintenance				
		City Fund Account	276.45	276.45
		City Fund Account	470.45	746.90
		City Fund Account	395.00	1,141.90
		City Fund Account	300.04	1,441.94
		City Fund Account	207.74	1,649.68
		City Fund Account	2,350.00	3,999.68
		City Fund Account	248.05	4,247.73
		City Fund Account	330.00	4,577.73
		City Fund Account	50.00	4,627.73
	hoe	City Fund Account	9.00	4,636.73
		City Fund Account	264.00	4,900.73
		City Fund Account	264.00	5,164.73
Total Apparatus Repairs & Maintenance			5,164.73	5,164.73
Building Maintenance Supplies				
	-(2)	City Fund Account	34.91	34.91
Total Building Maintenance Supplies			34.91	34.91
Electricity				
		City Fund Account	740.76	740.76
		City Fund Account	3,380.67	4,121.43
Total Electricity			4,121.43	4,121.43
Gasoline				
		City Fund Account	319.80	319.80
		City Fund Account	382.20	702.00
		City Fund Account	624.90	1,326.90
Total Gasoline			1,326.90	1,326.90
Heating Expenses- Gas				
		City Fund Account	49.24	49.24
		City Fund Account	104.24	153.48
Total Heating Expenses- Gas			153.48	153.48
Office Supplies				
		City Fund Account	35.16	35.16
Total Office Supplies			35.16	35.16
Program Expenses				
		City Fund Account	4,787.09	4,787.09
Total Program Expenses			4,787.09	4,787.09
Radio Repairs				
		City Fund Account	77.60	77.60

Robbins Hose Company # 1, Inc.
Profit & Loss Detail
August 2015

	Clr	Split	Amount	Balance
Total Radio Repairs			77.60	77.60
Telephone				
		City Fund Account	410.20	410.20
		City Fund Account	280.56	690.76
		City Fund Account	21.12	711.88
		City Fund Account	300.20	1,012.08
Total Telephone			1,012.08	1,012.08
Training & Travel Expenses				
	√	City Fund Account	0.00	0.00
		City Fund Account	200.00	200.00
	d Carey	City Fund Account	525.00	725.00
	d on 08/23/	City Fund Account	-200.00	525.00
Total Training & Travel Expenses			525.00	525.00
Uniforms				
		City Fund Account	69.90	69.90
Total Uniforms			69.90	69.90
Water/Sewer				
		City Fund Account	42.96	42.96
		City Fund Account	62.50	105.46
		City Fund Account	14.49	119.95
Total Water/Sewer			119.95	119.95
Total Expense			17,428.23	17,428.23
Net Ordinary Income			-17,428.23	-17,428.23
Net Income			**-17,428.23**	**-17,428.23**

FY 15-16 City Funded Account Balance Sheet

ACCOUNT	BUDGET	SPENT	BALANCE
Apparatus Repairs & Maintenance	$ 85,300.00	$ 14,503.99	$ 70,796.01
Building Maintenace Supplies	$ 1,500.00	$ 34.91	$ 1,465.09
Command Vehicle	$ 50,000.00	$ 33,650.00	$ 16,350.00
Contractual Services	$ 10,500.00		$ 10,500.00
Electricity	$ 45,000.00	$ 11,627.69	$ 33,372.31
Gasoline	$ 20,000.00	$ 2,932.41	$ 17,067.59
Heating Expenses- Gas	$ 16,000.00	$ 339.81	$ 15,660.19
Medical Supplies	$ 1,000.00		$ 1,000.00
Office Supplies	$ 2,000.00	$ 41.99	$ 1,958.01
Other Equipment Repairs	$ 2,000.00		$ 2,000.00
Program Expenses	$ 37,000.00	$ 12,758.05	$ 24,241.95
Radio Repairs	$ 2,000.00	$ 77.60	$ 1,922.40
Safety & Security	$ 1,500.00		$ 1,500.00
Small Tools	$ 4,500.00		$ 4,500.00
Telephone	$ 10,000.00	$ 1,654.29	$ 8,345.71
Training & Travel	$ 10,000.00	$ 525.00	$ 9,475.00
Uniforms & Firefighting Gear	$ 30,000.00	$ 511.16	$ 29,488.84
Water/ Sewer	$ 3,000.00	$ 325.40	$ 2,674.60

Balance as of 09/08/15

Dover Police Department

Monthly Report

To

Mayor and City Council

"To Protect and Serve"

July 2015

DEPARTMENT OF POLICE

Paul M. Bernat
Chief of Police
F.B.I.N.A.

400 South Queen Street
Dover, Delaware 19904
302-736-7111
Fax: 302-672-1842

October 12, 2015

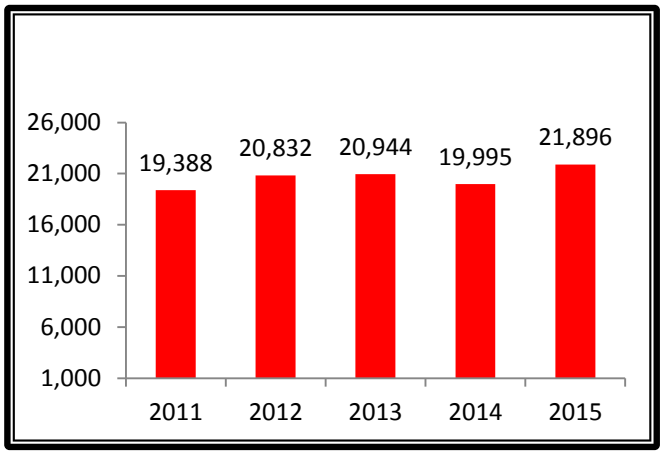
Honorable Robin Christiansen, Mayor
Members of Dover City Council
City Hall
Dover, DE 19901

Mayor Christiansen and Council Members:

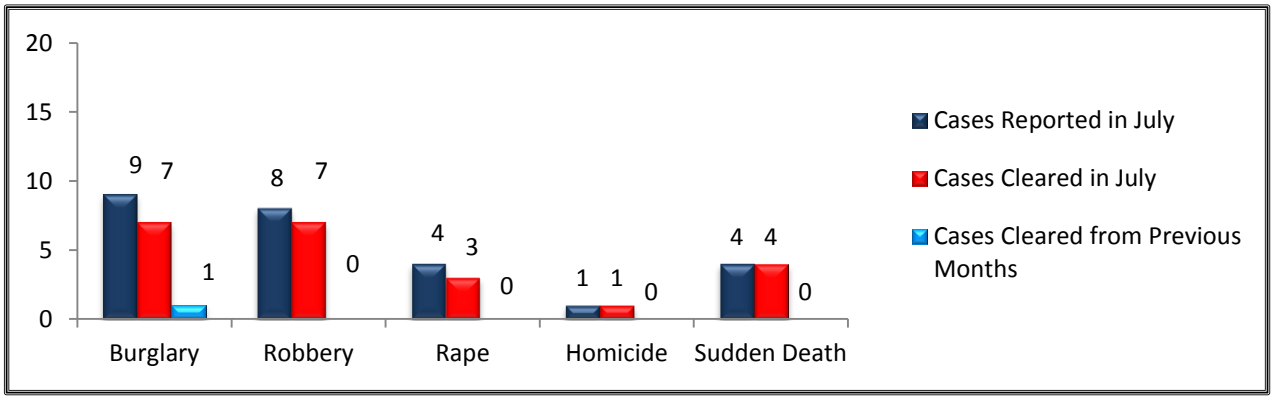
The following is the monthly report for Dover Police Department activities for the month of July 2015:

COMPLAINTS

Total complaints received through July 31, 2015, numbered 21,896; this is an increase of 1,901 complaints over the same time period last year.



CRIMINAL INVESTIGATIONS



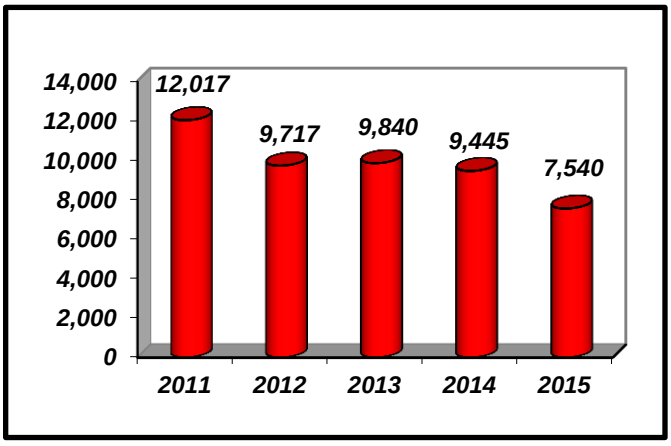
COMMUNITY POLICING - SAFE STREETS, QUALITY OF LIFE (QOL) & CADETS

SAFE STREETS ENFORCEMENT & QOL	Contacts
ABANDONED VEHICLES	0
ALCOHOL VIOLATIONS/DUI'S	3
ASSIST OTHER	27
WARRANTS ON FILE	1
BIKE ON SIDEWALK	0
CITY PARK VIOLATIONS	0
CRIMINAL ARRESTS	24
DRUG RELATED ARRESTS	25
LOUD MUSIC	1
MISCELLANEOUS VIOLATIONS	12
PARKING VIOLATIONS	2
PEDDLER	0
MEETINGS	106
GUNS	1
CURFEW CHECKS	84
CRIME PREVENTION CHECK	2
TRAFFIC ARRESTS	27
WARNINGS	12
FUGITIVE	18
TOTAL CONTACTS	**345**

CADETS	Contacts
PARKING	2
DCO'S	22
OPEN CONTAINER	13
LOUD NOISE	7
LEWDNESS	0
OTHER	0
BUSINESSES CONTACTED	301
LIBRARY CHECKS	67
COMPLAINTS ASSIGNED	74
SPECIAL EVENT	5
TOTAL CONTACTS	**491**

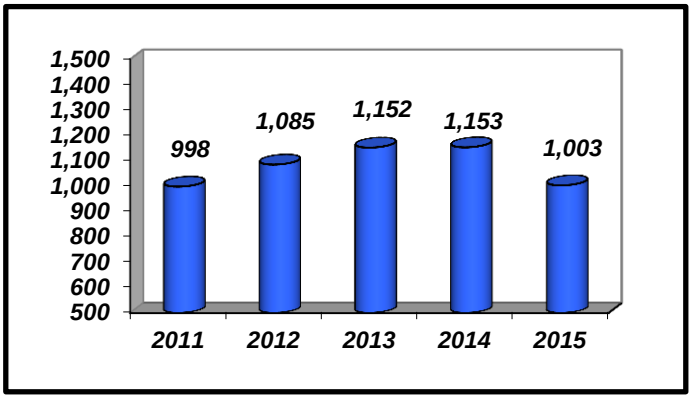
TRAFFIC ARRESTS

The department issued 7,540 traffic citations through this reporting period. This is a decrease of 1,905 citations over the number issued during the same period last year.

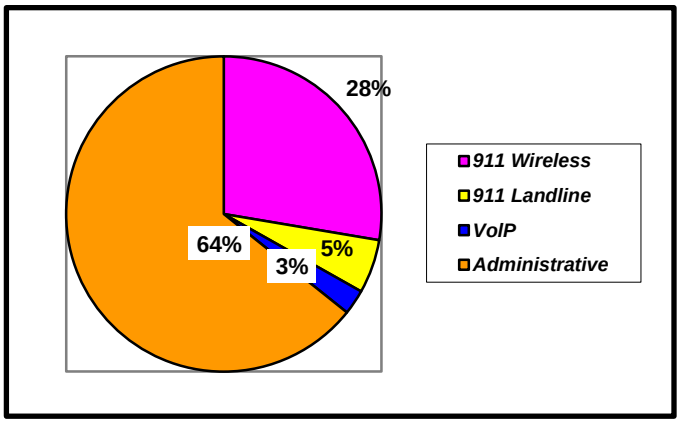


TRAFFIC CRASHES

Through July 31st, Dover Police investigated 1,003 traffic crashes. This is a decrease of 150 crashes investigated during the same period last year.



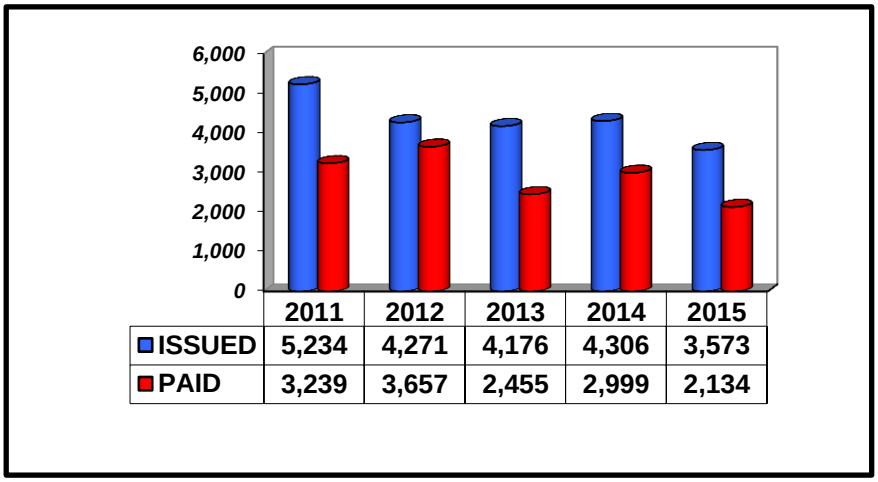
911 CENTER



During the month of July, the Dover Police Department handled a total of 10,690 calls averaging 345 calls per day. Dispatchers handled 2,957 calls on the 911 wireless lines, 589 calls on the 911 landlines, and 274 calls on the Voice Over Internet Protocol lines, the remaining 6,870 were administrative calls.

CITY ORDINANCE SUMMONS

*Through July 31st, we issued 3,573 city ordinance summons, a decrease of 733 summonses over the same period last year. *Note: Of those summonses issued in July, 26 DCO's were issued for handicapped parking violations, 7 for fire lane parking violations, 64 for false alarms (0, for 1-2, 45, for 3-5 alarms, 10, for 6-9 alarms, 3, for 10-15 alarms, and 6, for 16 or more alarms) and 11 for noise violations (9 for vehicle violations and 2 for residence violations).*

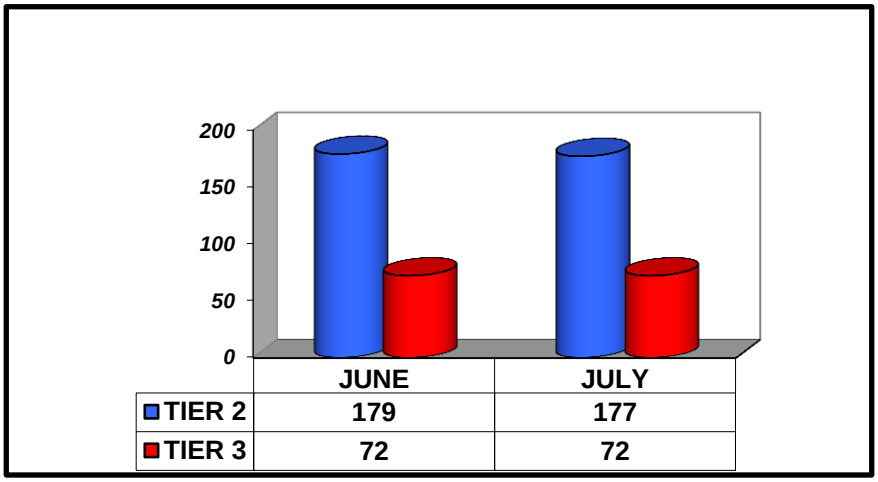


	2011	2012	2013	2014	2015
ISSUED	5,234	4,271	4,176	4,306	3,573
PAID	3,239	3,657	2,455	2,999	2,134

SEX OFFENDER STATISTICS/JULY

	VERIFICATIONS	NOTIFICATIONS	MONTHLY REVERIFICATIONS	NON COMPLIANT WARRANTS
TIER 1	0	0	0	1
TIER 2	10	920	28	3
TIER 3	12	1514	36	1

ACTIVE SEX OFFENDERS THAT RESIDE IN THE CITY OF DOVER (please note, Tier 1 offenders are not contacted by Dover Police Sex Offender Agents).



Please visit our website at www.doverpolice.org for up to date information on crimes and activities in the City of Dover.

Respectfully Submitted,

Paul M. Bernat

Paul M. Bernat
Chief of Police

Dover Police Department

Monthly Report

To

Mayor and City Council

"To Protect and Serve"

August 2015

DEPARTMENT OF POLICE

Paul M. Bernat
Chief of Police
F.B.I.N.A.

400 South Queen Street
Dover, Delaware 19904
302-736-7111
Fax: 302-672-1842

October 12, 2015

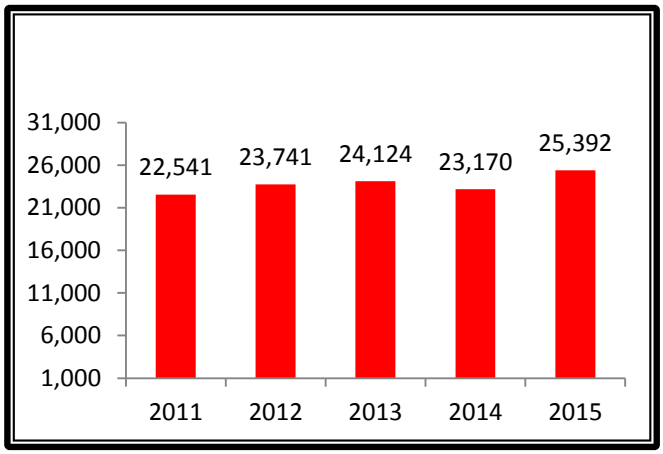
Honorable Robin Christiansen, Mayor
Members of Dover City Council
City Hall
Dover, DE 19901

Mayor Christiansen and Council Members:

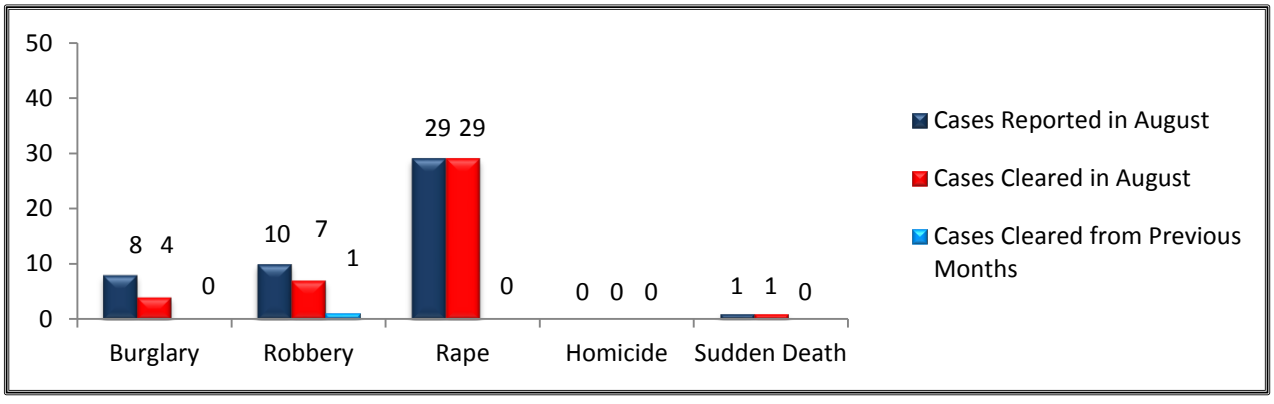
The following is the monthly report for Dover Police Department activities for the month of August 2015:

COMPLAINTS

Total complaints received through August 31, 2015, numbered 25,392; this is an increase of 2,222 complaints over the same time period last year.



CRIMINAL INVESTIGATIONS



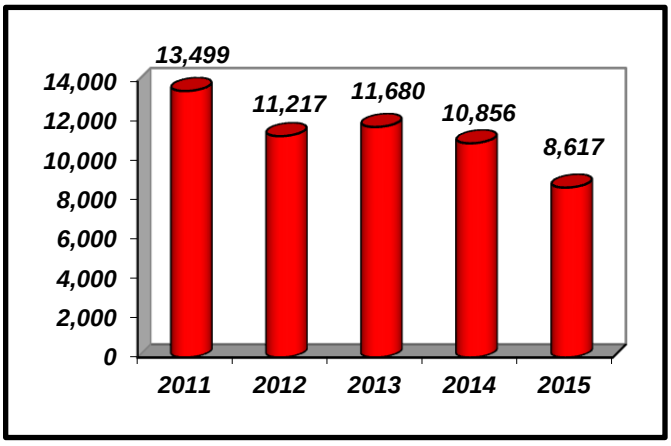
COMMUNITY POLICING - SAFE STREETS, QUALITY OF LIFE (QOL) & CADETS

SAFE STREETS ENFORCEMENT & QOL	Contacts
ABANDONED VEHICLES	6
ALCOHOL VIOLATIONS/DUI'S	0
ASSIST OTHER	6
WARRANTS ON FILE	0
BIKE ON SIDEWALK	0
CITY PARK VIOLATIONS	0
CRIMINAL ARRESTS	23
DRUG RELATED ARRESTS	22
LOUD MUSIC	0
MISCELLANEOUS VIOLATIONS	1
PARKING VIOLATIONS	22
PEDDLER	7
MEETINGS	115
GUNS	2
CURFEW CHECKS	74
CRIME PREVENTION CHECK	4
TRAFFIC ARRESTS	19
WARNINGS	13
FUGITIVE	11
TOTAL CONTACTS	**325**

CADETS	Contacts
PARKING	12
DCO'S	42
OPEN CONTAINER	11
LOUD NOISE	2
LEWDNESS	0
OTHER	17
BUSINESSES CONTACTED	140
LIBRARY CHECKS	54
COMPLAINTS ASSIGNED	56
SPECIAL EVENT	4
TOTAL CONTACTS	**338**

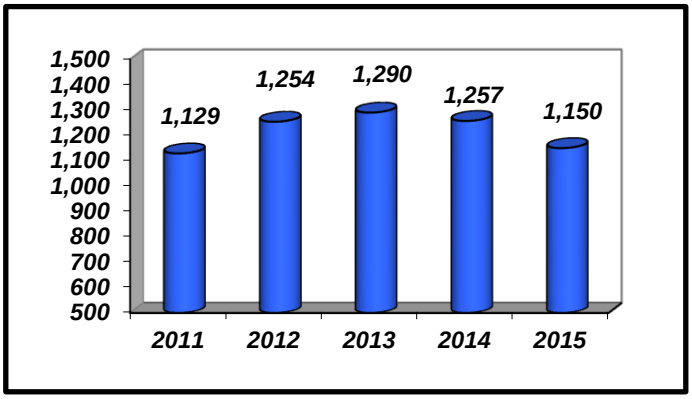
TRAFFIC ARRESTS

The department issued 8,617 traffic citations through this reporting period. This is a decrease of 2,239 citations over the number issued during the same period last year.

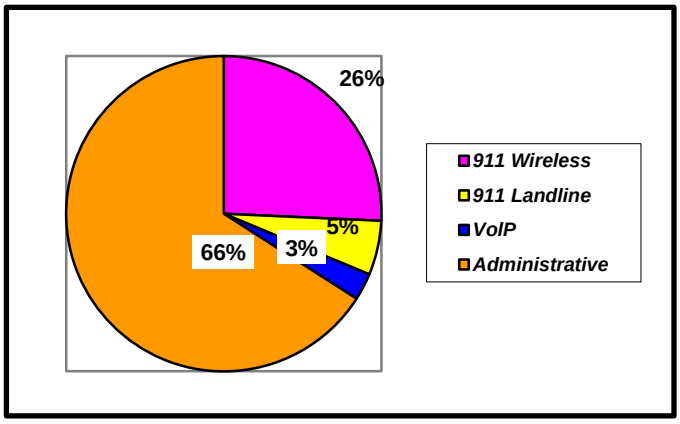


TRAFFIC CRASHES

Through August 31st, Dover Police investigated 1,150 traffic crashes. This is a decrease of 150 crashes investigated during the same period last year.



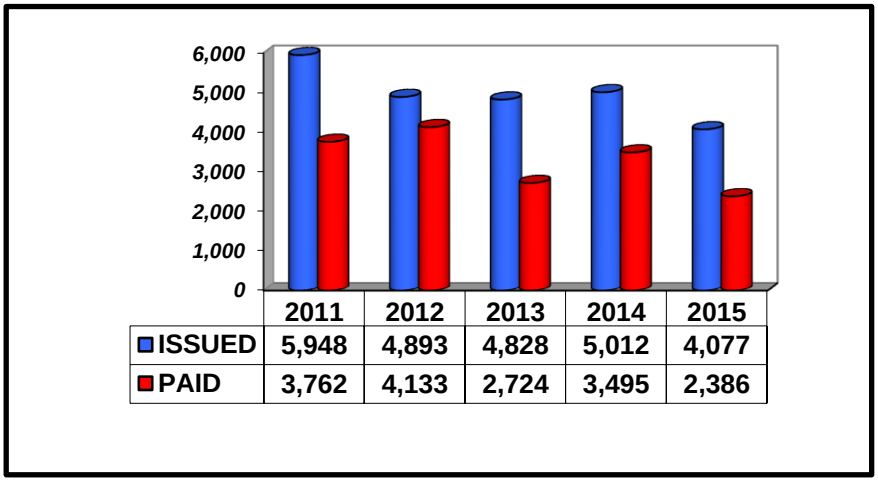
911 CENTER



During the month of August, the Dover Police Department handled a total of 10,452 calls averaging 338 calls per day. Dispatchers handled 2,688 calls on the 911 wireless lines, 582 calls on the 911 landlines, and 290 calls on the Voice Over Internet Protocol lines, the remaining 6,892 were administrative calls.

CITY ORDINANCE SUMMONS

*Through August 31st, we issued 4,077 city ordinance summons, a decrease of 935 summonses over the same period last year. *Note: Of those summonses issued in August, 16 DCO's were issued for handicapped parking violations, 8 for fire lane parking violations, 59 for false alarms (0, for 1-2, 40, for 3-5 alarms, 8, for 6-9 alarms, 10, for 10-15 alarms, and 1, for 16 or more alarms) and 4 for noise violations (4 for vehicle violations and 0 for residence violations).*

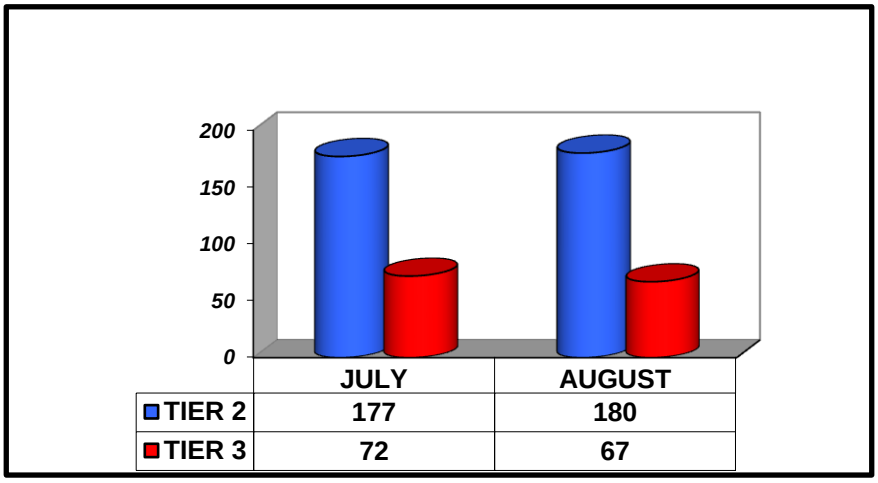


	2011	2012	2013	2014	2015
ISSUED	5,948	4,893	4,828	5,012	4,077
PAID	3,762	4,133	2,724	3,495	2,386

SEX OFFENDER STATISTICS/AUGUST

	VERIFICATIONS	NOTIFICATIONS	MONTHLY REVERIFICATIONS	NON COMPLIANT WARRANTS
TIER 1	0	0	0	1
TIER 2	23	2139	43	3
TIER 3	8	1369	22	1

ACTIVE SEX OFFENDERS THAT RESIDE IN THE CITY OF DOVER (please note, Tier 1 offenders are not contacted by Dover Police Sex Offender Agents).



Please visit our website at www.doverpolice.org for up to date information on crimes and activities in the City of Dover.

Respectfully Submitted,

Paul M. Bernat

Paul M. Bernat
Chief of Police

FIRST READING

CITY OF DOVER PROPOSED ORDINANCE #2015-15

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

That Chapter 70 - Offenses and Miscellaneous Provisions, Section 70-2 - Weapons Generally, be amended by deleting it in its entirety and inserting in lieu thereof the following:

Sec. 70-2. - Weapons generally.

(a) *Definitions*. The following words, terms and phrases, when used in this section, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Municipal Building shall mean any building where the city meets in its official capacity, including non-city owned or leased buildings during the time in which the city is meeting in or occupying the building, or any building containing the offices of city elected officials and of city employees actively engaged in performing governmental business. Parking facilities are excluded.

Weapon shall mean any firearm from which a shot, projectile or other object may be discharged, or any air gun, BB gun, or any instrument, toy or weapon commonly known as a "peashooter," "slingshot" or "beany," or any bow made for the purpose of throwing or projecting missiles of any kind, or any knife, brass or metal knuckles, or any club loaded with lead or other weight, or any blackjack or billyclub.

(b) *Unlawful discharge.* It shall be unlawful for any person to discharge any firearm within the city, except lawfully in self-defense, in defense of property, in defense of others or as permitted in paragraph (c).

(c) *Lawful discharge*.

(1) *Law enforcement officers*. The discharge of weapons by any law enforcement officer while on duty, or as necessary in the lawful discharge of his or her duties, is permitted.

(2) *Galleries and ranges*. The discharge of weapons at licensed shooting galleries or ranges when the instrument can be fired, discharged or operated in a manner that shall not endanger persons or property, and also in a manner that shall prevent the projectile from traversing any grounds or space outside the limits of the gallery or range is permitted.

(d) *Prohibited.*

(1) *Business display*. It shall be unlawful for any pawnbroker, secondhand dealer or other person who engages in business in the city to display, or to place on exhibition in any show window or other window facing upon any street, any pistol, revolver or other firearm with a barrel of less than 12 inches in length, or any switchblade knife, or any brass or metal knuckles, or any club loaded with lead or other weight, or any blackjack or billyclub.

Draft

(2) *Furnishing to certain persons*. It shall be unlawful for any person to purchase from, or sell, loan or furnish any weapon to any person under the influence of any alcoholic beverage or any narcotic drug, stimulant or depressant, any person in a condition of agitation and excitability or a minor under the age of 18 years.

(3) *Possession of firearms, ammunition, components of firearms, or explosives in municipal buildings.* Except as set forth in section (c) below, possession of firearms, ammunition, components of firearms, or explosives is prohibited in all municipal buildings.

a. *Required Signs*. In all municipal buildings, a conspicuous sign shall be posted at each entrance stating that the possession of firearms, ammunition, components of firearms, or explosives are prohibited. Such sign may also state that persons in violation may be denied entrance to the building or be ordered to leave the building.

b. *Immediate Departure*. Any person who immediately foregoes entry or immediately exits any municipal building or police station due to the possession of a firearm, ammunition, components of firearms, or explosives shall not be guilty of violating this section.

c. *Exceptions*. The following shall constitute valid exceptions to this section:

1. Possession of firearms, components of firearms, and ammunition or explosives by law enforcement officers;

2. Law enforcement agencies receiving shipments or delivery of firearms, components of firearms, ammunition, or explosives;

3. Law enforcement agencies conducting firearm or ammunition safety and training programs, donation, amnesty, or any other similar programs in police stations or municipal buildings;

4. Compliance by persons subject to protection from abuse court orders;

5. Carrying firearms and ammunition by persons who hold a valid license pursuant to either §1441 or §1441A of Title 11 of the Delaware Code so long as the firearm remains concealed except for inadvertent display or for self defense or defense of others;

6. Carrying firearms and ammunition by officers or employees of the United States duly authorized to carry a concealed firearm; or

7. Carrying firearms and ammunition by agents, messengers and other employees of common carriers, banks, or business firms, whose duties require them to protect moneys, valuables and other property and are engaged in the lawful execution of such duties.

Draft

(e) *Penalties*.

(1) *Fines*. Except as otherwise provided, any violation of this section shall be subject to a fine as provided for in Appendix F - Fees and Fines.

(2) *Forfeiture*. Every person convicted of a violation of this section, section 70-3, or any state law relating to weapons shall forfeit the weapon to the city. Upon a finding of guilt, it shall then be the duty of the court, after the expiration of a reasonable time, to declare by written order that the chief of police shall either dispose of the weapon or retain the weapon for official police department use.

(f) *Severability*. The provisions of this ordinance shall be severable. If any provisions of this ordinance are found by any court of competent jurisdiction to be unconstitutional or void, the remaining provisions of this ordinance shall remain valid, unless the court finds that the valid provisions of this ordinance are so essentially and inseparably connected with, and so dependent upon, the unconstitutional or void provision that it cannot be presumed that City Council would have enacted the remaining valid provisions without the unconstitutional or void provision; or unless the court finds that the remaining valid provisions, standing alone, are incomplete and incapable of being executed in accordance with City Council's intent.

(g) *No repeal of existing firearms related ordinances*. Adoption of this ordinance shall in no way repeal or alter any law, ordinance or regulation prohibiting, restricting or licensing the ownership, transfer, possession or transportation of firearms or ammunition enacted before July 4, 1985. To the extent that this ordinance conflicts with any similar ordinance prohibiting, restricting or licensing the ownership, transfer, possession or transportation of firearms or ammunition enacted before July 4, 1985, the more stringent of the two ordinances shall govern.

(Code 1968, §§ 20-29, 20-33—20-36; Code 1981, § 14-5)

BE IT FURTHER ORDAINED:

That Appendix F, Fees and Fines, be amended by inserting the blue text and deleting the red, struck text, as follows:

Chapter 70—Offenses and Miscellaneous Provisions			
Sec. 70-1	Combative fighting		
	Subsec. (d)(1)	Violations; penalties, Fines	Not to exceed $1,000.00. Separate fines may be issued to the promoter of such an event, participants in such an event, and the owner of the premises of such an event
Sec. 70-2	**Weapons generally**		
	Subsec. (e)(1)	**Penalties; Fines**	**Not less than $500, nor more than $1,000**
Sec. 70-7	Registered Sexual Offenders		
	Subsec. (~~d~~ **f**)	Penalties	$500.00 for any offense; each day shall constitute a separate offense

Draft

ADOPTED: *

S:\ORDINANCES\2015\DRAFT\ORDINANCE #2015-15 - CHAPTER 70 OFFENSES AND MISCELLANEOUS PROVISIONS\Ordinance #2015-15 Amending Ch 70 - Offenses and Miscellaneous Provisions, Sec 70-2 Weapons Generally-FIRST READING.wpd

SYNOPSIS

This ordinance amendment harmonizes the Dover Code with the provisions of Article I, Section 20 of the Delaware Constitution.

(SPONSORS: HOSFELT AND HUTCHISON)

Actions History

10/12/2015 - Scheduled for First Reading by City Council
09/28/2015 - Introduced at Safety Advisory and Transportation Committee meeting

Draft

Sec. 70-2. - Weapons generally.

~~(a) Prohibited. It shall be unlawful for any person to have in his possession, carry or use a revolver or pistol of any description, a shotgun or rifle which may be used for the explosion of bullets and cartridges~~

(a) *Definitions*. The following words, terms and phrases, when used in this section, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

***Municipal Building* shall mean any building where the city meets in its official capacity, including non-city owned or leased buildings during the time in which the city is meeting in or occupying the building, or any building containing the offices of city elected officials and of city employees actively engaged in performing governmental business. Parking facilities are excluded.**

***Weapon* shall mean any firearm from which a shot, projectile or other object may be discharged**, or any air gun, BB ~~gun, gas-operated gun or spring-operated~~ gun, or any instrument, toy or weapon commonly known as a "peashooter," "slingshot" or "beany," or any bow made for the purpose of throwing or projecting missiles of any kind ~~by any means whatsoever~~, or any knife, ~~whether that instrument is called by any name set forth above or by any other name.~~

~~(b) License. The weapons prohibited in subsection (a) of this section shall be permitted upon the grant of a license therefor, if required, in the following situations:~~
~~(1) On owner's property. Possession within the possessor's own domicile or business.~~
~~(2) Other license or permit. Possession, carrying or use in conformity with a license issued by the state for that weapon or a permit issued by the chief of police.~~
~~(3) Shooting ranges. Possession or use~~**brass or metal knuckles, or any club loaded with lead or other weight, or any blackjack or billyclub.**

(b) *Unlawful discharge.* It shall be unlawful for any person to discharge any firearm within the city, except lawfully in self-defense, in defense of property, in defense of others or as permitted in paragraph (c).

(c) *Lawful discharge*.

(1) *Law enforcement officers*. The discharge of weapons by any law enforcement officer while on duty, or as necessary in the lawful discharge of his or her duties, is permitted.

(2) *Galleries and ranges*. The discharge of weapons at licensed shooting galleries or ranges when the instrument can be fired, discharged or operated in a manner that shall not endanger persons or property, and also in a manner that shall prevent the

projectile from traversing any grounds or space outside the limits of the gallery or range.

~~(4) Unloaded and cased. Carrying of any type of gun whatsoever, when unloaded and properly cased, to or from any licensed gallery or range or to or from an area where hunting is allowed by law. This subsection shall not limit the permitted carrying of guns allowed by subsection (b)(5) of this section.~~

~~(5) Officers. Carrying, wearing, possessing and using, by United States marshals, sheriffs, constables and their deputies, and any regular, special or ex officio police officer, or any other law enforcement officer while on duty, or as shall be necessary in the proper discharge of their duties.~~

~~(6) State license. Possession, carrying or use in conformity with a license issued by the state for that purpose in areas approved by the chief of police, and only then when used in such a manner that shall not endanger persons or property.~~

~~(7) Defense. Persons exercising their legal right of self-defense or defense of property or others.~~

~~(c) Discharge. It shall be unlawful for any person to discharge any gun, pistol, revolver or other firearm within the city, except lawfully pursuant to subsections (b)(2), (3) and (5)—(7) of this section, and those persons excepted by law.~~

~~(d)~~ **is permitted.**

(d) ***Prohibited.***

(1) *Business display*. It shall be unlawful for any pawnbroker, secondhand dealer or other person who engages in business in the city to display, or to place on exhibition in any show window or other window facing upon any street, any pistol, revolver or other firearm with a barrel of less than 12 inches in length, or any switchblade knife, or any brass or metal knuckles, or any club loaded with lead or other weight, or any blackjack or billyclub.

(~~e~~**2**) *Furnishing to certain persons*. It shall be unlawful for any person to purchase from, or sell, loan or furnish any weapon to~~,~~ any person under the influence of any alcoholic beverage or any narcotic drug, stimulant or depressant, ~~to~~ any person in a condition of agitation and excitability or ~~to~~ a minor under the age of 18 years.

~~(f) Forfeiture.~~

(3) ***Possession of firearms, ammunition, components of firearms, or explosives in municipal buildings.*** **Except as set forth in section (c) below, possession of firearms, ammunition, components of firearms, or explosives is prohibited in all municipal buildings.**

a. ***Required Signs*****. In all municipal buildings, a conspicuous sign shall be posted at each entrance stating that the possession of firearms, ammunition, components of firearms, or explosives are prohibited. Such sign may also state that persons in violation may be denied entrance to the building or be ordered to leave the building.**

b. ***Immediate Departure*****. Any person who immediately foregoes entry or immediately exits any municipal building or police station due to the possession of a firearm, ammunition, components of firearms, or explosives shall not be guilty of violating this section.**

c. ***Exceptions*****. The following shall constitute valid exceptions to this section:**

1. Possession of firearms, components of firearms, and ammunition or explosives by law enforcement officers;

2. Law enforcement agencies receiving shipments or delivery of firearms, components of firearms, ammunition, or explosives;

3. Law enforcement agencies conducting firearm or ammunition safety and training programs, donation, amnesty, or any other similar programs in police stations or municipal buildings;

4. Compliance by persons subject to protection from abuse court orders;

5. Carrying firearms and ammunition by persons who hold a valid license pursuant to either §1441 or §1441A of Title 11 of the Delaware Code so long as the firearm remains concealed except for inadvertent display or for self defense or defense of others;

6. Carrying firearms and ammunition by officers or employees of the United States duly authorized to carry a concealed firearm; or

7. Carrying firearms and ammunition by agents, messengers and other employees of common carriers, banks, or business firms, whose duties require them to protect moneys, valuables and other property and are engaged in the lawful execution of such duties.

(e) ***Penalties*****.**

(1) ***Fines*****. Except as otherwise provided, any violation of this section shall be subject to a fine as provided for in Appendix F - Fees and Fines (of at least**

_____ and not to exceed _____, or by imprisonment for not more than _____, or by both fine and imprisonment.)

(2) ***Forfeiture.*** Every person convicted of a violation of this section ~~**or**~~**,** section 70-3, or any state law relating to weapons shall forfeit **the weapon** to the city ~~**the dangerous or deadly weapon concealed or displayed**~~. Upon a finding of guilt, it shall then be the duty of the court, after the expiration of a reasonable time, to declare by written order that the chief of police shall either dispose of the weapon or retain the weapon for official police department use.

~~**(g) Definition. As used in subsection (c) and (f) of this section, the term "weapon" shall mean any revolver or pistol, shotgun or rifle which may be used for the explosion of bullets and cartridges, or any air gun, BB gun, or any instrument, toy or weapon commonly known as a "peashooter," "slingshot" or "beany," or any bow made for the purpose of throwing or projecting missiles of any kind, or any knife.**~~

(f) ***Severability*****. The provisions of this ordinance shall be severable. If any provisions of this ordinance are found by any court of competent jurisdiction to be unconstitutional or void, the remaining provisions of this ordinance shall remain valid, unless the court finds that the valid provisions of this ordinance are so essentially and inseparably connected with, and so dependent upon, the unconstitutional or void provision that it cannot be presumed that City Council would have enacted the remaining valid provisions without the unconstitutional or void provision; or unless the court finds that the remaining valid provisions, standing alone, are incomplete and incapable of being executed in accordance with City Council's intent.**

(g) ***No repeal of existing firearms related ordinances*****. Adoption of this ordinance shall in no way repeal or alter any law, ordinance or regulation prohibiting, restricting or licensing the ownership, transfer, possession or transportation of firearms or ammunition enacted before July 4, 1985. To the extent that this ordinance conflicts with any similar ordinance prohibiting, restricting or licensing the ownership, transfer, possession or transportation of firearms or ammunition enacted before July 4, 1985, the more stringent of the two ordinances shall govern.**

(Code 1968, §§ 20-29, 20-33—20-36; Code 1981, § 14-5)

FIRST READING

CITY OF DOVER PROPOSED ORDINANCE #2015-16

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

That Chapter 106 - Traffic and Vehicles, Article III - Stopping, Standing, and Parking, Division 2 - Metered Parking, Section 106-164 - Violations; Penalties of the Dover Code be amended by deleting the text indicated in red strikeout and inserting the blue text, as follows:

Sec. 106-164. - Violations; penalties.

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

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

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

(2) In any case involving immobilization of a vehicle pursuant to this section, the police officer or parking enforcement employee shall place on such vehicle, in a conspicuous manner, notice sufficient to warn any individual that such vehicle has been immobilized and that any attempt to move such vehicle might result in damage to such vehicle.

(3) Any vehicle remaining immobilized and not released for ~~120~~ 24 hours may be towed and impounded at the direction of a police officer or parking enforcement employee.

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

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

Draft

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

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

ADOPTED: *

S:\ORDINANCES\2015\DRAFT\ORDINANCE #2015-16 CHAPTER 106 TRAFFIC AND VEHICLES\Ordinance #2015-16 Chapter 106 Traffic and Vehicles-FIRST READING.wpd

SYNOPSIS

The amendment reduces the time from immobilization to towing and impounding of vehicles from 120 hours to 24 hours.

(SPONSORS: SLAVIN AND HOSFELT)

Actions History

10/12/2015 - Scheduled for First Reading by City Council

09/28/2015 - Introduced at Safety Advisory and Transportation Committee meeting

Draft

CITY OF DOVER ORDINANCE # 2015-18

2015-2016 BUDGET ORDINANCES - FIRST AMENDMENT

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

The amount hereinafter named aggregating Five Million Six Hundred Thirty Five Thousand Two Hundred dollars ($5,635,200) or so much thereof as may be necessary are hereby appropriated from current revenues and other funds for the use by several departments of the Municipal Government for the fiscal year beginning July 1, 2015 and ending June 30, 2016:

GOVERNMENTAL CAPITAL PROJECTS FUND
REVENUES AND BUDGET FOR 2015-2016

REVENUES

	2015/16 BUDGET	2015/16 REVISED
BEGINNING BALANCE - PROJECTS	**$ 154,800**	**$ 2,732,300**
REVENUES		
INCOME FROM SALE OF ASSETS	20,300	20,300
INTEREST EARNINGS	5,000	5,000
TRANSFER FROM GENERAL FUND	2,625,400	2,625,400
SUBTOTAL PROJECT RECEIPTS	2,650,700	2,650,700
TOTAL FUNDING SOURCES	2,650,700	2,650,700
TOTAL BEGINNING BALANCE AND REVENUES	**$ 2,805,500**	**$ 5,383,000**

EXPENSE SUMMARY

EXPENDITURES	2015/16 BUDGET	2015/16 REVISED
FIRE	$ 145,600	$ 445,800
GROUNDS MAINTENANCE	201,100	201,100
LIBRARY	-	-
LIFE SAFETY	55,700	55,700
CODE ENFORCEMENT	-	-
POLICE	262,100	284,100
RECREATION	-	66,000
STREETS	1,428,500	3,617,800
SANITATION	449,000	449,000
CITY MANAGER	24,700	24,700
FACILITIES MANAGEMENT	-	-
FLEET MAINTENANCE	84,000	84,000
DEPARTMENT SUBTOTAL	**2,650,700**	**5,228,200**
TOTAL EXPENDITURES	**2,650,700**	**5,228,200**
BUDGET BALANCE	154,800	154,800
TOTAL BUDGET BALANCE & EXPENDITURES	**$ 2,805,500**	**$ 5,383,000**

The City Manager is hereby authorized, without further approval of the City Council, to make interdepartmental transfers of up to five percent of the amount hereinafter appropriated to any department with the exception of any transfers prohibited by City Procedure #F306.

ADOPTED:

2015-2016 BUDGET ORDINANCES - FIRST AMENDMENT (CONTINUED)

WATER/WASTEWATER IMPROVEMENT & EXTENSION FUND
CASH RECEIPTS/REVENUES AND BUDGET FOR 2015-2016

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

The amount hereinafter named aggregating Fourteen Million One Hundred Eighty EightThousand Five Hundred dollars ($14,188,500) or so much thereof as may be necessary are hereby appropriated from current revenues and other funds for the use by several departments of the Municipal Government for the fiscal year beginning July 1, 2015 and ending June 30, 2016:

CASH RECEIPTS

	2015/16 BUDGET	2015/16 REVISED
BEGINNING BALANCE - WATER	$ 833,500	$ 4,747,500
BEGINNING BALANCE - WASTEWATER	1,027,600	4,504,600
TOTAL BEGINNING BALANCES	**1,861,100**	**9,252,100**
REVENUES		
BOND PROCEEDS - WATER	-	-
BOND PROCEEDS - WASTEWATER	-	-
STATE LOAN FUND - WATER	-	-
TRANS FR OPERATING FUND - WATER	1,800,000	1,800,000
TRANS FR OPERATING FUND - WASTEWATER	1,500,000	1,500,000
TRANSFER FR WASTEWATER IMPACT FEE	165,000	165,000
PROCEEDS FROM SALE OF ASSETS	-	-
INTEREST INCOME	25,000	25,000
MISCELLANEOUS RECEIPTS	-	20,200
TOTAL REVENUES	3,490,000	3,510,200
TOTAL BEGINNING BALANCES & REVENUES	**$ 5,351,100**	**$ 12,762,300**

EXPENSE SUMMARY

EXPENSES	2015/16 BUDGET	2015/16 REVISED
WATER	$ 2,028,600	$ 5,442,600
WASTEWATER	1,822,100	5,299,100
WATER TREATMENT PLANT	-	284,400
TOTAL EXPENSES	3,850,700	11,026,100
BUDGET BALANCE - WATER	617,400	773,400
BUDGET BALANCE - WASTEWATER	883,000	962,800
CURRENT YEAR BALANCE SUBTOTALS	1,500,400	1,736,200
TOTAL BUDGET BALANCES & EXPENSES	**$ 5,351,100**	**$ 12,762,300**

The City Manager is hereby authorized, without further approval of the City Council, to make interdepartmental transfers of up to five percent of the amount hereinafter appropriated to any department with the exception of any transfers prohibited by City Procedure #F306.

ADOPTED:

2015-2016 BUDGET ORDINANCES - FIRST AMENDMENT (CONTINUED)

ELECTRIC UTILITY IMPROVEMENT AND EXTENSION FUND
CASH RECEIPTS/REVENUES AND BUDGET FOR 2015-2016

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

The amount hereinafter named aggregating Twelve Million One Hundred Ten Thousand Eight Hundred dollars ($12,110,800) or so much thereof as may be necessary are hereby appropriated from current revenues and other funds for the use by several departments of the Municipal Government for the fiscal year beginning July 1, 2015 and ending June 30, 2016:

REVENUES

	2015/16 BUDGET	2015/16 REVISED
BEGINNING BALANCE	**$ 3,623,600**	**$ 6,684,100**
REVENUES		
TRANSFER FROM ELECTRIC	3,500,000	3,500,000
GENERAL SERVICE BILLING	1,900,000	1,900,000
INTEREST EARNINGS	26,700	26,700
TOTAL REVENUES	**5,426,700**	**5,426,700**
TOTALS	**$ 9,050,300**	**$ 12,110,800**

EXPENSE SUMMARY

EXPENSES	2015/16 BUDGET	2015/16 REVISED
ELECTRIC GENERATION	$ 1,655,000	$ 2,299,800
TRANSMISSION AND DISTRIBUTION	2,887,600	3,625,900
ELECTRICAL ENGINEERING	1,724,300	3,401,700
TOTAL EXPENSES	**6,266,900**	**9,327,400**
BUDGET BALANCE	**2,783,400**	**2,783,400**
TOTAL BUDGET BALANCE & EXPENSES	**$ 9,050,300**	**$ 12,110,800**

The City Manager is hereby authorized, without further approval of the City Council, to make interdepartmental transfers of up to five percent of the amount hereinafter appropriated to any department with the exception of any transfers prohibited by City Procedure #F306.

ADOPTED:

2015-2016 BUDGET ORDINANCES - FIRST AMENDMENT (CONTINUED)

COMMUNITY TRANSPORTATION IMPROVEMENT FUND
CASH RECEIPTS/REVENUES AND BUDGET FOR 2015-2016

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

The amount hereinafter named aggregating Six Hundred Eighty Eight Thousand Five Hundred dollars ($688,500) or so much thereof as may be necessary are hereby appropriated from current revenues and other funds for the use by several departments of the Municipal Government for the fiscal year beginning July 1, 2015 and ending June 30, 2016:

OPERATING REVENUES

	2015/16 BUDGET	2015/16 REVISED
PRIOR YEAR BALANCE	**$ 144,000**	**$ 512,900**
GRANTS REVENUE	500,000	500,000
INTEREST INCOME	500	500
TOTALS	**$ 644,500**	**$ 1,013,400**

OPERATING EXPENSES

	2015/16 BUDGET	2015/16 REVISED
PROGRAM EXP. GRANT RELATED	$ 644,000	$ 1,012,900
CURRENT YEAR BALANCE	500	500
TOTALS	**$ 644,500**	**$ 1,013,400**

The City Manager is hereby authorized, without further approval of the City Council, to make interdepartmental transfers of up to five percent of the amount hereinafter appropriated to any department with the exception of any transfers prohibited by City Procedure #F306.

ADOPTED:

City of Dover
Fiscal Year 2015/2016 Budget
First Amendment
Capital Investment Plan Amendments

Project #	Title	Fiscal Year 2015 Original CIP Budget	Fiscal Year 2015 Revised CIP Budget	Fiscal Year 2015 Prior Fiscal Year(s) Expenses	Fiscal Year 2015 Carry Forward Balance	FY 2016 Year Budget	Revised FY 16 CIP Budget
FR1501	Fire - SCBA Equipment	$ 300,200	$ 300,200	$ -	$ 300,200	$ -	$ 300,200
PR1501	Park & Playground Improvement Equipment	$ 66,000	$ 66,000	$ -	$ 66,000	$ -	$ 66,000
N/A	Police Department Vehicle	$ 169,600	$ 171,100	$ 148,978	$ 22,000	$ 242,200	$ 264,200
ST1304	Garrison Farm Streets & Stormwater	$ 2,600,000	$ 4,226,700	$ 2,480,657	**$ 1,496,500**	$ -	$ 1,496,500
ST1501	Salt Storage Barn	50,000	75,000	-	75,000	-	75,000
ST1502	Streets, Alleys & Concrete Program	900,000	624,400	182,988	**441,500**	1,000,000	1,441,500
ST1503	Misc Emerg. Street/Storm Repairs	75,000	75,000	40,090	35,000	-	35,000
ST1504	Old PW2 Site Improvements	150,000	150,000	106,195	43,900	385,000	428,900
ST1506	Stormwater Ditch Maintenance	15,000	15,000	-	15,000	-	15,000
ST1508	Stormwater Utility Planning	90,000	90,000	7,650	82,400	-	82,400
	Street Division	$ 3,880,000	$ 5,256,100	$ 2,817,580	$ 2,189,300	$ 1,385,000	$ 3,574,300
	Total General Capital Project Fund	**$ 4,415,800**	**$ 5,793,400**	**$ 2,966,558**	**$ 2,577,500**	**$ 1,627,200**	**$ 4,204,700**
	Total Increase in General Cap Proj Fund				**$ 2,577,500**		
CT1405	Lakeview Drainage Study	$ -	$ 24,400	$ 18,187	$ 6,300	$ -	$ 6,300
CT1562	Village of Cannon Mill Repavement	315,000	386,900	25,997	**361,000**	-	361,000
CT1599	Signage for the Hamlet & Bicentennial Village	2,700	2,700	1,170	1,600	-	1,600
	Total Community Transportation Fund	**$ 317,700**	**$ 414,000**	**$ 45,354**	**$ 368,900**	**$ -**	**$ 368,900**
	Total Increase in Comm Transportation Fund				**$ 368,900**		
N/A	Sterling Dump Truck	$ 66,900	$ 66,900	$ -	$ 59,900	$ -	$ 59,900
WD0804	1.0 MG Storage Tank - Denney's Road	-	2,470,700	2,500	2,468,200	-	2,468,200
WD1302	Garrison Farm Storage Tank	400,000	4,221,600	2,100,291	**1,297,300**	-	1,297,300
WD1506	Shallow Well #7 Abandonment	15,000	15,000	-	15,000	-	15,000
WQ1503	West Dover Connector Project	-	336,000	184,561	**73,600**	-	73,600
	Water Division	$ 481,900	$ 7,110,200	$ 2,287,352	$ 3,914,000	$ -	$ 3,914,000
	Total Increase in Water Division				$ 3,914,000		
N/A	Sterling Dump Truck	$ 66,900	$ 66,900	$ -	$ 59,900	$ -	$ 59,900
N/A	Sterling Jet Truck	210,400	173,900	-	186,000	-	186,000
WW1206	Brandywine Pump Station Replcmnt	-	339,100	237,906	101,200	-	101,200
WW1303	Westover Pump Station	718,000	1,299,600	7,254	1,292,400	-	1,292,400
WW1304	Garrison Farm Wastewater Projects	-	3,199,700	2,571,260	628,500	-	628,500
WW1503	Hazzlettville Rd Interceptor	755,000	201,700	-	462,100	-	462,100
WW1504	Lakeview Drive Pump Station Replacement	450,000	408,400	48,817	359,600	-	359,600
WW1509	West Dover Connector Road Utility Relocation	-	922,300	10,859	**387,300**	-	387,300
	Wastewater Division	$ 2,200,300	$ 6,611,600	$ 2,876,096	$ 3,477,000	$ -	$ 3,477,000
	Total Increase in Wastewater Division				$ 3,477,000		
	Total Water/Wastewater I & E Fund	**$ 2,682,200**	**$ 13,721,800**	**$ 5,163,448**	**$ 7,391,000**	**$ -**	**$ 7,391,000**
	Total Increase in Water/Wastewater I & E Fund				**$ 7,391,000**		

Exhibit A

City of Dover
Fiscal Year 2015/2016 Budget
First Amendment
Capital Investment Plan Amendments

Project #	Title	Fiscal Year 2015 Original CIP Budget	Fiscal Year 2015 Revised CIP Budget	Fiscal Year 2015 Prior Fiscal Year(s) Expenses	Fiscal Year 2015 Carry Forward Balance	FY 2016 Year Budget	Revised FY 16 CIP Budget
EG1212	MR Unit 3 Turbine Inspection	$ -	$ 151,800	$ 98,392	$ 53,500	$ -	$ 53,500
EG1416	VanSant Capacity Increase	750,000	901,900	409,784	492,200	-	492,200
EG1504	McKee Unit 3 Boiler System	295,000	138,000	57,287	80,800	42,000	122,800
EG1506	McKee & VanSant Safety Improvement	52,000	52,000	33,776	18,300	-	18,300
	Electric Generation	$ 1,097,000	$ 1,243,700	$ 599,239	$ 644,800	$ 42,000	$ 686,800
	Total Increase in Electric Generation				$ 644,800		
N/A	Metering Infrastructure	$ -	$ 150,000	$ -	$ 150,000	$ -	$ 150,000
N/A	Vehicle/Truck	-	33,000	-	33,000	387,600	420,600
EE1509	West Dover Connector	250,000	250,000	94,209	155,800	-	155,800
EE1516	Chestnut Grove (new developments)	299,000	255,000	118,999	136,000	-	136,000
EE1522	Garrison Oak Park (new developments)	184,000	184,000	166,523	17,500	-	17,500
EE1525	Leander Lakes Apt Phase I (new developments)	73,000	73,000	3,608	69,400	-	69,400
EE1526	Playtex Addition (new developments)	200,000	354,100	204,136	150,000	-	150,000
EE1544	Nottingham Meadows (new developments)	28,600	28,600	2,011	26,600	-	26,600
	Transmission & Distribution	$ 1,034,600	$ 1,327,700	$ 589,486	$ 738,300	$ 387,600	$ 1,125,900
	Total Increase in Transmission & Distribution				$ 738,300		
N/A	Battery Bank Replacement	$ 24,500	$ 24,500	$ 10,875	**$ 13,700**	$ -	$ 13,700
EE1312	General Scott Switchgear	1,100,000	1,137,600	30,421	1,107,200	-	1,107,200
EE1443	GOTP Transmission Line Relocation	-	550,000	141,526	408,500	-	408,500
EE1500	69 KV Rebuild	75,000	75,000	12,029	63,000	-	63,000
EE1520	69 kV Cable Replacement North Street	85,000	85,000	-	85,000	50,000	135,000
	Engineering Division	$ 1,284,500	$ 1,872,100	$ 194,851	$ 1,677,400	$ 50,000	$ 1,727,400
	Total Increase in Engineering				$ 1,677,400		
	Total Electric I & E Fund	**$ 3,416,100**	**$ 4,443,500**	**$ 1,383,576**	**$ 3,060,500**	**$ 479,600**	**$ 3,540,100**
	Total Increase in Electric I & E Fund				**$ 3,060,500**		
	Total Carryforward balances from FY 2015				**$ 13,397,900**		