REGULAR COUNCIL MEETING
AGENDA

SEPTEMBER 14, 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 CHAPLAIN WALLACE R. DIXON

PLEDGE OF ALLEGIANCE LED BY COUNCILMAN BRIAN LEWIS

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 AUGUST 24, 2015**

2. **RESOLUTION NO. 2015-13 - PRESENTATION - CITY OF DOVER BRONZE MEDAL - PATROLMAN FIRST CLASS JAMES JOHNSON**

* 3. **DOVER HUMAN RELATIONS COMMISSION REPORT - MAY 27, 2015**

A. **ELECTION OF COMMISSION CHAIR**
(COMMISSION ELECTED S. RENEE SMITH TO SERVE AS CHAIR)

B. **DISCUSSION - RECENT EVENTS INVOLVING THE DOVER POLICE DEPARTMENT**
(COMMISSION ACTION NOT REQUIRED)

C. **SCHEDULING OF NOVEMBER 2015 MEETING DATE**
(COMMISSION SCHEDULED MONTHLY MEETINGS TO BE HELD AT 5:15 P.M. ON THE FOLLOWING DATES: JUNE 23, JULY 28, AUGUST 25, SEPTEMBER 29, OCTOBER 27, AND NOVEMBER 17, 2015)

* **3. DOVER HUMAN RELATIONS COMMISSION REPORT - MAY 27, 2015 (CONTINUED)**

D. DHRC COMMITTEE UPDATES

(DUE TO TIME CONSTRAINTS THE BELOW ITEMS WERE DEFERRED)

D-1. GOVERNMENT POLICY, PROGRAMS, AND PRACTICES COMMITTEE *(RUANE)*

D-2. COMMUNITY ENGAGEMENT COMMITTEE *(ROACH)*

D-3. EDUCATION COMMITTEE *(HENDERSON)*

D-4. COMMUNICATIONS COMMITTEE *(SMITH)*

E. COMMISSION MEMBERS' ANNOUNCEMENTS

(COMMISSION ACTION NOT REQUIRED)

* **4. DOVER HUMAN RELATIONS COMMISSION REPORT - JULY 28, 2015**

A. CHAIR'S RESIGNATION FROM THE COMMUNICATIONS COMMITTEE

(COMMISSION RECOMMENDED ACCEPTANCE OF THE CHAIR'S RESIGNATION FROM THE COMMUNICATIONS COMMITTEE)

B. DHRC COMMITTEE UPDATES

(COMMISSION ACTION NOT REQUIRED ON THE BELOW ITEMS)

B-1. GOVERNMENT POLICY, PROGRAMS, AND PRACTICES COMMITTEE (RUANE)

B-2. COMMUNITY ENGAGEMENT COMMITTEE (ROACH)

B-3. EDUCATION COMMITTEE (HENDERSON)

B-4. COMMUNICATIONS COMMITTEE (SMITH)

C. CHAIR 27-DAY UPDATE REPORT AND FEEDBACK

(COMMISSION ACTION NOT REQUIRED ON THE BELOW ITEMS)

C-1. MEETING WITH MAYOR AND CHIEF OF POLICE

C-2. MEETING WITH CHAIR, STATE COMMISSION AND THE STATE COMMISSION SUPPORTIVE ROLE

C-3. MEETING WITH CITY COUNCIL PRESIDENT

C-4. SUGGESTED BUDGET TO CITY COUNCIL

C-5. TRAINING

C-6. COMMUNITY INVOLVEMENT

C-7. PUBLICITY

C-8. COMMISSIONERS (SKILLS, NETWORKS, INTERESTS)

C-9. BY LAWS

D. COMMISSION MEMBERS' ANNOUNCEMENTS

(COMMISSION ACTION NOT REQUIRED)

* **5. SAFETY ADVISORY AND TRANSPORTATION COMMITTEE REPORT - AUGUST 24, 2015**

A. DISCUSSION - INCREASED CRIMINAL ACTIVITY - DOVER PARK/SILVER LAKE PARK

(COMMITTEE ACTION NOT REQUIRED)

B. CONCERNS OF OWENS MANOR RESIDENTS

(COMMITTEE ACTION NOT REQUIRED)

C. OVERVIEW OF DOVER POLICE DEPARTMENT POLICY REGARDING CONTACT, ARREST, OR DETAINMENT OF UNDOCUMENTED OR ILLEGAL ALIENS

(COMMITTEE ACTION NOT REQUIRED)

D. DEBRIEFING/POST-MORTEM ON FIREFLY MUSIC FESTIVAL (PRESENTATIONS BY THE DEPARTMENT OF PLANNING AND INSPECTIONS AND THE DOVER POLICE DEPARTMENT AND SUMMARY OF DISCUSSION WITH REPRESENTATIVES FROM PERSIMMON PARK PLACE, WILD MEADOWS, AND RESIDENTS ON PERSIMMON TREE LANE)

(COMMITTEE ACTION NOT REQUIRED)

* **5. SAFETY ADVISORY AND TRANSPORTATION COMMITTEE REPORT - AUGUST 24, 2015 (CONTINUED)**

E. PRIORITIZATION OF CITY OF DOVER STATE CAPITAL TRANSPORTATION PROGRAM (CTP) PROJECTS

(COMMITTEE RECOMMENDED APPROVAL OF THE RECOMMENDED PRIORITY RANKING FOR THE COMING YEAR, AS RECOMMENDED BY STAFF)

* **6. LEGISLATIVE, FINANCE, AND ADMINISTRATION COMMITTEE REPORT - AUGUST 24, 2015**

A. TRANSFER OF REAL PROPERTY FROM DELAWARE CIVIC CENTER CORPORATION TO DELAWARE STATE UNIVERSITY

(COMMITTEE RECOMMENDED CONTINUING THE CONVERSATION AND INFORMATION GATHERING FROM DELAWARE STATE UNIVERSITY (DSU), AS WELL AS THE CITY MANAGER, AND FOR DSU TO COME BACK AT THE FIRST MEETING IN OCTOBER AND GIVE ANOTHER PRESENTATION IN REGARD TO HOW THEY COULD ECONOMICALLY BENEFIT BOTH THE CITY AND DSU)

B. SEMI-ANNUAL REVIEW - STATISTICS REGARDING JOBS AND BUSINESSES GAINED AND LOST IN THE CITY OF DOVER SINCE JANUARY 2015 (DEFERRED BY COMMITTEE ON AUGUST 10, 2015 DUE TO TIME CONSTRAINTS)

(COMMITTEE ACTION NOT REQUIRED)

* **7. MONTHLY REPORTS - JULY 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

8. REQUEST FOR AUTHORIZATION TO REIMBURSE KENT COUNTY LEVY COURT - WATER MAIN DIAMETER INCREASE (JASON LYON)

(STAFF RECOMMENDS AUTHORIZATION TO REIMBURSE KENT COUNTY LEVY COURT $30,000 FOR THE INCREASED DIAMETER WATER MAIN THAT IS CURRENTLY BEING INSTALLED TO SERVE THE KENT COUNTY RECREATION BUILDING ON NEW BURTON ROAD)

9. COUNCIL MEMBERS' ANNOUNCEMENTS

/TM
S:\AGENDAS-MINUTES-PACKETS-PRESENTATIONS-ATT&EXH\COUNCIL-AGENDAS\2015\09-14-2015.WPD

REGULAR COUNCIL MEETING

The Regular Council Meeting was held on August 24, 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, Fire Chief Hall, Mr. Koenig, City Solicitor Rodriguez, and Mrs. McDowell. Mayor Christiansen was also present.

OPEN FORUM

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

Ms. Janetta Guinn, 749 Slaughter Street, stated that her water meter is sitting in her driveway and it is hard for her to get her cars back and forth. She indicated that if they park in the driveway they risk having the landlord tow their cars, and if they park on the street they risk the Dover Police towing the cars.

Responding to Ms. Guinn, Council President Slavin stated that they noted the situation with Ms. Guinn's driveway and the possible need for sidewalks in that area during their recent walkthrough. Mr. Slavin suggested that she speak with Mrs. Ann Marie Townsend, Director of Planning and Community Development, after the meeting.

Mr. Tyrone Ratu, a Dover citizen, stated that he thought the Open Forum should be televised for the public so that everybody can see what is going on. He indicated that he would be protesting in front of City Hall if it is not televised.

The invocation was given by Bishop Thomas L. Holsey, followed by the Pledge of Allegiance.

AGENDA ADDITIONS/DELETIONS

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

Mr. Lewis requested that item #5A - Parks, Recreation, and Community Enhancement Committee Report - August 10, 2015 - Exception Request to Allocate Down Payment Assistance Outside of the Downtown Development District Target Area, be removed from the Consent Agenda.

Mr. Anderson requested that item #8 - Discharging the Ad Hoc Financial and Operational Advisory Committee, be removed from the Consent Agenda.

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

ADOPTION OF MINUTES - SPECIAL COUNCIL MEETINGS - BUDGET REVIEW OF MAY 27-28 AND JUNE 1-3, 2015

The Minutes of the Special Council Meetings - Budget Review of May 27-28 and June 1-3, 2015 were unanimously approved by motion of Mr. Neil, seconded by Mr. Cole and bore the written approval of Mayor Christiansen.

ADOPTION OF MINUTES - REGULAR COUNCIL MEETING OF AUGUST 10, 2015

The Minutes of the Regular Council Meeting of August 10, 2015 were unanimously approved by motion of Mr. Neil, seconded by Mr. Cole and bore the written approval of Mayor Christiansen.

PRESENTATION BY THE KIWANIS CLUB TO THE GREATER DOVER BOYS AND GIRLS CLUB

Mr. Allan Kujala, Past President of the Kiwanis Club of Dover, presented Mr. Darrell Tingle, Director of Business Development for the Boys and Girls Club, with a check representing the final payment toward a $25,000 donation for construction of the new Boys and Girls Club facility. Mr. Kujala stated that this is a worthwhile project that will greatly benefit the children of the Dover community for many years to come. He challenged other service clubs to meet the Kiwanis commitment to improve the world one child and one community at a time.

Mr. Kujala stated that the Kiwanis Club of Dover is proud to support numerous, meaningful projects that benefit their community, noting that several years ago they donated $10,000 toward the construction of the Dover Public Library, the largest such contribution by any service club located here in the state capital.

Mr. Tingle thanked the Kiwanis Club and all those who have pitched in to make this facility a reality. He noted that this is going to make a big difference in the lives of the children in this community by giving them another place to go, grow, learn, and have fun.

PROCLAMATION - NATIONAL PREPAREDNESS MONTH

The City Clerk read the following Proclamation into the record:

WHEREAS, National Preparedness Month creates an important opportunity for City of Dover residents to prepare their homes, businesses, and their communities for potential natural disasters or terrorist attacks; and

WHEREAS, investing in emergency preparedness can reduce injuries, fatalities, and economic devastation in our community and nation; and

WHEREAS, the Federal Emergency Management Agency's "Ready" Campaign, Citizen Corps, and other federal, state, local, private, and volunteer agencies are working to increase public activities to prepare for emergencies and to educate individuals on how to take action; and

WHEREAS, the Ready Campaign established four universal building blocks of emergency preparedness, Be Informed, Make a Plan, Build a Kit and Get Involved with the 2015 National Preparedness Month Theme being “Don't Wait. Communicate. Make your emergency plan today”; and

WHEREAS, emergency preparedness is the responsibility of every citizen of the City of Dover and all citizens are urged to make preparedness a priority and work together, as a team, to ensure that individuals, families, and communities are prepared for disasters and emergencies of any type, and are encouraged to participate in preparedness activities and to be proactive in establishing sound plans for addressing emergencies.

NOW, THEREFORE, I, ROBIN R. CHRISTIANSEN, MAYOR OF THE CITY OF DOVER, DELAWARE do hereby proclaim the month of September 2015 as NATIONAL PREPAREDNESS MONTH in the City of Dover, and encourage all citizens, businesses, and organizations to develop their own emergency plan and work together toward creating a more prepared society.

MAYOR ROBIN R. CHRISTIANSEN'S VETO OF THE MOTION ADOPTED BY CITY COUNCIL ON JULY 27, 2015 - TO AFFIRM CITY COUNCIL'S DECISION OF MARCH 23, 2015, TO MOVE THE ECONOMIC DEVELOPMENT OFFICE UNDER THE CITY MANAGER, WITH THE UNDERSTANDING THAT THIS MATTER WILL BE REVISITED IN SEPTEMBER, WHICH COULD LEAD TO A DIFFERENT ACTION

Council President Slavin reminded members that, during the Regular Council meeting of August 10, 2015, based on Deputy City Solicitor Pepper's legal opinion that Mayor Christiansen's veto notice was not provided within seven (7) days of the March 23, 2015 Council action and, therefore, had no bearing, City Council unanimously accepted Deputy City Solicitor Pepper's recommendation regarding the veto. He advised that, subsequently, Mr. Pepper provided a revised legal opinion stating that, because City Council adopted the Fiscal Year 2016 Annual Operating Budget, including the Mayor's Fiscal Year 2016 organizational chart showing the Police Department and Economic Development Office under the Mayor, the March 23, 2015 motion to move departments under the City Manager, as far as the Economic Development Office is concerned, was reversed. Mr. Slavin noted that the effect of the July 27, 2015 motion affirming City Council's decision of March 23, 2015 to move the Economic Development Office under the City Manager was to revise the Mayor's organizational chart in the FY 2016 budget. Since the Mayor vetoed that motion within the time required by the Charter, the Economic Development Office will remain under the Mayor pursuant to the Mayor's Fiscal Year 2016 Organizational Chart unless and until Council overrides the veto.

Mr. Hare suggested that, with everything that is going on in the city, they should just leave things as they are and let the Mayor be in charge of Economic Development and the Police Department, just like it was before this discussion started. He felt that there were more important things to deal with than worrying about who is going to report to whom and starting all these inner battles.

Mr. Hare moved to reset the form of government to what existed on March 8, 2015 with the Police Department and the Economic Development Office reporting to the Mayor and the City Manager, Controller/Treasurer, City Planner, City Assessor, and City Clerk reporting to Council. All other departments will report to the City Manager. The motion was seconded by Mr. Lewis and carried by a unanimous roll call vote.

Mr. Hare moved to cancel the Special Meeting scheduled for September 16, 2015 to discuss the issue of Form of Government and Reporting Structure. After a brief discussion resulting in a consensus of Council that their constituents should be included in the discussion, Mr. Hare withdrew his motion.

PARKS, RECREATION, AND COMMUNITY ENHANCEMENT COMMITTEE REPORT - AUGUST 10, 2015

The Parks, Recreation, and Community Enhancement Committee met on August 10, 2015 with Chairman Anderson presiding.

Exception Request to Allocate Down Payment Assistance Outside of the Downtown Development District Target Area

During the Parks, Recreation, and Community Enhancement meeting of March 9, 2015, members considered the Review/Scoring of Community Development Block Grant (CDBG) Applications. Members recommended awarding $60,000 of the City's CDBG grant allocation for public service activities to the City of Dover Homeownership Assistance Program and that priority be given to the Downtown Redevelopment Target Area as designated in the Dover Code until January 2016, with funding to be re-evaluated at that time to see if there are funds left over for the remainder of the City. The Committee's recommendation was approved by City Council during their Regular Meeting of March 23, 2015.

Mrs. Tracey Harvey, Planner I, stated that staff was requesting an exception to the Committee's recommendation to allow $20,000 of the approved funding for the City of Dover homeownership program to be reallocated to a first time homebuyer who was experiencing a hardship and was currently under contract to purchase a home outside of the Downtown Development District (DDD) Target Area. She explained that without the funding, this individual's contract would be canceled and she would not be eligible to purchase a home for at least 10 years. Mrs. Harvey advised members that Ms. Tomeka Crawford, the housing counselor for this client, was present to speak on this individual's behalf.

Staff recommended allocating $20,000 in down payment assistance outside of the DDD Target Area to a client experiencing a hardship.

Responding to Mr. Hutchison, Mrs. Ann Marie Townshend, Director of Planning and Community Development, stated that the request had not been reviewed by the City Manager.

In response to Mr. Hutchison, Mrs. Harvey stated that the request was supported by staff.

Responding to Mr. Anderson, Mrs. Harvey stated that the home being purchased was a townhouse located behind the Redner's Warehouse Market on Route 8 in Dover, and if this $20,000 allocation were approved, $40,000 in funding would remain in the homeownership program for FY 2016. She stated that $60,000 had been allocated for the entire year.

In response to Mr. Anderson regarding pending applications, Mrs. Harvey stated that there was one (1) application pending for the downtown area.

Mr. Caldwell questioned the reason for this special case outside the DDD area. Responding, Mrs. Harvey stated that Ms. Crawford could better explain the hardship of the client.

In response to Mr. Hosfelt's request for clarification regarding the CDBG program, Mrs. Harvey explained that CDBG funds are typically used City-wide, but because of the City's DDD designation, the Parks, Recreation, and Community Enhancement Committee chose to allocate all of the funding for the City's homeownership program for the downtown area.

Mr. Hosfelt questioned if a request of this nature would be an unusual use for this money if the property were located in the downtown area, and Mrs. Harvey indicated that it would not be.

Mr. Hutchison requested Mr. Scott Koenig, City Manager, to comment on this item. Responding, Mr. Koenig explained that it was a goal across the City to promote homeownership in general. Although these CDBG funds were intended to focus on the DDD as the target area, he had no objection to staff coming to Council to expand beyond the DDD since this would go toward the overall goal of the City. Mr. Koenig noted that he did not have the benefit of knowing the location of the subject property.

Ms. Tomeka Crawford, Homeownership Specialist, National Council on Agricultural Life and Labor Research Fund, Inc. (NCALL), 363 Saulsbury Road, explained that this client had approached her nearly a year ago wanting to purchase a home in Dover. She indicated that her client works and lives in the City and would like to remain in the City by using the City of Dover down payment and settlement assistance program. Ms. Crawford stated that this individual had worked very hard to become mortgage ready by selling a mobile home that was sub-standard and no longer meeting her family's needs, paying off debt, improving her credit score, and saving money. At the point of becoming mortgage ready, the underwriting guidelines changed, which made it impossible for the client to buy without using the City of Dover program. If unable to use the $20,000 down payment and settlement assistance program, this client would have to look at a much longer term of over 10 years to purchase a home. Ms. Crawford requested members to visualize having a ready-to-move-in dream home and having that dream disappear all at once. She stated that this is what would happen if this client were not approved for the CDBG funds.

Ms. Crawford explained that she was present as a voice of the client who was not present to represent herself. She advised members that she worked with this client and saw the hardship, challenges, and the dream in front of her, noting that this dream was almost to the point of disappearing. She requested approval for the client to utilize the City of Dover program, which would allow her to move into the home by September 15, 2015.

Mr. Caldwell indicated that he was 100% in support of helping the client but questioned if providing assistance for the purchase outside of the designated area would set a precedent for the City in the future whenever someone has a hardship and cannot buy a home. Responding, Mrs. Harvey reminded members that the Committee had agreed to revisit the allocation of funds if all of the funds were not expended in the target area by January 2016, and to determine then if funds would be used City-wide. She noted that the City's CDBG program was normally a City-wide program and had not targeted the downtown area previously.

Mayor Christiansen reiterated that this program had always been a City-wide program and was made site-specific when the City was designated as a DDD to strengthen that program. He advised members that the City had partnered with NCALL in revitalizing downtown Dover and the Restoring Central Dover initiative. It was Mayor Christiansen's belief that NCALL, a partner in good faith with the City, would not have stepped forward and asked for this exception if they were not in support of assisting this client in becoming a homeowner in Dover. He stated that the opportunity to make someone a homeowner is a great opportunity for the City, noting that this could be used as an advertisement for people considering moving to the City. He stated that NCALL's presence helps strengthen the City's commitment to restoring homeownership in the City.

Responding to Mr. Hosfelt as to whether the funds would be recouped by the City, Mrs. Harvey explained that the funds would be a forgivable grant and the City would only recoup these funds if the homeowner chooses to buy, sell, or rent the property within 10 years.

In response to Mr. Anderson, Mrs. Harvey stated that if the recipient homeowner buys, sells, or rents the property, they will be required to pay back a percentage of the loan on a sliding scale, based on the type of loan and the length of the loan.

Mr. Anderson explained that the City's homeownership program is funded out of the CDBG program to help with the City's goals related to low-income housing. He stated that this is federal money and the City determines where it is spent within the federal government's guidelines.

Mrs. Crawford stated that she was committed to the downtown Dover initiative and that she had another client who was in a position to purchase a home in the target area and would be taking advantage of the funding available through the City's CDBG program as well.

Ms. Denise Freeman, Housing Counseling Director, NCALL, explained that NCALL had long been a supporter of City of Dover initiatives and a huge supporter of the City's homeownership program. She stated that NCALL was fully committed to the Restoring Central Dover initiative. Ms. Freeman explained that NCALL had participated in many related events in Dover, including workshops with Central Delaware Habitat for Humanity, Inc. She noted that events had been scheduled or held at locations such as Bibleway Temple Church of God in Christ, Solid Rock

Baptist Church, and Holy Trinity Church. Ms. Freeman stated that NCALL was also fully committed to providing assistance to help families purchase homes, particularly first-time home buyers. She explained that this particular client had remained committed to becoming a home buyer. Ms. Freeman stated her pleasure that Ms. Crawford was serving as housing counselor for this client, noting that Ms. Crawford was passionate about wanting this family to succeed.

Responding to Mr. Anderson as to when the client entered the program, Ms. Crawford explained that this occurred in June of 2014 and confirmed that the criteria for the mortgage process had changed since that time.

Members were made aware that the loan officer working with the client had provided a confidential letter outlining the client's hardship.

The Committee recommended approval of staff's recommendation to allocate $20,000 in down payment assistance outside of the Downtown Development District (DDD) Target Area to a client experiencing a hardship.

During the Council meeting, Mr. Anderson, Chair of the Parks, Recreation, and Community Enhancement Committee, advised that the Committee recently recommended focusing the Community Development Block Grant funds on the Downtown Development District where the first priority would be for housing within the district. He noted that the Committee felt it would be better to allow this exception rather than have the applicant lose their mortgage.

Mr. Lewis expressed concern that the grant money was specifically allocated for the Downtown Development District targeted area and he felt it should be utilized for that. Responding, Mr. Anderson stated that the Community Development Block Grant funds are actually available to eligible residents citywide; however, the Committee wanted to ensure that the money was prioritized so that most of it went into the Downtown Development District.

Mrs. Ann Marie Townsend, Director of Planning and Community Development, advised that, because of the efforts with the Downtown Development District, the Parks, Recreation, and Community Enhancement Committee recommended that the home ownership assistance focus on the District. She noted that the recommendation was approved by City Council and was not a requirement of any of the Department of Housing and Urban Development (HUD) rules.

Mrs. Townshend stated that, in this specific case, the purchaser of this home had been working with the NCALL housing counselor for about a year, and her process started prior to the decision to focus on the Downtown Development District. Although it would be ideal to spend all of the funds in the downtown because they do need to increase home ownership in that area, this purchaser was caught in the middle. Mrs. Townshend noted that the housing counselor who had been working with the purchaser testified that if she was not able to get the down payment assistance, she would not be able to go to settlement and would miss the opportunity for home ownership. She advised that this purchaser started the home buying process well in advance of the City receiving the Downtown Development District designation and City Council's decision to prioritize the downtown area.

Mr. Lewis asked if new homeowners living in his or other districts could apply for and receive a $20,000 grant if they were experiencing a hardship. Responding, Mr. Hare stated that this applicant applied and put their blood, sweat, and time into doing what they were told for seven (7), eight (8), or nine (9) months and then the City changed their rules.

Mr. Hutchison stated that, based on the testimony regarding this applicant during the Committee meeting, although the property is outside of the Downtown Development District he supported the request because it fulfilled the requirements of the grant application process. He noted that any other grant requests should be reviewed on a case-by-case basis.

Mr. Anderson noted that this program had historically been for the whole city; however, because an incentive package was being developed for the Downtown Development District, the Committee recommended prioritizing most of the money for the downtown area. He noted that 75% to 80% of the money is still going to go into the Downtown District with the understanding that some of that money would go into other parts of the City after the downtown applications were received and evaluated.

Mr. Anderson reiterated that this applicant had gone through the process and was eligible for the program; however, she was caught in the process when the rule changed. He noted that there was a provision for an exception to be considered and it did not seem fair to disqualify this applicant because of a rule change.

Responding to Mr. Lewis, Mr. Hare stated that if 20 people applied they would be considered in the order they are received; however, the Downtown Development District rule would apply. If there are enough funds for five (5) applicants and five (5) applicants in the Downtown Development District applied, they would get first consideration. If there is only one (1) in the Downtown Development District, then four (4) of the other 20 might qualify. Mr. Hare reiterated that the Downtown Development District rule was not in place when this applicant applied and followed the process.

Mr. Anderson stated that the federal grant leaves it to the municipality to prioritize where the funds are spent.

Mrs. Townsend noted that NCALL, one of the lead partners in the downtown revitalization, provides the housing counseling and is very aware of this situation. They will be building homes for home ownership in the downtown, along with Habitat for Humanity, and as new clients come in, they are focusing them in the downtown area if they are looking in Dover.

Mr. Anderson moved for approval of the Committee's recommendation to allocate $20,000 in down payment assistance outside of the Downtown Development District (DDD) Target Area to a client experiencing a hardship. The motion was seconded by Mr. Hare and carried by a roll call vote of eight (8) yes and one (1) abstention (Lewis).

Recreation Needs Assessment

During the Parks, Recreation, and Community Enhancement Committee meeting held on July 13, 2015, members considered the Draft Recreation Needs Assessment

and recommended continued discussion of the Recreation Needs Assessment at their next meeting. The Committee's recommendation was approved by City Council during their Regular Meeting of July 27, 2015.

Mrs. Ann Marie Townshend, Director of Planning and Community Development, recommended that members take action on the Draft Recreation Needs Assessment, noting that the assessment could be fine-tuned moving forward.

Mayor Christiansen requested clarification regarding the splash park concept. Responding, Mrs. Townshend explained that, based on the information from the public, staff would be looking toward locating splash pads at Silver Lake and Dover Park. Based on the needs assessment, the City would move into doing master plans for the parks, including the amenities. She stated that it had yet to be determined which location would be first for a splash pad since this was not part of the assessment.

Responding to Mayor Christiansen regarding the time frame for the opening of the splash pads, Mrs. Townshend stated that, because of the desire for the City to deliver more opportunities on the east side of the City, she felt that staff should move forward with the master plan for Dover Park as the location for the first splash pad. She indicated that this splash pad could not be constructed next fiscal year but probably the year after.

Noting that the Capital School District had a new superintendent, Mayor Christiansen questioned if it was expected that the City would be able to continue to use the District's two (2) facilities on the east side of the City. Responding, Mrs. Townshend stated that the City uses the Capital School District's facilities routinely, noting that the City uses the field at the old Dover High School and runs an after school program at Towne Point Elementary School. She stated that the District had been very supportive in working with the City on other programming as well. Regarding expanding the City's programs to East Dover Elementary School to accommodate the needs of youth on the east side of the City, Mrs. Townshend stated that this had not yet been discussed but it was something she could look into.

Responding to Mr. Hutchison regarding working cooperatively with Kent County Levy Court, Mrs. Townshend stated that the City was working with Kent County and planned to meet with County staff to discuss recreation needs and working together. Additionally, she indicated that the City works with the YMCA routinely, and that this was increasing. Mrs. Townshend indicated that the YMCA was currently conducting swim lessons for the City's Camp Small Wonder and provides transportation to and from their facility for these lessons.

The Committee recommended acceptance of the City of Dover Recreation Needs Assessment.

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

Mr. Anderson expressed his thought that strategic planning and goal setting goes hand in hand with the Recreation Needs Assessment in that they are both plans to improve various aspects of the City, revitalize the downtown, and improve recreation opportunities. He asked for members of the Committee and the public to review the information provided and offer suggestions and priorities regarding what needed to be done. Mr. Anderson noted that some improvements would be easier than others, such as adding trail stations at Schutte Park, and some would be more difficult and more costly, such as a splash park. He pointed out the importance of determining which park would have which amenities and noted that different funding proposals must be considered. Mr. Anderson stated that there had been a proposal to change the open space requirements and to also review the fee system dedicated to the Parkland Reserve Fund, noting that there is no funding stream for capital improvements in this area, and that most of the funding currently comes out of the General Fund, with approximately $100,000 coming from fees.

Responding to Mr. Caldwell as to how the City's recent tax increase would affect park funding, Mr. Anderson stated his belief that this revenue would be applied to public safety and infrastructure.

In response to Mr. Caldwell as to whether parks and recreation funding was being received through grants, Mrs. Townshend explained that the City had utilized grant funding through the Delaware State Parks from the Land and Water Conservation Trust Fund; however, she indicated that there may be other opportunities for projects that would help to improve public health. Mrs. Townshend stated that she recently discussed looking for other grant opportunities with her staff.

Mr. Anderson stated that grants may be available for the expansion of trails and updating of fitness stations.

Mrs. Townshend stated that a lot of the fitness classes offered at the YMCA and Club Fitness use barbells, which the City's programs are lacking, noting that they are expensive to purchase. Some of the instructors that staff had spoken with indicated they could offer a wider variety of classes if barbells could be incorporated into the programming. Mrs. Townshend advised that staff was looking into researching grant funds for these types of small projects, noting that last year Nemours donated $1,000 to purchase four (4) bicycle racks. She indicated that although grant funds may not help with large projects such as splash pads and restrooms, there are probably untapped funds for some projects.

Responding to Mr. Hosfelt, Mrs. Townshend advised that the fees collected for the parks and recreation programs do not cover the cost of the programs and that fees only account for about 20%, when considering only the Parks and Recreation budget. When the Grounds Division, which maintains all of the parkland, is factored in, the

revenue from recreation only pays for approximately 8% of the combined budget. Mrs. Townshend confirmed Mr. Hosfelt's understanding that the majority of the needs assessment survey respondents felt that fees collected should help fund the programs. She stated that most of the respondents indicated that there should be a fee differential for residents versus non-residents, particularly some of the field and pavilion rental fees which had not been adjusted in a number of years and were very labor intensive for the Grounds Division. Mrs. Townshend stated that the softball leagues that rent the fields are some of the larger money makers; however, the fees collected do not cover the cost to maintain the grounds.

Responding to Mr. Hosfelt, Mrs. Townshend advised that league fees vary, depending on the season, and noted that each team pays a fee. The softball registration fee for the fall was approximately $500 per team, but can be as high as $800. She noted that a current challenge was a decline in interest for softball and there were fewer teams registering. Mrs. Townshend stated that Mr. Steve Pickering, Sports Coordinator, had been working to expand leagues and the City had been doing a lot more in regard to bringing in leagues for growing sports, such as field hockey and lacrosse.

Mr. Anderson suggested ultimate frisbee as an option.

In response to Mayor Christiansen regarding State contributions, Mrs. Townshend advised that the State contributes very little to the parks and recreation programs and the only State funding the City receives is from grants, such as matching grants. For example, having submitted a pre-application, the City recently received an invitation to fill out a grant application for the Mallard Park improvements project, which would cover approximately $33,000 of a $66,000 project.

Responding to Mayor Christiansen regarding utilizing Delaware State University's (DSU's) School of Business to find grant money for other projects, Mrs. Townshend indicated that this was something she could look into. She also stated that, in the spring, the City always utilizes an intern from DSU who has to work 400 hours and she could have this intern research grant funds.

At the request of Mayor Christiansen, Mrs. Townshend and Mr. Anderson agreed to meet with the Mayor to discuss grant research and resources. Mayor Christiansen noted that the DSU School of Business is a great untapped source of reference that the City could use.

Mr. Anderson stated that he would also like to meet with the City's counterparts at Kent County.

Mr. Anderson posed questions to members regarding their thoughts on what areas staff should be asked to look at first in relation to the needs assessment. He noted that staff desired to look at building a new master plan for east Dover and to look at

the expanded area in Schutte Park, which he felt were both important. Mr. Anderson stated his desire for the Committee to come back to this issue, noting he would like more of the Committee members to be present to discuss this.

Strategic Planning and Goal Setting (Restoring Central Dover Strategic Plan)
Referring to the Executive Summary of the Restoring Central Dover - Our Vision for Vitality plan, Mr. Anderson questioned if members had any particular points to discuss in the plan or areas to prioritize, such as housing, community economic development, recreation, or youth programs.

Mr. Hosfelt stated that he would like to hear from Mr. Joe Myer, Chair, Restoring Central Dover Steering Committee, and staff, and expressed a desire to meet with this committee. Mr. Hosfelt stated that he was one (1) of the original members of the steering committee years ago when the process started. Noting that many things had occurred since that time, he felt it would be important for Council as a whole to get an overview of how it started and where things stood currently in order to determine a direction for the future. Mr. Hosfelt indicated that the Restoring Central Dover Steering Committee was the driving force behind this effort.

Noting that the Restoring Central Dover Steering Committee had grant funds but no legislative authority, Mr. Anderson expressed his opinion that they needed the Parks, Recreation, and Community Enhancement Committee in this regard. He felt that working together, great things could be accomplished. Mr. Anderson stated that members of the Restoring Central Dover Steering Committee had reached out to members of the Parks, Recreation, and Community Enhancement Committee, and suggested issuing an invitation to the Restoring Central Dover Steering Committee to meet with the Parks, Recreation, and Community Enhancement Committee.

The Committee recommended issuing an invitation to the members of the Restoring Central Dover Steering Committee to meet with the Parks, Recreation, and Community Enhancement Committee.

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

The Committee deferred this item for further discussion during the September 14, 2015 Parks, Recreation, and Community Enhancement Meeting.

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

Mayor Christiansen advised members that Mrs. Horsey was on the way to recovery and should be able to attend the next meeting.

The Committee recommended sending official speedy recovery and get well wishes to Mrs. Horsey from the Committee.

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

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

UTILITY COMMITTEE REPORT - AUGUST 10, 2015

The Utility Committee met on August 10, 2015 with Chairman Hutchison presiding.

Annual Review and Approval of Governing Policy for Energy Commodity Risk Management

Members were advised that the City of Dover has in place an approved risk management policy associated with the purchase of energy commodity and related investment contracts. The purpose of the energy commodity and investment contracts resulting from the application of the risk management policy is: (i) to secure economic and reliable energy supply to meet the ongoing energy requirements of the City and its citizens, and (ii) to provide price certainty for those end users purchasing electricity supply from the City.

Mr. Scott Koenig, City Manager, stated that City management, along with The Energy Authority (TEA) and their client manager, completed their annual review of the Energy Commodity Risk Management Policy, and he reviewed the changes recommended for the Utility Committee and City Council acceptance. He indicated that the revisions were maintenance changes recommended by both TEA and staff to clarify issues, streamline the process, or remove language that was outdated because of the changing markets.

Staff recommended acceptance of the revised Governing Policy for Energy Commodity Risk Management.

Referring to Page 13 - Risk Limits and Risk Measurements, A. Limits, Item #1, Volume/ Maturity/Value Limits, Mr. Blakeman noted the inclusion of Fuel Oil #6 in the chart. He questioned if the City was still buying #6 oil and was permitted to burn it. Responding, Mrs. Donna Mitchell, Controller/Treasurer, stated that the City was no longer buying #6 fuel oil.

Mr. Koenig stated his belief that the City was not permitted to burn this type of oil and that this could be removed from the policy. Mr. Blakeman supported removing it, feeling that it was misleading.

With reference to Item #2, Delegation Authority, on Page 13, Mr. Blakeman noted the statement that "The ERMC may delegate these authorities to individuals authorized to commit Dover to financial obligations." He questioned if there was a list of these authorized individuals. Responding, Mr. Koenig stated his belief that the positions that are able to commit to those transactions were specified on Page 8 - Management and Controls, B. Executive Risk Management Committee (ERMC),

which defines the roles of the members of the ERMC. He noted that the members of the ERMC include the City Manager, Director of the Utility, and Controller, and between these three (3) individuals, the City has the authority to make those transactions.

Mr. Blakeman questioned if the "individuals authorized to commit Dover to financial obligations" referred to the members of the ERMC committee. In response, Mr. Koenig stated that TEA can perform a small range of transactions themselves.

Mr. Blakeman questioned if these transactions would be performed by an employee of TEA. Responding, Mrs. Mitchell stated that TEA's current service manager is one of the members of the ERMC and this individual would instruct their employees to do hedging. She confirmed that the Utility Committee would authorize the City's members of the ERMC Committee to authorize TEA to act.

Mr. Blakeman indicated that it might be helpful if someone at TEA was listed so that it would be known who this was going to be. Mrs. Mitchell explained that position titles rather than the names of ERMC members were included in the policy to avoid the need to revise the document when there are staff changes. Mr. Blakeman noted that the statement referenced only "individuals authorized." He did not feel that individuals needed to be specified but thought that the term "other authorized individuals" was vague.

Mr. Koenig expressed his belief that delegation would also be covered by TEA's insurance, etc. TEA would not delegate this responsibility to an unqualified person since TEA would be as responsible as the City.

With reference to Item #3, Volume Limits on Page 13, Mr. Blakeman referred to the statement that "For no reason should a transaction be executed that exceeds the City's electric load requirements" and questioned if this referred to exceeding the limits on an hourly, daily, or monthly basis and if there was a time frame attached to exceeding. In response, Mr. Koenig stated his belief that the excess would be based on the purchase. If the City were purchasing load to 80% for the current year, this may involve day-ahead transactions, which the City sometimes makes. He stated that it would be either the cumulative load profile for the year or the daily expected load profile, noting that there are many kinds of transactions that happen. Mr. Koenig indicated that it could be a daily, monthly, or annual time frame.

Mrs. Mitchell stated that this would be based on TEA monitoring the City's load and needs, noting that TEA is not supposed to exceed this. She concurred with Mr. Koenig that this is based on the percentage that is hedged versus what the City buys in the open market. Mrs. Mitchell advised members that the City does not hedge 100% in case the load for the month does not come in at 100% and that volumes are measured.

Mr. Blakeman questioned, if 80% of the load were hedged, whether this percentage could not be exceeded. Responding, Mrs. Mitchell stated that TEA can buy what they need on the market based on the load but cannot exceed 100%.

Mr. Koenig stated that the hedge target for FY 16, which began on July 1, 2015, was 80% in the month of July. The City was still carrying 20% of the load as short-term purchases and trying to take advantage of the market. In FY 17, a target of 60% of the estimated load was set. He explained that the City is under 100% on a rolling basis moving through the year. When starting each year, the City would not be over 80% of the projected load.

Mr. Blakeman suggested, perhaps not this year but next year, that the language be clarified as he felt it was vague.

Noting that the policy references the City of Dover hedge program, Ms. Stewart questioned if there was a hedge program document available for her review as a new member of the Committee. Responding, Mr. Koenig stated that staff would bring this document forward.

The Committee recommended acceptance of the revised Governing Policy for Energy Commodity Risk Management.

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

Quarterly Review of Utility Related Capital Investment Plan (CIP) (Electric and Water/ Wastewater) *(April, May, and June)* (Pre-Audit)

Mr. Scott Koenig, City Manager, reviewed the preliminary Capital Investment Plan Project Tracking Quarterly Report as of June 30, 2015. He advised members that staff in the Public Works Department, the Electric Department, and in some other departments with respect to vehicle purchases, had been working diligently to finish a backlog of projects that had accumulated over several years. Mr. Koenig expressed his pleasure that a number of the projects listed in the report that had been in progress for some time had been completed. He noted that some projects, such as stormwater utility planning, were multi-year projects and were expected to extend beyond one (1) year.

Mr. Koenig indicated that staff had worked hard to complete the Garrison Oak Technical Park (GOTP) improvement projects, which were expected to be completed in FY 16 and a backlog of individual street paving and utility-related projects that had been lagging behind had been caught up. Mr. Koenig stated that a number of projects were under construction throughout the City, and several street program and community transportation projects under the General Fund had closed out. He advised members that some projects still lingered, such as the Lincoln Park Center, as well as some small unused funds in some individual Community Transportation Fund locations.

In regard to the water and sewer utility, Mr. Koenig stated that staff had been working on finalizing a site for an elevated storage tank at the north end of the City and was very close to securing that site. He advised that this project was considered by the Planning Commission and there were some objections regarding the site location. Staff believed that a new site had been worked out and this project would be brought forward in the next few months. Mr. Koenig informed members that the GOTP water system improvements were complete and the sanitary sewer system improvements were very near completion. He advised that the elevated storage tank had lagged behind slightly, but the top of the tower was now on. Mr. Koenig stated that the welds on the bowl of the tower would be finalized and the project would be moved to completion this fall, which would help finalize all of the Garrison Oak projects. He indicated that the curb line had been poured in the back section.

Mr. Koenig indicated that a new deep well at Schutte Park had been completed and back-up generators had been put into place. He advised that there had been several Inflow and Infiltration (I&I) projects that were completed throughout the system. Mr. Koenig stated that, in general, staff had caught up or was making good progress on catching projects up and getting into current year money, versus funds that had lagged behind for a while.

With reference to the Electric Department, Mr. Koenig stated that improvements to the Horsepond Substation were completed in FY 15 and Staff had been working on a system upgrade related to the new Energizer location. He indicated that the General Scott Substation project was now underway and he reiterated that staff was making significant progress in getting into the current year's money and projects, which had fallen behind. Mr. Koenig advised that the Electric Department completed the relocation of the 69 KV line, and staff was awaiting base paving and some additional moves from Verizon and Comcast to finish up that work.

In response to Mr. Hutchison regarding the time frame required to complete the water tower north of the City, Mr. Koenig estimated that it would take approximately one (1) year to construct.

Mr. Hutchison questioned how the City's long-term system appeared based on the current increased demand for water at Calpine. Responding, Mr. Koenig advised members that Calpine block one (1) had been in operation all summer and the City had managed the demand of Calpine and the rest of the system with the existing well system and elevated storage tanks. He noted that there had been significant volume changes in the tanks. To Mr. Koenig's knowledge, no complaints about pressure had been received across the City, which was good news. The additional tank at the Garrison Farm would take the City from about 3.75M gallons of elevated storage to 5.25M gallons, since the tank would hold 1.5M gallons. This would take care of all demand related to the future build-out of the GOTP. Mr. Koenig advised that the additional 1.0M gallons being discussed on the north end of the City would increase storage to 6.25M gallons. He explained that the purpose of the additional elevated storage was to allow for water supply for a fire in a worse case scenario. Mr. Koenig

stated that, from an everyday operating standpoint, the system would be over-built; however, the towers are built to allow for response to an instantaneous emergency or severe fire demand at the worst possible time during a hot summer. He advised members that after going through all the engineering calculations and building the systems to all of those variables, the end result is pretty significant additional elevated storage, and he anticipated that those features would be in place by the end of 2016.

Mr. Koenig stated that if block two (2) of Calpine were built, a need for elevated storage was not anticipated; however, additional drilling for water resources was anticipated. He noted that money was set aside in FY 16 to try and identify the location of that next well resource, and staff would be meeting with the Department of Natural Resources and Environmental Control (DNREC) shortly to discuss how to proceed from a regulatory standpoint, and then hopefully begin an investigation in design and construction over the next few years. Mr. Koenig indicated that the system had generally performed very well this summer, even when there were days with high heat during the week. He noted that his office had not received the number of complaints that he felt might occur when the full load at Calpine was turned on. Mr. Koenig stated that the water treatment plant on Long Point Road was acting as the buffer to supply water to the energy block. He noted that there had been significant demands on the system without negative repercussions, noting that Calpine, the City's power plant, and NRG Energy, Inc., had all been running at times. Mr. Koenig noted that there was a lot of water moving through the system currently, but this was good for the City for a number of reasons.

In response to Mr. Blakeman regarding the fact that the new well was a shallow well as opposed to a deep well, Mr. Koenig stated that the deep Piney Point well at Schutte Park was the newest well constructed as a replacement of a former Piney Point well. The allocation was moved from one (1) point of the system to another point and the well was drilled at basically the same depth.

Mr. Blakeman expressed his understanding that the City could not receive any more allocation for deep aquifer water. Responding, Mr. Koenig stated that the challenge was that the State wants the City to discontinue drilling in the Piney Point aquifer. Wells can be replaced, but they did not want to authorize significant new allocations. He advised that the State does not want to authorize additional allocations in the Cheswold aquifer because of the same issue, potential mining of the aquifer. Mr. Koenig explained that the concern about pumping from the Colombia aquifer, which is the unconfined aquifer out near Long Point Road, was that pumping that aquifer causes the potential intrusion of salt water, which would not be desired. He stated that when looking for the next well, the City may be in the Frederica aquifer, which is much deeper than the Piney Point well at about 250 to 300 feet. Mr. Koenig noted that there are many decisions to be made from a technical and administrative level before determining the next well. Staff had tried to develop the interconnections with Tidewater Utilities and other systems for drought protection and for the entire discussion about how to manage the resource. Mr. Koenig

explained that the State was now requiring farmers to obtain allocation permits, and that the table is heavily weighed in the agriculturalists' favor. He indicated that agriculturalists' demands for hundreds of thousands of gallons are typically granted; however, if the City makes similar requests, they typically begin a negotiating process begins. Mr. Koenig noted that the State may grant a portion of the request, but then asks the City to take a portion of the allocation from other areas. In the past two (2) years, if the City had allocation permits that permitted production at 500 gallons per minute but production had been 450 gallons for the last 10 years, the State had requested that the permit be reduced to 450 gallons, stating that they would grant the extra gallons elsewhere. Mr. Koenig indicated that the State is very stringent with the overall umbrella of the system.

Mr. Koenig stated that there are approximately 22 wells in the entire system. If the City requested another permit or another well, adding a 23rd well would not mean that the State would take the City's limit from 10 Million Gallons per Day (MGD) to 11 MGD; they may leave it at 10 MGD and just approve another well. He indicated that many discussions were going on internally to determine how to manage this resource. Mr. Koenig advised that drinking water is a valuable resource and noted that the State recognizes its value. He stated that the City of Dover is in the State growth zone, and, at the policy level, the State wants development to happen in a way that they term "on system." Policies in years past have favored pushing developments and economic development to the municipalities, but this requires the appropriate allocations for water and sewer. Mr. Koenig indicated that it was somewhat of a moving target at the State to get all of those things to match up.

Mr. Blakeman noted that there were 31 projects listed in the report in progress and questioned the likelihood of them being carried over to the next budget year. Responding, Mr. Koenig advised members that some were intended to be multi-year projects. He noted that Self-Contained Breathing Apparatus (SCBA) was ordered for the Fire Department which did not come in by June 30, 2015; therefore, this had to be carried over as a project in progress, and there was a handful of other projects that remained for similar reasons. He noted that some projects were simply behind and the City was not on target with every single project.

Mr. Blakeman stated that staff had done a good job cutting down on the backlog and expressed a desire that projects would not build back up again.

Mr. Koenig stated that funds for projects in the I & I funds do not dry up on June 30th, noting that these projects have to be rebudgeted, but funds are present.

Mr. Anderson thanked Mr. Koenig for good progress at Woodcrest Drive and Buttner Street, noting that constituents from these areas had contacted him with a very favorable review and he had not observed or heard about any flooding problems recently there. Mr. Anderson stated that he was glad to see some of I & I projects moving forward because the infiltration costs the City a lot of money, and the more that can be done, the better.

Mr. Anderson questioned whether Mr. Koenig was concerned that funds for some of the projects must be spent because of the possibility of the State trying to recapture unspent funds next year, noting that the State had tried to do this in 2008/2009. Responding, Mr. Koenig stated that his concern was with regard to State funding related to the street program. With the budget increases in FY 16, Council brought the City street program up to $1M. He felt it was important for the City to keep the community transportation projects tight administratively, in terms of getting them authorized, completed, and reimbursed. Mr. Koenig explained that the State legislature had indicated that Community Transportation Funds may be significantly cut next year, and this would affect the City's ability to do some specially requested street projects. He noted an additional concern that if Municipal Street Aid were cut, the City would have to tailor back the street program from $1M to make up for some of this funding. Mr. Koenig indicated that this was not a concern for the FY16 budget but was a concern for FY 17. He indicated that if there were State revenue cuts to local governments, the City would be looking at capital project cuts and potentially operational cuts.

Mr. Anderson indicated that he had heard talk about some devolution to local governments but no talk about money going with that. In response, Mr. Koenig stated his thought that this would be debated significantly over the next year. He indicated his hope that if revenues do go away, that this would occur on a horizon that the City can plan for rather than immediately, since the immediate pullback of those revenues would cause the City to reconsider some of the capital projects.

Responding to Mr. Anderson regarding the reason for the delay on the Lincoln Park project, Mr. Koenig indicated that the money afforded for this project was related to design. He explained that there was a conceptual design for the project; however, one (1) of the reasons that the project had not progressed was because of the fairly significant construction cost and because no one had yet been identified who was interested in building in that area. Mr. Koenig stated that if a private developer was willing to take on some of this project, they may elect to construct the road or improvements privately, and they would not be under wage rate requirements. He advised members that a public-private partnership to build out the concept would likely not require the City to borrow money to go forward to construction. Mr. Koenig explained that the grant that the City received was for design and planning. In regard to the potential purchase of property, he felt the federal guidelines would become another obstacle that must be managed, since construction as a federal project would require a different set of rules than those for a private developer or if the City were to take on the land acquisition for it. Mr. Koenig stated that if the project was done through a grant, there are special rules for land acquisition, business relocation, and home relocation, and it would become a very burdensome project to undertake. Assistance would be needed from the Delaware Department of Transportation (DelDOT), including their expertise in land acquisition, to move it forward as a joint federal, state, and local government project. Because of the uncertainty about what would be done with this area, staff had not asked for construction money at this point.

Mr. Anderson questioned how the new prevailing wage structure would benefit the City. Responding, Mr. Koenig advised members that the State relaxed some of the prevailing wage guidelines for public works projects related to Community Transportation Funds, and staff was waiting for written guidance. His understanding was that there was a new threshold at the State level for the kicking in of the State prevailing wage for community transportation. Mr. Koenig stated his belief that the threshold was approximately $250,000, noting that he needed to confirm this figure. He explained that a City road project valued at $100,000 funded solely with community transportation funds would be below the threshold. Mr. Koenig noted that this would help with projects such as the Inner City Cultural League, the Solid Rock Church, and some individual road projects, since the prevailing wage would not be required under the new rules, which would result in potential savings.

The Committee recommended acceptance of the report as presented.

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

TEA/NAES Report *(June)*

The TEA/NAES Monthly Report for June 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, noted that the monthly reports received in the 11th and 12th months of the year are the most important. He felt that the City had a pretty good year overall regarding its power supply and hedging program efforts. Referring to Page 13 of the report, he noted that year-to-date information, which reflects the 12-month period, indicated a budgeted gross load of 744,332 MW and the actual was 757,247 MW; therefore, the City sold more energy than staff was preparing in the budget. Mr. Koenig noted that the Total - Utilities Cost reflected that the City had budgeted $49.4M and actually spent $47.8M. The City's load was higher than anticipated and the City came in under budget in power supply by about $1.5M. He reminded members that several years ago the City realized a multi-million dollar savings in this area because the City's hedges were coming off and the City was able to buy power at a lower cost. There was a similar condition moving through this year, but there were some months that tended to fluctuate. Mr. Koenig noted that extreme cold weather during the winters of 2014 and 2015 resulted in some major swings in costs, and the City was able to overcome that over the 12-month period. He reminded members that the energy market is extremely dynamic, changing almost daily, which creates challenges in projecting for the future. Mr. Koenig advised members that hiring Mr. Harry Maloney, Electric Director, had provided additional perspective. He stated that Mrs. Donna Mitchell, Controller/ Treasurer, had been involved with this contract from the beginning and previously in the transition from PACE to TEA as the City's energy management provider.

Mr. Koenig reiterated that he was happy where the year ended up, noting that staff expected that things would tighten up over the 12-month period, and they had, but the City had been faring reasonably well.

Responding to Mr. Hutchison as to how far out the City buys into the market, Mr. Koenig stated that the City was buying no more than five (5) years out and makes declining purchases over a five (5) year period. He stated that the City was just starting to purchase products for five (5) budget years out, which presents challenges in projecting the future.

In response to Mr. Hutchison, Mr. Koenig confirmed that when buying five (5) years out, the City is generally locked in. He noted that there may be a unique opportunity to sell and a deal is not finalized until the date is attained; however, the City is, for the most part, locked in when committing to these purchases.

Mr. Blakeman commented that if the City wanted to sell undesirable power, others would probably also find it undesirable.

Referring to the $1.9M total listed for hedge transactions in the Executive Summary on Page 2 of the report, Mr. Blakeman questioned if these funds were paid in the PJM bill or paid separately as a check to another party. In response, Mrs. Mitchell explained that hedges are paid separately to somebody else. The City has counterparties, such as Constellation, Macquarie, and BP, and the City pays whomever it has the hedges with for the month. She indicated that TEA makes sure that everything matches up and forwards the invoices to the City for payment.

Mr. Blakeman stated that he was having difficulty reconciling the purchase and cost information in the report, indicating that the Executive Summary on Page 2 listed a $1.8M purchase and energy charges of $898,169.44; however, the PJM bill for July was approximately $775,000, which was the amount that the City sent to PJM. He noted that the $1.8M purchase and $898,619.44 in energy charges were substantially higher than the $775,000 amount.

In response, Mrs. Mitchell explained that the PJM bill reflects both sales and purchase transactions. When PJM is paid, the City pays them the net of the credits and the debits on the bill. The net at the end of the year should be the total of all the weeks' bills, which is the final bill for the month. She indicated that on a weekly basis, it may go one way or another, reflecting a payment in week one (1) and a credit in week two (2). In the final week of the month, PJM provides a total bill that trues up all transactions, and the net of all debits and credits is what the City pays.

Mr. Blakeman reiterated the problem that a total of approximately $1,866,000 was reflected in purchases and fees from PJM, but the bill came to $775,000. Responding, Mrs. Mitchell stated that the credits that the City receives for its load reduces what the City pays PJM.

Mr. Blakeman stated that he would like to see an explanatory reference if the City is paying substantially less, because he was not able to reconcile the report with the bill.

After additional discussion, Mrs. Mitchell referred to page 11 of the TEA report. She explained that the items included in Power Supply at the top of the report, such as the PJM - Energy, Congestion, and Losses and PJM - ARR, Transmission and Fees, and PJM - Capacity UCAP Obligated Purchased, reflected the purchases from PJM, such as the $1.8M total referenced previously. Mrs. Mitchell stated that the Power Generation Non-Production Revenue listed near the bottom of Page 11, listed on this spreadsheet as totaling approximately $930,666, reflected the net amount billed, such as the $775,000 mentioned previously. She explained that the $1.8M in the Executive Summary was based on the power supply in the top section and is not netting against the capacity credit.

Mr. Blakeman indicated that this was his concern since the larger number was being used to calculate the cost of kWh or MWh of power, and if only an amount in the neighborhood of $775,000 was being paid, the cost per MWh should be lower than using the $1.8M.

Mrs. Mitchell stated that, as presented on page 11, the power supply MWh cost is netted against the credit for power supply generation to offset the City's credit, providing the net MWh cost, which is the true cost.

Mr. Blakeman suggested that lower number would be a better number to put in the Executive Summary, as opposed to using the $1.8M as a calculation, to show the actual cost per MWh of purchasing power.

Mrs. Mitchell explained that this is the power supply piece and stated the need to look at the terminology used by TEA. The generation credit is the City's production credit piece. TEA provides amounts for the power supply, the generation credit, and the net cost for the month.

Mr. Blakeman stated his belief that the City was actually paying $775,000, not $1.8M, and if the kWh's from this report were divided to show the cost per kWh or MWh, a higher cost would be reflected than if the net number were used. His concern was that the City was reflecting a higher cost per kWh or MWh than if the $775,000 number, which he felt was the real number, were used.

Mr. Blakeman felt that this was something that should be looked at.

The Committee recommended acceptance of the report as presented.

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

Updates

Green Energy Funding and Programming

Members reviewed details regarding Green Energy Funding and Programming.

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

No update was provided.

Garrison Oak Technical Park Project Updates

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

City Infrastructure/Calpine Energy Center

From a utility standpoint, projects at the Garrison Oak Technology Park (GOTP) would be coming to an end over the next couple of months and a final cost would be determined and reported to Council. Mr. Koenig expressed his belief that these projects were right about at budget; however, the electric relocation was about $50,000 under budget. He indicated that the City was beginning to see a return on its investments. The Calpine facility was occupied and producing energy out of block one, and Calpine was a large water user and fairly large sewer customer. It was Mr. Koenig's belief that the Uzin Utz facility had received its temporary certificate of occupancy and was beginning to ramp up for a full operation shortly. He expected that these facilities would have opening dedications in September and October and staff was continuing to market the balance of the park, having committed to a sale for one (1) parcel in addition to the Uzin Utz and Calpine facilities. Mr. Koenig advised members that there was additional activity in the GOTP for those interested in relocating or building new businesses there and that staff was very happy with the GOTP's standing in this regard.

Mr. Koenig stated that infrastructure comes to a close, the FY 15 and FY 16 total City budgets were close in numbers. He noted that the operating budget was becoming more expensive and the capital budget decreased slightly as the City was progressing through a spike in cost associated with the development of the GOTP.

In regard to the budget, Mr. Anderson questioned if the surplus would go toward the power supply, to pay back funds, or to the reserve. Responding, Mr. Koenig stated his belief that funds saved through the purchase of energy would go into the Rate Stabilization Fund, rather than the operating budget, to help with potential future increases or levelization of future power costs or power cost adjustments.

In response to Mr. Anderson, Mrs. Mitchell confirmed that these funds were not accounted for in the budget that was just passed by Council.

Dover Sun Park

Mr. Scott Koenig, City Manager, reviewed a spreadsheet entitled "City of Dover Electric Revenue Fund - FY 15 - White Oak Solar Park Incremental Cost." He advised members that numbers were provided through June 2015, and the incremental cost of the solar park to the City's ratepayers was approximately

$909,000 for the year. Mr. Koenig stated that the City pays a premium for solar energy; however, it is required to diversify the City's portfolio. He advised members that the challenge was how to make this work for the City in the long run. Mr. Koenig noted that there had been some instances during months with extreme temperatures when power coming off the solar park was cheaper on a monthly basis than what was being bought off the grid, which he had not expected. He advised members that the reality was, moving forward, that the City would have to invest more in solar and other renewable energy projects to comply with Renewable Portfolio Standards (RPS) standards and to diversify its portfolio. He noted that these costs would be higher, but this must be done to maintain the utility.

The Committee recommended acceptance of the updates as presented.

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

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

LEGISLATIVE, FINANCE, AND ADMINISTRATION COMMITTEE REPORT - AUGUST 10, 2015

The Legislative, Finance, and Administration Committee met on August 10, 2015 with Chairman Hare presiding.

African American Business and Workforce Inclusion Report (Economic Inclusion Study) by Delaware State University Center for Economic Development and Trade (Dr. Michael Casson)

During their Regular Meeting of November 25, 2013, City Council considered a request from Mr. Clayton Hammond II, Delmarva Black Chamber of Commerce Chairman, for funding for the Delaware State University Center for Economic Development and Trade to conduct an economic inclusion study for the City of Dover. City Council approved the request to fund the Economic Inclusion Study in the amount of $6,000, as recommended by the Legislative, Finance, and Administration Committee.

Dr. Michael Casson, Director, University Center for Economic Development and Trade (UCEDIT), reviewed a presentation of the African American Business and Workforce Inclusion Report for the City of Dover, Delaware.

Dr. Casson thanked leadership for commissioning the study. He explained that Mr. Bill Neaton, Economic Development Manager, and the City's Economic Development Office staff were instrumental in moving this process forward and showing leadership pertaining to the engagement of the African-American population in the City of Dover.

In terms of the importance of an inclusion study, Dr. Casson stated that at this time last year a need was laid out to address the African-American community so that this community could be seen to grow economically, socially, and professionally. He stated that the intent was not to exclude any other populations within the City, but to look particularly at potential areas of growth in business and workforce development in the African-American community. Dr. Casson noted that when all populations progress at their optimal level, there is economic growth, cities become more competitive, and there can be movement forward as a city.

Dr. Casson explained that the basis for the study was a questionnaire that was presented to the City's Economic Development Office, and he reviewed some of the questions included. He indicated that the questionnaire looked at resources pertaining not only to African-Americans but to the total population, noting that the African-American population is a part of the total population. Dr. Casson stated his understanding that no exclusionary practices were happening; however, he expressed the desire to see what mechanisms may trigger more participation among the African-American community as opposed to other populations.

Dr. Casson reviewed statistics reflected under Dover's African American Population at a Glance.

Dr. Casson stated that Data Driven Decision Making (DDDM) should be used as a basis to ensure effectiveness across programs, services, and resources. He noted the importance of collecting sound data and utilizing that data to make informed decisions. Dr. Casson stated that it was important to make sure that the initiatives, practices, and actions put forth are optimizing resources and funds when there are budget constraints.

Dr. Casson reviewed the steps of the DDDM "Cycle of Inquiry," emphasizing that this was a dynamic process and adjustments would be made based on the information collected during that process. He indicated that starting to think about how to effectively collect this data for the African-American community would be the number one (1) priority.

Dr. Casson stated that commissioning the economic inclusion study was a very important first step in this process, and the next important step would be an inclusion plan. This plan would take some of the points from the inclusion study, bring together the stakeholders, and begin to create strategies around engaging the African-American community.

In reviewing the recommendations from the study, Dr. Casson indicated that the chief recommendation was the need for a comprehensive inclusion plan. This would entail pulling together a steering committee of stakeholders to delve deeper into the African-American small business community and the workforce community, determine what the needs are, and begin to devise action items around those needs.

He emphasized the need to employ DDDM to ensure that the strategic plan and the action items that come forth from the inclusion plan actually reach the target population.

In response to Mr. Anderson, Dr. Casson explained that the unemployment statistics included in the report were Bureau of Labor Statistics (BLS) projections, indicating that they were five (5) year projections based on the 2000 census. He stated his belief that the information was from the American Community Survey.

Mr. Anderson noted the 16% unemployment rate for African Americans as a percentage of the total labor force and stated that the Hispanic population had approximately doubled in the last five (5) years.

Dr. Casson stated that the Hispanic population had grown by 9%. He indicated that the African American population had increased by approximately 3% to 4%, and the white population had decreased by 11%.

Responding to Mr. Anderson, Dr. Casson confirmed that these were not absolute numbers but a percentage of City population.

Mr. Anderson noted that African American businesses accounted for approximately 8.7% of the businesses in the State. He stated that African Americans represented approximately 40% of the City's population but only 12.7% of the businesses. Noting that he would have expected the business figure to be around 20% as a percentage of population, Mr. Anderson inquired what Dr. Casson would attribute this disparity to.

Responding, Dr. Casson stated his belief that this was due to the processes and protocols in place for African-American small businesses to engage resources and services for development. He felt that this might be an area for growth, noting that if these resources and services were present and were not being utilized for some reason, perhaps the proper communication channel was not being used. Dr. Casson noted that the City was above the State average in African American businesses, but there was still a disparity based on population. Noting that there was a propensity or taste among the African-American population for entrepreneurship, Dr. Casson stated the question was how to determine what processes were in place to ensure this. For example, Dr. Casson questioned how the City's Economic Development Office could oversee data collection or track movement as it pertains to African Americans who are interested in the development of small businesses. If this movement could be tracked, these potential business persons could be directed toward more optimal paths. Dr. Casson indicated that sometimes a path may be followed that leads to stagnation, and from there a business never grows or develops.

Mr. Anderson questioned if being more focused in getting the message out would help the general population as well. He noted that the purpose was not to direct government money to any particular group, but to make sure that the whole population is served and that Dover is growing as a City.

In response, Dr. Casson confirmed that it was important to ask what was being done for the general population as a whole. He indicated that if this question were answered, it would be possible to understand if there was information flow, if services were available, and if these services were reaching the general population, and then to find out why the African-American population was not getting this information. Dr. Casson stated, from a general perspective and through DDDM, it could be said, for example, that there was a program for business technical assistance and the African-American population did not attend. Questions could then be asked about the reasons why, such as whether it was due to the marketing or a lack of knowledge or information as it pertains to a business. He felt that by starting there, efforts could then be made to begin to dissect not just the participation of the African-American community but all populations in the City of Dover, noting that the Hispanic population was growing. Dr. Casson stated the need to look at the broader area and then begin to pinpoint why certain populations were not getting the services that they need.

Noting that there are budgetary constraints, Dr. Casson stated the importance of getting strategies and action items in place that would give the highest yield. This would be done through DDDM, through development of an inclusion plan, and by drilling deeper into the questions being asked. Dr. Casson reiterated that the question was what the current process was for engaging the public and the African-American community.

Mr. Anderson noted that strategic planning would be discussed by the Parks, Recreation, and Community Enhancement Committee.

Mr. Hutchison stated that he was impressed with the information that had been gathered and asked if the number of students graduating versus those dropping out of high school was being looked at from an economic development and workforce perspective. Responding, Dr. Casson stated that this would go directly to the point of DDDM. He questioned where those students who were dropping out were going and what workforce needs in the City could be filled and addressed.

Mr. Hutchison expressed his opinion that this information could be helpful in the future.

Mr. Sudler questioned what one (1) of the major issues was that was identified by the African-American business owners in the downtown area in regard to conducting business in the City of Dover, or an issue related to engaging, encouraging, or advocating for individuals of African-American, Hispanic, or minority descent. In response, Dr. Casson advised members that this study was actually focused on the services and programs that were coming out of the City.

Mr. Sudler questioned if a survey could be conducted or if questions could be asked to get current feedback from African-American business owners and minority owners as a whole. Dr. Casson stated that this request went directly to the recommendations of the study in terms of the inclusion plan. He indicated that this would bring the

stakeholders to the table to talk about the strategic plan and the focus for addressing some of the needs pertaining to African-American business and workforce development.

Dr. Casson encouraged members to consider the economic inclusion plan, which would include the type of surveys that Mr. Sudler mentioned to gather information and find out why African Americans were or were not being engaged.

The Committee recommended acceptance of the report as presented.

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

Request to Waive Demolition Liens - 27 North New Street and 45, 67, and 101 South Queen Street

Mr. Scott Koenig, City Manager, advised members that the City had been working in the Downtown Development District (DDD) to improve a number of different components in this area and a number of structures had been demolished there over the last few years. Central Delaware Habitat for Humanity, Inc. had offered to purchase four (4) properties from Dr. Joe Burden, Jr. Under the proposal, the liens would be transferred from Dr. Burden to Habitat, and Habitat would then pay the City of Dover $7,500 for each of the four lots (4), for a total of $30,000. The subject properties were 27 North New Street and 45, 67, and 101 South Queen Street. Each of the properties had been encumbered by a demolition lien due to prior dangerous building declarations. A summary of the offer and associated write-off amounts was as follows:

Address	Offer Price	Total City Lien Amount	Write-Off Amount	City's 2015 Assessed Land Value
27 N. New Street	$ 7,500	$ 22,274.97	$ 14,774.97	$ 13,100
45 S. Queen Street	$ 7,500	$ 13,862.18	$ 6,362.18	$ 11,900
67 S. Queen Street	$ 7,500	$ 14,348.46	$ 6,848.46	$ 13,800
101 S. Queen Street	$ 7,500	$ 15,684.02	$ 8,184.02	$ 13,400
Totals	$ 30,000	$ 66,169.63	$ 36,169.63	

Mr. Koenig advised members that, while the write-off would be substantial, the long term benefit of the proposal outweighed the financial impact of this write-off. Mr. Koenig stated that it was staff's strong belief, from an administrative standpoint, that transferring this property would be a good thing for the City of Dover. He noted that the City had preached home ownership in this area and Habitat would virtually guarantee long-term home ownership.

Staff recommended authorizing the properties to be transferred from Dr. Joe Burden, Jr. to Central Delaware Habitat for Humanity without collecting the City's liens against the properties in exchange for a payment of $30,000 from Central Delaware Habitat for Humanity ($7,500 per parcel).

In response to Mr. Shevock regarding whether Dr. Burden owned any other properties in the City, Mr. Koenig stated that Dr. Burden owned a substantial amount of property within the City.

Responding to Mr. Shevock as to whether either the write-off or the total lien amount could be transferred to Dr. Burden's other properties and attached for payment, Mr. Koenig stated his belief that this could not be done. He expressed his opinion, in the larger context of dealing with distressed properties, that this would not be a good precedent to start and was unsure if the City could legally do this. Mr. Koenig stated that staff had talked to Mr. William Pepper, Deputy City Solicitor, about this particular transaction and there was no legal reason that the City could not transfer a lien from one (1) property owner to another and then forgive the lien.

Mr. Koenig advised members that Dr. Burden had been working with staff and had paid all of his FY 15 taxes. He stated his belief that Dr. Burden had paid FY 16 taxes on all but the subject properties; therefore, progress had been made in a number of areas. Mr. Koenig indicated staff's belief that this land transfer would clear the water in some cases and provide a fast forward to home ownership on these four (4) lots. He stated that if the City continued to pursue the liens and forced a tax sale, there would be no guarantee that those purchasing the properties would occupy them, as they could be rentals. Mr. Koenig reiterated, under the proposal, that the City would be virtually guaranteed home ownership.

Mr. Sudler stated that he was glad that Dr. Burden and the City of Dover had reached an understanding and agreement and were working together.

The Committee recommended approval of Staff's recommendation to authorize the properties to be transferred from Dr. Joe Burden, Jr. to Central Delaware Habitat for Humanity without collecting the City's liens against the properties in exchange for a payment of $30,000 from Central Delaware Habitat for Humanity ($7,500 per parcel).

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

Disposition of City Owned Land – Property Located at 710 and 715 Slaughter Street

Members were informed that the City of Dover acquired properties located at 710 and 715 Slaughter Street at a monition sale due to liens for taxes and demolition expenses. Mr. Scott Koenig, City Manager, stated that these were excess properties, as the City had no use for them and would be better served by the properties being redeveloped and restored as taxable properties.

Members reviewed the details regarding these properties as follows:

Address	Land Area	City Expenses and Other Charges	City's 2015 Assessed Land Value
710 Slaughter Street	0.1722 Acres (7,500 sq ft)	$12,462.50	$39,400
715 Slaughter Street	0.1079 Acres (4,700 sq ft)	$8,653.75	$38,700

Mr. Koenig stated that the City had been in an active demolition phase for some time and was prepared to start releasing some properties for redevelopment. He advised members that these two (2) properties lie outside the City's Downtown Development District, and the Central Delaware Habitat for Humanity, Inc. had not placed a high priority on them. Mr. Koenig stated that it was Staff's belief that a higher market value could be recovered using the "Standard Method of Disposition" to dispose of the properties, either through sealed bid or auction, in hopes of recovering in excess of the demolition liens associated with them.

Staff recommended the following: 1) determining that the subject properties are excess properties; and 2) authorizing the City Manager to dispose of the subject properties using the "Standard Method of Disposition" of the Procedure for Sale and Disposition of Real Property.

The Committee recommended approval of staff's recommendation.

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

Proposed Ordinance #2015-13 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

Mrs. Ann Marie Townshend, Director of Planning and Community Development, explained that proposed Ordinance #2015-13 was one (1) of the implementation measures for the City's Downtown Development District program and the Restoring Central Dover plan. One (1) of the measures called for in the Restoring Central Dover plan, as well as a number of other planning documents that preceded it, was to allow flexibility of housing styles within the downtown area. Mrs. Townshend advised members that the downtown neighborhoods were largely zoned RG-1 (General Residence Zone). The proposed ordinance would allow townhouses and duplex dwellings as a conditional use. She indicated that several restrictions were included to make sure that these dwellings would be on individual lots. The

ordinance also stated that no more than four (4) dwelling units would be allowed in a group of townhomes and there would be separation between groups of townhomes. Shared access or access from the alley would be encouraged when appropriate.

Referring to Lines #101-104 of the proposed ordinance, Mrs. Townshend stated that the language was changed so that multiple dwellings, which is another term for apartments, would be permitted only in the RG-2 (General Residence Zone) district, not in the RG-1 district. She noted that this addressed one (1) of the challenges that Staff had been dealing with for a number of years. As of 2006, the conversion of homes to apartments was no longer allowed, but the ordinance amendment would make it clear that apartments would not be a permitted use in the RG-1 zone, and any such use there would be legal nonconforming.

Mrs. Townshend advised members that additional administrative waivers were included in the ordinance. One (1) would allow minor lot line adjustments among a finite piece of land as an administrative process as long as it meets the bulk requirement, the minimum lot size, and the minimum lot width. Mrs. Townshend noted that many lots in the downtown area do not meet the requirements; therefore, there was a need to go to the Board of Adjustment just to reapportion existing land. She explained that Section 2.6 (b), beginning on Line #152 of the ordinance, would allow administrative discretion to make these adjustments if the number of lots was not being increased. Mrs. Townshend explained, for example, that there may be three (3) lots that are together and that have widths of 20 feet, 30 feet, and 25 feet. This provision would allow these lots to be distributed more evenly without having to go to the Board of Adjustment.

Mrs. Townshend advised members that the waiver recommendation in Section 2.6 (c) on Line #158 would allow parking surfaces other than hard-paved, dust-free surfaces, as long as those parking areas were located in the rear yard. She explained that there were many areas downtown where people were parking on the grass or dirt. It was being suggested that staff be granted administrative discretion to allow stone in the rear yard if these areas were off an alley. Mrs. Townshend stated that staff was looking at the bulk standards, which are the lot area and lot width, and bulk standards were proposed that would be more compatible with what was in the area rather than being more suburban in nature.

In reference to Line #194, Mrs. Townshend explained that an infill lot is a vacant lot in a developed area. She stated that supplementary regulations would be amended to develop infill standards that would make it clear that on an infill lot, sidewalks, some degree of landscaping, and a primary façade that fronts on the street would be required.

Mr. Townshend stated that, as an amendment to the Zoning Ordinance, the proposed ordinance would go to City Council for First Reading, to the Planning Commission for a public hearing, and then would return to City Council with a recommendation

from the Planning Commission for a public hearing and final action. She noted that there may be minor amendments during that process, but she did not expect significant changes.

In response to Mr. Sudler, Mrs. Townshend stated that recycled asphalt that is tamped and packed would be sufficient for alternative rear parking under the ordinance amendment.

Responding to Mr. Hutchison regarding how many people can live in a townhouse, Mrs. Townshend stated that the City does not regulate this number. She explained that no more than five (5) unrelated people can live in any type of single-family dwelling, whether attached, detached, or semi-attached. She noted that staff planned to review all residential zones and some of the definitions that go with them in the next year or so. Mrs. Townshend indicated that the provision regarding five (5) unrelated people can, at times, create problems and Staff planned to look at how other jurisdictions had treated this.

Mr. Hutchison stated that he supported the concept; however, he cautioned that Staff should be very careful moving forward in this regard, noting that five (5) people can mean five (5) cars.

In regard to Lines #172-#173 referencing lot width (ft.) per dwelling unit, Mr. Anderson questioned if this referred to the total lot width. In response, Mrs. Townshend stated this referred to the width of the house plus the land that goes with that house. For example, noting that each house in a duplex has a side yard, she stated that the lot width would include the side yard plus the house area. Mrs. Townshend stated that townhouses do not have side yards, so the lot could not be narrower than a 20-foot townhouse.

Responding to Mr. Sudler, Mrs. Townshend stated that a 20-foot wide townhouse would not need 40 feet of parking but would need one (1) off-street parking place. She indicated that the proposed ordinance would encourage access off the alley and preserve the on-street parking. In this way, the rhythm of the downtown neighborhoods would not be so intersected with driveways. Mrs. Townshend noted that staff would have to deal with the definition of family when reviewing the residential zones.

In response to Mr. Sudler, Mrs. Townshend stated that the size of the average parking space for one (1) individual would be 9 feet by 18 feet.

The Committee recommended adoption of proposed Ordinance #2015-13.

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

Semi-Annual Review - Statistics Regarding Jobs and Businesses Gained and Lost in the City of Dover Since January 2015
The Committee deferred this item until the next meeting.

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

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

DISCHARGING THE AD HOC FINANCIAL AND OPERATIONAL ADVISORY COMMITTEE

During the Regular Council meeting of November 12, 2013, the Ad Hoc Financial and Operational Advisory Committee members were appointed to one (1) year terms to expire November 10, 2014. The Committee was created to advise the Legislative, Finance, and Administration Committee, who would in turn advise City Council as a whole on operations, financial issues, and organizational structure within the City of Dover.

The Committee met four (4) times, the last time being April 17, 2014, and had since become inactive. It was recommended that the Ad Hoc Financial and Operational Advisory Committee be formally discharged.

Mr. Anderson expressed concern with discharging the committee without receiving their final report. Responding, Mr. Slavin stated that he reached out to the chair of the committee and they indicated that a final report would not be forthcoming.

Mr. Anderson expressed hope that the new committee of staff and City Council members that will be reporting on cost savings in government will do due diligence and meet soon.

Mr. Anderson moved to discharge the Ad Hoc Financial and Operational Advisory Committee. The motion was seconded by Mr. Sudler and unanimously carried.

FIRST READING OF PROPOSED ORDINANCE #2015-13 AMENDING APPENDIX B - ZONING

Council President Slavin reminded the public that copies of the proposed ordinance were available at the entrance of the Council Chambers or could be obtained from the City Clerk's Office. Since the ordinance amends the Zoning Code, a public hearing is required. Staff recommended referral of the amendments to the Planning Commission on September 21, 2015 and that a public hearing take place during the Council Meeting of October 12, at 7:30 p.m., at which time, final action by Council will take place.

Mr. Anderson moved to refer the amendment and set a public hearing before City Council for October 12, 2015 at 7:30 p.m. as recommended by staff. The motion was seconded by Mr. Neil and unanimously carried.

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

- Proposed Ordinance #2015-13 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

ANNEXATION/REZONING REQUEST/FIRST READING OF PROPOSED ORDINANCE #2015-14

A request was received for annexation and rezoning of properties located on the easterly side of 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). Staff recommended that the request be referred to the Utility Committee on September 14, 2015; to the Planning Commission on September 21, 2015; and that a public hearing be set for October 12, 2015 at 7:30 p.m. (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).

Mr. Hare moved for referral, as recommended, seconded by Mr. Anderson and unanimously carried.

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

ORDINANCE #2015-14 AMENDING THE ZONING ORDINANCE AND ZONING MAP OF THE CITY OF DOVER BY CHANGING THE ZONING DESIGNATION OF PROPERTIES LOCATED ON NIXON LANE AND AT 121 ACORN LANE.

COUNCIL MEMBERS' ANNOUNCEMENTS

Mr. Sudler announced that there will be a second 4th District Quarterly meeting in partnership with Dover Community Action Forum (DCAF) and Mount Zion AME Church and Social Action Commission on Tuesday, September 8, 2015 from 7:00 p.m. to 9:00 p.m. at the Mount Zion AME Church, 101 North Queen Street. He stated that the topic is the current form of government versus the proposed strong mayor/city council form of government and encouraged all residents from all districts to participate.

Mr. Lewis announced that the 2nd District will be having a community meeting on Saturday, September 12, 2015 at 2 p.m. at Victory Christian Fellowship, 18 Greenhill Avenue. The meeting is being held to hear the concerns of the constituents in the 2nd district.

Mr. Anderson announced that the Kent County Economic Summit would be held on September 22, 2015 at Delaware Tech. He noted that it is an important event and encouraged members of the city and the business community to be well engaged in the summit.

Mr. Sudler announced that, as a newly elected Council person, he is very proud of the City Manager, the Department Head, the City Planner, and all the City officials and State legislators who participated in the Lincoln Park and Simon Circle walk through the previous Saturday. He noted that they not only had a really good time, they were also able to identify issues that can be rectified. Mr. Sudler especially thanked 1st District Councilman Hosfelt and Council President Slavin for taking on a role of leadership and keeping them together and focused. He stated that he feels very proud to be a City Councilman and he hopes that they continue the momentum and continue to function as one, united.

Mr. Hutchison announced that the State Firemen's Parade would be held on September 19, 2015 from noon to 4:00 p.m. beginning in front of Legislative Hall. He also announced that the Dover Fire Department will have open house on October 10, 2015 beginning at noon.

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

Meeting adjourned at 8:17 P.M.

TRACI A. McDOWELL
CITY CLERK

All ordinances, resolutions, motions, and orders adopted by City Council during their Regular Meeting of August 24, 2015, are hereby approved.

ROBIN R. CHRISTIANSEN
MAYOR

/TM
S:\AGENDAS-MINUTES-PACKETS-PRESENTATIONS-ATT&EXH\Council-Minutes\2015\08-24-2015.wpd

DOVER HUMAN RELATIONS COMMISSION

The Dover Human Relations Commission (DHRC) meeting was held on May 27, 2015 at 5:15 p.m. with Vice Chairman McGiffin presiding. Members present were Mr. Henderson, Mr. Roach (arrived at 5:29 p.m.), Mr. Ruane, Mrs. Sadusky (arrived at 5:17 p.m.), Ms. Smith, and Ms. Stewart. Ms. Hicks was absent.

AGENDA ADDITIONS/DELETIONS

Mr. Henderson moved for approval of the agenda, seconded by Mr. Ruane and unanimously carried.

Election of Commission Chair

Mr. McGiffin advised members that Chairman Cecil Wilson had resigned from the DHRC and it would be necessary to elect a new Chair.

Mr. McGiffin moved to nominate Ms. Smith to serve as Chair, seconded by Mr. Ruane and unanimously carried.

Mr. Henderson moved to close nominations, seconded by Mr. Ruane and unanimously carried.

By unanimous consent, Ms. Smith was elected to serve as Chair of the DHRC.

Ms. Smith expressed her appreciation for being entrusted with the role of DHRC Chair and stated that she would do her best to serve members and the community with integrity and ensure that every voice is heard.

Mr. McGiffin indicated that he would be happy to continue to serve as Vice Chairman.

Discussion - Recent Events Involving the Dover Police Department

Maj. Marvin Mailey, Deputy Chief of Police, advised members that a couple of weeks ago a video was released of an arrest made by Officer James Webster on August 24, 2013. Maj. Mailey indicated that a Use of Force Report is generated anytime an officer uses force during the course of an arrest and the City of Dover Police Department had been in possession of the videotape since the onset of this report. He advised members that at the time of the incident, Mr. James Hosfelt was serving as Chief of Police, current Police Chief Paul Bernat was a Major in the Department, and Maj. Mailey had been working in the Department's Internal Affairs Division. Maj. Mailey explained that he had done the investigation himself and, although the details of the investigation were protected under the Law-Enforcement Officers' Bill of Rights, it was found that Officer Webster had violated policy. He was punished appropriately and was suspended for an undisclosed length of time. Maj. Mailey stated that Officer Webster was retrained and put back to work as part of the closure of the investigation.

Maj. Mailey stated that when the incident was being investigated in 2013, the videotape was shown to the State Attorney General's Office, who presented it to a grand jury. The grand jury elected not to charge Officer Webster at that time. It was also presented to the U. S. Department of Justice (DOJ) in Wilmington, where it was reviewed. No wrongdoing was seen and no charges were pursued. Maj. Mailey assured members that all of the information that the Dover Police Department could provide from a prosecutable standpoint, as far as their investigation, was provided because the

Department investigated the incident criminally as well as internally. He explained that an internal investigation is separate from a criminal investigation. During an internal investigation, an officer is compelled to answer questions that they would not normally answer during a criminal investigation since they would be invoking their Fifth Amendment right. Maj. Mailey stated that the U.S. Department of Justice passed on prosecuting the case and Officer Webster returned to work.

Maj. Mailey advised members that this matter was brought to light again when a law suit was subsequently filed by Mr. Latif Dickerson and the American Civil Liberties Union (ACLU) became heavily involved. During the course of this civil suit, the videotape was deemed non-confidential by the judge. Maj. Mailey stated that it became evident that the video was going to be released at some point, and the City reached an impasse in negotiations with the ACLU as to how and when this would occur. He explained that the ACLU was threatening to release it before the City could prepare residents for what might happen. Maj. Mailey noted that it was desired to avoid, in Dover, events similar to those that had recently occurred in Ferguson, Missouri; Baltimore, Maryland; and all across the United States.

Maj. Mailey explained that the City contacted and met with the National Association for the Advancement of Colored People (NAACP), showed them the videotape, and informed them that the City was aware of the event. It was explained that the Police Department had investigated the incident and posed it to two (2) individual law enforcement agencies, the DOJ and the State Attorney General's Office, who passed on prosecution. Maj. Mailey stated that the NAACP was advised that the City did not try to hide the incident and acknowledged that what Officer Webster had done was wrong and his actions were not condoned in Dover. Maj. Mailey indicated that the City made the NAACP aware of everything that potentially could come out of this videotape.

Maj. Mailey advised members that the NAACP had questions which the City answered, and the City and the NAACP worked together to a point. He stated that Mr. Lamar Gunn, President of the local chapter of the NAACP, did not want the City to release the videotape because he feared backlash in the community in the way of protests, demonstrations, and destruction of property, which Maj. Mailey stated did not occur. He indicated that people in the community were not happy about it, as reflected in posts on the internet and the Police Department's website as well as calls made to the Police Department; however, they were not upset to the point of rioting or demonstrating. Maj. Mailey indicated his belief that this was because there had been closure to what happened, noting that the Attorney General's Office reopened the investigation, the videotape was shown to another grand jury, and Officer Webster was charged. Maj. Mailey stated his understanding that Officer Webster's trial date would be coming up on May 28, 2015, noting that he was currently suspended without pay from the Dover Police Department pending the criminal case. Maj. Mailey stated that the Dover Police Department's investigation had been completed in 2014 when the case was referred to the two (2) agencies and discipline was imposed.

Responding to Ms. Smith, Maj. Mailey stated his belief that the reason this issue resurfaced was due to the civil lawsuit filed by Mr. Dickerson, noting that the possibility of the videotape being released probably contributed.

For clarification, Mr. McGiffin explained that on the criminal side of the law, the Dover Police Department went to the State prosecuting authority, who initially determined to take no action. The Federal prosecuting authority also investigated and decided to take no action. The new State Attorney General then decided to take another look at it and, this time, the State decided to take prosecutorial action, all of which was on the criminal side of the law. On the civil side of the law, Mr. Dickerson and the ACLU of Delaware decided to take civil action. Mr. McGiffin informed members that there were two (2) different cases on two (2) different tracks; the government deals with the criminal track, but the civil track is handled by Mr. Dickerson or the ACLU on his behalf.

Mr. McGiffin stated that this item had been placed on the agenda because he felt it important for the DHRC to acknowledge that this event took place and the Commission did not have a role in the City's response to it, stating that the DHRC was not asked for advice or comment. Mr. McGiffin felt that this was the kind of issue that the DHRC should be able to address when the Commission matures as an organization, and that members should be in the loop when something like this happens.

Maj. Mailey advised members that former DHRC Chairman Wilson was aware and sat in on one (1) of the meetings just prior to the videotape being shown.

In response to Mr. Ruane, Maj. Mailey indicated that the Use of Force Policy is in the Dover Police Department's rules and regulations and policy manual, stating his belief that this information would be available to the public. Maj. Mailey advised members that the behavior seen on the videotape, as far as a kick to the head, was outside of the policy and was not what officers are trained to do. He indicated that the Department has a continuum with respect to the use of force that progresses from voice inflection through a hands technique for grasping people, the use of taser and pepper spray, up to the use of lethal force.

In response to Mr. Ruane about training for the new officers that were being hired at the Police Department, Maj. Mailey confirmed that these officers would obtain basic knowledge about use of force from State training. When they come to the Dover Police Department, they would go through a field training tour with another seated officer. Maj. Mailey explained that they would go over related policies, procedures, and regulations as part of that orientation and training.

In response to Mr. Ruane, Maj. Mailey confirmed that this particular officer had undergone that training and then was retrained when he returned to active duty on the force. He informed members that officers undergo training once per year, which he compared to continuing education, noting that they are re-certified in CPR and review criminal law. Maj. Mailey stated that they may also go over how to deal with the public, verbal communication skills, safe and legal traffic stops, avoiding profiling, integrity classes, etc.

In response to Ms. Smith as to whether Officer Webster's discipline included non-payment, Maj. Mailey stated that Officer Webster had been placed on paid administrative leave up to a certain point in the process when discipline took over. Maj. Mailey could not speak to why Officer Webster

was disciplined or whether or not he was paid during his punishment time since this was part of the Law-Enforcement Officers' Bill of Rights; he could only say that Officer Webster was disciplined by the agency.

Mr. McGiffin expressed his hope that this event would show members that there is a need to increase the DHRC's profile as a commission and develop credibility. He felt that this would be done through the committee work that the Commission had agreed to do, noting that this would expose everyone in the City to the DHRC. Mr. McGiffin stated that the DHRC's research project would involve interviewing people, making online surveys available and offering focus groups for discussion of diversity issues, and the police would also be asked to cooperate in this regard. The DHRC would work with all of the various City agencies. Mr. McGiffin hoped that if there were another similar situation in the future, people would look to the DHRC. He expressed his opinion that the DHRC should recommend that the City formally include the DHRC in their plan to deal with emergencies of this nature so that the Commission can do what it is charged with and wants to do.

In response to Mr. Ruane, Maj. Mailey stated that Chief Bernat had taken leadership and proactively held meetings in regard to this incident, and the Mayor was also involved.

Mr. Ruane suggested, as the new Chair of the DHRC, that Ms. Smith look for an opportunity to speak with the Mayor and the Police Chief about who the DHRC is and what their role might be. He advocated using this incident as an example and asking that the City include the DHRC when inviting parties to public meetings to address these situations proactively.

Mr. Henderson stated that other ad hoc committees, religious communities, and ministers should not be overlooked, noting that he had seen this approach used in Baltimore and other cities. He advised members that Dover's Interdenominational Ministerial Alliance (IMA) was very proactive.

Mr. Roach stated the importance of the Police Department building rapport within the community.

In response to Ms. Smith regarding how the DHRC could support and strengthen its relationship with the Police Department, Maj. Mailey suggested that members do a ride along with officers to see the complaints they respond to and how they interact with the public. He concurred with Mr. Roach that more officers were needed walking in the community and stated that a program had been started to have officers walk through neighborhoods as part of extra duty assignments. He indicated that this was working in Wilmington and felt it would work in Dover. Maj. Mailey advised members that the City's police cadets would be working in the downtown area, the Dover Public Library, and in neighborhoods.

Maj. Mailey stated that for many years the Police Department had been forced to do more with less and had not had the personal contact needed since they were occupied with going after those who were getting out of line. He indicated that if officers had more time for inter-personal communication, there would be less misunderstanding. Maj. Mailey advised members that, just as in other professions, there are good and bad police officers; however, he assured members that bad officers in Dover would not last long because there are corrective measures in place. Maj. Mailey

stated that the Dover Police Department offers a Citizens' Police Academy for a couple of weeks over the summer that allows citizens to learn about how the Department operates, what is done during the course of drug and burglary investigations, community policing, and the Department's social media program. He noted that the social media program had helped the Department reach out to the community on a lot of fronts, noting that the Dover Police Department was featured in a recent YouTube video, and there was a similar follow-up video as well. Maj. Mailey invited members to tour the Police Department and meet the officers. He stated that it was important for officers to get out and have fun with the community, so the community and Department could get to know one another.

Ms. Smith requested that the DHRC be informed when the Citizens' Police Academy is held.

Ms. Smith stated that the purpose of inviting someone from the Police Department was to create an awareness that the DHRC was not at the table in regard to the incident that occurred, discuss why this was the case, and find out how to get to the table. She stated that she would be happy to meet with the Mayor and Police Chief and invited members to join her to find out what was needed to solidify the relationship and create more synergy. Ms. Smith stated that the DHRC would have no power unless they had people behind them, and questioned how to get a greater following, noting that, currently, there were only eight (8) total people involved. She felt that once the Commission's constituents come to recognize and respect them, the DHRC would have power and she requested members for feedback in this regard.

Mr. Roach indicated that members attend certain community events or meetings individually, and felt it important for members to attend some of these occurrences together to show that the Commission is unified, noting that this might bring about support.

In response to Ms. Smith as to the specific target audience and types of events, Mr. Henderson stated that last week he attended a meeting with Fourth District Councilmen Anderson and Sudler at the Solid Rock Baptist Church. In regard to the police videotape incident, Mr. Henderson expressed his belief that the DHRC was not invited to the table because others were busy trying to put the fire out, but stated the need for the DHRC to make their own presence. Mr. Henderson felt that the DHRC's presence should be in Districts 3 and 4 in various meetings and functions and with various churches.

Mr. Ruane noted that there was a recent shooting in District 2.

Mr. Roach stated the need to be there for everyone, since the sensitivity and importance of various issues may be subjective.

Ms. Smith questioned how to pinpoint those events that the DHRC needs to attend as a unit and also ensure that it is a diverse group of people, how to communicate with one another that this is where members need to be, and what the DHRC's agenda would be. She stated the need to be strategic in

identifying whether the target audience would be at the grass roots or upper echelon levels. Ms. Smith reminded members that they had previously discussed partnering with groups of people as a grass roots effort, which would be more proactive than attending events. She felt the need to be very strategic in creating power and orientation.

Mr. Henderson agreed that the Commissioners needed to identify events to attend, noting that he gets information online. He also stated that Rev. Rita Mishoe Paige, member of the IMA, is very active in the community. Mr. Henderson indicated that he would like to think in terms of those he represents rather than those who follow. He stated the need for members to get out of their comfort zones as Commissioners. Mr. Henderson noted that Councilmen Anderson and Sudler, particularly Councilman Sudler, were trying very hard to get established, become aware and open up community forums, and indicated that, as a commissioner and member of the IMA, he planned to attend every one (1) of those meetings that he could. He stated that if he hears of a community meeting anywhere, he wants to be there to be aware of what is going on.

Mr. McGiffin advised members that when he was serving as City Councilman, there were seven (7) different community meetings that took place at various levels of frequency. He felt it incumbent upon himself, as a Third District Commissioner, to contact his two (2) Council district representatives to find out when such meetings are held.

Mr. Roach suggested that each commissioner could identify two (2) or three (3) events coming up in the near future and communicate them to the whole group so members could attend as a whole.

In response to Mr. Ruane, Mrs. Traci McDowell, City Clerk stated that new Council members were not made aware of the DHRC during their orientation sessions since orientation involves getting them on board, telling them what their responsibilities are, and letting them know how to get information.

Mr. Ruane commented that, in addition to meeting with the Mayor and Police Chief, there was an opportunity to educate Council about who the DHRC is and how they got to be where they are. He questioned whether newly elected Council representatives have knowledge of the DHRC or that they have a connection with commissioners. Noting that there were five (5) new members of Council, he felt the DHRC should have some strategy for reaching out to Council, whether through written communication or a meeting.

Scheduling of November 2015 Meeting Date

Ms. Smith questioned whether members should continue to meet once per month or take a few months off. She stated her opinion that there was a need to meet to build upon momentum, determine a specific direction, continue to build a brand, get into the community, make the DHRC's presence known, and get clarity on who their audience is.

Mr. Roach stated his preference for hour-long meetings once per month.

By unanimous consent, members scheduled monthly meetings to be held at 5:15 p.m. on the following dates:

June 23, 2015
July 28, 2015
August 25, 2015
September 29, 2015
October 27, 2015
November 17, 2015

Ms. Smith requested members to keep one another apprised through email about community events. Responding, Mr. McGiffin cautioned members of the DHRC's need, as a public body, to comply with the Freedom of Information Act (FOIA) and that information should be distributed through the City Clerk's Office.

Ms. Denise Devine, Assistant City Clerk, advised members to avoid serial meetings, including emails or text messages, which could violate FOIA. She stated, if members were planning to get together, they should contact the Clerk's Office to determine who should or should not attend, and whether there would be a need to post the gathering as a public meeting.

Ms. Smith requested that, over the next 30 days, members think about the events that they wish to attend, in order to pinpoint their market and whether they are trying to engage leadership or grass roots, noting that this would determine the events where they put most of their energy.

Mr. Ruane questioned if both areas could be addressed. Responding, Ms. Smith stated that focusing on two (2) totally different markets might cause members to run themselves ragged. She stated that focusing on one (1) market and building from there would not mean that members could not attend both types of events, it would just identify the target audience and a means of reaching them.

DHRC Committee Updates
By unanimous consent, this item was deferred due to time constraints.

Commission Members' Announcements
By unanimous consent, this item was deferred due to time constraints.

Mr. Henderson moved for adjournment, seconded by Mr. Roach and unanimously carried.

Meeting adjourned at 6:16 p.m.

S. Renee Smith
Chairwoman

SRS/TM/js/dd
S:\AGENDAS-MINUTES-PACKETS-PRESENTATIONS-ATT&EXH\Misc-Minutes\HUMAN RELATIONS COMMISSION\2015\05-27-2015 Dover Human Relations Commission.wpd

DOVER HUMAN RELATIONS COMMISSION

The Dover Human Relations Commission (DHRC) meeting was held on July 28, 2015 at 5:15 p.m. with Chairwoman Smith presiding. Members present were Mr. Henderson (departed at 6:15 p.m.), Mr. McGiffin, Mr. Roach (arrived at 5:33 p.m.), Mrs. Sadusky, and Ms. Stewart. Ms. Hicks was absent.

AGENDA ADDITIONS/DELETIONS

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

Chair's Resignation from the Communications Committee

Ms. Smith advised members that she was resigning from the Communications Committee, stating that she would still be intricately involved in supporting the process; however, she wanted to give her attention to the position of Chair.

Mr. McGiffin moved to accept the Chair's resignation from the Communications Committee, seconded by Mrs. Sadusky and unanimously carried.

DHRC Committee Updates (Deferred During the Meeting of May 27, 2015)

Ms. Smith stated that no committee updates were submitted. She informed members that Mr. Ruane had emailed his resignation as Commissioner representing the Second District, noting that he would be moving to California. Ms. Smith felt it might be fitting for members to acknowledge Mr. Ruane in some way but was unsure when he would be leaving and indicated that she would advise members when she got that information. Mr. Henderson noted that Mr. Ruane's departure would be a big loss to the DHRC and members concurred.

Chair 27-Day Update Report and Feedback

Meeting with Mayor and Chief of Police

Ms. Smith advised members that she met with Mayor Christiansen, Police Chief Paul Bernat, and Maj. Marvin Mailey, Deputy Police Chief, and expressed her desire to understand their strategic plan and top three (3) priorities. She explained to them that the DHRC wanted to support what the Police Department is trying to do but remain neutral. Ms. Smith stated that they had indicated that their top three (3) priorities were crime, jobs, and restoring hope to the City; however, their strategic plan had not yet been developed. She indicated that Chief Bernat and Maj. Mailey advised that more police cadets had been hired and one (1) of their strategies was to hire more officers to police. Ms. Smith stated that Chief Bernat mentioned that morale in the Police Department had improved since he became the Chief of Police one (1) year ago; however, crime had also increased. Chief Bernat had indicated that morale was measured through a survey conducted two (2) years ago and he committed to doing another survey. Ms. Smith felt that the DHRC should have some level of involvement or partnership with this survey and presented this idea to members as a possibility.

Ms. Smith advised members that, during her meeting with the Police Department, Maj. Mailey had brought up the Department's ride along program, which was also mentioned during the DHRC meeting of May 27, 2015, and she suggested that the DHRC follow up on this by email. She suggested that the Department be made aware that the DHRC is interested in the Police

Department's Citizen's Police Academy as well. Ms. Smith recommended that something be put in writing to show that the DHRC would like to be kept informed of what is happening and when these programs are available and asked if members were interested in them.

Mr. McGiffin stated that he went through this Academy when he served on City Council, noting that it is offered one (1) day per week for approximately 10 weeks. It is a thorough review of Police Department operations with a fully developed curriculum that is presented by one (1) or two (2) officers who bring in specialists. Mr. McGiffin felt that this was a great, eye-opening experience that everyone should go through. He explained that members can schedule a ride along by contacting Maj. Mailey and that participants typically arrive at 6:30 p.m. before shift end and ride with an officer for eight (8) to 10 hours. He noted that officers drive the same streets as citizens but see very different things.

In response to Ms. Smith, Ms. Sadusky offered to craft an email to Maj. Mailey to find out how members could participate in the Citizens' Police Academy and schedule a ride along.

Ms. Traci McDowell, City Clerk, requested that the City Clerk's Office be copied on the email so there would be a record of DHRC activities.

Mr. McGiffin questioned if Chief Bernat would be open to including some questions about diversity issues in the survey relating to morale that was mentioned previously. This would solve a challenge for the Government Policy, Programs and Practices (GPPP) Committee in terms of getting information from the Police Department for the GPPP diversity research project. Responding, Ms. Smith stated that this request could be included in the email that Mrs. Sadusky was planning to compose.

After further discussion, members agreed that Ms. Smith, Mrs. Sadusky, and Mr. McGiffin would review the email before it is sent.

Meeting with Chair, State Commission and the State Commission Supportive Role

Ms. Smith advised members that she had an interesting and enlightening meeting with Ms. Romona Fullman, Director of the State of Delaware Division of Human Relations, who is an attorney, and Mr. Calvin Christopher, Chair of the State Human Relations Commission (SHRC). Ms. Smith stated that Ms. Fullman had expressed interest in coming to a DHRC meeting to introduce herself. Noting that, as part of its enabling legislation, the DHRC does not have the infrastructure to handle complaints, Ms. Smith indicated the State Division of Human Relations does have such infrastructure. She stated that any complaints received by DHRC members should be handled by the Division of Human Relations.

Ms. Smith advised members that DHRC members could attend SHRC meetings and could do so via their Dover satellite location at 861 Silver Lake Boulevard, Suite 205. She indicated that the Office of Civil Rights and Public Trust would be providing a presentation to the SHRC. Ms. Smith reminded members that Ms. Allison Reardon, Director of the Office of Civil Rights and Public Trust,

had attended the DHRC meeting of March 10, 2015. At that time, there was a lot of uncertainty as to what that Office would look like, what its mission would be, and how they would execute it. Ms. Smith stated that there had been concern regarding how the Office of Civil Rights and Public Trust, SHRC, and DHRC could partner so that they all could work in the direction of civil rights, diversity, and cooperation. Ms. Smith indicated that Ms. Reardon would be speaking on this topic and Ms. Smith offered to advise members of the meeting date.

Meeting with City Council President

Ms. Smith informed members that she met with City Council President Timothy Slavin, who indicated that he would like an opportunity to come and greet members, which Ms. Smith planned to schedule for September. She indicated that Mr. Slavin had no major suggestions for the DHRC, but he requested that they get together again in the future to discuss how the Commission was moving forward. He also requested that members not step beyond their role as commissioners, for example by writing articles to the newspaper. Ms. Smith stated that she herself had originally written to the newspaper on behalf of the Commission in response to killings that took place in South Carolina; however, she had pulled this piece and rewritten it on her own behalf. She cautioned members not to do what she had almost done in this regard.

Suggested Budget to City Council

Members were provided the City of Dover Human Relations Commission Budget Request ***(Attachment #1)*** which was presented to City Council during the Special Council Meeting - Budget Review on June 1, 2015. Chairwoman Smith advised members that she had reviewed this request with City Council at that time and that Council was taken by surprise by this $5,000 request. She felt there was a lack of understanding of the cost of training and development. Ms. Smith expressed her opinion that much more than $5,000 was needed for the DHRC to operate; however, she presented this amount since it had been provided to Council before she became Chair of the Commission. She stated that $1,500 had been included for conflict resolution development training, which would be mediation, and $1,000 for social media development. Ms. Smith indicated that Council had approved $2,000 in expenditures and the DHRC must return to the City Manager to request additional funds.

Training

Ms. Smith advised members that when she presented the DHRC budget request to City Council during the Special Council Meeting - Budget Review of June 1, 2015, she was advised that the State Human Relations Commission (SHRC) provides training; however, Mr. Calvin Christopher, Chair of the SHRC, had informed her that the SHRC pays for training for its own members. The SHRC did invite Ms. Smith to basic mediation training. Ms. Smith provided a flyer from the University of Delaware Institute for Public Administration - School of Public Policy and Administration, which provided details regarding a Four-Day Basic Mediation Training ***(Attachment #2)***, scheduled for October 2015. She estimated that the SHRC had approximately 20 members, and three (3) or four (4) would be attending this training. Ms. Smith indicated that the cost of the training was approximately $800 and that she would like to participate, noting that she would not be 100% comfortable trying to resolve conflict without this specific skill set.

Mr. McGiffin suggested that two (2) DHRC members be sent to mediation training, since funds were available and the training was relevant to what the Commission does. Mr. McGiffin stated the importance of having someone trained in mediation to help recognize issues where the DHRC can and cannot be helpful.

Ms. Smith expressed the desire to put the budgeted funds to good use and stated that there should be a report to advise Council how the funds were used to demonstrate to Council that funds were used wisely. If mediation was not used during the year, at least there would be DHRC members who had been trained and this would show that members were committed.

Ms. Smith questioned if any other members had an interest in attending the training, and Mr. Henderson stated that he would be available to go.

Ms. McDowell advised members that the City Clerk's Office has a relationship through the Delaware Municipal Clerks Association with Ms. Fran Fletcher, from the University of Delaware Institute for Public Administration (IPA), which is the organization that would be putting on the mediation training. Ms. McDowell offered to contact Ms. Fletcher to see if the training could be offered in Dover, which might reduce the expense and allow more members to participate. Ms. McDowell offered to find out what other types of training IPA offers that might be useful for members. She noted that IPA provides an institute for municipal clerks, a part of which includes training provided by attorneys free of charge. Ms. McDowell suggested that such individuals may be able to come and explain why DHRC meetings must be published, in the interest of open and transparent government, noting that the DHRC is a subset of a municipal government. She stated that there may be others in the State and City that could benefit from this kind of training, as well as the DHRC.

Ms. Smith stated that she would defer scheduling the training until she heard from Ms. McDowell regarding this possibility.

Community Involvement

Ms. Smith expressed appreciation that Ms. Stewart and Mr. Ruane attended the All Unity Day rally held on Saturday, June 6, 2015 at Legislative Mall. Ms. Smith indicated that she thought this would be an opportunity for DHRC members to introduce themselves; however, she was then asked to serve as master of ceremonies for the program due to the illness of the organizer, Rev. Rita Paige. Ms. Smith advised members that this was a good event.

Ms. Smith stated that there had been an article in the *Delaware State News* on June 13, 2015 about her role as the new Chair of the DHRC.

Ms. Stewart stated that Ms. Smith did a great job speaking at the All Unity Day event.

Mr. McGiffin stated that the announcement piece in the *Delaware State News* where Ms. Smith was described as the new Chair of the DHRC was also great.

Ms. Smith advised members that she had been approached about being a speaker at a Technology Education and Design (TED) talk in Dover. She explained that this would involve getting a group of approximately 100 community members together to talk about subjects that impact their lives. Four (4) to five (5) speakers would speak for 20 minutes each. She suggested that if the DHRC and SHRC got involved, this could be used as an opportunity to create a platform to get the community engaged around topics that are important to members. Ms. Smith stated that an expert would be asked to speak, and it could be someone from a university or a community leader, someone from the local area or anywhere in the country. The DHRC would assist in partnering to promote and sponsor the event. Ms. Smith advised members that Dr. Dan Young, who had headed up a TED program in Wilmington, was now trying to bring this to Dover. She suggested inviting Dr. Young to a DHRC meeting to show a video of what this program looks like to see if this would be something that members want to engage in.

In response to Mr. Henderson's request for clarification on TED talks, Ms. Smith stated that speakers give motivating and inspiring speeches at these events. Ms. Smith advised members that TED talks are videoed and had been held in different cities, noting that all such events in Wilmington had been sold out. She felt that this program could add value and exposure to the DHRC.

Ms. Smith stated that she would invite Dr. Dan Young to the next DHRC meeting to provide additional information about TED talks.

Ms. Smith advised members that she would be making a recommendation to the Council President for appointments to the two (2) vacant seats on the Commission in the First and Second Districts and asked members to let her know if they had recommendations, noting that she was looking for diversity. She asked that they develop recommendations before the next meeting so that the DHRC would be ready to move on those recommendations. Once the seats are filled, she suggested that a group picture be taken of the DHRC at City Hall. Ms. Smith suggested creating awareness and a connection by sending this picture and a congratulatory note to various members of the community, saying that the DHRC was proud of them, with each of the Commissioners' names and districts. She felt this could easily be done one (1) to three (3) times per week and would not be costly. Ms. Smith stated that she would defer this for the present until the other two (2) members are appointed and suggested that this system could be up and running by the end of September or October.

Ms. McDowell stated that a resume and bio for the recommended appointees would need to be provided to members of Council before Council votes on the appointments.

Publicity

In response to Ms. Smith regarding current information on the City of Dover website for the DHRC, Ms. Denise Devine, Assistant City Clerk, advised members that there was currently no page for the DHRC on the City's website; however, the Photo Gallery on the home page of the City's website included photographs pertaining to the DHRC.

Ms. Smith advised members that this information is what appears when googling the Dover Human Relations Commission and stated her feeling that this information was antiquated. She suggested that it be replaced with a photo of current members, biographical information, and perhaps their

guiding principles or core values as a starting point. She questioned if a commitment could be made that every member provide a photo, an abbreviated two (2) paragraph bio, and a sentence or two (2) as to why they serve, and asked if this change to the website could be made in-house.

Members reviewed the current bios of City Council members on the City of Dover website. Ms. Smith requested that members provide approximately two (2) paragraphs in approximately a 200-word range to the City Clerk's Office by August 14, 2015.

Ms. McDowell indicated that the City Clerk's Office was available to support the DHRC and could create the DHRC's web page if information were provided. She estimated that this could be done within a week after receiving members information.

Ms. Smith expressed her expectation that by the third week in August members should be able to direct people to the DHRC web page.

Commissioners (Skills, Networks, Interests)

Noting that all members were serving on committees at this time, Ms. Smith questioned if members felt they had the passion, skill sets, and networks to execute what they had signed up to do.

Responding, Mr. Henderson stated that he feels more comfortable when there is more structure and continuity, noting that he continued to be on a learning curve; however, he stated that he felt good about continuing to serve on the Education Committee.

Ms. Smith stated that the Education Committee would be responsible for educating the community and connecting the DHRC through workshops. She indicated that the TED talk discussed previously would be part of this responsibility. Ms. Smith also suggested that the Education Committee could decide, for example, to hold four (4) events, one (1) each quarter, choosing four (4) dates and topics that would be presented to the Commission and then mobilized. She stated that even if one (1) event were held, such as the TED talk, at least the community would be engaged and members would be doing more than just attending meetings and begin to see results.

Mrs. Sadusky indicated that she was serving on the Education Committee with Mr. Henderson and that she and Mr. Henderson had discussed presenting perhaps (2) educational events. She noted that she is very interested in the DHRC; however, had experienced complications and time constraints. She suggested that the TED talk might be a simple way of accomplishing something by having someone come into the community.

Mr. Henderson stated that Mr. George Bailey, business manager at Sam's Club, is excellent at putting together diverse groups such as African Americans, Asian Americans, and Latin Americans. Mr. Henderson hoped to work with Mr. Bailey and find out his resources with regard to education and diversity. He noted that the University of Delaware also had resources.

Ms. Smith asked members to not be discouraged due to the lack of a quorum at the DHRC meeting scheduled in June and the resignation of members. She stated that it is not about who is not present, it is about who is present and ready to do the work. Ms. Smith explained that she was ready to move

forward and every meeting would have goals and dates. She indicated that Commissioner Wilson did a superb job putting together infrastructure and now it is time to mobilize it. Ms. Smith felt that the Commission had done much strategic planning but had forgotten to look at the basics, including the skill sets, networks and interests of members which were underutilized. Ms. Smith suggested that the Commission have a session focusing on contacts, such as those in churches, fraternities, boards, and organizations, for example, the Women in Leadership Council and the United Way, noting that Mr. John Moore, Vice President, Resource Development and Strategic Partnerships for the United is in Dover. She felt that members could develop ideas on tapping into networks and this would allow the DHRC to partner with other organizations that share concerns about diversity to put on educational events. She noted that the SHRC has offices in Kent, Sussex, and New Castle counties, including one (1) in Dover, and has a responsibility for this area. She indicated that United Way should be at the table because they operate throughout the entire State and have many events in Wilmington but not in the local area. She felt that putting on these events would be as valuable to other organizations as they would to the DHRC.

Mr. Henderson stated that he had heard more about limitations for the DHRC than possibilities, noting that the DHRC was unable to discuss complaints or gather together as a group. Responding, Mrs. McDowell advised members that since there were currently seven (7) members appointed, no more than three (3) members could meet without it being a published meeting.

Responding to Mr. McGiffin, Ms. McDowell confirmed that when the two (2) vacancies on the Commission are filled, the number of members that could gather, other than in a public meeting, would increase.

Bylaws

Ms. Smith stated that she had read through Chapter 58 - Human Relations - of the Dover Code several times. She indicated that it contained great information on the purpose of the Commission and encouraged all members to read it.

Commissioners' Announcements

There were no members wishing to make announcements.

Mr. McGiffin moved for adjournment, seconded by Ms. Stewart and unanimously carried.

Meeting adjourned at 6:26 p.m.

S. Renee Smith
Chairwoman

SRS/TM/js/dd
S:\AGENDAS-MINUTES-PACKETS-PRESENTATIONS-ATT&EXH\Misc-Minutes\HUMAN RELATIONS COMMISSION\2015\07-28-2015 Dover Human Relations Commission.wpd

Attachments
Attachment #1 - City of Dover Human Relations Commission Budget Request
Attachment #2 - Flyer - University of Delaware - Four-Day Basic Mediation Training

CITY OF DOVER
HUMAN RELATIONS COMMISSION

BUDGET REQUEST

FY 2016 BUDGET SUMMARY - The Fiscal Year (FY) 2016 budget submission request from the Human Relations Commission sustains the alignment of priorities for the City of Dover to maintain, protect, and improve the quality of life and rights of all its citizens through engagement, awareness and education.

A request of $5000 assists the Commission in building its mission to strengthen its credibility and community relationships through development training, establishing partnerships, one-on-one contact, marketing, and educational forums. Additionally, the Commission is currently working with the city to assess its diversity practices. The continuation of this process may require additional professional assistance for research.

The proposed budget request supports the following:

Commissioner Conflict Resolution Development Training	$1500
Social Media Development	$1000
Educational Forums for Constituents	$ 500
Marketing Materials	$1000
Professional Assistance for Research	$1000

Please Note: All costs are approximate only.

Subject: Fwd: UD's Basic Mediation Training October 2015

Calvin,
Below is information about the mediation course staff and commissioners took several years ago. Please feel free to forward to S. Renee.

Regards,
Romona

Romona Fullman

Begin forwarded message:

From: Fran Fletcher <franf@udel.edu>
Date: June 10, 2015 at 9:00:09 AM EDT
To: <romona.fullman@state.de.us>
Subject: UD's Basic Mediation Training October 2015
Reply-To: Fran Fletcher <franf@udel.edu>

ATTACHMENT #2
DHRC Meeting of 07/28/2015

Email not displaying correctly? View it in your browser

UNIVERSITY of DELAWARE

Institute for Public Administration • School of Public Policy & Administration

CONFLICT RESOLUTION PROGRAM

Four-Day Basic Mediation Training

October 6-7 & 13-14, 2015

9:00 a.m. – 4:00 p.m.

Buena Vista Conference Center, New Castle, Delaware

This four-day workshop is taught by highly skilled and experienced mediators, active in the dispute resolution field, and committed to best practices and continuing education. In addition, it is supported by a diverse group of professional mediators who serve as coaches and provide feedback to support and facilitate learning, including directors of volunteer mediation programs who are available to explain volunteer mediation opportunities in Delaware.

In Four Days You Will...

- Gain a comprehensive introduction into the field of mediation and alternative dispute resolution methods;
- Learn a six-step facilitative mediation process;
- Understand the role and responsibilities of a mediator;
- Practice co-mediating disputes that lend themselves to a non-legal resolution process;
- Learn and practice facilitative mediation principles of self-determination, empowerment, and confidentiality through active listening, questioning, re-framing, and neutral language; and

- Exercise impartiality.

To register, visit **https://commerce.cashnet.com/UDELIPCR**

Registration deadline: September 1

For more information, visit our events page:

www.ipa.udel.edu/crp/trainingandevents.html.

Thank you.

Fran Fletcher
Conflict Resolution Program
Institute for Public Administration
School of Public Policy and Administration
University of Delaware
fran@udel.edu
302-831-6812



Bookmark Us.

Visit our **website** for more info on IPA and its upcoming events.



Like Us.

Like us on **Facebook** to find out what's happening with IPA.

Follow Us.

Follow us on **Twitter** for updates on current IPA news.

SAFETY ADVISORY AND TRANSPORTATION COMMITTEE

The Safety Advisory and Transportation Committee Meeting was held on August 25, 2015, at 4:00 p.m. with Chairman Hosfelt presiding. Members present were Mr. Hutchison, Mr. Sudler (arrived at 4:09 p.m.), Mr. Keller, and Mr. Shelton. Members of Council present were Mr. Anderson and Mr. Cole (arrived at 4:09 p.m.). Mayor Christiansen (departed at 4:41 p.m. and returned at 4:55 p.m.) was also present.

AGENDA ADDITIONS/DELETIONS

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

Concerns of Owens Manor Residents

By unanimous consent, this item was deferred until later in the meeting.

Discussion - Increased Criminal Activity - Dover Park/Silver Lake Park *(Deferred during the meeting of June 22, 2015)*

Police Chief Paul Bernat advised members that he reviewed records pertaining to calls for service for Dover Park and Silver Lake Park for 2013, 2014, and January 1 through August 12, 2015. He advised members that, excluding calls related to opening and closing of park gates, there were 35 complaints related to Silver Lake in 2013, 26 in 2014, and 18 to date in 2015. Chief Bernat questioned if members were interested in particular types of complaints.

Responding, Mr. Anderson stated that people did not seem to have complaints regarding daytime use, but concerns were expressed by those exercising in the park in the evening, close to the park's closing time near dusk. He indicated that there were complaints about activity in the woods, people sleeping in the park, and suspected drug activity.

Mr. Anderson indicated the need for the City to stay ahead of the curve so that crime does not start relocating to the parks as it is moved from neighborhoods. He felt that the parks are great places for families in the City; however, he noted that there had been a shooting at Dover Park during the past couple of weeks. Mr. Anderson felt that there was a lack of security due to people going back and forth between the neighboring areas of the park and using the park to hide out. He indicated that there were not significant barriers to this activity, noting issues related to vegetation on some of the trails, lack of lighting, etc.

Responding, Chief Bernat stated that the Police Department contacted Ms. Sharon Duca, Public Works Director, and that a Public Works crew significantly cleaned up the east side of Silver Lake, which looked a lot better now. He indicated that previously this area had been overgrown worse than he had seen during his 39 years in Delaware. Mr. Anderson expressed thanks for these efforts.

Chief Bernat expressed his opinion that environmental design is the best crime prevention. He stated that trashy areas invite people to do seedy things, whereas nice areas are more likely to have people there for the proper reasons. Chief Bernat stated that, due to the concerns expressed, the Police Department had picked up enforcement efforts and patrols. He stated that all six (6) police cadets are now bike trained, and three (3) of them ride in this area quite a bit. Chief Bernat stated that these cadets had been very well received.

Mr. Anderson stated his impression that there had been an improvement in the atmosphere at Silver Lake since the issue first came up approximately a month-and-a-half ago, and expressed his hope that this would occur soon at Dover Park.

Chief Bernat stated that prior years reports from Dover Park revealed seven (7) complaints and 12 complaints. He noted that there have been 21 complaints in 2015, so there was an uptake in this area. He explained that patrols there had also been increased; however, it was harder for cadets to get across the highway to this area. Chief Bernat stated that this was usually a good spot for the K-9 officers to patrol at night.

Mr. Hosfelt inquired if there was a specific type of complaint that appeared to be the number one (1) concern. Responding, Chief Bernat stated that most were suspicious events, which were probably called in and could be related to a variety of issues, such as two (2) to four (4) people in a vehicle, possibly smoking a cigarette or a marijuana cigarette, or somebody walking in the park after dark. Chief Bernat advised members that in 2015, six (6) of the 18 incidents were proactive police stops, which indicated that the Police Department was doing its job. He stated that there had been disorderly conduct incidents and a psychiatric incident with a mental patient. In addition, there were a couple of personal items found, a parking violation, a medical incident, and a fight, but no major incidents.

Mr. Hutchison noted that previously the gate had been locked at night and questioned if this was still being done. In response, Chief Bernat indicated that he discovered that this was not being done as much as it had been in the past. It was his feeling that staff should continue to lock the gate and the Department would keep an eye on this. Chief Bernat stated that sometimes officers get overwhelmed, noting that they may be doing other things that have more precedence than shutting a park gate.

Based on the number of complaints received, Mr. Hutchison felt that locking the gate was not justified as long as patrols were increased and the cadets were being used in the area. Responding, Chief Bernat felt that this was a good point, noting that not locking the gate would allow officers to go in and make sure there was no one in violation, noting that there were large signs stating that the park is open from dawn to dusk.

Mr. Shelton asked if K-9 units were getting out of the vehicles or just driving through the areas. In response, Chief Bernat stated that, as a former K-9 officer, he would get out of his vehicle in the parks because it was a good time for his dog to relieve itself in the wooded areas. He also noted that this allowed people present to see that the officer would actually get out of the vehicle and if they were doing anything seedy, they would not want to stay around. Chief Bernat stated that he would reiterate this to the K-9 officers.

Referring to the excerpt of the minutes of the Parks, Recreation, and Community Enhancement Committee meeting of June 8, 2015, Mr. Hosfelt noted that there had been questions about grants for police patrols. Mr. Hosfelt questioned if extra-duty hours were being used for patrols or if they were based on the regular schedule. Responding, Chief Bernat stated that currently all foot patrol grants were based upon violent crime, and staff was not really seeing violent crime in that area.

Mr. Anderson questioned if Department of Justice and Homeland Security grants were being looked at as part of the City's camera footprint. In response, Chief Bernat stated that camera efforts were now being concentrated in the downtown area. He noted that there were currently 71 cameras downtown, and an additional 14 had been requested through an open grant, which would bring the total to 85. Chief Bernat stated that the Police Department had experienced great success with the cameras, noting that two (2) homicides had been solved with them. He stated that he would love to put cameras in other areas, and he would also like to have foot patrols in the downtown area. He indicated that there were more pressing matters; however, it was his goal to make these things happen eventually.

Concerns of Owens Manor Residents

Mrs. Ann Marie Townshend, Director of Planning and Community Development, advised members that the City had received complaints from time to time from residents of Owens Manor and other Dover Housing Authority (DHA) properties. She noted that some complaints came through Senator Brian Bushweller's office, and that office was also following up with staff on those complaints. Mrs. Townshend explained that staff had a productive meeting with the DHA on July 23, 2015 and she felt there was good resolution, as reflected in the correspondence between herself and Ms. Ami Sebastian-Hauer, Executive Director, Dover Housing Authority.

Mrs. Townshend explained that DHA is the property manager for Owens Manor, which is owned by the Delaware Community Investment Corporation and Great Lakes Capital Fund. She noted that there are some issues with the ground settling, which are causing several areas of the building to separate. Mrs. Townshend stated that a structural report identified the issues, but the problem could not be fixed until geotechnical work was done in the Spring of 2015. She indicated that DHA was working with their consultants to obtain a design for what needed to be done to address the issue so they can make the necessary repairs. At the meeting, it was agreed that DHA would provide staff with a timeline on when these things were expected to occur. Mrs. Townshend stated that the issue was slow settlement and separation that needed to be corrected so that it does not get worse, rather than something that was expected to fall down. She expressed her opinion that the structural engineers would have made it known if there was an imminent danger. Mrs. Townshend indicated that a number of issues were brought forward, such as the condition of carpets and the sprinkler, which were noted in the City's inspection report, as well as issues that the City was not involved in, such as cable TV service. She advised members that most of the repairs had been made and the DHA was in the process of getting a quote on the carpets and scheduling that work, which should be done in the near future.

Mrs. Townshend stated that the bedbug issue was a tough situation. She explained that routine bedbug inspections and treatments are performed, and there are procedures involved, such as removal of the furniture and several treatments when needed. Mrs. Townshend stated that part of the challenge is that when furniture is placed near the dumpsters, other residents may see a nice new couch and take it in. She advised members that DHA is keenly aware of the bedbug issue and was working on treatment, but cooperation was needed from the residents in not bringing discarded items back in.

Mrs. Townshend informed members that complaints had been received about people being told they had to pay by money order. She explained that this was not a routine requirement, but money orders are required when the payer's check has bounced or if the individual was going to court. Mrs. Townshend stated other ways to work with residents were discussed, because DHA does not have a full-time site manager to make sure that rents are recorded when they are turned in.

Mrs. Townshend reiterated that the meeting had been productive, communication had remained open, and the repairs were being made.

In response to Mr. Hosfelt, Ms. Ami Sebastian-Hauer, Executive Director, Dover Housing Authority, 76 Stevenson Drive, stated that Ms. Townshend had summarized everything and she had no additional comments or concerns.

Mr. Sudler stated that, as a landlord, he had dealt with bedbugs and they are a problem. He questioned whether DHA had thought about trying to isolate affected items by immediately getting rid of or bagging them. Responding, Ms. Sebastian-Hauer stated that their bedbug procedure had expanded and in the last couple of weeks they had inspected every single unit at Owens Manor and Queen Manor. A maintenance person had been assigned to the exterminator and the day before an inspection, they go in and help tenants prepare by bagging up all of their bedding and clothing and helping to move mattresses, pictures, etc. She explained that tenants are asked to cooperate and to discard their personal items and, although some items are sentimental and tenants do not want to get rid of them, staff just explains to them about the bedbug issue.

Referring to the bedbug issue, Mr. Keller asked if there had been incidences of residents being bitten or having to seek medical help. Responding, Ms. Sebastian-Hauer stated that this had unfortunately occurred, noting that staff has found out about the bedbugs after this happens. She advised members that DHA found a number of units that were infested that had not been reported to them. Ms. Sebastian-Hauer reiterated that tenant cooperation is very important, and tenants are asked to report bedbugs to management; however, if they do not and it gets to the point where they have to dispose of all of their items and they have been bitten, DHA will step in, call their emergency contact, and have client services come in. She indicated that tenants' failure to come forward regarding the issue is a problem.

Responding to Mr. Hutchison, Ms. Sebastian-Hauer stated that Owens Manor has 60 units. She explained that every single unit was inspected in one (1) day and a list was maintained of those units that were infested and those that were not. Infested units received immediate treatment that same day and were placed on a three (3) treatment cycle. She stated her belief that the next treatment was scheduled for Thursday, August 27, 2015.

Mr. Hutchison questioned if this was the recommended approach, suggesting that one would think that everything would have to be treated, infested or not. Responding, Ms. Sebastian-Hauer stated that the infested unit and the two (1) adjacent units are treated. She noted that the problem was bad on the fourth floor and bedbugs were seen in the hallways. At that point, the entire end of the fourth floor was treated, and people came in and helped to vacuum and perform the second half of the treatment.

In response to Mr. Keller as to whether the Board of Health had addressed this situation, Ms. Sebastian-Hauer stated that they had not.

Responding to Mr. Sudler regarding whether money order payments are required only for residents who had been delinquent, Mrs. Sebastian-Hauer stated that DHA does not accept cash but will accept personal checks and money orders. Money orders are required if the tenant has had a check bounce or if their case has been filed in court and they want their case dismissed.

Mr. Shelton inquired if it was possible to destroy furniture that is put outside rather than having tenants bring it back in. In response, Ms. Sebastian-Hauer stated that this was being done now, and all tenants had been asked to schedule an inspection with staff before bringing things into the buildings. In response to how this was enforced, she stated that DHA had a list of all units that are bedbug free, and if one (1) of those units ends up with bedbugs, it would then be known that the tenant brought something in.

Mr. Keller asked if furniture placed outside was subject to the elements, such as rain, and Mrs. Sebastian-Hauer stated that it was and that these items are set out for trash pickup.

Mr. Anderson noted that other concerns had been expressed, such as a lack of railings in the building, and requested an update on the progress. Responding, Ms. Sebastian-Hauer stated that any major work undertaken at Owens Manor must have approval from Delaware State Housing Authority (DSHA) and the limited partner, who are the 99% owners of Owens Manor. She noted that DHA was obtaining cost estimates, which they will submit to DSHA and Delaware Community Investment Corporation and Great Lakes Capital Fund.

Mr. Anderson stated that there had been complaints about the system for visitor parking and inquired if there was a way to address this. Mrs. Sebastian-Hauer stated that there was very limited parking at Owens Manor and Queen Manor, noting that when they were built, a request was submitted to the City for a waiver on the number of parking spaces. She advised members that, at the request of the residents of both Owens Manor and Queen Manor, a parking tag policy was implemented. Those who had cars were able to obtain a parking tag that allowed them to park in the parking lot. Mrs. Sebastian-Hauer explained that reasonable accommodations were made for a couple of the tenants and reserved parking was provided for the nurse's aides and Meals on Wheels providers. For the convenience of tenants, other visitors have to park on the street and Ms. Sebastian-Hauer felt that there was probably nothing else that could be done in this regard.

Mr. Anderson questioned if security cameras would be placed back at Owens Manor. Responding, Ms. Sebastian-Hauer indicated that new cameras had been purchased and would be installed.

Ms. Sebastian-Hauer advised members that DHA was trying to make progress, and Mr. Anderson stated that it sounded like real progress was being made.

In response to Mr. Keller, Ms. Sebastian-Hauer stated that one (1) parking space is allotted per apartment and a number of tenants do not have cars.

In response to Mr. Sudler regarding the definition of the geotechnical work referenced previously, Mrs. Townshend explained that a number of soil borings were done to determine the compaction and strength of the soil where the building was placed so that planning can be done for the repairs needed to fix the settlement issue. She indicated that this would involve digging into the ground to see what the soil horizon is.

Mr. Sudler asked if material would be placed to keep the soil from shifting. Responding, Mrs. Townshend stated that the study had been done, which provided soil borings to look at the cross-sections of what is under the ground. The next phase would be to design the repairs, noting that repairs would be extensive and involve jacking up the building.

In response to Mr. Sudler regarding where they were in the geotechnical process, Mrs. Sebastian-Hauer stated that they were working with the structural engineer. Mrs. Townshend and Ms. Sebastian-Hauer were unsure which engineer was assisting.

Responding to Mr. Sudler, Mrs. Townshend explained that the sprinkler issue mentioned previously was not for the sprinkler system but related to repairs needed in the sprinkler room, since there had been a leak that resulted in some rotted wood which needed repair. She stated that those repairs had been made.

In response to Mr. Keller regarding the cost of the geotechnical work, Mrs. Townshend advised members that this was being handled by the DHA and the ownership partners, who would also make decisions regarding what to do with it.

Overview of Dover Police Department Policy Regarding Contact, Arrest, or Detainment of Undocumented or Illegal Aliens

Chairman Hosfelt stated that he had asked that this item be placed on the agenda, due to recent national attention regarding a horrific homicide in San Francisco, California, allegedly committed by an undocumented immigrant. Mr. Hosfelt wanted to make sure that the public had knowledge of where the Dover Police Department and the City of Dover stood in regard to this issue.

Police Chief Paul Bernat stated that Dover Police Department Procedural Notice 4.1.1 - Foreign Nationals, Diplomats and U.S. Immunity provides guidelines related to illegal aliens. He reviewed Section II - Guidelines, Illegal Aliens, explaining that the Dover Police Department contacts U.S. Immigration and Custom Enforcement (ICE) for three (3) reasons: 1) if the alien is a re-entry; 2) if the alien is in possession of a fraudulent Green Card, Social Security number, or Social Security card; and 3) if an legal or illegal alien is arrested for a felony crime.

Chief Bernat stated that Section III - Procedure outlines the procedure for these situations, noting that ICE will not respond directly to the Department unless circumstances are extremely unusual, but will provide guidance and advice. If circumstances fit the proper criteria, ICE will do the follow-up work as soon as possible. Chief Bernat stated that any problems or questions that arise would be directed to the Department of Immigration, and the City liaison is the Criminal Investigation (CI) sergeant.

Chief Bernat advised members that Dover is not a sanctuary city; however, Baltimore, Philadelphia, Jersey City, and New York City are sanctuary cities in this area. He explained that there are 31 sanctuary cities in the United States, including San Francisco. Illegal aliens are safe and will not be deported in sanctuary cities. Chief Bernat indicated that the Dover Police Department will do anything they can to have an individual deported if they find they are illegal.

Mr. Hosfelt stated that the individual in San Francisco was a seven (7) time convicted felon who had been deported five (5) times. He questioned if this individual came into the custody of the Dover Police Department and ICE issued a detainer or wanted this individual when released from the Department's custody, whether the individual would be released or turned over to ICE. Responding, Chief Bernat indicated that the individual would be turned over to ICE or placed in the Department of Corrections (DOC) until ICE could pick the individual up. He stated that the Dover Police Department would do everything they could legally within their bounds, reiterating that Dover is not a sanctuary city.

Mr. Sudler questioned how many illegal immigrants had been deported or transferred to ICE within the last three (3) years. In response, Chief Bernat indicated that he had checked with the Delaware Criminal Justice Information System (DELJIS) and they were unable to provide this information. He also checked with ICE and the individual responsible for this information was on bereavement leave. Chief Bernat advised members that he was in his 27th year of service and could not remember that the Department had deported anyone, although he was sure that it had happened.

Mr. Sudler requested that this information be submitted to the Committee once it is obtained.

Mr. Anderson thanked Mr. Hosfelt for the related groundwork that was done during his service as Chief of Police, for continuing to assist Chief Bernat, and for covering this issue. He reminded members that the Dover community had suffered a loss in 2007 when some Delaware State University students were killed in Jersey City, which is a sanctuary city, by someone who had been convicted of violent crimes, should have been deported, and had been in the country approximately three (3) times. Mr. Anderson stated the importance of those in the community cooperating with federal law enforcement in this area, as they do with the FBI and other organizations, and in tracking crimes.

Mr. Anderson stated his understanding that the discussion was not about going after particular groups of people but applying existing procedures to everyone and using all resources available to check all federal records. Chief Bernat agreed and indicated that an inability to speak English would be one (1) clue and would be a reason to ask for a Green Card and paperwork.

Mr. Anderson noted that any individual would be asked to produce an ID, and an illegal individual may not be able to produce one. Chief Bernat explained that there would have to be a reason for the police to stop or encounter the individual and officers do not go looking for illegal aliens.

Mr. Anderson questioned the City's position on Senate Bill (SB) 59, sponsored by Senator Bryan Townsend, which could potentially make Delaware a sanctuary state, and whether Chief Bernat saw this as an infringement on local federal law enforcement. Responding, Chief Bernat indicated that if he were asked, he would say that he was not interested in being a sanctuary city.

Debriefing/Post-Mortem on Firefly Music Festival *(Presentations by the Department of Planning and Inspections and the Dover Police Department and Summary of Discussion with Representatives from Persimmon Park Place, Wild Meadows, and Residents on Persimmon Tree Lane)*

Police Chief Paul Bernat reviewed a presentation entitled "Special Preparation Instructions & Debriefing/Post-Mortem on Firefly Music Festival" dated August 24, 2015. He advised members that the Firefly Music Festival was held June 18-21, 2015 at Dover International Speedway and was very successful, with over 78 bands performing and close to 90,000 attendees. Chief Bernat reviewed the Dover Police Mission Statement During Firefly and the Dover Police Objectives During Firefly.

Chief Bernat felt that bringing fans into the event went much better than in the past, noting that breaking the festival up over four (4) days instead of three (3) helped tremendously. He explained that monthly meetings were held through the entire year with Dover International Speedway Security in regard to the Firefly Music Festival, Big Barrel Country Music Festival, and two (2) NASCAR races, including one (1) that is always held during the first weekend in June and another to be held in October. Chief Bernat advised members that officers are given strict instructions to operate within the National Incident Management System (NIMS) and operations are NIMS compliant. In reviewing the map of the Woodlands at Dover Downs, Chief Bernat explained that the two (2) main stages, one (1) at the very top of the map and one (1) just to the right of that stage, were in the jurisdiction of the Delaware State Police, and the Dover Police Department assisted them in that area. He indicated that there were several additional stages in the area at the bottom of the map that were in the City's jurisdiction.

Chief Bernat reviewed the Grid Map, explaining that Districts 1 and 2 were in the City's jurisdiction and part of District 2 and all of District 3 were managed by the Delaware State Police. He indicated that during the load-in on Wednesday, June 17, 2015, there was a large number of campers, mostly tents. Chief Bernat noted that Lot 18, off Persimmon Tree Lane, was in the Delaware State Police's jurisdiction. He advised members that there was severe weather on Saturday, the third day of the event, and there was an evacuation that went very smoothly, considering the amount of people. Sunday was the final day of the festival and crowds were huge.

Chief Bernat estimated that 16 police agencies were involved that had the same basic mission: to manage the people, traffic, and safety aspects. He emphasized that an extra 90,000 to 95,000 people could not come to the City with the aid of only the Dover Police Department's authorized strength of 101 officers and true strength of 92, counting the five (5) recruits that just came out of the Delaware State Police Academy.

Chief Bernat reviewed the Calls for Service, including 64 total complaints, six (6) arrests, and 29 charges. He explained that there were three (3) Megan's Law Notifications involving three (3) workers who were sex offenders who are required to register when they come into a town, and the officers made sure that all of the appropriate steps were taken.

Chief Bernat stated that a total of 3,378 extra duty man hours were used. He noted that there were several items to be addressed for improvement for the 2016 Firefly Festival; however, from a public safety standpoint and considering the size of the event, the 2015 Firefly Music Festival did not have any major issues.

Chief Bernat advised members that the Big Barrel Country Music Festival was also a success. He noted that this Festival only used the two (2) stages which are in the jurisdiction of the Delaware State Police, so the Dover Police Department had minimal responsibility with regard to security, but had a lot of extra duty for traffic and things of that nature. Chief Bernat reminded members that officers worked a three (3) day weekend for the NASCAR race, immediately followed by a four (4) day weekend for Firefly, and the Big Barrel event was held the next weekend. Officers were extremely busy during this time and were not allowed to take vacations, except for life events, such as having a baby, graduation, etc. Chief Bernat expressed pride in the Department, noting that officers did everything that they were supposed to do.

Chairman Hosfelt stated, for the record, that he is employed full time as the security manager for Dover International Speedway; therefore, he could speak to this subject with some knowledge. He expressed appreciation for Chief Bernat's report, indicating that it was very well done. He stated that on Saturday night of the Firefly Festival, when the evacuation was done, there had been over 10 inches of rain in a 19-day span, and things were not looking very good, with storms coming across the bay. He indicated that Mr. Clement, Dover International Speedway staff meteorologist, and Red Frog Events, the promoter, made the decision to evacuate. With the help of the Dover Police Department, Delaware State Police, the Delaware Department of Transportation (DelDOT), Dover International Speedway security, and everyone else working in conjunction, about 70,000 to 75,000 individuals were evacuated in less than an hour. Mr. Hosfelt attributed this to the planning that is done on a monthly basis, noting that meetings had begun to plan for next year less than 1½ - two (2) weeks after the festival, and this is a constant planning process. Reiterating that District 3 had been in the jurisdiction of the Delaware State Police, Mr. Hosfelt stated that annexation of that land into the City was being looked at and anticipated that this would happen at some point this year. He expressed his belief that when these festivals come next year, that entire responsibility will be that of the Dover Police Department, with the help of Delmar, Seaford, Cheswold, and Clayton, who he stated were all amazing and had done a great job.

Mr. Hutchison expressed pride in the Dover police and all the agencies that worked with them, as well as Dover International Speedway. He felt that others have no idea of the amount of energy that goes into this throughout the whole year to be able to make this happen. Mr. Hutchison felt that there was no other event in the State of Delaware that brings in this number of people, noting that it required training, planning, years of hard work, and reevaluating what is done each year. He stated that this was a great event and the City, Kent County, and the State all benefit from it.

Mr. Keller echoed Mr. Hutchison's comments, noting that he had spoken to a lot of the residents in the area and there were hardly any complaints. He conveyed kudos to all, stating that they had done a remarkable job.

Mr. Sudler inquired how many officers it took to secure the event as a whole. Responding, Chief Bernat stated that this number varied by day and time of day.

Mr. Hosfelt stated that on any given day, approximately 750 to 800 security officers are employed at the location and about 250 law enforcement personnel, noting that this would not include Emergency Medical Services (EMS) and firefighters.

Mr. Hosfelt informed members that he and Councilman Neil had hosted a discussion with representatives from Persimmon Park Place and Wild Meadows and residents on Persimmon Tree Lane regarding their concerns about the festivals. Mr. Hosfelt stated that those concerns were addressed and had been forwarded to Red Frog Events for discussion.

Prioritization of City of Dover State Capital Transportation Program (CTP) Projects

Mrs. Ann Marie Townshend, Director of Planning and Community Development, advised members that each year City Council develops a list of transportation priorities and shares these priorities with the Secretary of Transportation for consideration as the Delaware Department of Transportation (DelDOT) develops the State's Capital Transportation Plan (CTP), and this list is also shared with the City's legislative delegation. She indicated that in the past staff had looked at additional needs and projects; however, during the past few years, due to limited funding, the City's approach was to review the ranking of the previously prioritized projects. Mrs. Townshend stated that the current priority list was developed by herself; Mr. Scott Koenig, City Manager; Mrs. Sharon Duca, Public Works Manager; and Mr. Bill Neaton, Economic Development Manager. She explained that they reviewed the priorities approved by City Council in September 2014, and recommended the following priority ranking for the coming year:

1. Construction of Sidewalks within the Walk Zone of the New Dover High School - Now that the Dover High School has been operational for a full school year, the critical sidewalk gaps that were identified in the Dover High Pedestrian Study performed by the Dover/Kent County Metropolitan Planning Organization (MPO) continue to be a high priority. The critical gaps that are of highest priority to the City and most critical in providing safe access to the school are Mifflin Road and the south side of Route 8 west of Mifflin Road.

Mrs. Townshend explained that students are routinely seen walking on the shoulder and in the turn lane of Route 8, especially on the south side, between Dover High School and Mifflin Road, as well as in these areas on Mifflin Road. While there was currently no funding in place for this project, she indicated that the City believed that this was a safety issue that must be addressed. Mrs. Townshend advised members

that students can be seen walking in these areas during the week before and after school, and since students are leaving later due to fall sports, a lot of them are walking at dusk when the setting sun is a real concern.

Mrs. Townshend advised members that she, along with DelDOT staff, the Metropolitan Planning Organization (MPO), and staff from the Federal Highway Administration (FHA), did a bicycle and pedestrian assessment of Route 8 from Route 13 to the City limit, and all of those who were part of that assessment had significant concerns about this area. Mrs. Townshend felt it very important to continue to impress on DelDOT not to wait until a child is hit to deal with this problem. She stated the need to be very aware and continue to advocate with State legislators and to have the Capital School District and DelDOT join with the City on this issue. Mrs. Townshend noted that she observed five (5) students walking in the shoulder in the short period of time that she was driving west while taking her son to school earlier in the day, and that there are many more students there in the afternoon. Reiterating that there was no funding for the project, Mrs. Townshend stated that sometimes money just has to be found, and she felt that this was one (1) of those times.

2. Kenton Road Corridor Upgrades - Upgrading Kenton Road, including the addition of sidewalks along the road, continues to be a priority for the City. This project is currently in the CTP.

Mrs. Townshend explained that upgrades to the Kenton Road corridor had become more important since there was more activity in the area resulting from the new Dover High School and since the YMCA purchased the Kent Swim Club. She indicated that a study had been done of this area several years ago. Mrs. Townshend stated that the design and ultimate construction of the project was in the current CTP and would be a five (5) year process involving the travel surface as well as shoulders and sidewalks. She noted that in recent years some projects had been dropped from the CTP and she felt the City should keep an eye on this project.

3. Loockerman Street/Forest Street Improvements - This project has been a priority for the City to help spur redevelopment and improved traffic flow on the west side of Dover. It was initially identified in the West Side Redevelopment study performed in 2001. This project is currently funded in the CTP. With the Downtown Development District Program, the implementation of this project is a priority for the City.

Mrs. Townshend stated that these improvements related to a spot where there were five (5) points in an intersection and expressed the need to make sure this project stays in the CTP.

4. Garrison Oak Connector Road - Due to the increased activity and interest in the Garrison Oak Technical Park, the planning and construction of this connection to Delaware Route 1 is increasingly important. This project is not currently in the CTP.

Mrs. Townshend reminded members that the City had made an investment in the infrastructure within the Garrison Oak Technical Park and stated the need to continue to reiterate to DelDOT the importance of this road as the connection from the Garrison Oak Technical Park to Route 1, since there will not be a White Oak Road interchange. She noted that this service road would extend from Garrison Oak along Route 1 and down to the Route 8 interchange.

5. College Road Corridor Upgrades - This project is intended to upgrade College Road to include sidewalks and other road improvements. This project is not currently in the CTP.

Mrs. Townshend stated that the MPO had done a pedestrian study for Delaware State University (DSU) that involved College Road, particularly the University Courtyard Apartments and the walking path. She noted that a number of improvements were needed for College Road; however, there was no current funding for it, and staff felt it important to rank highly those projects that have funding to ensure that funding stays intact. Mrs. Townshend stated that this project was a real priority and College Road needed the investment.

6. Route 8/Hazlettville Road Connector - This is planned to be a north/south access road that was identified in the Delaware 8 Concept Plan and Operations Study. With the construction of the new Dover High School, the construction of this connection is important to providing access to the school without causing additional burden on other roads in the area. This project is not currently in the CTP.

Mrs. Townshend explained that this road would extend from Dover High Drive through the Papen Farm along the west side of the Village of Cannon Mill to Hazlettville Road, so that all of the traffic from the south would not be going through Artis Drive and Mifflin Road, which already have traffic issues. Part of the need was also related to an interconnection point between Dover High Drive and Cannon Mill, which had not opened yet so cut-through traffic could not currently be evaluated. Mrs. Townshend advised members that, surprisingly, school traffic had not been as bad as anticipated. She felt that this project should be monitored, noting that from a long-term perspective the connection would be needed, but it was not as high of a priority as items 1 through 5 on the list. Mrs. Townshend stated that this item had higher priority in prior years.

7. Crawford Carroll Avenue Extension - The extension of Crawford Carroll Avenue south toward the DSU campus becomes a more critical priority with DSU's lease of the Sheraton Hotel property. The extension of Crawford Carroll Avenue will help avoid use of US Route 13 for local trips between the Sheraton property and the DSU campus. This project is included in the CTP.

Mrs. Townshend explained that in order to get from the former Sheraton Hotel to the DSU campus proper, it is necessary to go out on Route 13. With legislative support, sidewalks were installed so there was a safe way to walk, but there was still a need for a non-Route 13 connection. Mrs. Townshend noted that if DSU were to move forward with building a convocation center, it was possible that they may need to build this road; therefore, it may not end up being a State-paid road.

8. Kings Highway/Route 13 Intersection Improvements - The intersection of Kings Highway, US Route 13, and White Oak Road needs improvement to meet an acceptable level of service standard. The current condition of the intersection hinders redevelopment of properties in this vicinity. This project is not in the CTP.

Mrs. Townshend explained that this intersection, near Dunkin' Donuts, had problems with its geometry and was failing. She noted that the ranking for this project had dropped down a bit on the list, primarily because the City was in the process of a Transportation Improvement District (TID) study and modeling was currently underway for that. Mrs. Townshend stated that all improvements necessary along the Route 13 and Bay Road corridor would be covered under the TID study. This would not guarantee funding but, according to State law, once that study is complete and the TID agreement is signed, a fee would be collected and those road improvements would need to have a different priority in the State's CTP.

9. US Route 13 Service Road Corridor - The construction of service roads along US Route 13 is a project that will help to alleviate congestion on Route 13. This project is not in the CTP.

Mrs. Townshend stated that this is an off-road system, mainly behind the Dover International Speedway and Dover Mall, that would take traffic off Route 13 and relieve some of the pressure points in this area. She indicated that this would be looked at as part of the modeling that was in progress for the TID.

10. US Route 13 Sidewalk Construction - Construction of sidewalks along US 13 continues to be a priority. This project is not in the CTP. Construction of sidewalks is required when properties develop.

Mrs. Townshend advised members that construction of sidewalks on Route 13 would also be addressed through the TID. She indicated that at this point there were very few sidewalk gaps on Route 13 and things seemed to be resolving themselves in this regard through the development process. She noted that there were still a few key pieces, stating that it would be great if DelDOT could come up with funds for this.

Mrs. Townshend advised members that, in addition to these projects, the City was also in support of implementation of the Bicycle and Pedestrian Plans developed by the MPO and approved by City Council in 2015. She expressed appreciation for the construction of Capital City Trail segments by DelDOT and the active participation on the part of DelDOT in the City's efforts to make Dover more bicycle and pedestrian friendly.

Mr. Sudler asked if financial assistance had been sought from 31st District Representative Sean Lynn or 17th District Senator Brian Bushweller. Responding, Mrs. Townshend indicated that community transportation fund dollars typically do not go toward projects in the CTP, since CTP projects are larger than that pool of money could cover. She noted that staff had reached out to the legislators in regard to advocating for Dover to get some of these projects into the CTP. Mrs. Townshend explained that, on the technical side, staff participates in the MPO, attends the DelDOT CTP hearing, communicates with DelDOT, and also makes sure that the City's legislators know what the needs are.

Mayor Christiansen advised members that he and Kent County Levy Court Vice President Brad Eaby sit on the MPO and champion projects that would be beneficial to the City of Dover. He indicated that Levy Court Commissioner At-Large Terry Pepper also seemed to support the City. Mayor Christiansen stated his opinion that the City is well represented on the MPO.

Mr. Hutchison moved to recommend approval of the priority ranking for the coming year, as recommended by staff. The motion was seconded by Mr. Keller and unanimously carried.

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

Meeting adjourned at 5:06 p.m.

James E. Hosfelt, Jr.
Chairman

JEH/TM/js/dd
S:\AGENDAS-MINUTES-PACKETS-PRESENTATIONS-ATT&EXH\Committee-Minutes\2015\08-24-2015 SA&T.wpd

LEGISLATIVE, FINANCE AND ADMINISTRATION COMMITTEE

The Legislative, Finance, and Administration Committee meeting was held on August 24, 2015, at 6:00 p.m. with Chairman Hare (departed at 6:39 p.m.; returned at 6:45 p.m.) presiding. Members present were Mr. Cole, Mr. Sudler, Ms. Maucher, and Mr. Shevock. Members of Council present were Mr. Anderson, Mr. Neil (arrived at 6:54 p.m.), Mr. Lewis (arrived at 6:45), Mr. Hosfelt, Mr. Hutchison, and Mr. Slavin (departed at 6:38 p.m.; returned at 6:40 p.m.). Mayor Christiansen was also present.

AGENDA ADDITIONS/DELETIONS

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

Transfer of Real Property from Delaware Civic Center Corporation to Delaware State University

Mr. Scott Koenig, City Manager, advised that a request was received from Delaware State University (DSU) regarding the transfer of property from the Delaware Civic Center Corporation. He stated that he had a few requests related to this item; however, he asked that the representatives from DSU speak first. Mr. Koenig indicated that in January 2015, he, along with Mr. Kirby Hudson, Assistant City Manager, former Council President David Bonar, and Mr. William Pepper, Deputy City Solicitor, met by telephone with the representatives of DSU to talk about a potential transfer of land and, since that time, the attorneys had been working on a way to potentially make that happen.

Mr. Thomas Preston, DSU General Counsel, reviewed his letter to Council President Slavin, dated August 11, 2015. He stated that approximately 13 years ago, the ownership of three (3) parcels of land was transferred to the Delaware Civic Center Corporation (DCCC). Mr. Preston informed members that approximately 41 acres of that plot was owned by the City of Dover, and the City maintained a reversionary interest which stipulated that if the DCCC did not use the property for building a civic center within 10 years, the City could demand that the land revert back to the City. He indicated that K.W. Lands, LLC donated a parcel of approximately 6.3 acres which had a similar reversionary interest. The last parcel was given in fee simple, with no reversionary interest. Mr. Preston stated that the DCCC did not build the civic center and, in fact, went out of existence.

Mr. Preston explained that DSU was committed to building that facility if they can get the funding, noting that they are currently working on it; however, in order to move forward, DSU needed to solidify the real estate portion. Mr. Preston stated that DSU was asking the City to either waive its reversionary interest entirely or agree that DSU has a certain period of time to try to raise the money to build a convocation center. He noted that if it were built within that time, the reversionary interest would expire.

Mr. Sudler asked what the DSU board of trustees' most recent decision was in regard to this matter. Responding, Mr. Preston stated that the board was in favor of this matter; however, he explained that the board would be most interested when they come up with financing. He noted that the board recognized that this is a facility that would be tremendously additive to DSU, as well as Kent County and the City of Dover.

Mr. Sudler asked how soon construction would begin if the City were to waive the reversionary interest. In response, Mr. Preston stated that this would be a $57.5M project and DSU was a long way from having that amount. He explained that DSU was talking to people and there were some incredibly creative ideas being floated around. Mr. Preston stated that they would like to believe that it would come to fruition but he could not make a pledge.

Mr. Shevock questioned what type of building DSU planned to build on the property, whether it would be an academic building or sports related. Responding, Mr. Preston explained that the building would be a combination that would house a basketball arena, volleyball, and those kinds of sports, and it would also have facilities around the exterior of the building that would be academic. He stated that DSU was talking to people about creating a health center that would use part of the facility as well, and it would be designed to be easily used for conventions, trade shows, and the like. The purpose underlying the building was to be very flexible and provide a facility that does not exist anywhere else in Delaware, specifically in Kent or Sussex counties.

Mr. Shevock asked if there would be a provision for some type of attachment to DSU's other properties. In response, Mr. Preston explained that approximately a month and a half ago, DSU had discussions with the Delaware Department of Transportation (DelDOT) regarding their plans for the extension of Crawford Carroll Avenue. He stated that, assuming that it comes to pass at some point, Crawford Carroll Avenue would be a connection and DSU would also plan to have a walking path. Mr. Preston noted that DSU currently runs small buses up to the residence hall, which used to be the Sheraton, and down Route 13; however, the idea would be to get the traffic off of Route 13 if possible.

Mr. Anderson expressed his opinion that this would definitely be a positive addition to the City. He noted that the land was in a good and valuable location and the City should reclaim its interest. He questioned the possibility of a partnership with DSU and the City regarding payment in lieu of taxes (PILOT) and issues of that nature if the City were to transfer the property to DSU. Responding, Mr. Preston stated that DSU would be happy to talk to the City about it; however, it was his hope that it would not be linked to this particular transfer because it was his thought that these were separate topics and ought to be discussed separately. Mr. Preston stated that DSU understood the City's concern about this and was prepared to talk at the City's convenience.

Ms. Maucher asked what funding sources had been identified and if Mr. Preston expected to have issues similar to those that the City had in raising funds. In response, Mr. Preston stated that they were not in a place with any of the potential partners to say that they had identified any real sources. He explained that they had looked at public/private partnerships all over the country that had built medical buildings, hospitals, schools, etc., and they knew that this was possible. Mr. Preston stated that they just have to find someone who is prepared to invest $60M in Kent County in a convocation center, which was not the easiest deal to sell. He noted that they were making some progress, and he was guardedly optimistic.

Referring to the other models that Mr. Preston had looked at, Ms. Maucher asked what the timing was to obtain the funds. Responding, Mr. Preston stated that it varied. While some of the big California universities have had a lot of money and a lot of support and were able to put together a

public/private partnership very quickly, others had taken a great deal of time. He stated that some buildings would be easy to build because there is cash flow immediately. With a residence hall, for example, 500 kids move in every year and may pay $9,000 a year for the room, which puts a lot of bricks and mortar on the ground, but convocation centers are tougher.

Members were provided the Delaware State University Convocation Center Final Report, Delaware State University, Dover, Delaware, May 2014 ***(Attachment #1)***. Mr. Preston stated that this feasibility study estimated that the proposed convocation center would have between 144 and 170 events every year, only 40 percent of which would be DSU related. He explained that it was difficult to estimate how many of those would be free events versus those for which tickets would be sold. Mr. Preston stated that the estimate for building operations was between $5.5M and $7.2M, which would be significant for this economy. He indicated that the convocation center would result in approximately 180 permanent jobs, as well as approximately 500 jobs during the construction. Mr. Preston noted that, fiscally, this would be a big deal for Kent County and Dover.

Mr. Sudler asked whether DSU had entertained the idea of giving the City of Dover a discounted rate if the City needed to do something in that capacity. In response, Mr. Preston stated that this had never come up; however, DSU facilities were currently used frequently by the City as well as State and County organizations. He indicated that typically contracts include a charge of $150 or $200 and he did not see any reason why it would not be the same. Mr. Preston stated that the only caveat would be that DSU would have to maintain the building and pay the light bill.

Mr. Hare noted that there was an electric transfer station on the property which the DCCC was going to pay to have moved. He questioned whether it would need to be moved for the proposed convocation center and, if so, whether the City or DSU would pay have it moved. Responding, Mr. Preston stated that Mr. Hare was the first to raise this issue; however, he explained that if DSU had a public/private partnership deal, he did not think this would be a major problem. He indicated that it would need to be moved and this would be done as part of the cost of putting up the building.

Mr. Hare expressed his opinion that due diligence had not yet been done by the City to know what would be given away, noting that someone may be interested in purchasing the land.

In response to Mr. Hare, Mr. Preston indicated that in 2001, the City was satisfied that the benefits from having the civic center built, the jobs that it would create, and the commercial traffic that it would generate would more than offset whatever the value of the land was, noting that he did not have any reason to believe that the analysis had changed since 2001. He stated that DSU did not have an appraisal of the property and he did not know its worth.

Mr. Preston stated his understanding that there were issues with the property that would need to be taken care of, noting that a major portion of it is fill, which would impact the value. He expressed his opinion that the City had to consider whether putting up a center that would result in 180 permanent jobs and between $5M and $7M per year, would be worth more to the City in the long term than whatever this particular 41 acres could be sold for.

Mr. Hare asked for a breakdown of the 180 full-time positions that the center would have. Noting that Mr. Preston indicated that the center would have 144 to 170 events per year and some may be fee-paying events, Mr. Hare asked if there would be any revenue to the City from taxes or anything like that. Responding, Mr. Preston stated that there would certainly be revenue to the City from utilities, as there is from the campus now. Noting that DSU pays almost $3.6M per year, he stated that the amount would increase with the construction of a substantial new building. Mr. Preston stated that they would not go forward with this project if they were not satisfied that the spin-off, in terms of revenues, jobs, etc., more than outweighed the cost of building it. He expressed his belief that this property would not be taxed any more than the rest of the University's property.

In response to Mr. Hare, Mr. Preston confirmed that the University's property is not taxed at all. He expressed hope that the City of Dover had concluded that having DSU as a neighbor was profitable in ways other than tax revenue.

Mr. Koenig, referring to staff's meeting with DSU in January, stated that the City was interested in this concept from an administrative standpoint; however, he explained that a couple of things had happened in the intervening time and the City was under pressure in a number of different areas. Mr. Koenig stated that the City wants to encourage development because it is desired that the economic base expand, both in Dover and Kent County, and this would be a good project on many facets for that. He noted that DSU was on the record as saying this would create utility revenue for the City. Mr. Koenig advised members that there were three (3) separate parcels which had been assessed in total at approximately $2.8M by the City's tax assessment office. He stated that all three (3) parcels were currently tax-exempt because they were granted to the Civic Center Corporation.

Mr. Koenig informed members that since the January meeting with DSU, two (2) things had happened which were very specific to this discussion. He reminded members that State revenues and transfers to local governments are a big question for the future. Mr. Koenig explained that it was important for the City to take advantage of opportunities to discuss PILOT agreements or long-term partnerships where the City receives revenue. He stated his understanding that DSU might not want to couple these two (2) things together; however, he advised that this was really the time to talk about it since DSU was now on record as saying that this facility would generate additional income. Mr. Koenig indicated that unless these discussions begin now, in the early stages, it would be difficult for the City to get DSU on the record in the future. He advised members that the PILOT agreement was something that the City was interested in; however, it had not been discussed with DSU prior to this evening. Mr. Koenig stated that DSU had approximately $250M of assessed land value in the City of Dover, which represents a huge economic investment in Dover. Mr. Koenig noted that having the University inside the City limits provides many advantages to the City; however, he reiterated that there was the issue of PILOT, which the City had not discussed with them.

Mr. Koenig stated that the second issue, which had come up in the last 10 days, was related to potential solar fields on this property. He advised members that, under the renewable portfolio standards, the City would be deficient in Solar Renewable Energy Credits (SRECs) in the next

couple of years. He explained that in January, staff had not discussed what the City would do in the future for the next round of these renewable energy sources. Referring to the Conceptual Site Plan on Page 16 of the Delaware State University Convocation Center Final Report, Delaware State University, Dover, Delaware, May 2014, Mr. Koenig noted that the area labeled future parking would be attractive to a solar developer for the location of a solar field. He stated that the City would like to entertain that discussion with potential solar developers for this part of the land, because this was the cap on the old landfill.

Mr. Koenig stated that the 40+ acres of land that the City owned was an inert landfill that went through a closure exercise back in the mid-1990s. He explained that for the last four (4) or five (5) years, the City of Dover had been paying a small amount for the inspection of that cap to make sure that it stays in place and that the closure documents stayed current, or green, while the Civic Center Corporation had been defunct.

Mr. Koenig reiterated that the City has a need for future solar development and advised that Mr. Harry Maloney, Electric Director, had indicated that this was a really good area based on current technology whereby a solar developer can build a floating field of solar power that would not be damaged by the differential sediment of the landfill cap. Mr. Koenig stated that staff would like to bring this matter before City Council as a discussion that the land labeled as future parking may potentially be something that the City would like to pursue for solar fields. Although staff did not currently know how much land would be needed for the solar fields, the rough estimate was in the five (5) acre range, which would still leave a substantial amount of land that the City would not have a future interest in.

Mr. Koenig advised that, from an administrative level, he would like to take the best of all the discussions going forward. He explained that he would like to continue discussing the potential transfer of the land, and evaluate whether a portion of this land that is away from the convocation center could be redeveloped or developed as a solar field through the City's integrated resource plan that is about to go out for proposals. Mr. Koenig stated that he would recommend that the City do the reversion clause, in case DSU does not move forward with the project, so that the City would have the potential to further evaluate this for either expansion of renewables or some other development application that may happen in the future.

Mr. Shevock noted that the Conceptual Site Plan indicated that the City would require 1,600 parking spaces for a 4,800-seat facility and that the proposal was approximately 500 spaces short. It was his assumption that parking would go over into the future parking area and he questioned how much of the future parking would be used for a solar panel field.

In response to Mr. Shevock, Mr. Koenig, noting that the Conceptual Site Plan depicted the electric substation in its current location, stated that DSU did not contemplate moving the electric substation, which would be substantially costly. Mr. Koenig was unsure of the exact amount of land that would be needed for a solar panel field or how it would impact DSU's plan. He stated that the number of parking spaces needed would depend on the event being held and could be worked out as the City moves through design.

Mr. Shevock asked if a waiver request regarding the specified number of parking spaces would come back to the City. Responding, Mr. Koenig stated that there could potentially be a waiver, but that would have to be granted by the City's Planning Commission through the planning process.

Mr. Hutchison asked if DSU had a timetable related to construction for this project. In response, Mr. Koenig noted that Mr. Preston said the sooner the better but that they did not have funding arranged at this time.

In response to Mr. Hutchison, Mr. Preston stated that DSU would love to begin construction tomorrow; however, they have to have the money and would not start building without having identified the sources.

Mr. Hutchison stated that he loved what he saw, noting that it was very impressive and long overdue for DSU. He expressed his hope that the City Manager, Economic Development Office staff, and DSU would work together to develop an agreement. Mr. Hutchison noted that there are many opportunities with the campus growing the way it is.

Responding to Mr. Hosfelt, Mr. Koenig reiterated that the City's parcel was approximately 41.5 acres and estimated that the assessed value of this property was approximately $2.4M. He reminded members that it should be taken into consideration that this was a landfill and not highway frontage.

Mr. Hosfelt was not sure whether giving away $2.4M of land was the best idea with the current state of the City. He expressed his opinion that this somehow needed to be tied to PILOT. Mr. Hosfelt noted that members had discussed how much the land was worth, the area that it takes up within the City, and the fact that this project would have an impact on City services, such as the police department, fire department, ambulance service, etc. He stated that it was going to have more of an impact than just paying those fees. Mr. Hosfelt thought that, going forward and especially if this would be a money-making venture for the University, it would not make sense for the City to give away $2.4M worth of land.

Mr. Hare stated that he spoke to someone from DSU earlier in the day who said that after Labor Day the City was welcome to come out and have a conversation with Dr. Williams. Mr. Hare reiterated that he did not believe that the City should make a decision without more information.

Ms. Maucher asked if DSU felt that they could not move forward without title to the land or if there could be some type of agreement that once certain goals are met by DSU, the land could be transferred. She was concerned that DSU could have the same fundraising issues as the DCCC and the property could sit for another 13 years without being utilized.

In response to Ms. Maucher, Mr. Preston stated that, under the best circumstances, raising the amount of money required to construct the proposed building would be a challenge, and he did not have any problem with the City maintaining the reversionary interest. He explained that it would

be difficult to move forward when he could not tell a potential partner that DSU had the land and show them what it looked like. Mr. Preston stated that DSU had to start the process with the foundation, which was the land.

Ms. Maucher asked how long a reversionary period DSU would want, whether it would be another 10 years or if five (5) years would be sufficient, with an option to extend. Responding, Mr. Preston stated that the City of Dover was DSU's partner and DSU would work with the City. He explained that if five (5) years with an option for another five (5) was the way the City wanted to go, DSU would be happy to discuss it. Mr. Preston stated that the problem was that there was no money in the State coffers and he did not think the State would be in a position to build a $57M building any time in the reasonable future. He indicated that DSU had to be completely different and creative, and that process was taking some time, noting that DSU had been talking to people for at least a year; however, he did not have anything he could put on the table. Mr. Preston stated that DSU had a terrific person helping them and they were confident that they would get it done, but it could easily be another five (5) years.

Mr. Sudler asked what the largest amount was that DSU had raised, and in what amount of time they had raised it. In response, Mr. Preston stated that DSU was in the midst of its most successful capital drive in the 125-year history of the University. He indicated that DSU targeted $20M, and he believed they were at $16.5M in two-and-one-half years. Mr. Preston explained that this capital drive was targeted for scholarships.

Mr. Anderson expressed his support for this concept and stated that the City needed to reclaim its interest in the property and discuss this matter to determine where the City was going. He was not sure of the feasibility of a solar park and whether this would be an ideal place for it with the building around it and all of the trees. Mr. Anderson thought that the City Manager needed more time to evaluate the options and suggested that perhaps this item could be discussed in three (3) to six (6) weeks.

Council President Slavin thanked Mr. Preston and his team from DSU for briefing members on this project. He also thanked members for expressing their concerns, which he thought were well founded and well communicated. Mr. Slavin stated that this was the period of due diligence that was needed, noting that there would be many ways of meeting all of these interests, noting that he had not heard any opposition to the idea of bringing in additional jobs or to the status and prestige that a convocation center would have for the region and DSU.

Mr. Hare reiterated his concerns regarding the current state of the City and the possibility of giving $2.4M worth of the land to DSU to build a $60M convocation center. He informed members that DSU currently had $259M worth of tax-free property in the City and the State of Delaware had $280M worth of such property in the City. This proposal would increase DSU's amount to more than $300M and result in DSU having more tax-free property in the City than the State of Delaware has. Mr. Hare expressed his opinion that more due diligence needed to be done to justify to the citizens why the City would give 41+ acres of land to DSU, while the citizens would pay more taxes because DSU does not pay any.

Mr. Sudler moved to continue conversation and information gathering from Delaware State University (DSU), as well as the City Manager, and for DSU to come back and give another presentation in regard to how they could economically benefit both the City and DSU. The motion was seconded by Mr. Cole.

Responding to Mr. Hare, Mr. Sudler and Mr. Cole agreed to stipulate that this item be considered at the first meeting in October.

The motion to continue conversation and information gathering from Delaware State University (DSU), as well as the City Manager, and for DSU to come back at the first meeting in October and give another presentation in regard to how they could economically benefit both the City and DSU was unanimously carried.

Referring to the Delaware State University (DSU) convocation center, Mr. Bill Neaton, Economic Development Manager, noted that the City's Economic Development Office had been working with DSU since the first day that their plan came out. He noted that the Economic Development Office, the State legislators, and the Chamber of Commerce were all part of the feasibility study that was funded by the State for the convocation center. Mr. Neaton informed members that a number of locations were considered prior to coming up with the proposed location and, due to the proximity to the University, the size of the parcel of land, and the parking area, this one (1) far exceeded every other parcel of land that was examined.

Semi-Annual Review - Statistics Regarding Jobs and Businesses Gained and Lost in the City of Dover Since January 2015 (Deferred by Committee on August 10, 2015 Due to Time Constraints)

Mr. Bill Neaton, Economic Development Manager, reviewed statistics regarding the City of Dover top employers, noting that DSU was one (1) of the larger employers in the City of Dover, with approximately 1,000 full-time and part-time employees. He noted that they continued to expand their programs, and the Optical Science Center for Applied Research (OSCAR) was about to open. Mr. Neaton stated that DSU continued to expand and create a base in the City of Dover that is a Center of Excellence, and the City was pleased to partner with the University.

Mr. Neaton informed members that Bayhealth continued to expand and had added approximately 100 employees since January 29, 2015, which would continue to increase. Bayhealth had purchased property south of Milford, where they would be building a health campus at a projected cost of between $250M and $275M. Mr. Neaton stated that Bayhealth was continuing to purchase physician practices which would also increase their employee base.

Mr. Neaton stated that Dover Air Force Base continued to remain stable. He explained that the City of Dover was currently involved in a community partnership initiative with Dover Air Force Base, to assist the Base in reducing their costs so they could remain a viable partner in the City of Dover. Mr. Neaton stated that the City of Dover, residents, and Dover Air Force Base have a really unique relationship, noting that those at the Base who have lived in other places say that it is probably the

best relationship of any community and military base in the country. He reminded members that several awards had been won for having that kind of relationship. Staff continued to meet with Dover Air Force Base, and the next partnership initiative meeting would be held later in the week.

Mr. Neaton explained that Edgewell, formerly known as Playtex and then Energizer, was now a separate corporation from Energizer, with their own letters on the stock exchange. Edgewell is the leading edge concentrating on well-being. Mr. Neaton informed members that Edgewell was continuing to retrofit their plant in Dover, and their engineer advised Mr. Neaton that they were on schedule to complete the project in 2017 and transfer all of their feminine care manufacturing from Canada to Dover, which would provide several hundred jobs in Dover.

Mr. Neaton reminded members of the Kraft Foods and Heinz merger, which resulted in the loss of 2,500 jobs in the company. He stated that the day that this was announced, he and the Mayor made contact with the plant manager at Kraft Foods, who was cautiously optimistic that they would not see a major impact in these job cuts. Mr. Neaton stated that Kraft was lean and mean at the levels of management, and was manufacturing products that nobody else in the country manufactures. He advised that he, the Mayor, and the City Manager would be meeting with the plant manager on Friday morning to discuss what is necessary for the City to assist Kraft in moving forward. Mr. Neaton indicated that they are truly a great partner to have in the City of Dover, and staff maintained almost monthly contact with them. He advised that when he called Kraft regarding the City's need for water for this year's Comicon at the Dover Public Library, they donated 5,000 bottles of water.

Mr. Neaton noted that Procter & Gamble, another great partner for the City, had remained steady and was preparing to celebrate their 40th anniversary.

Mr. Neaton advised members that Wesley College had a new president, Mr. Clark, who is a very progressive thinker. Mr. Neaton expressed his opinion that Mr. Clark would do great things for Wesley College.

Mr. Neaton stated that Hirsh Industries was a silent little business located on the northern edge of Dover that takes rolled steel and manufactures filing cabinets and, last year Hirsh manufactured approximately one (1) million filing cabinets. Mr. Neaton informed members that he and the Mayor met with Hirsh last month to discuss some concerns and problems they were experiencing. Hirsh asked for assistance from a few City departments, and the City responded almost immediately to their requests. Mr. Neaton advised members that the City was continuing to assist Hirsh with their warehousing. They had discussed expanding and met with the City Planner last week. Mr. Neaton stated that Hirsh discussed abandoning a lift station and going into gravity feed into the sewer system; however, it was his understanding that they were not going to do this because it would be too costly. He noted that the Public Works Department, Planning Office, and Mayor's Office had been working very closely to assist Hirsh.

Mr. Hutchison noted that Kraft Foods had expressed concerns regarding the high cost of electricity and asked if that would be part of Mr. Neaton's discussions. Responding, Mr. Neaton informed members that a meeting was scheduled for Friday, August 28, 2015 to discuss various issues, which he thought would include the cost of utilities.

Mr. Anderson asked what the current unemployment rate was for the City. In response, Mr. Neaton stated that he did not know the current unemployment rate for the City but he would forward it to Mr. Anderson. Mr. Neaton noted that it had remained fairly stable over the last few months but was a little higher than the State level.

Mr. Anderson asked if Mr. Neaton had heard any concerns from Dover's major employers other than those in regard to commercial utility rates. Responding, Mr. Neaton indicated that commercial utility rates were probably the greatest concern. He stated that they are pleased with staff's response time to their requests. For example, Mr. Neaton advised that Kraft Foods experienced power problems in their yard last year and the plant manager and the City worked very quickly to resolve their problems.

Mr. Anderson stated that he had also heard concerns regarding commercial utility rates, particularly with the small three (3) percent increase included in the FY 2016 Budget.

Referring to Edgewell, Mr. Anderson noted that there was a plan to significantly increase the jobs at the Energizer/Playtex plant, by at least 50 percent, over the next several years and asked if there were any changes to that plan, with the spin-off of Edgewell. In response, Mr. Neaton advised members that Edgewell was still on board with that plan. They are in the process of shutting down their plant in Canada and those jobs will come to Dover, which will result in the 50 percent increase. Mr. Neaton stated that there was some plastic container manufacturing at the Dover plant which had between 40 and 45 jobs, and the City attempted to keep those jobs in Dover; however, that manufacturing was unfortunately transferred to Connecticut. He explained that they already had a clean room setup in Connecticut and it would have cost them approximately $2M more to build a clean room in Dover.

Referring to the new shopping facility near Sam's Club, Mr. Anderson asked if there was a time frame for the five (5) stores, and how the facility would impact employment and the value of the City's investment in that area. Responding, Mr. Neaton advised that he had weekly contact with Mr. Dean Pletz, Vice President of The Onyx Group, which is doing that project. He noted that they expect to have the first store completed sometime in January or February 2016. Mr. Neaton indicated his understanding that the first store would be Petco. The Onyx Group expected the rest of their project to be complete early next year. As far as employment, Mr. Neaton stated that he could not guess at the numbers; however, with five (5) retail stores and a restaurant, he indicated that it could possibly be in the hundreds of employees.

Mr. Neaton advised members that the projected completion date for the Produce Junction Store was the end of September or the first of October 2015. He believed that they would employ approximately 60 to 70 people. In response to Mr. Hare, Mr. Neaton stated that the Produce Junction Store would be located at the former Office Max site.

Responding to Mr. Anderson, Mr. Neaton stated that the City's incentives had absolutely impacted these developments and had a very positive effect in bringing people into Dover.

Mayor Christiansen reiterated that City staff would be meeting with 20 of Dover's largest utility users on Friday, August 28, 2015. He stated that the meeting was facilitated at the request of the Chamber of Commerce and employers were invited to attend. Mayor Christiansen noted that the Chamber was working in tandem with the City's Economic Development Office and the City Manager's Office to guarantee that these employers would let the City know the issues that they are having, the hardships that they face, and how the City needs to protect the jobs currently in place, as well as bring new jobs to the City.

Responding to Mr. Hare, Mr. Neaton informed members that the former K-Mart is owned by people in Cleveland, Ohio and they have a tenant. He stated that he had spoken to them approximately one (1) month ago and they had submitted a plan to the Delaware Department of Transportation (DelDOT) regarding additional entrances and exits. Once that is approved, they would be able to announce who the potential tenant is. Mr. Neaton explained that he had seen the plans for the facility, which include additional landscaping and islands in the parking lot. He stated that the plans also included landscaping along Route 13, as part of the beautification of Route 13.

In response to Mr. Sudler, Mr. Neaton explained that the five (5) new retail stores would be located on the site of the former Walmart and would include Ross Dress for Less, Petco, and Five Below. He stated that there would also be an Outback Steakhouse built on a pad site at that location.

By unanimous consent, the meeting adjourned at 6:55 p.m.

William F. Hare
Chairman

WFH/TM/dd

Attachments

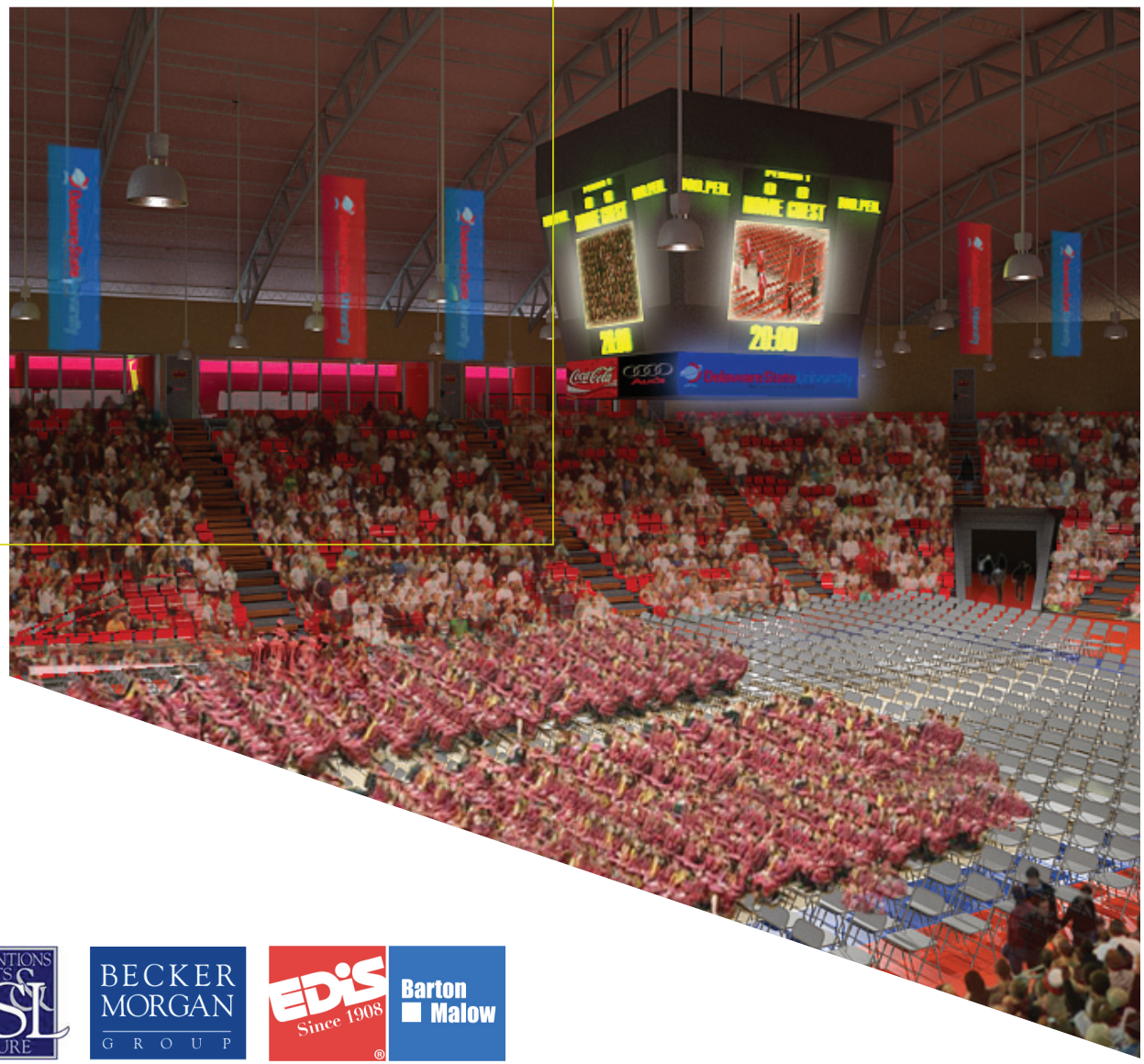
Attachment #1 - Delaware State University Convocation Center Final Report, Delaware State University, Dover, Delaware, May 2014

Delaware State University Convocation Center

Final Report

Delaware State University
Dover, Delaware

May 2014



HOLZMAN MOSS BOTTINO ARCHITECTURE

ForeSite

CONVENTIONS SPORTS & LEISURE

BECKER MORGAN GROUP

EDIS Since 1908

Barton Malow

ATTACHMENT #1
Legislative, Finance, and Administration Committee Meeting of 08/24/2015

Participants

Representatives from Delaware State University (DSU), the State of Delaware, Kent County, the City of Dover and the Greater Kent Committee, came together to participate in a series of workshops and conference calls to brainstorm and provide feedback on the Delaware Convocation Center project. We thank all participants for their assistance with furthering the project.

Steering Committee

Senator Colin Bonini, State Senator, 16th District
Senator Brian Bushweller, State Senator, 17th District
Rep. Darryl Scott, State Representative, 31st District
Mayor Carleton Carey, Mayor, City of Dover
Mr. Bill Neaton, Economic Development Manager, City of Dover
Mr. James Waddington, Director – Economic Partnership, Kent County Levy Court
Ms. Judy Diogo, President, Central Delaware Chamber of Commerce
Ms. Shelly Cecchett, Executive Director, Greater Kent Committee
Mr. Bill Strickland, Past President, Greater Kent Committee
Mr. Stuart Outten, Former Chair, Delaware Civic Center Corporation
Ms. Carolyn Curry*, Chief of Staff and VP for Institutional Advancement, DSU
Dr. Amir Mohammadi*, University Treasurer, DSU
Dr. Alton Thompson, Provost & VP for Academic Affairs, DSU
Dr. Teresa Hardee, VP for Finance, DSU
Mr. Victor Santos, Government Relations, DSU

Project Team:

Holzman Moss Bottino Architecture

Douglas Moss, AIA, LEED BD+C
Patty Chen, AIA, LEED AP

ForeSite Facility Planners

Peggy Chong, Assoc. AIA, LEED Green Assoc.

Conventions, Sports & Leisure International

Jay Lenhardt
Weston Johnson

Becker Morgan Group

Gregory Moore, P.E.
Michael Henry, LEED AP

EDIS

Gerald Doherty, LEED AP
Rob Belfiore, LEED AP

*Committee Co-Chair

CONTENTS



Introduction 1
- Overview
- Process
- Mission, Mandates and Major Assumptions

Understanding the Market 5
- Methodology
- Market Characteristics

Recommendations 9
- Public-Private Partnership
- Phasing
- Building Program
- Site Options
- Cost

Projected Impact 21
- Events and Attendance
- Financial Operations
- Economic Impacts
- Funding Analysis
- Management Options



Project Objectives

Through visioning sessions with the Steering Committee, the following list of priorities for the project was established:

- *Create an academic building that supports DSU's pedagogical mission*
- *Envision DSU facility for shared use by the entire state of Delaware*
- *Establish indoor venue for DSU convocation and graduation*
- *Develop premier facility for men's and women's NCAA basketball*
- *Create multi-use facility for large assemblies, conferences, trade shows, entertainment and athletic events*
- *Assess market to estimate users, uses and financial viability*
- *Establish strategies to achieve annual financial break-even*
- *Create engine to enhance economic development (job creation and tourism)*
- *Promote active partnerships with DSU, State of Delaware, Kent County, City of Dover, and school districts*
- *Provide a premier facility through design excellence*

Introduction



Project Overview

The desire to embark on a feasibility study for the Delaware Convocation Center arises from the myriad needs of Delaware State University, the City of Dover, Kent County and the state of Delaware for an assembly and event space. The convocation center, a place to hold graduation ceremonies on a twice yearly basis, is a much-needed gathering space for the university and the residents of the surrounding region.

Capitalizing upon the potential synergies of a joint project between town and gown, the study investigates the viability of a convocation center and its impact upon the region. Reviewing current market conditions and trends, existing facilities, surveys and interviews with prospective stakeholders and users, the study presents a holistic and conservative assessment of the project's feasibility.

In conjunction with the data and information compiled, the study also takes a preliminary look into the size and usage of a facility that would be suitable for the Dover area market. The hypothetical facility allows the team to get further feedback about its appropriateness to the community, usability, cost and economic impact on the region, in addition to exploring ways of accommodating both the university's and community's programming and space needs.

Existing Conditions and Needs

It is vital for DSU to have a convocation center. The lack of an appropriate large-scale indoor location for commencement activities has resulted in the implementation of last-minute alternative arrangements due to inclement weather. In 2009, attendees sat in the rain throughout the graduation ceremony with many having to leave due to the downpour. In 2010 and 2011, the graduating class was split into three smaller groups and separate ceremonies were carried out indoors. Neither option is an ideal way to celebrate the graduates and their families on the day that caps the students' college career, a day which should be the source of many proud, happy memories.



In 2009, rain impeded the commencement ceremony, dampening the spirits of the graduates and their families. The lack of an indoor venue that could accommodate all the participants was sorely felt.

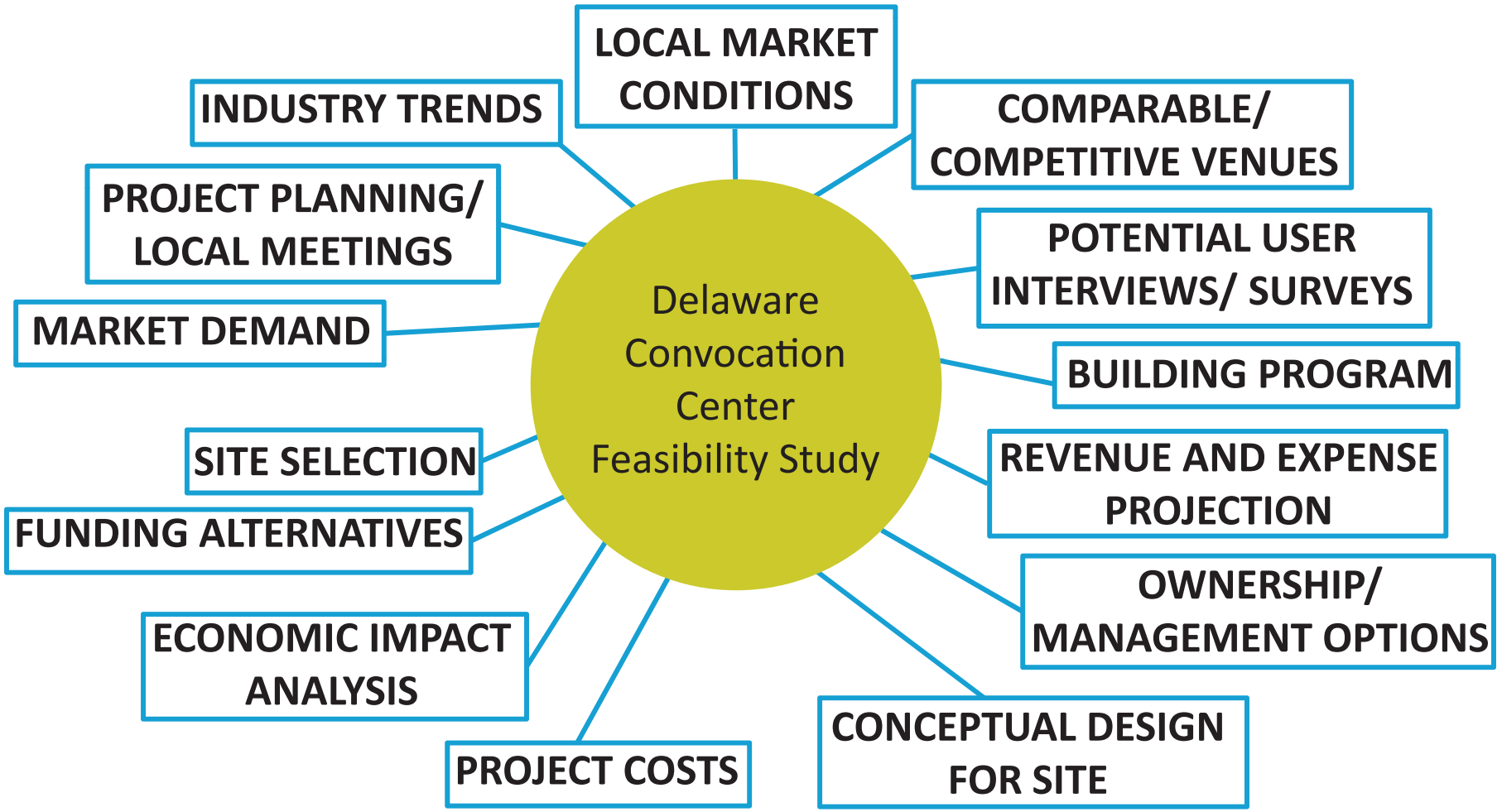


Process

Bringing together a multi-disciplinary team, Holzman Moss Bottino Architecture was commissioned to undertake this study in April 2013. The scope of work included assessment of the market conditions, investigating potential sites, establishing a preliminary program and construction cost, analysis of financial and economic operations, examination of funding options and assessment of ownership and management options.

To address the range of issues, the team includes experts from fields such as market and financial planning (CSL International), space planning (ForeSite Facility Planners), civil/ traffic/ site analysis (Becker Morgan Group) and cost estimating/ scheduling (EDIS-Barton Malow joint venture).

Over a period of nine months, the team undertook numerous surveys and interviews with members of the community, key potential stakeholders and users, in addition to market research. The team made periodic presentations to the Steering Committee to keep them apprised of our findings, while providing various options for the proposed facility in order to fine-tune our recommendations. Members of the committee included state senators, state representatives, representatives from the City of Dover, representatives from Delaware State University, members of the Greater Kent Committee, Central Delaware Chamber of Commerce and many others.



To achieve an in-depth understanding of the multiple factors affecting the viability of the proposed convocation center, the team embarked on a scope of work, as represented in the diagram above, to look at the project in a holistic and comprehensive manner. The methodology allowed the team and the Steering Committee to analyze the social, financial and economic impacts related to the project throughout its life.

Understanding the Market

"This area needs a large arena to attract big name, revenue-generating events and entertainment. Currently residents have to travel 1½ hours in any direction to get access to cultural and entertainment events of significant caliber. This is long overdue." - comment by survey respondent

Methodology

In planning the development of the proposed Delaware Convocation Center, it is important to solicit feedback from potential facility patrons and stakeholders. Interviews were conducted with more than160 organizations and stakeholders including Delaware State University; City, County and State officials; local/regional business community; spectator event promoters; state/regional convention planners; other higher education campuses; regional K-12 schools; and regional hospitality industry leaders.

A comprehensive survey was also distributed via email to the Dover/Kent County-area business community as well as university students, faculty/staff, alumni and donors and other area residents. More than 300 surveys were completed, providing important insight into the following:

- History of attendance at other event and assembly facilities in Dover and the surrounding region;
- Interest level in attending various types of events/programming at the proposed Delaware Convocation Center;
- Current relationship with Delaware State University and the local/regional community;
- Opinions on the convocation center's potential impact on the community and its residents;
- Level of support for and overall attitude toward the convocation center project;
- Level of support for various potential project funding sources;
- Local meeting and event/meeting space needs;
- Interest in using event/meeting space at the proposed Delaware Convocation Center; and,
- Interest in priority/premium seating options and potential naming and sponsorship opportunities that could be offered at the proposed Delaware Convocation Center.

The interviews and surveys identified a variety of needs not met by existing event venues, ascertained moderate demand for concerts, family and sporting events, determined a strong level of interest from state organizations, and brought to light robust support for a public-private partnership. Of vital importance, more than 90% of the survey respondents exhibited a positive attitude towards the project.

Market Characteristics

Market attributes such as local and regional market demographic characteristics, transportation access and competitive entertainment establishments in the local and regional market provide key indicators of the potential demand for the proposed Delaware Convocation Center.

The following is a summary of the key findings of the analysis of market characteristics.

- The Dover metropolitan area is home to approximately 168,000 residents. (Fig. 1) The proposed Delaware Convocation Center will have the potential to draw attendees from throughout the Delmarva region, which has a population of approximately 1.4 million, and on a more limited basis from the western shore of Maryland, southern New Jersey and southeastern Pennsylvania.

- Dover's lack of commercial air service or proximity to the I-95 corridor may impact the proposed Delaware Convocation Center's ability to attract regional conventions and certain touring entertainment events. However, the Dover market's strong highway linkages to points throughout the Delmarva Peninsula, along with its relatively central location within that region, make Dover well positioned to capture event delegates and attendees from throughout the immediate region. (Fig. 2)

- The availability of abundant, moderately priced hotel rooms in Dover could be a significant advantage in drawing conferences, sports tournaments and other such events to the proposed Delaware Convocation Center. The ability to attract these events could help increase demand for hotels, providing a needed boost to the local hotel industry.

MARKET DEMOGRAPHICS

	Dover CBSA/ Kent County [1]	State of Delaware	Delmarva Peninsula	U.S. Totals
Population				
1990	110,993	666,168	1,054,701	281,421,900
2000	126,698	783,598	1,230,899	308,745,500
2013	167,786	917,761	1,416,519	314,861,800
2018	176,439	951,813	1,459,893	325,322,300
CAGR 1990-2013	1.8%	1.4%	1.3%	0.5%
CAGR 2013-2018	1.0%	0.7%	0.6%	0.7%
Age				
Median age	36.7	39.0	39.8	37.5
Under 18	25%	23%	22%	24%
18 to 34	23%	22%	22%	23%
35 to 54	26%	27%	26%	27%
55 & Over	26%	28%	29%	26%
Household Income				
Average HH Income	$64,987	$74,471	$73,306	$49,300
Less than $25,000	21%	20%	21%	25%
$25,000 to $50,000	25%	24%	24%	25%
$50,000 to $75,000	22%	20%	20%	18%
$75,000 to $100,000	16%	13%	13%	12%
$100,000+	17%	23%	22%	19%
Corporate Inventory				
Total Corporate Base	6,276	39,064	62,961	17,186,500
By Number of Employees:				
20+ Employees	708	4,345	6,735	16,108,600
50+ Employees	318	2,003	2,988	571,100
100+ Employees	138	1,004	1,432	221,800

(1) The Dover CBSA (metro area) is defined as Kent County.
Note: CAGR = Compound Annual Growth Rate
Source: Claritas; Hoovers.

Fig. 1 This table provides some statistics about the population in the Delmarva region with regard to size, age and income.

DRIVING DISTANCE FROM REGIONAL MARKETS

CBSA	Distance (miles)	Drive Time	Market Population
Delmarva Markets [1]			
Dover, DE	N/A	N/A	167,786
Philadelphia et al, PA-NJ-DE-MD [2]	35	40 min	6,022,170
Sussex County, DE	37	49 min	204,064
Easton, MD	47	1.2 hrs	38,299
Salisbury, MD	57	1.3 hrs	125,862
Cambridge, MD	63	1.4 hrs	32,655
Ocean Pines, MD	63	1.3 hrs	51,560
Markets Beyond Delmarva within 4-Hour Drive [3]			
Vineland-Millville-Bridgeton, NJ	88	1.7 hrs	157,262
Pottsville, PA	90	2.0 hrs	146,513
Washington et al, DC-VA-MD-WV	96	2.0 hrs	5,828,935
Lancaster, PA	100	2.0 hrs	528,329
Baltimore-Towson, MD	106	1.8 hrs	2,750,201
Reading, PA	106	2.0 hrs	414,193
Trenton-Ewing, NJ	112	2.0 hrs	367,555
York-Hanover, PA	119	2.5 hrs	438,713
Lexington Park, MD	127	2.8 hrs	110,231
Harrisburg-Carlisle, PA	128	2.7 hrs	556,770
Allentown-Bethlehem et al, PA-NJ	129	1.2 hrs	829,018
Atlantic City-Hammonton, NJ	131	2.2 hrs	273,951
Lebanon, PA	131	2.5 hrs	135,132
Ocean City, NJ	133	2.3 hrs	95,762
Hagerstown-Martinsburg, MD-WV	157	2.8 hrs	274,182
Gettysburg, PA	157	2.8 hrs	101,422
New York et al, NY-NJ-PA	165	2.8 hrs	19,149,591
East Stroudsburg, PA	170	3.0 hrs	169,846
Winchester, VA-WV	171	3.3 hrs	130,915
Scranton--Wilkes-Barre, PA	176	3.0 hrs	562,468
Chambersburg, PA	185	3.3 hrs	152,179
Virginia Beach et al, VA-NC	192	4.0 hrs	1,695,181
Bridgeport-Stamford-Norwalk, CT	204	3.3 hrs	936,341
Richmond, VA	204	3.5 hrs	1,284,147
Cumberland, MD-WV	221	3.8 hrs	102,346
Harrisonburg, VA	228	4.0 hrs	128,939

(1) Includes all CBSA's located on the Delmarva Peninsula
(2) The Philadelphia CBSA includes New Castle County, which is located on the Delmarva Peninsula.
(3) Includes CBSA's with a population of at least 100,000 within a 4-hour drive of Dover.
Source: Google Maps, Claritas.

Fig. 2 This table shows the distance and length of time it would take to drive to Dover from surrounding cities.

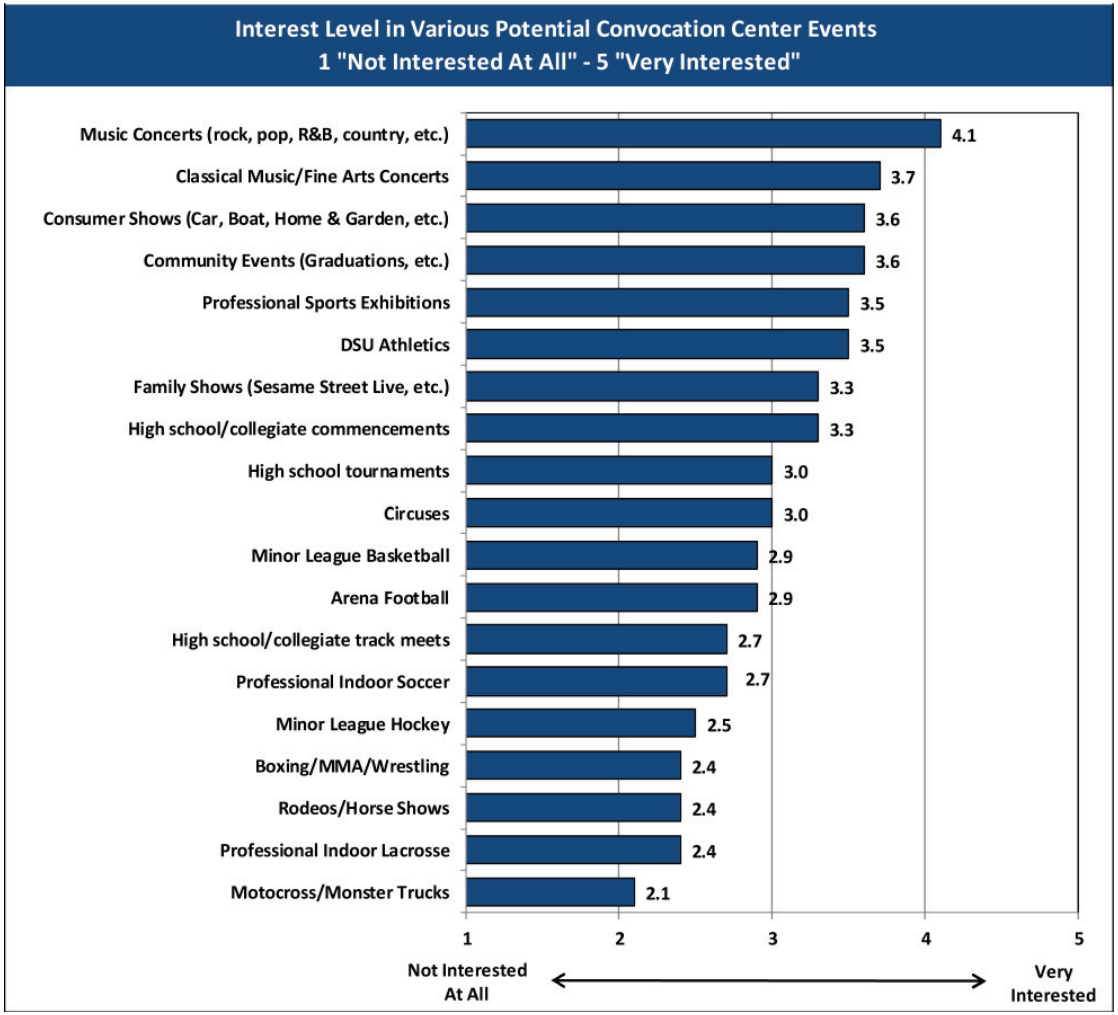


Fig. 3. This chart summarizes the levels of interest from survey respondents for various events that could occur in the proposed convocation center

- The City of Dover is not home to an indoor entertainment venue with a seating capacity greater than 2,500 seats and offers limited exhibition space, providing the proposed Delaware Convocation Center with potential untapped event opportunities. However, the facility could face competition from regional facilities such as the Chase Center in Wilmington, the Bob Carpenter Center at the University of Delaware in Newark for certain regional events.



Conceptual Rendering of Graduation Ceremony

The architect's conceptual rendering for the convocation center (a specific design has not been created) shows the arena accommodating a graduation ceremony with 1,200 graduates on the event floor and an audience of 3,600 people in the seating bowl. The arena's seating configuration is flexible, allowing it to be used for a variety of events such as concerts, trade shows, sporting events, and many others.

Recommendations

"This project would be great for Delaware State University. We will have revenues for the University and the city of Dover." - comment by survey respondent

Public-Private Partnership

Many facilities around the country that are similar to the Delaware Convocation Center are based on public-private partnerships. Not surprisingly, survey results show that approximately 88% of the respondents support a public-private partnership for the Delaware Convocation Center. This strategy ensures that the convocation center can become an asset to the university, central and southern Delaware, and the city, providing much-needed event space for various constituents, maximizing the building's utilization rate and enhancing the relationship between the academic and civic communities.

As a DSU facility with an interest in varied community and regional uses, the building program reflects the needs of diverse constituents in its listing of spaces. Anticipated activities include a mix of academic, spectator, athletic convention, conference and meeting events. The program provides the opportunity for multiple uses of the same space.

Consideration has been given to zoning the building to ensure ease of access by both the public and university students, faculty and staff. Much thought has also been given to the successful sharing of multipurpose spaces between the various entities. Conscientious scheduling of spaces will be critical to maintaining the smooth operations of the building.

Building Program

The key components of the program consist of the academic spaces of the Health and Wellness Institute, the event floor of the arena, fixed and flexible bowl seating, visitor support spaces, support spaces for the athletic teams, administration spaces and building support spaces.

The arena's event floor accommodates a variety of fields-of-play and retractable seats allow for greater flexibility. In convocation or commencement settings, an additional 1,200 loose seats can be placed on the event floor.

Academic Program

The Academic Health and Wellness Institute is a fast-growing academic program at DSU, which is sorely in need of additional space. Classroom spaces can double as meeting and ballroom spaces, and can cater to the convention and conferencing events that the facility hopes to attract.

Phasing

"Right-sizing" the facility is critical to ensuring its success. Currently, there are no facilities in Dover that seat more than 2,500 patrons for events. Based on industry trends, analysis of market characteristics and responses from stakeholder interviews, a facility with a capacity ranging from 4,300 to 6,000 would be ideal to meet the concert, family show, sport event and convocation needs of the city and university.

Keeping in mind the twin considerations of what the market can support and budget constraints, which influence the size of the proposed project, the proposal puts forth the idea of a phased project. The first phase would allow for the development of a 3,600 seat facility (4,800 seats at graduation) with the possibility of expansion to meet increased market demand, if funding permits it. All the academic, meeting and breakout spaces will be built in Phase 1 to allow the Health and Wellness Institute to be fully functional from the first day. It is also vital to note that some of these spaces provide opportunities for rental income.

Phase 2 represents an increase in the number of seats in the bowl, resulting in a total of 4,800 seats (6,000 seats at graduation), a proportional increase in visitor support spaces, and some building support and storage spaces. The enlarged seating bowl presents the ability to attract larger roadshows, better publicized concerts and more tradeshows.

Retractable Seating

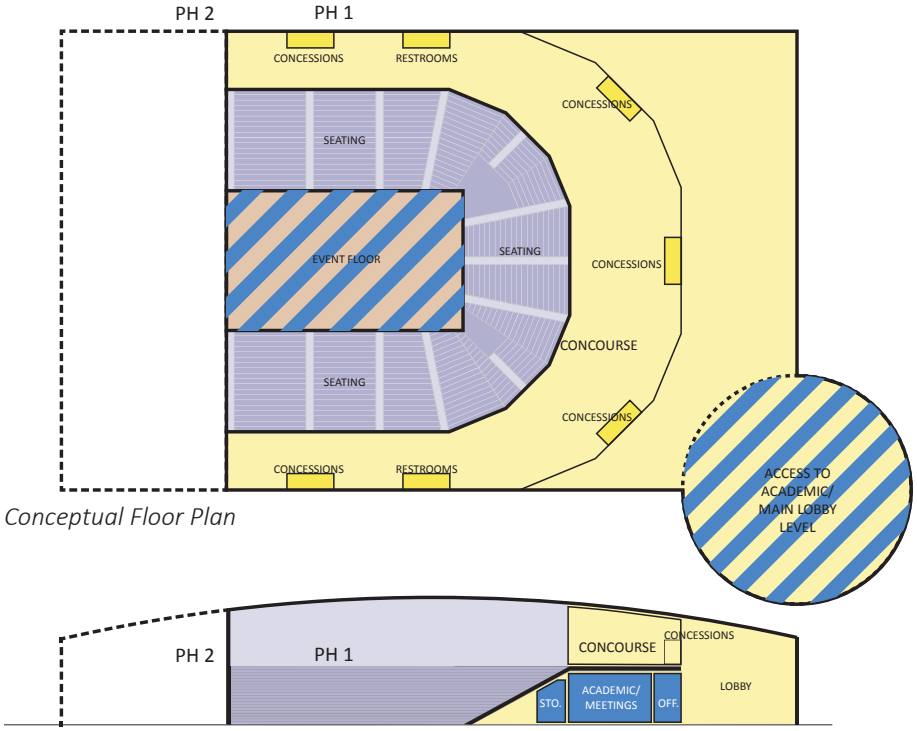
Planning for a portion of the seating bowl to be retractable allows for greater flexibility. When all the seats are pulled out, the event floor is at its smallest, accommodating activities that fit within a basketball court. When rows of seats are retracted, the event floor expands, permitting activities that require more space, such as trade shows, concerts, the circus etc, to occur, an invaluable feature given the lack of indoor exhibition space in Dover.

SUMMARY OF RECOMMENDED BUILDING PROGRAM

	Phase I	Full Build-Out
Gross Square Feet	144,408	169,135
Seating Capacity	3,682 seating bowl 1,200 temporary floor 4,882 total	4,800 seating bowl 1,200 temporary floor 6,000 total
Event Floor Square Footage	10,300 s.f. (minimum) 17,150 s.f. (maximum)	10,300 s.f. (minimum) 17,150 s.f. (maximum)
Dedicated Ballroom Space	5,400 s.f.	5,400 s.f.
Breakout Meeting Space	3,300 s.f.	3,300 s.f.
Academic Space	20,000 s.f.	20,000 s.f.

Fig. 4. The facility will meet all the needs expressed by DSU and the City of Dover from Day 1, providing all the required gathering, meeting and academic spaces. Planning for a second phase, provides the opportunity for the facility to respond to increased demand for seating in the arena.

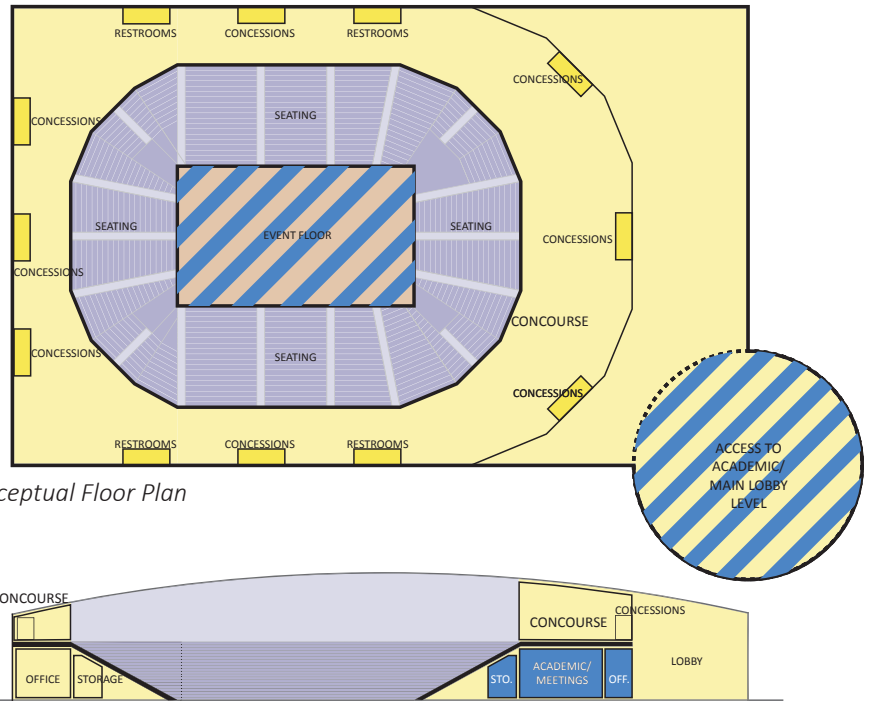
Phase 1



Conceptual Floor Plan

Conceptual Building Section

Phase 1 and 2

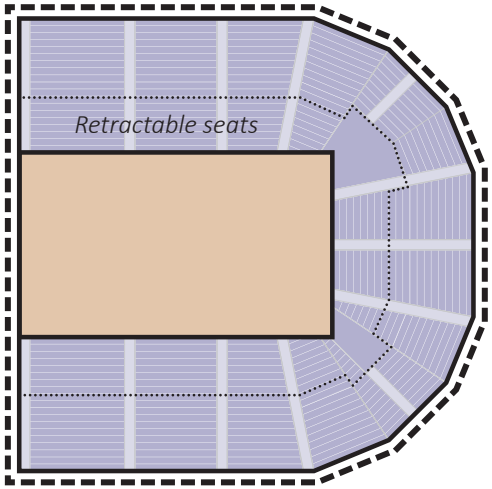


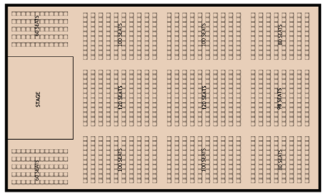
Conceptual Floor Plan

Conceptual Building Section

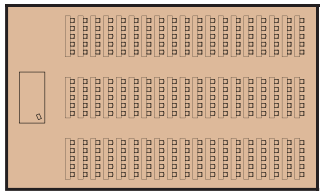
Academic *Public* *Seating* *Event Floor*

In Phase 1, the seating will form a horse-shoe shape surrounding the event floor, accommodating approximately 3,600 people in the bowl seating. Phase 2 allows for an increase of about 1,200 seats. With a total of 4,800 seats, the Delaware Convocation Center will become an ever more attractive event arena for concert organizers and roadshows.





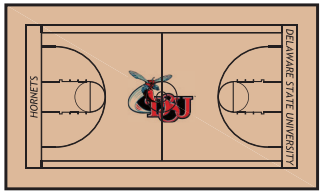
COMMENCEMENT
(additional 1,200 seats)



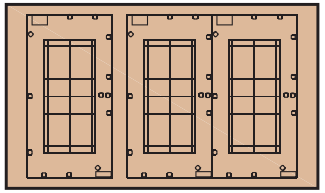
CLASSROOM/
LECTURE



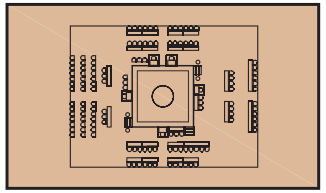
EXERCISE
PHYSIOLOGY LAB



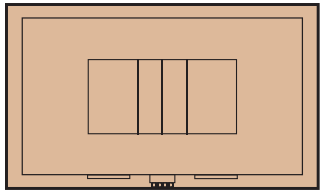
BASKETBALL



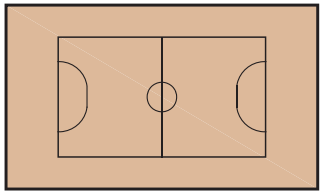
BADMINTON



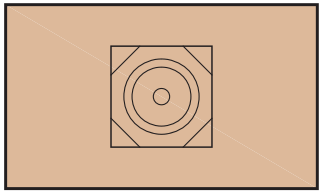
BOXING



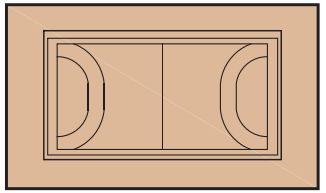
VOLLEYBALL



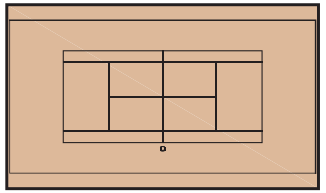
INDOOR SOCCER



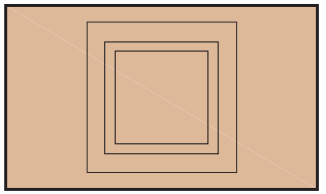
WRESTLING



HANDBALL



TENNIS



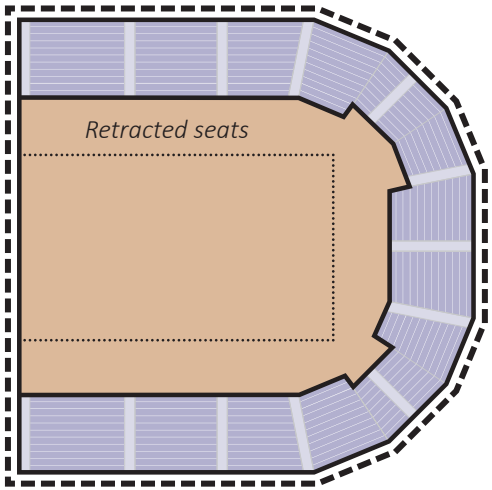
TAEKWONDO

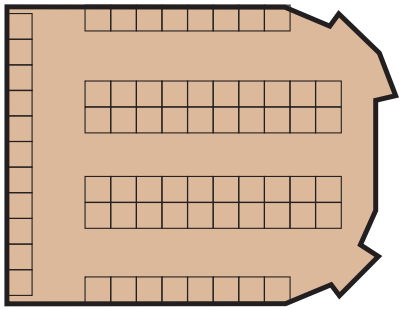
Maximum Seating Configuration

This is a plan diagram of the seating bowl and event floor. Events such as convocations and basketball games will be accommodated in the maximum seating configuration. The diagrams show additional activities that could occur on the event floor.

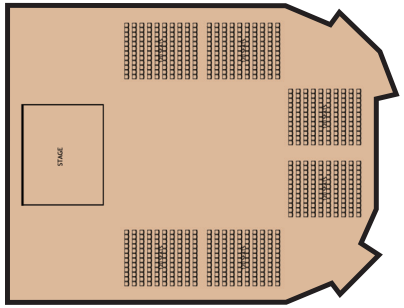
Full Seating Bowl: 3,680 seats

Event Floor: 10,300 s.f.

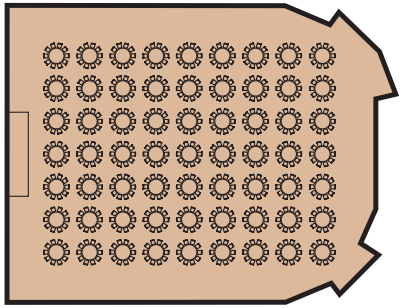




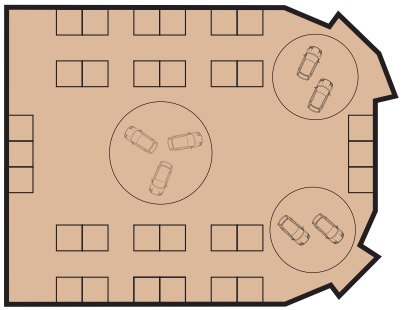
JOB FAIR



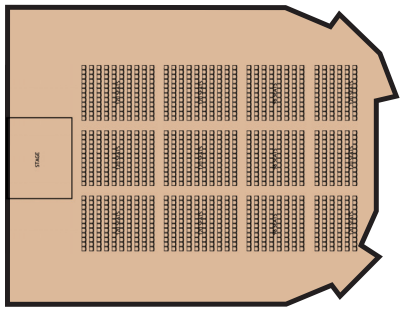
MUSIC FESTIVAL



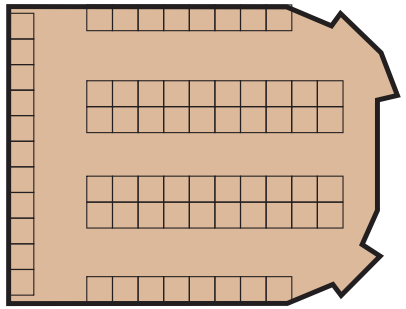
BANQUET
(630 seats)



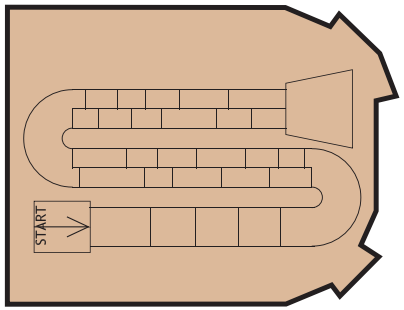
CAR SHOW



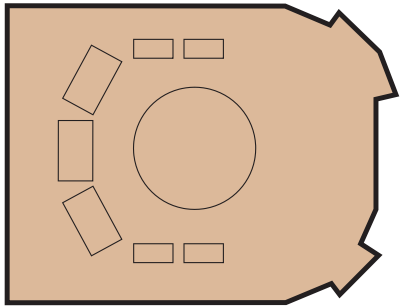
CONCERT



TRADE SHOW



BMX



CIRCUS

Retracted Bowl Configuration

This plan diagram provides maximum event floor space by retracting rows of seating. In the retracted bowl scenario, the event floor will be able to accommodate larger-scale events such as consumer shows, concerts, and many others.
Retracted Seating Bowl: 2,730 seats
Event Floor: 15,050 s.f.

Site Options

The team started by investigating 12 potential sites in and around the DSU campus, before focusing on three preferred sites. In exploring site options for the facility, we took into account issues such as:

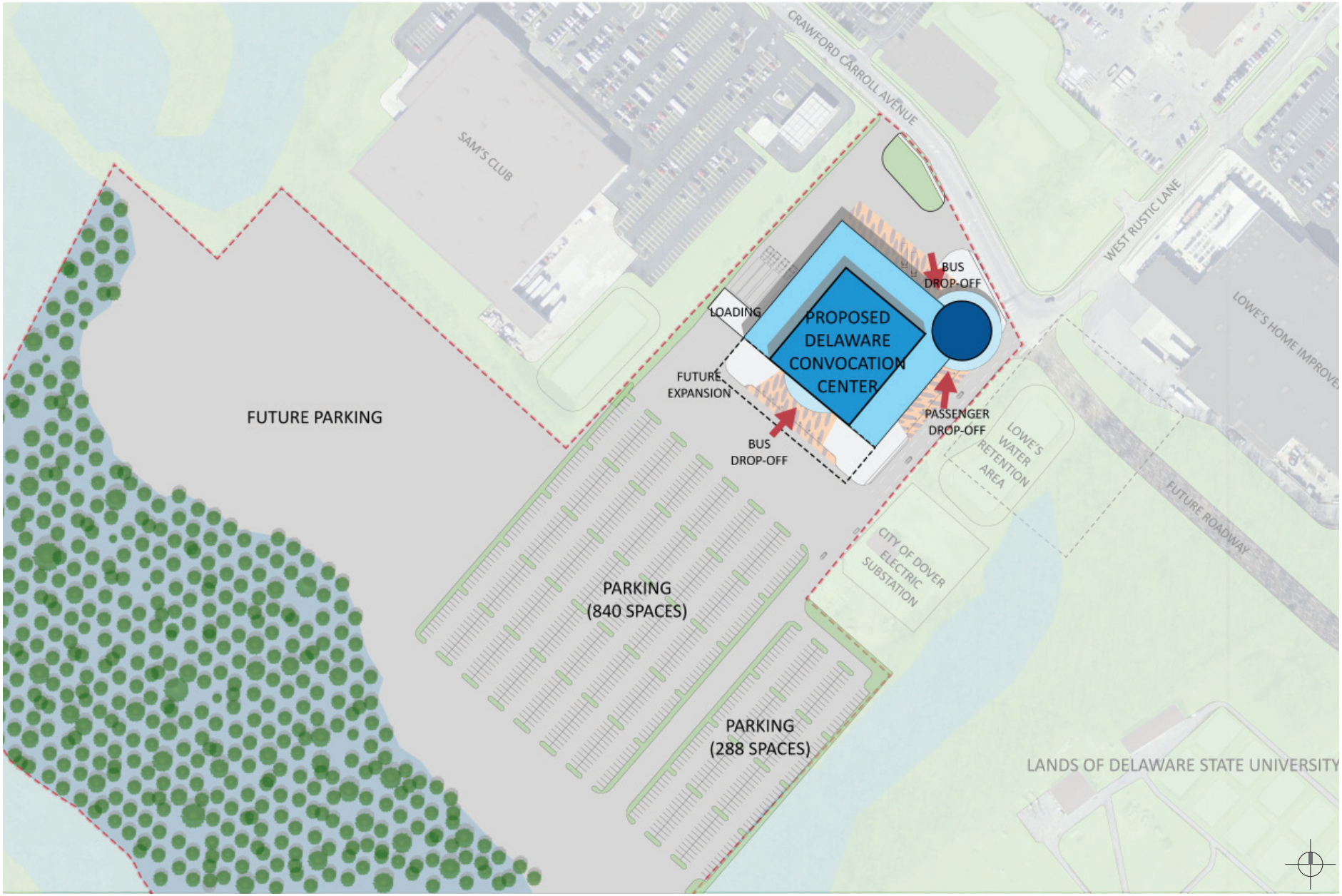
- Visibility from vehicular traffic on Route 13
- Proximity to DSU campus
- Pedestrian and bike access to DSU campus
- Traffic accessibility from Route 1 and Route 13
- Adequate space for new facility, parking, etc.
- Potential for shared parking with neighbors
- Land ownership
- Environmental conditions
- Utility infrastructure
- Relocation of existing site infrastructure

In evaluating the sites against the criteria listed above, the site highlighted in blue emerged as the favored option (refer to adjacent diagram). As the former Delaware Civic Center Site, it is currently owned by the Delaware Civic Center Association. A transfer of ownership would need to be discussed. Some of the advantages of the recommended site include:

- Adjacency to DSU campus
- Ease of access
- Adequate parking
- Reduced cost of land acquisition



The proximity of Site 2 to the DSU main campus, as well as the Commons, is a critical asset. It only takes a short walk for students to get to the Health and Wellness Institute.



Conceptual Site Plan

The proposed convocation center will be served by a primary public entrance that faces the parking lot, a secondary public entrance off Crawford Carroll Avenue, which is mainly for bus drop-offs, and an entrance for the Academic Health and Wellness Institute. Service and loading access to the building will be separate from the public entrances. Based on the City of Dover's requirements, a 4,800 seat facility requires approximately 1,600 spaces.



Conceptual Rendering of NCAA Basketball Game

As a basketball arena, the convocation center will provide the facilities needed by the DSU Hornets to hone their skills, display their talent and further their game. While the arena has not yet been designed, this architect's conceptual rendering of the space shows a long span open room without columns, which is ideal for athletic events. This illustration shows the seating bowl at the maximum seating configuration with all the seats pulled out. The estimated number of sporting events such as men's and women's basketball and women's volleyball is approximately 35 per year.



Conceptual Rendering of Academic Space

The architect's depiction of a classroom shows a space that can be used for a variety of functions, serving academic, as well as community activities. Partitions in the room allow it to be sub-divided into three smaller classrooms, accommodating DSU's academic programs and providing much needed academic space.



Conceptual Rendering of Academic Space/ Multi-use Ballroom

In addition to serving as a classroom, the room is designed to be flexible in use and accommodates a variety of activities such as community meetings, banquets and more. Equipped with audiovisual equipment, Wi-Fi capabilities, and furniture storage, this multipurpose room will be actively used throughout the day and night.

Phase I Cost

In order to accurately assess the convocation center's viability, it is vital to establish an estimate for the cost of designing and building the facility. The cost estimate below put together by EDIS and Barton Malow reflects EDIS' knowledge of local construction conditions and standards in Dover, as well as Barton Malow's experience with convocation centers. These figures are based upon the team's recommendations in terms of facility size and preliminary concept designs.

Construction Costs (includes contingency, general conditions, insurance and bonds etc.)	$46.0 M
Other Project Costs (professional fees, furniture, equipment, contingency etc.)	$8.4 M
Anticipated Cost Escalation (2017)	$3.1 M
Grand Total Project Cost	$57.5 M

"The cost model used for this study allows for a building design that provides extraordinary low cost pricing value while maintaining a high quality, functional building that meets the program needs of the university " - EDiS Company, Wilmington, DE



Conceptual Rendering of Entry Lobby

With multiple entry points, the lobby serves the patrons attending events at the arena, as well as students and faculty heading to the Health and Wellness Institute. The concourse on the upper level provides a variety of patron amenities such as the ticket office, concessions, restrooms and more.

Projected Impact

Job Creation

The construction and on-going operations of the Delaware Convocation Center will create much-needed jobs in the local economy. These jobs will include not only direct full and part-time jobs created temporarily during construction of the facility spanning jobs such as construction workers, tradesmen and manufacturers of raw materials and building supplies, but also more permanent full- and part-time jobs during the on-going annual operations of the facility including jobs such as facility operations personnel (i.e. management, marketing, finance, human resources, maintenance, event services, administration, etc.), event-day staff (i.e. box office attendances, ticket takers, ushers, security, concession workers, parking attendants, traffic control personnel, etc.) and community support personnel in areas such as hotel, restaurant, entertainment, retail, transportation and other such industries. The full-effect of employment impacts in the local economy will be further realized as initial construction and operations spending are re-spent within the community, supporting the creation of additional indirect and induced job impacts.

Overall, the Delaware Convocation Center is estimated to temporarily generate a total of 760 full and part-time jobs (stated in full-time equivalents) during construction. Of this amount, 510 construction-period FTEs are estimated to be new jobs in the State of Delaware and 230 are estimated to be new jobs in the City of Dover.

The total long-term, permanent jobs created from the on-going operations of the Delaware Convocation Center are estimated to range from 130 to 180 full and part-time jobs (stated in FTEs), depending on the level of operations achieved by the venue. Approximately three-quarters of the jobs created during the venue's operations are anticipated new jobs created in the City of Dover and about one-third would be considered new jobs in the State of Delaware.

Events and Attendance

Based on extensive market research, annual event and attendance levels were estimated for the proposed Delaware Convocation Center. Two sets of estimates were developed: a "base case" scenario representing the event and attendance levels that are estimated to be reasonably achievable on an annual basis, and "best case" scenario representing an operating level that reflects successful, aggressive facility management that results in above-peer venue operations.

"Great way to build revenue and bring people here to the middle of the state." - comment by survey respondent

The table (Fig. 5) summarizes the event and attendance estimates for the proposed Delaware Convocation Center under the Phase I building program scenario. It should be noted that these event and attendance totals do not include use of classrooms or athletic and academic offices, athletic practices, student recreational activities or other such day-to-day use of the facility that would take place in addition to the specific event types included in the estimates.

The proposed Delaware Convocation Center is estimated to host 144 to 176 annual events with annual attendance of approximately 116,250 to 153,350. Approximately 60 percent of convocation center events and attendance are estimated to be derived from non-DSU community events. In the event that Phase II of the project is completed in the future, annual attendance levels are estimated to increase by approximately 15 percent, due primarily to the facility's ability to attract additional concert, family show and sporting event activity assuming a larger seating capacity.

Financial Operations

The table (Fig. 6) presents the estimated operating revenues and expenses estimated to result from convocation center operations during a normalized year of operations. As shown, it is anticipated that Delaware State University would likely need to make

ANNUAL EVENT AND ATTENDANCE ESTIMATES
(Assumes Phase I Building Program)

	Base Case			Best Case		
Event	Annual Events	Average Attendance	Total Attendance	Annual Events	Average Attendance	Total Attendance
University Events:						
Men's Basketball	5	700	3,500	5	700	3,500
Women's Basketball	5	250	1,250	5	250	1,250
Basketball Doubleheaders	10	1,100	11,000	10	1,100	11,000
Women's Volleyball	15	250	3,750	15	250	3,750
Athletic Camps	10	50	500	10	50	500
Other University Events	19	1,500	28,500	25	1,500	37,500
Subtotal	64		48,500	70		57,500
Community Events:						
Concerts	2	3,500	7,000	3	3,500	10,500
Family Shows	3	2,000	6,000	6	2,000	12,000
Other Sporting Events	7	2,500	17,500	10	2,500	25,000
Graduations	3	4,500	13,500	4	4,500	18,000
Consumer/Trade Shows	8	1,500	12,000	10	1,500	15,000
Conventions/Conferences	12	500	6,000	16	500	8,000
Banquets	35	150	5,250	45	150	6,750
Meetings/Miscellaneous	10	50	500	12	50	600
Subtotal	80		67,750	106		95,850
Total	144		116,250	176		153,350

Fig. 5 forecasts the number of events and potential attendance.

ESTIMATED OPERATING REVENUES AND EXPENSES
Stabilized Year of Operations

	Base Case	Best Case
OPERATING REVENUES		
Rent	$206,000	$279,000
Premium Seating	66,000	83,000
Food and Beverage	148,000	198,000
Advertising and Sponsorships	135,000	158,000
Naming Rights	270,000	338,000
Merchandise, net	10,000	16,000
Parking, net	137,000	183,000
Ticket rebates/facility fees	50,000	134,000
Other	50,000	75,000
TOTAL REVENUES	$1,072,000	$1,464,000
OPERATING EXPENSES		
Salaries, wages & benefits	$453,000	$505,000
Utilities	217,000	249,000
General & administrative	150,500	176,000
Operations	315,000	362,000
Insurance	72,000	83,000
Professional Fees/Services	14,000	16,000
Management Fee	75,000	100,000
TOTAL EXPENSES	$1,296,500	$1,491,000
UNIVERSITY CONTRIBUTION	$224,500	$27,000

Fig. 6 illustrates the best and worst case scenarios with regard to operating revenues and expenses.

an annual operating contribution of $27,000 under the best case to $224,500 under the base case.

Reflective of a true town-and-gown partnership, a multi-purpose, community-oriented convocation center will benefit the central and southern Delaware region through the creation of spending, jobs, tax revenues and hotel rooms and enhancement in the quality of life for local residents, while Delaware State University benefits from facility revenues generated from non-university events which will serve to significantly reduce the required annual university contributions which could approach upwards of $700,000 as a DSU-only venue.

If Phase II of the building program is constructed, operating revenues are estimated to increase by approximately 10 percent due to increased attendance and event activity. However, operating expenses are estimated to increase by approximately eight percent due to the increased size and volume of the facility, additional staffing needs, increased maintenance costs and other such considerations. Therefore, the net financial operations following the completion of Phase II are estimated to be largely similar to those presented for Phase I in the table to the right.

These financial operating estimates do not include capital reserve funding or potential debt service payments associated with facility funding.

Economic Impacts

The operations of the proposed Delaware Convocation Center would generate economic impacts to the City, County and State on an annual basis as a result of visitation and expenditures associated with Delaware Convocation Center operations and events. The table (Fig. 7) presents a summary of the gross economic impact and fiscal revenues estimated to be generated by the proposed Delaware Convocation Center during a normalized year of operations.

Facility operations are estimated to generate approximately $5.4 to $7.2 million per year in direct spending. Counting this initial direct spending and the subsequent rounds of re-spending that would impact the local economy through a multiplier effect, the total economic activity (output) generated by Delaware Convocation Center operations is estimated to range from $7.0 to $9.4 million per year, supporting 130 to 180 jobs with $2.5 to $3.4 million in annual earnings. Over a 30-year period, the net present value ("NPV") of total output generated by the Delaware Convocation Center is estimated to range from $135 million to $183 million.

Should full build-out of Phase II of the building program be completed, the economic impacts associated with the proposed Delaware Convocation Center are estimated to increase by approximately 15 to 20 percent, due primarily to an assumed increase in

the number of events such as concerts, family shows and sporting events that could draw additional non-local attendees to the Dover area.

Hotel Room Demand

By drawing out-of-town visitors to the area, the Delaware Convocation Center will generate room nights to benefit local hotel operations. Overall, it is estimated that demand for approximately 11,000 to 14,500 new hotel room nights will be created annually in the Dover area from visiting event personnel, out-of-town patrons, business suppliers and others in connection with the on-going operations of the Delaware Convocation Center.

Funding Analysis

It is estimated that Phase I of the proposed Delaware Convocation Center could cost approximately $57.5 million to develop. Assuming an interest rate of 5.0 percent and 30-year bonds, annual debt service payments could approximate $3.7 million annually if the entire amount is financed.

Historically, the development of convocation centers, arenas, conference centers and other similar venues often involve varying degrees of partnerships between the public and private sectors. For facilities that are utilized for colleges and universities for their assembly and athletic events, the college or university typically also participates in the funding of those facilities.

Based on discussions with project stakeholders, a review of past efforts regarding potential public assembly funding in Dover, an assessment of potential taxes and other public revenue streams, and other such considerations, it is likely that the majority of funding for the proposed Delaware Convocation Center will be derived from state funding and potentially be supplemented by a number of other community funding sources.

It appears the most reasonable funding approach would include State of Delaware general fund contributions, DSU general fund contributions, private and other possible community funding sources.

Management Options

The Delaware Convocation Center will be owned by DSU. However, given the likelihood that multiple parties will likely be required to fund the construction of the facility, it is recommended that an entity such as an authority, board or commission be established to provide overall governance of the proposed Delaware Convocation Center.

This governance entity should include representation from various stakeholders to ensure that all relevant parties are included in key decisions pertaining to the respective facilities they oversee. The appropriate composition of the governing entity will ultimately depend largely on the funding partners involved with

Summary of Annually-Recurring Economic Impacts from Delaware Convocation Center Operations

Annual Impacts			
Gross Direct Spending	$5,412,000	-	$7,245,000
Total Output	$6,965,000	-	$9,442,000
Jobs Supported	130	-	180
Annual Earnings	$2,477,000	-	$3,375,000

30-Year NPV [1]			
Gross Direct Spending	$104,800,000	-	$140,300,000
Total Output	$134,900,000	-	$182,800,000
Jobs Supported	n/a	-	n/a
Annual Earnings	$48,000,000	-	$65,400,000

(1) NPV calculations assume 2.0 percent annual inflation and a 5.0 percent discount rate.

Fig. 7 shows the economic impact resulting from the Delaware Convocation Center



facility development. The governing entity should have representation from each project stakeholder, which may include, but are not necessarily limited to DSU, the State of Delaware, Kent County, the City of Dover and potentially representatives of the local and regional corporate community, hospitality industry, the Delaware Sports Commission and other relevant entities. This will ensure that the needs and expectations of each stakeholder are considered when setting policies and making decisions.

While there may be several entities that participate in funding the construction of the venue, DSU should be responsible for the venue's daily operations and provide any necessary contributions to support its daily operations. To effectively operate the venue, DSU will need to directly hire a staff with significant previous convocation center operating experience or consider outsourcing the management of the venue to a private management company with the requisite expertise. Third party management would likely represent the most efficient and effective means of operating the facility. The event estimates and financial projections presented herein assume that the proposed Delaware Convocation Center is managed by a competent and experienced arena management company.



Conceptual Rendering of Trade Show Event

By retracting the first eight rows of seats, the event floor is enlarged and accommodates events such as concerts, trade shows and consumer shows. The estimated number of non-athletic community events per year range from 86-113, attracting between 135,000-178,000 visitors.

Conclusion

"Is it feasible for DSU and the City of Dover to have a convocation center?"

Having completed:

- More than 10 months of research, analysis, workshops, presentations and feedback
- Surveys of more than 300 people including University students, faculty, staff, alumni, donors, members of the Dover/Kent County-area business community, and residents of the surrounding area
- Extensive interviews with more than 150 groups such as DSU, surrounding school districts, business and professional associations, state agencies and many more

The study finds that a convocation center is:

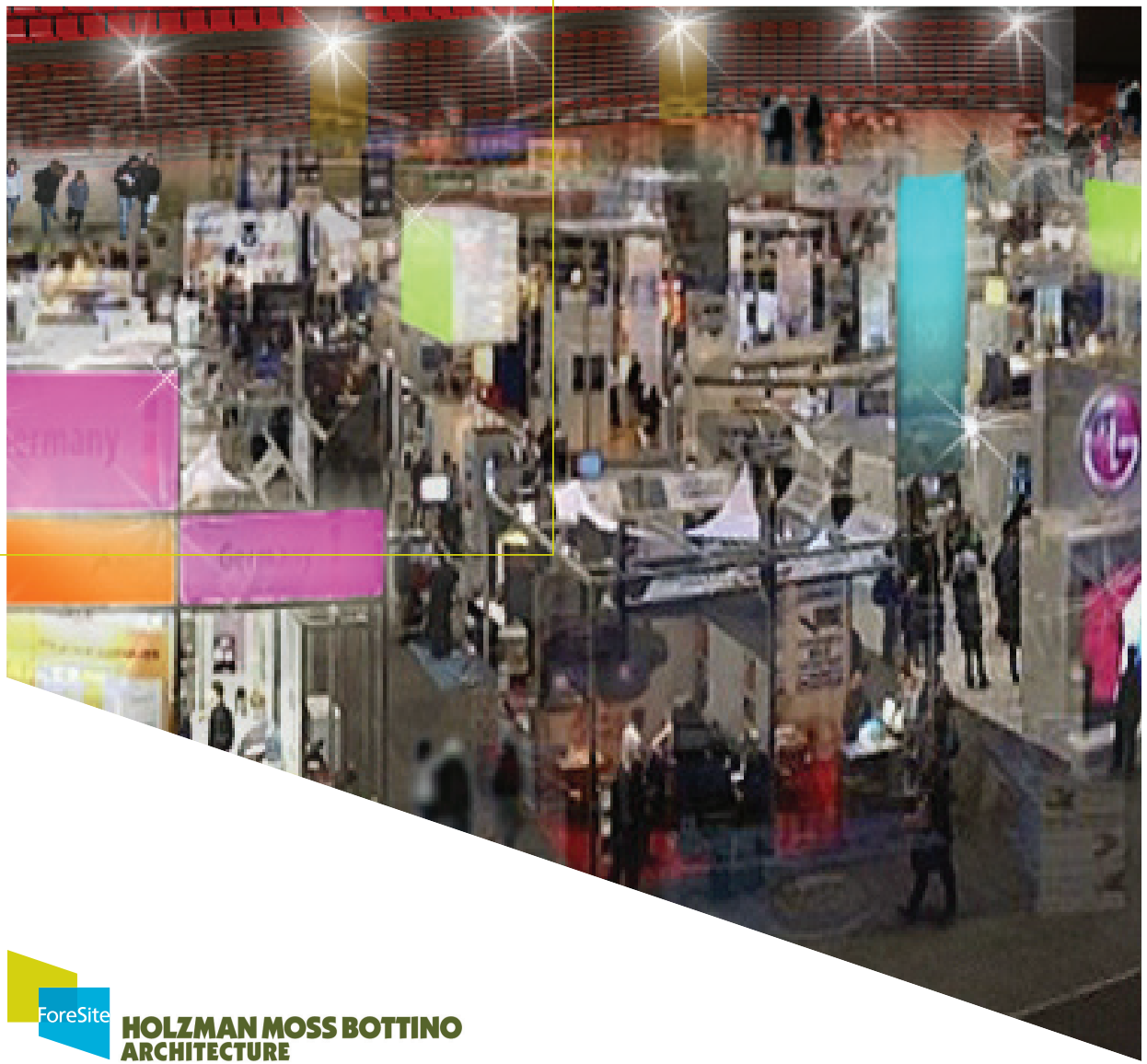
- Feasible and should be pursued
- DSU has a significant need for the educational facilities provided in the convocation center
- Growth in the number of students and educational programs demand facilities like the convocation center to allow DSU to be a world-class state educational facility
- Benefits the central and southern Delaware community from joint-use of the convocation center due to the size and design of the facility for public gatherings
- Has the potential to boost the economic development of central and southern Delaware and the City of Dover
- Funding for capital costs of the project will be augmented by income-generating community events such as concerts, trade shows, conventions, sporting events etc
- Operating costs to DSU and the State can be significantly reduced by bringing in revenues from public, community-use events

"Let's get moving on this great idea for Dover!" - comment by survey respondent

Architecture
Interior Design
Facility Programming
Master Planning
Environmental Stewardship

Holzman Moss Bottino Architecture, LLP
214 West 29th Street, 17th Floor
New York, New York 10001
www.holzmanmoss.com

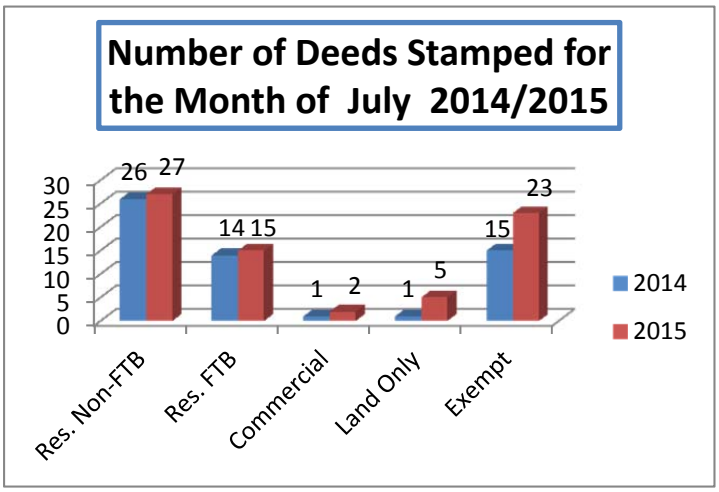
ForeSite Facility Planners, LLC
214 West 29th Street, 17th Floor
New York, New York 10001
www.foresiteplan.com

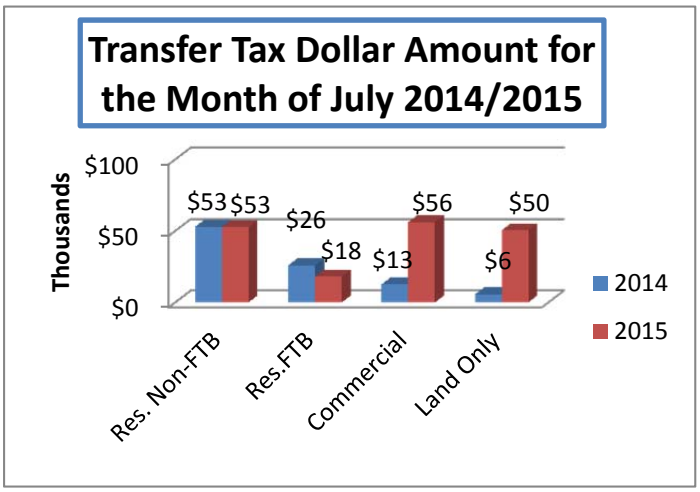


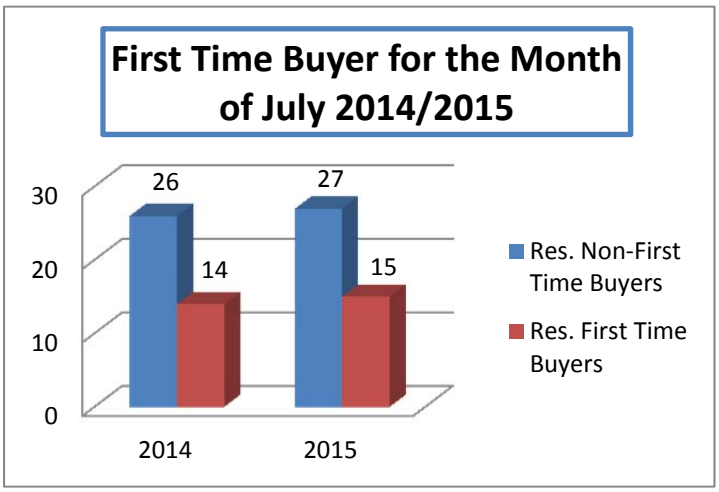
ForeSite
HOLZMAN MOSS BOTTINO
ARCHITECTURE

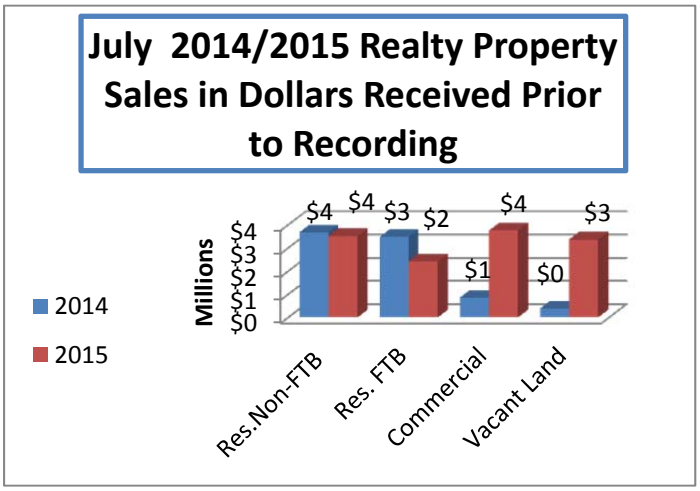
Monthly Report
July 2015

Office of City Assessor









Major Updates

	May - 15	June - 15	July - 15
Assessment Change	-$87,308,570	-$33,394,930	-$1,042,600

Residential Sales Ratio Report

Sales in Study	Total Assessed Value	Total Sale Price	Ratio	PRD
16	$2,143,100	$2,230,100	0.96	1.01

Ratio – Assessed Value divided by Sale Price.
PRD – Mean – A PRD above 1.03 tends to indicate assessment regressivity – high valued properties are under appraised relative to low valued properties. A PRD below .98 tends to indicate assessment progressivity – high valued properties are relatively over appraised.

Points of Interest

Scanning & Filing

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

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

- All old property record cards are being scanned and indexed into Fortis.

Assessor's Office

- 2015 Tax Bills were generated, printed, sorted and mailed

CITY OF DOVER
SALES RATIO REPORT

PARID	NBHD	LUC	ADDRESS	UNITS	STYLE	YRBLT	STORIES	SFLA	GRADE	CDU	TOTAL APPR	SALE DT	PRICE	ASR
ED05-067.14-02-13.00	2	R10	12 FOREST CREEK DR	1	13	1975	2	1273	C-	AV	81,200	23-JUL-15	114,000	.71
ED05-067.15-02-27.00	2	R10	232 N ANN AVE	1	16	1990	1	1578	C-	AV	121,400	17-JUL-15	130,000	.93
ED05-067.15-03-21.00	2	R10	58 N ANN AVE	1	14	1956	1	864	C-	AV	74,100	09-JUL-15	69,500	1.07
ED05-067.17-01-67.00	3	R10	42 SCIOTO CT	1	5	1980	2	2389	C+	AV	207,400	29-JUL-15	229,000	.91
ED05-068.18-04-15.00	7	R10	87 MITSCHER RD	1	14	1945	1	880	C	AV	68,800	09-JUL-15	79,000	.87
ED05-076.03-04-02.00	11	R10	225 SAXONDALE LN	1	5	2008	2	2092	B+	AV	238,200	10-JUL-15	250,000	.95
ED05-076.05-02-26.00	14	R10	51 STONEY DR	1	8	1986	2	1893	C+	AV	140,700	22-JUL-15	159,900	.88
ED05-076.05-04-01.063	102	R50	46 PAR HAVEN DR	1	20	1978	1	481	C-	AV	29,000	16-JUL-15	30,000	.97
ED05-076.05-08-03.00	3	R10	115 CHELSEA WAY	1	5	1998	2	2078	B-	AV	214,900	27-JUL-15	200,000	1.07
ED05-076.08-02-27.00	9	R10	226 N QUEEN ST		1	2014	2	1695	C+	AV	130,800	15-JUL-15	145,000	.90
ED05-076.10-02-18.00	16	R10	17 MIFFLIN RD	1	14	1991	1	1786	C+	AV	156,600	15-JUL-15	161,500	.97
ED05-076.10-02-25.00	16	R10	31 MIFFLIN RD	1	5	1991	2	1343	C+	AV	126,000	10-JUL-15	149,800	.84
ED05-076.13-01-47.00	14	R10	132 THAMES DR	1	13	1995	2	1980	C+	AV	124,800	15-JUL-15	92,000	1.36
ED05-076.20-02-27.00	12	R10	1152 YEARSLEY DR	1	14	1963	1	1716	C	GD	164,800	02-JUL-15	162,500	1.01
ED05-077.17-02-44.00	5	R10	960 MONROE TER	1	14	1959	1	1517	C+	AV	160,300	17-JUL-15	159,900	1.00
ED05-077.18-02-61.00	4	R10	27 EVERGREEN DR	1	14	1953	1	1064	C	GD	104,100	06-JUL-15	98,000	1.06

CITY MANAGER'S MONTHLY REPORT



JULY 2015

Monthly Highlights

Customer Services

- In the month of July, we processed 5,850 credit card payments for the month totaling $1,567,686.52.

Human Resources

- Continued contract negotiations.

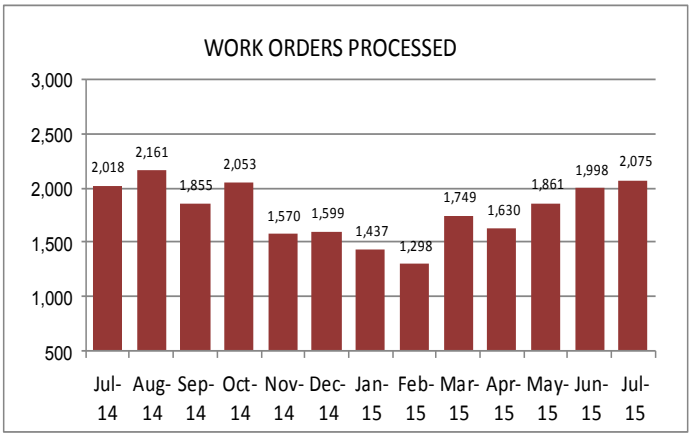
Library

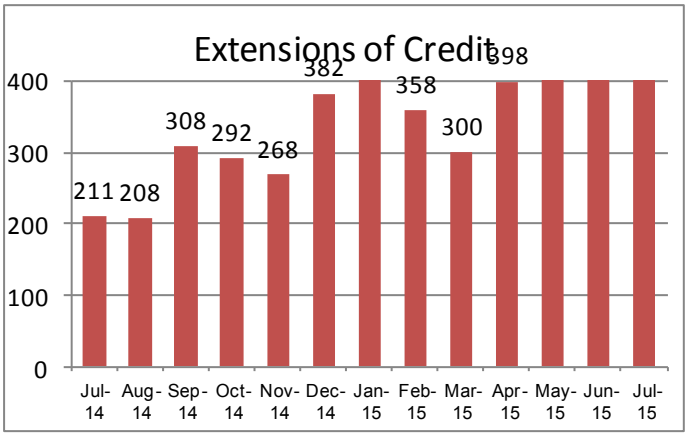
- 517 attended 49 programs for adults.
- 333 attended 29 programs for teens.
- 833 attended 43 programs for children.
- 23 volunteers completed 600 hours of service.
- 156 attended 36 programs/classes coordinated through the Job Center.

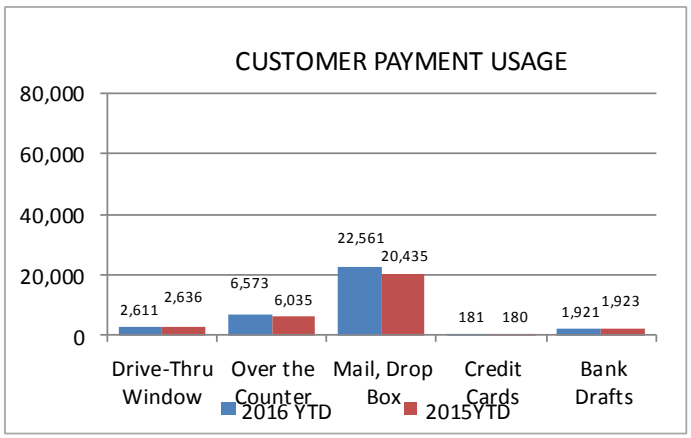
Public Works

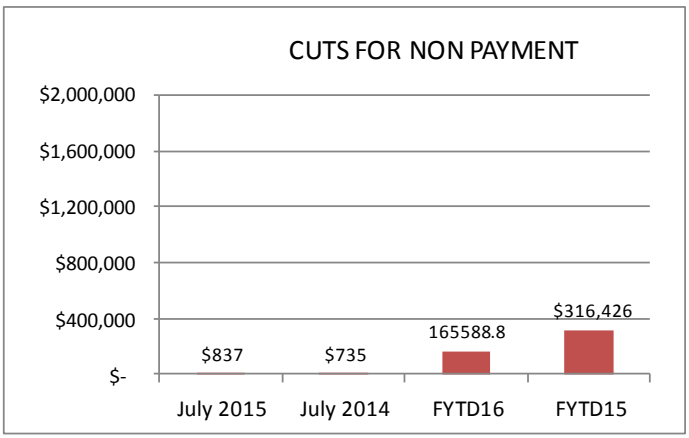
- Working on CIP and additional funding for future street program and other projects.

CUSTOMER SERVICES









Major Program Updates	Jul 2015	Jul 2014	Difference	FY 2016 Year-to-Date	FY 2015 Year-to-Date
Number of Customers Served	26,974	28,321	(1,347)	26,974	28,321
Final Bills	732	749	(17)	732	749
Estimated Bills	218	213	5	218	213
Penalties Posted	$ 12,109	$ 16,242	(4,133)	$ 12,109	$ 16,242
Extensions of Credit - Amount Extended	$ 83,062	$ 54,976	28,086	$ 83,062	$ 54,976
Balance Transfers	$ 2,471	$ 1,051	1,420	$ 2,471	$ 1,051
Utility Collections	$ 42,394	$ 6,567	35,827	$ 42,394	$ 6,567
Special Assessments	$ -	$ -	-	$ -	$ -
Miscellaneous Billings	$ 83,704	$ -	83,704	$ 83,704	$ -
CNP through Disconnect Collars	$ -	$ -	-	$ -	$ -
Court Cases	$ -	$ -	-	$ -	$ -
Tamperings	$ -	$ -	-	$ -	$ -
Taxes Levied	$ 12,887,409	$ 10,914,894	1,972,515	$ 12,887,409	$ 10,914,894
Billing Adjustments	$ (20,512)	$ 283,632	(304,144)	$ (20,512)	$ 283,632
Total Taxes Collected	$ 11,136,477	$ 9,397,419	1,739,058	$ 11,136,477	$ 9,397,419
Taxes Outstanding	$ 1,730,420	$ 1,801,107	(70,687)	$ 1,730,420	$ 1,801,107
Payments in Lieu	$ -	$ 27,227	(27,227)	$ -	$ 27,227

HUMAN RESOURCES

Category	July 14	Aug 14	Sept 14	Oct 14	Nov 14	Dec 14	Jan 15	Feb 15	Mar 15	April 15	May 15	June 15	July 15	Total
Caucasian*	**291**	**290**	**290**	**291**	**288**	**290**	**287**	**286**	**289**	**289**	**291**	**290**	**291**	**N/A**
Minorities*	58	58	61	61	61	62	63	62	63	61	63	63	64	N/A
Hired	1	1	5	5	0	5	1	0	9	5	9	3	8	52
Terminated/ Resigned/ Retired/Other	2	2	2	4	3	2	3	2	5	7	4	4	4	44
Transferred/ Promoted	0	1	0	3	5	1	0	0	0	0	0	4	0	14
Jobs Posted	4	4	2	3	3	3	3	2	7	2	2	2	1	38
Workers Comp. Injuries	2	2	1	2	5	1	1	3	3	3	2	2	0	27
Workers Comp. Hours	86	160	51	22	32	2	17	29	312	97	231	115	260	1414
Insurance Claims	0	1	4	1	1	5	4	1	3	0	2	2	0	24

Full-time Employees: 332 Part-time Employees: 25(5 Pitts Center, 1 Recreation, 10 Library, 2 Customer Service, 1 Central Services, (6) Police Department)
-Numbers do not reflect, temporary, seasonal, relief fire dispatchers, committee or council members.

Positions Hired: Library Clerk (part-time); Field Supervisor I, Streets; Field Supervisor II Grounds; Electrical Engineer I, Electric Department; Crime Analyst/Accreditation Manager (Police Department); Service Center Clerk (part-time, Pitts Center), LAN Analyst (Police Department); Customer Service Clerk, (Customer Service)

Position Resigned/Retired/Terminated: (2) Police Officer, Utility Maintenance Mechanic I (Water, wastewater), Motor Equipment Operator I, (Sanitation)

Positions Posted: Planner I

Recruitment Information (Positions closed in July)

Position	Total	Female	Male	Unknown	Black	White	Hispanic	Asian/Pacific Islander	American Indian/Alaskan Native	Unknown	In Dover	Out Dover
Planner I	5	1	3	1	1	3	-	-	-	1	1	4

Unfilled/Open Positions by Department*

Unfilled/Open Positions By Department	July 14	Aug 14	Sept 14	Oct 14	Nov 14	Dec 14	Jan 15	Feb 15	Mar 15	April 15	May 15	June 14	July 14
Electric	4	5	25	5	2	2	2	4	3	2	3	2	1
Public Works	11	11	12	11	12	12	12	13	15	13	17	16	17
Police	0	2	2	0	1	1	10	10	4	4	2	3	5
All Other Departments	4	3.5	4.5	5	5	3	3	4.5	4.5	5	4	6	10
Totals	20	21.5	23.5	21	20	18	28	29.5	26.5	24	26	27	33

**Not used for Budgeting Purposes*

***The following has been updated to reflected the Fiscal 2015-16 Budget**

Electric: Lineman 1st Class

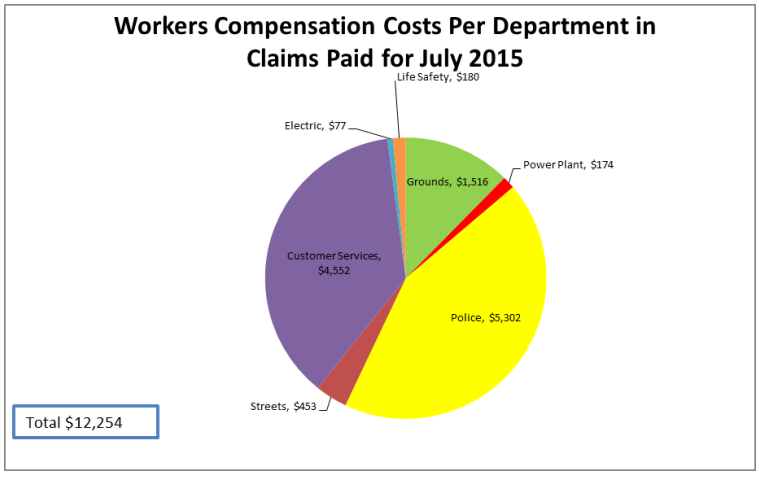
Public Works: (3) Utility Maintenance Mechanic I/Wastewater; Civil Engineer I; Public Works Inspector (Public Works); Motor Equipment Operator I (Streets); Motor Equipment Operator II (Streets); (3) Motor Equipment Operator I (Sanitation); Nursery Person II (Grounds); Nursery Person I (Grounds); Mechanic I; (2) Motor Equipment I Water/wastewater; Water Treatment Plant Operator I; Operations Manager

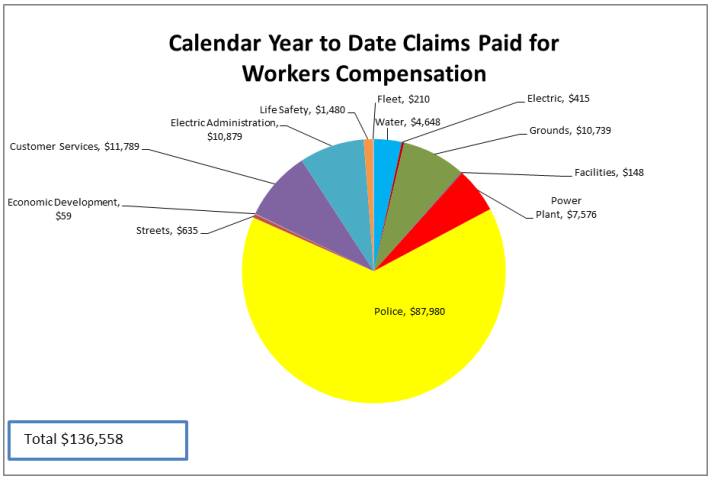
Police: (5) Police Officer
*Police Officer (4) 9/2015

All Other Departments: Building Supervisor (part-time, Pitts Center); (2) 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); Key Accounts Representative (Customer Service); Generation Manager (Electric)

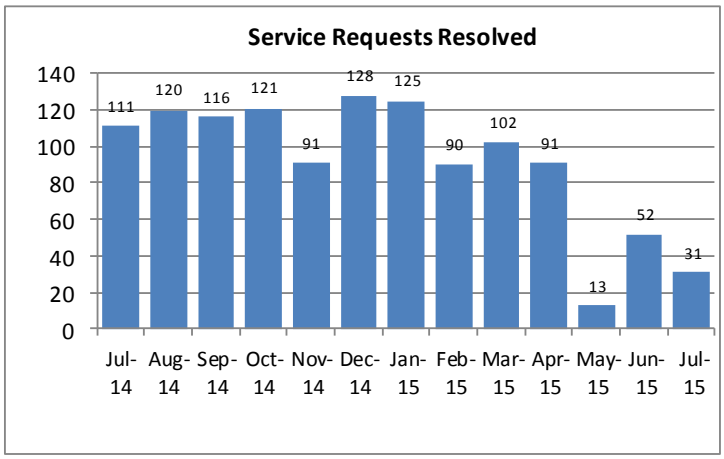
Turnover Statistics						
	2010	2011	2012*	2013 *	2014	2015
Total Turnover %	5.57	6.75	11.00	10.91	6.02	8.51
Termination Turnover %	0.27	1.08	0.29	1.47	.57	.28
Resignation Turnover %	2.12	4.05	5.21	5.01	2.29	5.11
Retirement Turnover %	3.18	1.62	5.50	4.42	3.15	3.12
*** Healthcare cost sharing implemented**						
**** Healthcare cost sharing implemented for DOE**						

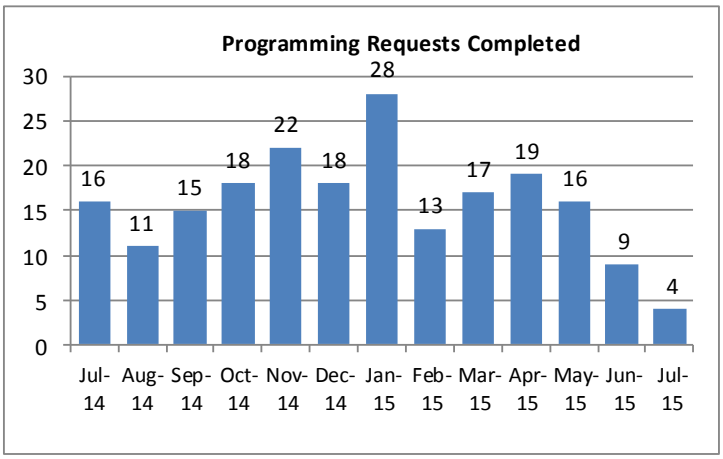
Average Employees						
	2010	2011	2012*	2013*	2014	2015
Total Number of Employees Separating from Service	21	25	38	37	21	30
Average Number of Full-time Employees	362	356	333	325	331	331
Average Number of Part-time Employees	16	15	12	14	18	21
*** Healthcare cost sharing implemented**						

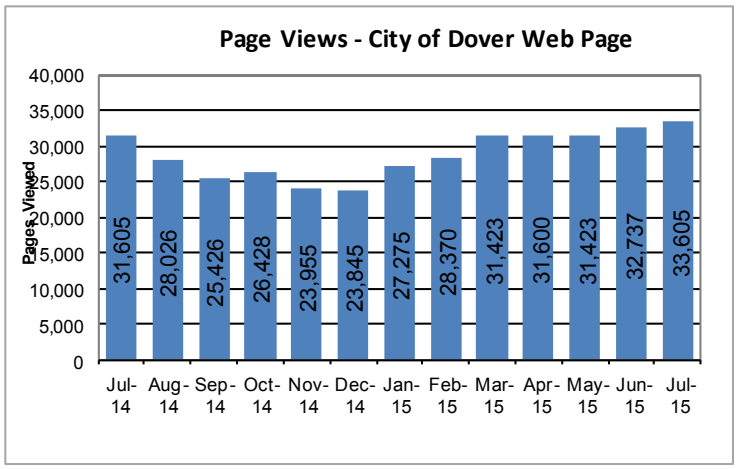




INFORMATION TECHNOLOGY



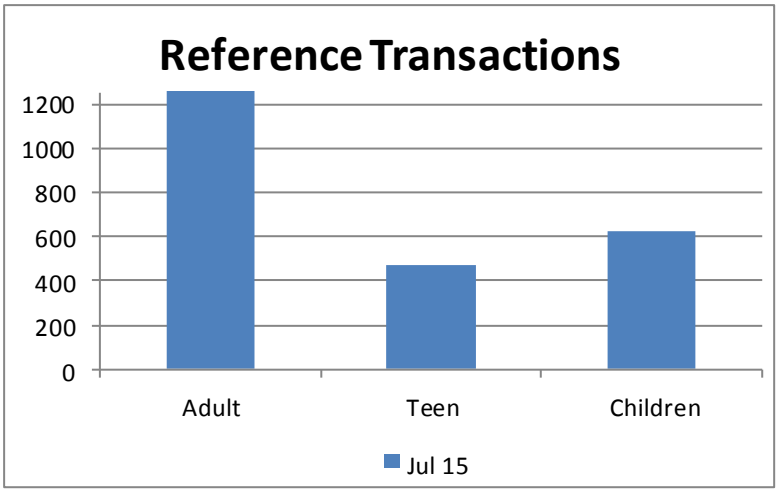




Performance Indicators	Current Month	Last Month	Same Month Last Year
iSeries Availability	100%	100%	100%
Server Availability	100.00%	100%	100%
AS/400 Connections *(concurrent/authorized users)*	N/A	N/A	N/A
PCs Supported	380	372	364
Scheduled PCs Replaced	-	-	-
Servers Supported	30	30	19
People Trained	1	11	12

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

LIBRARY



Adults – 1,437 Teens – 473 Children – 629

Circulation	July 15		FYTD 16		July 14		FYTD 15
Dover residents	22,565		22,565		24,177		24,177
Ebooks	2,482		2,482		1,874		1,874
Kent residents*	13,863		13,863		16,886		16,886
Non-county residents	2,312		2,312		2,153		2,153
Registrations							
Dover residents	389		389		443		443
Kent residents*	31		31		62		62
Non-county residents	6		6		11		11
Other							
Visiting Patrons	28,012		28,012		27,119		27,119
Meeting Room Usage	1,297		1,297		1,387		1,387
Photocopier Usage	1,127		1,127		1,188		1,188
Computer Printing Usage	2,660		2,660		2,476		2,476
Computer Users	4,855		4,855		5,243		5,243
Wireless Computer Users	2,005		2,005		1,656		1,656
Holds (Total)	7,473		7,473		7,233		7,233

***Breakout of Kent County Residential Statistics**

Circulation	Registrations
Harrington: 169	Harrington: 1
Milford: 202	Milford: 0
Smyrna: 1,029	Smyrna: 3
Outside City Limits: 12,463	Outside City Limits: 27

Total Registered Users: (Card Holders)

City: 27,298 Kent County: 12,533 Outside Kent County: 1,058

Other Points of Interest:

Inter/Interlibrary: 68 items loaned out
39 items borrowed

Technical services: 867 items added
627 items deleted

Volunteers: 600 hours of service completed

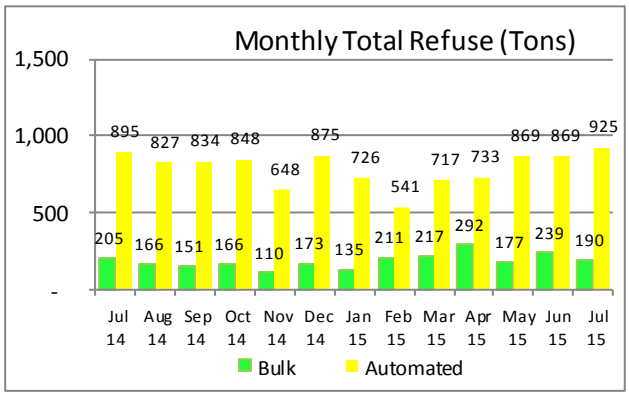
PUBLIC WORKS

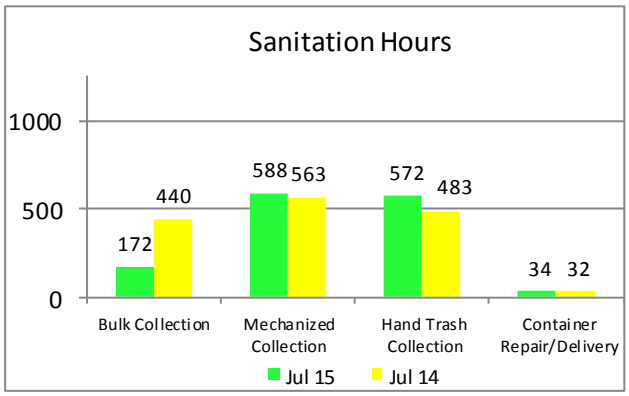
Administration

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





	JULY 15	FYTD 16	JULY 14	FYTD 15
Trips to DSWA Sandtown Landfill	190	190	197	197
Total Tonnage to DSWA	1,115.26	1,115.26	1,100.41	1,100.41
90-Gallon Containers Delivered	102	102	23	23
300-Gallon Containers Delivered	0	0	8	8
Total Man Hours-containers Delivered	34	34	32	32

CURBSIDE RECYCLING STATS	TOTAL # OF HOUSEHOLDS COLLECTED	TOTAL # OF ACCOUNTS	WEIGHT/LBS.	AVE. LBS.
July 2015	20,849	9,166	258,600	12.40

PUBLIC WORKS
continued

Streets	JULY 15	FYTD 16	JULY 14	FYTD 15
Signed Installed	2	2	47	47
Signs Repaired	0	0	10	10
Curbs Painted Yellow (feet)	1,116	1,116	283	283
New Post Installed	1	1	4	4
Storm Catch Basins Repaired	7	7	0	0
Storm Catch Basin Repairing (Hrs.)	24	24	0	0
Storm Catch Basins Cleaned	246	246	2	2
Storm Catch Basins Cleaning (Hrs.)	28	28	4	4
Hot Mix Patching (Tons)	0	0	0	0
Hot Mix Patching (Hrs.)	0	0	0	0
Cold Mix Patching Hrs.)	13	13	56	56
Concrete Work (Hrs)	24	24	8	8
Concrete Patching (Cubic Yards)	0	0	0	0
Ditch Work (Hrs).	24	24	0	0
Street and Alley Maintenance (Hrs)	0	0	101	101
Street Sweeping (Miles)	1,049	1,049	1,480	1,480
Street Sweeping (Cubic Yards)	88	88	348	348

Grounds

Total Work Orders = 16	General = 6	Arborist = 10

Arborist Crew	JULY 2015	JULY 2014
Trees Trimmed	30	28
Trees Removed	20	3
Stumps Removed	0	1

- Mowed grass a good portion of the month
- Trimmed multiple trees
- Cut down multiple trees
- Evaluate trees

Beautification Crew

- Weeded and tiled flower beds
- Worked in greenhouse
- Sprayed flower beds
- Water flower beds and hanging baskets

Mowing Crew

- Mowed grass at various city locations
- Sprayed weeds
- Yard Repairs

PUBLIC WORKS
continued

Geographic Information Systems (GIS)

Planning	Created a GeoForm and model for Planning to track plan information
Planning & Inspections	Used information from Tracey & Jason Osika to create an Above Ground Storage Tanks layer. Used that to create a 1-mile buffer around the tanks to determine property locations in relation to them.
Planning & Inspections	Created maps of three locations in the City with buffer layers around the major highways and train tracks. Provided Tracey with PDF versions of the maps for her project.
Planning & Inspections	Created a map of the DDD Boundary & the Habitat for Humanity Downtown boundary for AMT. Provided a PDF copy and printed out two 24"x36" copies.
Planning & Inspections	Modified an existing map to show 381 College Rd along with an inset map showing the sites location as being outside the City's two National Historic Districts.
Planning & Inspections	Created an Exhibit map for properties along Slaughter
City Manager's Office	Street that the City owns and is trying to divest itself of.
Public Works	Deactivated services to decrease locks
Public Works	Troubleshoot issue with the link station and back it up.
Public Works	Repaired the Water/Sewer/Storm Web App
Public Works GIS	Completed the monthly update of Parcels, Active AHIs & rentals
Public Works Streets	Completed a map book for Antonio.
Public Works Streets	Modified the Community Maps to include stormwater.
State of Delaware	Repathed existing layers. Removed all Fire Department related layers. Printed out 8.5"x11" copies of each. Created a GIS presentation for the Stevenson House student assembly

Fleet and Facilities Management

PM Work Orders Completed:	**19**	Number of Tire Repairs:	**18**	Number of Road Repairs:	**12**
Other Work Orders:	**106**	Repair Hours:	**275.7**	Road Repair Hours:	**18**
Total Work Orders**:**	**125**	Fabrication Hours:	**15**	Misc. Hours:	**4**
PM Hours:	**97.5**				

 # Of Scheduled PM's: 42
 # Of Scheduled PM's Completed: 3

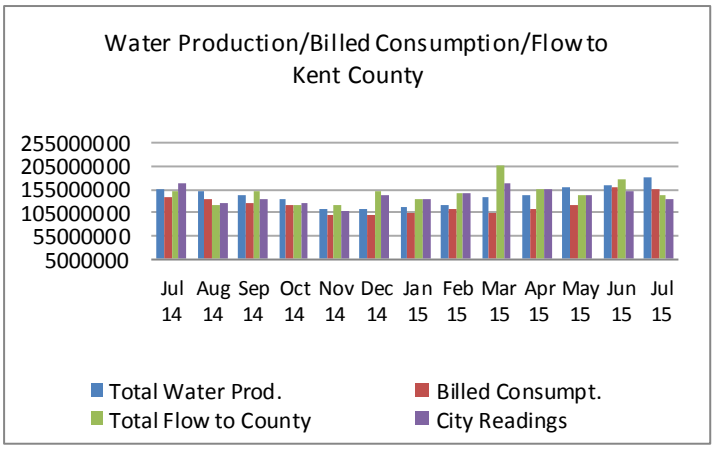
Major Program Updates

MEASURE	July 2015	July 2014	DIFFERENCE
Fleet Maintenance - Scheduled Preventative Maintenance appointments being kept *(Quantity and Percentage)*	3 out of 42 7.14 %	4 out of 24 16.67 %	**- 9.53%**

PUBLIC WORKS

Facilities Maintenance			
Facilities - Routine work orders completed within 5 days *(Quantity and Percentage)*	29 out of 29 100 %	27 out of 28 96.43%	**+3.57%**
Facilities - Emergency work orders completed within 2 days *(Quantity and Percentage)*	3 out of 3 100%	1 out of 1 100%	**0 %**

Water/Wastewater



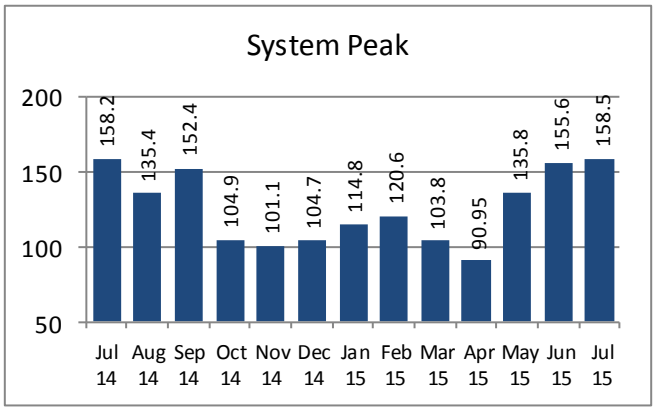
ENGINEERING SUMMARY

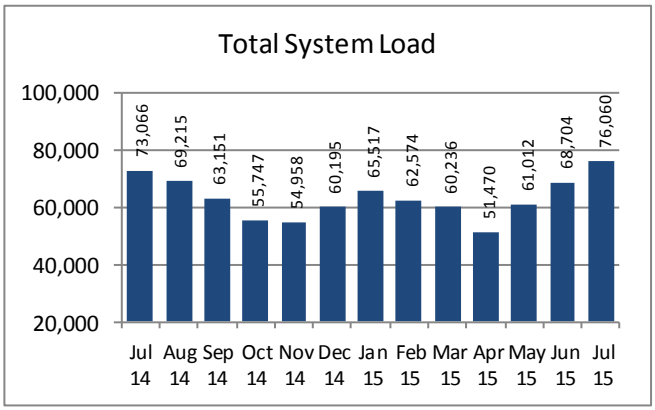
Major Program Updates	JULY 15	JULY 14	DIFF	FY16 YTD	FY15
State and Federal Violations	0 violations	0 violations	-	-	-
Water Quality Complaints	6	14	-8	6	14
Plan Review Completed With-in 30 days of Submission	8 plans 100%	11 plans 100%	-3	8	11

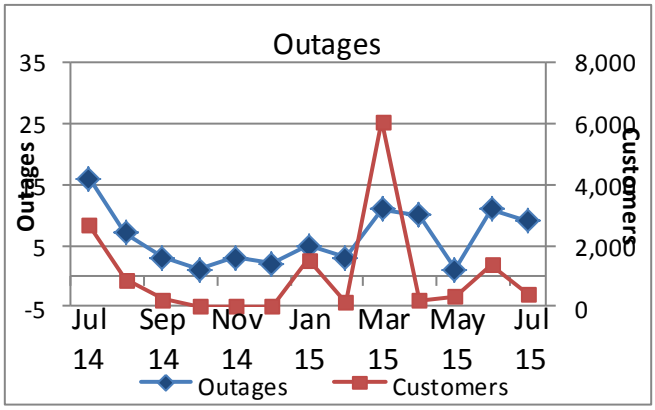
OPERATIONAL SUMMARY

Task	JULY 15	JULY 14	CURRENT FY
Water Production - Daily Average	5,828,452	4,982,645	180,682,000
Average Field Response Time (goal is <30 minutes)	13.5	19	13.5
Water Mains Repaired	0	2	0
Water Service Lines Repaired	5	1	5
Wastewater Mains Repaired	1	1	1
Wastewater Service Lines Repaired	0	0	0
Sewer Lines Flushed - linear feet	86,451	188,996	86,451
Sewer Mains Videoed -linear feet	640	232	640
Total Fire Hydrants in Service	1,819	1,819	1,819
Total Water Meters in City Distribution System	22	12	14,334

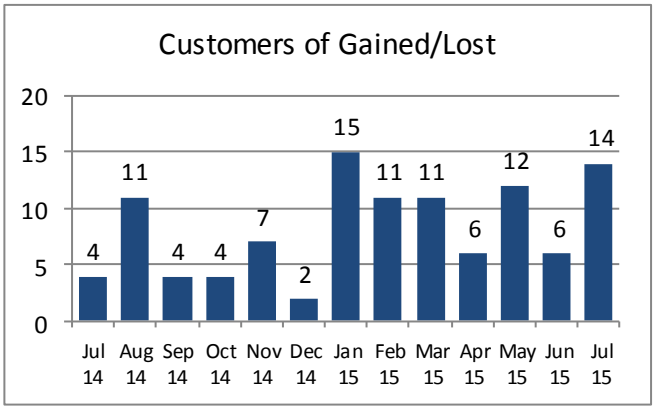
ELECTRIC DEPARTMENT







Outages: 9 Customers: 405



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**
25.04	45.64	67.92

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	2	29 Minutes	29.0 Minutes

PROGRAM UPDATES	JULY 16	JULY 15	FY16 YTD
Tree Trimming	321	574	321
Number of Oil Releases	1	2	1
Lost Time Accidents – All Electric Utility Divisions	0	0	0
New Services	14	6	14

ELECTRIC DEPARTMENT

July 2015 Electric (EE Capitol Improvement Projects (CIP)		
Project Number	**Description**	**Update**
EE1308	**Horsepond Substation**	**Progress: Work is Complete**
EE1312	**General Scott Switchgear Replacement**	Progress: Foundation bids were received are awaiting approval by Council. 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: All poles & transmission lines are installed and energized. Remaining poles need to be removed and distribution placed back to normal. Contractor was pulled off project for 3 weeks for weather and storm damage (other areas). **Complete as of 10 Jul 15.**
		Schedule: Work activities are moving forward & transmission portion should be completed by early-July. City Crews to work on relocation of distribution after Playtex and West Dover Connector.
EE1500	**69kV Rebuild (Horsepond to Long Point)**	Progress: Soil boring is complete and preliminary steel pole design complete. Project Construction drawings to be started in July.
		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: All underground distribution work is complete on Kesselring Property/New Burton Road |Work to begin on Saulsbury Road.
		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 is under construction
EE1516	**Chestnut Grove Subdivision**	Progress: No other work can proceed in development without contractor installing conduit
		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.

ELECTRIC DEPARMENT
continued

EE1522	**Garrison Oak Technical Park Infrastructure Phase 2**	Progress: Primary underground cable was terminated & light standards are installed.
		Schedule: Work activities are moving forward.
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
EE1526	**Playtex Addition**	Progress: All wire overhead & underground is installed (except underground into College Road Subst.). Still awaiting second metering cabinet.
		Schedule: Termination of all wiring and digging into College Road expected in August.
EE1527	**DAFB Temporary Concrete Plant**	**Progress: Work is Complete**
EE1529	**W. Denney's Bridge Project - State of DE**	**Progress: Work is Complete**
EE1530	**Bay Health URD Relocation**	**Progress: Work is Complete**
EE1531	**Windstream DAF-B/College Road**	**Progress: Work is Complete**
EE1532	**Dover Litho Pad Sites 1 & 2**	**Progress: Work is Complete**
EE1533	**DE State Police Generator Project**	**Progress: Work is Complete**
EE1534	**Hardees Rt. 13 Damage**	**Progress: Work is Complete**
EE1535	**Eden Hill Lights Phase 1**	**Progress: Work is Complete**
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

ELECTRIC DEPARMENT
continued

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: Some work has been performed on Phase 1.
		Schedule: Work activities are moving forward.
EE1542	**Westminster Village**	**Progress: Work is Complete**
EE1543	**Habitat for Humanity S. Kirkwood St.**	**Progress: Work is Complete**
EE1544	**Nottingham Meadows - Wellington Ave**	Progress: Currently design is complete. Contractor has received material for installation.
		Schedule: No Work Scheduled | Contractor responsible for conduit installation in development
EE1545	**Firefly Lights - Persimmon Tree**	**Progress: Work is Complete**
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: Contractor has installed conduit &equipment pads. Received easements and payments.
		Schedule: Work activities are moving forward.

PrimeCare Medical Transport, LLC.

P.O. Box 839
Milford, DE 19963
302-422-0900
Fax: 302-422-1082

PrimeCare Medical Transport, LLC.

JULY

Total 911 ambulance runs	669
Gone on arrival/cancel	65
Transport refusals	29
Stand-by scene	05
Average response time	40 sec.
Average time to the scene	06 min. 27 sec.
Average time on scene	10 min. 30 sec.
Average time to the hospital	07 min. 05 sec.
Average daily responses	22
Average daily transports	18
Total patients transported	561

City Planner's Monthly Report

Planning, Inspections & Recreation

JULY 2015

Planning, Inspections & Recreation Highlights



- Sports Camps - Our summer sports camps included Girls Beginner Lacrosse with 18 registrants, Soccer hosted 14 youngsters, and Volleyball hosted 16 girls. Our August camps will include Basketball, Field Hockey and Football.

- Softball Leagues - Men's Southern Division Softball regular season ended with Allison's Auto Body (12-4) claiming the regular season Championship. Alison's then defeated Vincenzo's to win the playoffs as well.

  The Co-Ed Softball League Playoffs saw Team Pink defeat Knight's Fine Jewelry to claim the championship.

- Spring & Summer Performing Arts on The Green - Our concert this year has received many positive comments. July's line up included Reptile World with 92 attendees (due to rain held inside), the Island Boys Band played to a crowd of 297, The Reunion entertained 285, Imagine performed to a crowd of 277 and The Shakers played to a inside crowd of 78 due to rain.

- Silver Lake Commission - Letters were prepared and mailed to lake side property owners and licensed boaters noting the plan to open the Silver Lake Valve from Oct. 5 - 17, 2015. With a Clean Up Day slated for Saturday, October 17.

- Ann Marie Townshend, Dawn Melson-Williams, Bill Cook, and Tracey Harvey attended the APA Planning Law webinar and Land Use Law Review presentation by Max Walton. This training session was sponsored by the APA Delaware Chapter.

Planning, Inspections & Recreation Revenue

Revenue Stream	FY '16 Budget		FY '16 Actual	
Business License	$1,425,000	$	1,337,494	94%
Trailer License	$21,000	$	9,855	47%
Building Permits	$600,000	$	58,701	10%
Cert. of Occupancy	$6,500	$	280	4%
Public Occupancy	$9,700	$	250	3%
Lodging House	$14,100	$	98	1%
Plumbing/Heating/Air	$75,000	$	4,851	6%
Rental Permit Fee	$350,000	$	1,391	0%
Miscellaneous	$15,000	$	695	5%
Fire Protection Fees	$62,000	$	5,416	9%
Code Enforcement	$25,000	$	3,375	14%
Vacant Building Reg.	$100,000	$	21,570	22%
Total P&I Revenue	**$2,703,300**	$	1,443,977	53%
Recreation	$149,000	$	9,045	6%

Looking Forward……

⇒ 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 July 2015, Planning Staff was involved with review of 74 Permits and 8 Certificates of Occupancy permits. (2015 calendar year total of 549 Permits and CO's compared to 545 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.

- On-going efforts of the Planning Office include and research for future ordinance amendments related to the to residential uses in the RG-1 and RG-2 zones related to Downtown redevelopment and infill projects, 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 remains to complete 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. A Project Coordination meeting is scheduled for early July to discuss project status (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. 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.
- With construction activities finishing at the Uzin Utz Manufacturing facility at 200 Garrison Oak Drive (Lot 12 of the Garrison Oak Technical Park), a Temporary Certificate of Occupancy was issued in July. (S-13-20)

- A Summary of Construction Activity permitting is given below along with information on the Downtown District Incentives authorized.

	JULY 15	FY2015-2016
New Home Permits Issued	2	2
Value of Commercial Projects	$6,184,736	$6,184,736
Downtown Incentives (Fees Waived)	$1,441	$1,441



The OSCAR Building - Delaware State University

BOARD AND COMMISSION ACTIVITY

Planning Commission

The Planning Commission met on July 20, 2015. The next Planning Commission meeting is scheduled for August 17, 2015. The following applications were considered:

- C-14-04 109 East Division Street: Professional Office – Following Re-evaluation Review approval was granted to the Conditional Use Site Plan to establish the professional office within the existing building subject to conditions. Also approved a plan amendment to reduce the four (4) parking spaces requirement to three (3) parking spaces.
- Z-15-03 Lands of Barrett at 35 and 39 North New Street: Rezoning from RG-1 to RG-3 – Recommended approval of rezoning the two properties from RG-1 to RG-3 and with reference to the reasons stated in the DAC Report including that the rezoning is consistent with the Comprehensive Plan, the Restoring Central Dover Plan and the Downtown Development District.
- US-15-01 Winner Volkswagen and Subaru: Comprehensive Signage Plan—Granted approval of the Comprehensive Signage Plan for the property consisting of freestanding and wall signage.

As part of the Annual Meeting of the Planning Commission, Fred Tolbert was elected to serve a Chairman and Kathleen Still was elected to service a Vice-Chairman. Appointments were also made to the Architectural Review Oversight Subcommittee of the Planning Commission.

Board of Adjustment

The Board of Adjustment met on July 15, 2015. The next regular scheduled meeting of the Board of Adjustment is scheduled for August 19, 2015. The following application was considered:

- V-15-10 Modern Maturity Center at 1121 Forrest Avenue. Variance approved for an increase in the maximum permitted sign area in order to allow construction of a 59 SF monument sign.

Historic District Commission

The Historic District Commission met on July 16, 2015. The next Historic District Commission meeting is scheduled for August 20, 2015. There were no new applications for Architectural Review Certification. Information was provided on application and permit activity within the Historic District. There was discussion of Information on Permits with Architectural Review Certification issued by Staff for the Wayside Signage on The Green for the First State National Historical Park and related to an exterior renovation project at 15 & 21 The Green.

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 Target Area.

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 has begun on the structure.
- *5 Welch Drive*—Demolition is complete.
- *307 W. Division Street* —All repairs have been made by the home-owner.
- *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 N 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. The lien holders and the property owner have been notified to make repairs or demolish the homes by December 29, 2014. When no repairs were made to the homes, the structures were presented to City Council on March 9, 2015. The owners were giving until May 9th to repair or demolish the structures. The owner has obtained Demolition Permits for the mobile homes. Demolition has begun to the mobile homes.
- *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.
- *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.

- *Vacant Buildings*—During the month of July, thirty-one (31) additional buildings were registered as vacant, and $4,500.00 in vacant building registration fees were collected.

Code Enforcement Activity—JULY 2015

Case Type	# cases current month	# cases YTD	% staff initiated current month	% staff initiated YTD
No valid Rental Permit	3	134	100%	96%
No valid Building Permit	6	31	50%	68%
Tall grass and weeds	49	431	47%	70%
Unregistered vehicle	1	17	100%	88%
Abandoned vehicle	7	63	57%	78%
Annual Housing Inspection	10	192	70%	89%
Property Maintenance – Exterior	60	379	50%	65%
Electric Termination	21	126	5%	25%
Dover Code of Ordinances	36	360	64%	75%
Zoning	9	53	89%	58%
Total Cases	**202**	**1788**		
Total # of Inspections For Month	**291**			



110 Rustic Lane



528 Bay Road

Fire Marshal's Office, Building Inspections & Licensing Summary

LIFE SAFETY		July15-June16		July14-June15
Inspections	**JULY 15**	**FYTD 16**	**JULY 14**	**FYTD 15**
Annual Fire/Life Safety Inspections	55	55	14	14
Fire/Code/DCO Complaints	59	59	18	18
Inspection Deficiencies from AFI	106	106	52	52
C/O & Acceptance Tests	15	15	8	8
Administrative Walk Thru	12	12	8	8
Plan Review	14	14	-	-
Accidental	$165,400	$437,100	$20000.00	$20000.00
Incendiary	$0	$73,600	$0.00	$0.00
Undetermined	$150,000	$22,900	$0.00	$0.00
PERMITTING AND LICENSING				
Permits Issued	**JULY 15**	**FYTD 16**	**JULY 14**	**FYTD 15**
Administrative Permit	4	4	4	4
Building Addition/Renovation Permits	34	34	49	49
Building Permits	26	26	23	23
Demolition Permits	5	5	7	7
Fence Permits	8	8	7	7
Fire Prevention Permits	19	19	6	6
Mechanical Permits	24	24	15	15
Plumbing Permits	26	26	24	24
Sign Permits	12	12	24	24
Swimming Pool Permits	1	1	5	5
Business Licenses	780	780	455	455
Merchant Licenses	196	196	126	126
Contractor Licenses	527	527	275	275
Lodging House Licenses	2	2	0	0
Mobile Homes	103	103	112	112
Public Occupancy	5	5	10	10
Rental Dwelling	29	29	21	21
BUILDING INSPECTIONS				
Inspections	**JULY 15**	**FYTD 16**	**JULY 14**	**FYTD 15**
Building	335	335	329	329
Plumbing/Mechanical	278	278	255	255
Certificate of Occupancy	9	9	12	12

Fire Marshal's Office—At a Glance

Deputy Fire Marshal Matthew Brown investigated a large loss accidental fire located at 102 S. Queen Street. Total loss was valued at $150,000 when a two story single family home that is converted into several apartments caught fire. The Fire Alarm System that was recently installed as required by this office possibly saved several occupants lives due to the early notification from the Fire Alarm System. Fire Protection saves lives!

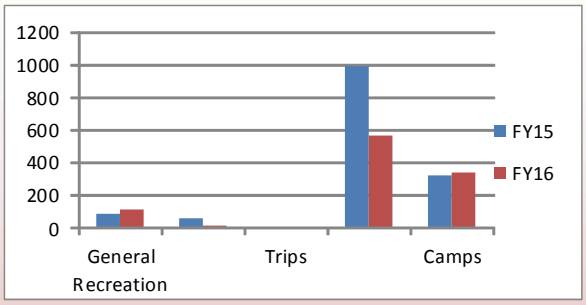


Recreation Division

City of Dover Parks & Recreation

Enrollment Summary

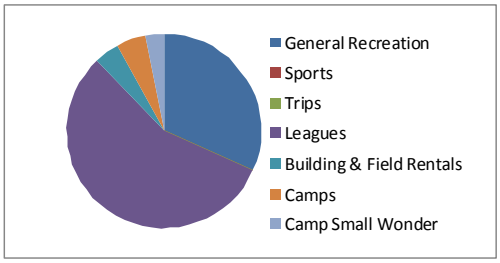
JULY FY 2016 verses JULY FY 2015

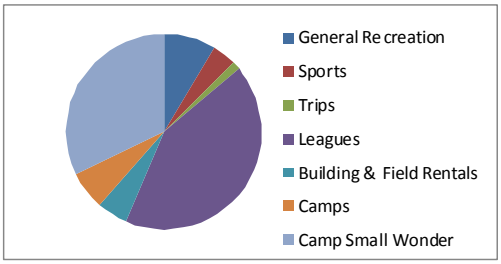




Category	FY14	FY15
General Recreation	88	113
Sports	59	7
Trips	0	0
Leagues	992	572
Camps	318	344

Revenue Breakdown: July 2015 verses July 2014





General Recreation	**$472.00**
Sports	**0**
Trips	**0**
Leagues	**$8400.00**
Building & Field Rentals	**$612.50**
Camps	**$725.00**
Camp Small Wonder	**$450.00**

General Recreation	**$268.50**
Sports	**$425.00**
Trips	**0**
Leagues	**$5475.00**
Building & Field Rentals	**$1525.00**
Camps	**$664.00**
Camp Small Wonder	**$1350.00**

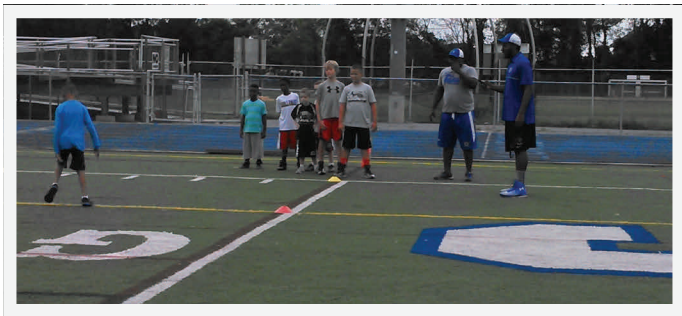
















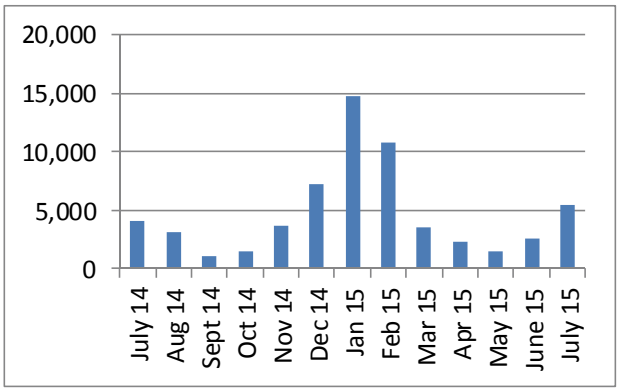




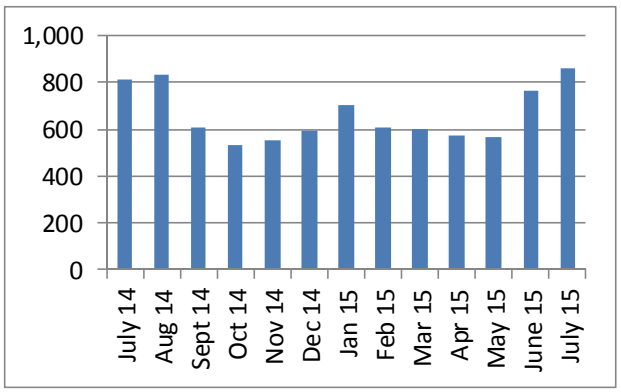


John W. Pitts Recreation Center – JULY 2015

Total Program Attendance



Facility Usage By The Hour



Facility Usage By The Hour	JULY 15		FYTD 16		JULY 14		FYTD 15
Open Gym	180		180		233.5		233.5
Fitness Classes	34		34		43.75		43.75
Leagues	107.5		107.5		70		70
Camps	520.5		520.5		432		432
Sports Classes	0		0		13.5		13.5
Meetings & Rentals	19.5		19.5		16.5		16.5
Enrichment Classes	0		0		0		0
Total Facility Usage Hours	861.5		861.5		809.25		809.25

Daily Program Attendance**	JULY 15		FYTD 16		JULY 14		FYTD 15
Total	5,428		5,428		4,081		4,081
Open Gym	162		162		260		260
Fitness Classes	184		184		257		257
Leagues	4,300		4,300		2,370		2,370
Camps	443		443		636		636
Sports Classes	0		0		161		161
Meetings & Rentals	339		339		397		397
Enrichment Classes	0		0		0		0

Since our opening in late April 2008, we have had 391,755 guests at the John W. Pitts Recreation Center.

July Open Gym Registrations and Packages Sold

Packages Sold:	JULY	MTD	YTD	FYTD
Daily:	1	$3	1	$3
Individual Quarterly:	0	$0	0	$0
Individual Annual:	0	$0	4	$0
Family Quarterly:	0	$0	3	$0
Family Annual:	0	$0	1	$0
Revenue:		**$3**		**$3**

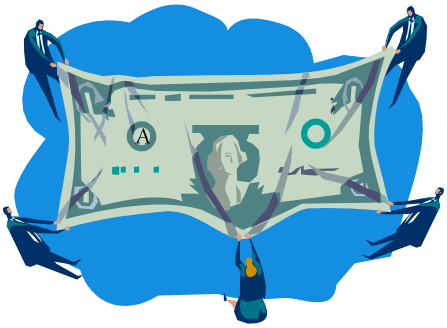


CITY OF DOVER
FINANCE AND PROCUREMENT & INVENTORY DEPARTMENTS
JULY 2015 - MONTHLY BUDGET REPORTS















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
JULY 2015

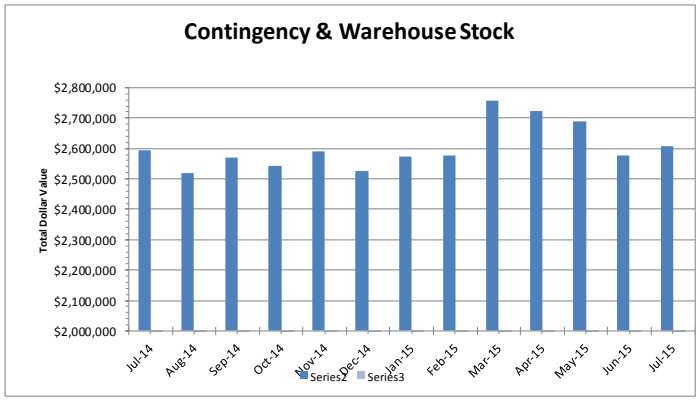
FINANCE DEPARTMENT ACTIVITY LEVELS

	FY15 YTD			FY16 YTD		
BANK TRENDS						
Number of Deposits Made (Hand, ACH & Wire, Lockbox)	647			643		
Total Amount of All Deposits	$ 17,911,153			$ 20,527,375		
PAYROLL						
	Hours	%	Amount	Hours	%	Amount
Gross wages per registers	**68,081**	**100.0%**	**$ 1,567,440**	**72,041**	**100.0%**	**$ 1,749,387**
Wages and Hours Worked						
Regular	54,078	79.4%	$ 1,151,705	55,678	77.3%	$ 1,208,124
All over time	3,076	4.5%	$ 127,282	3,733	5.2%	$ 169,879
Other Paid or Unpaid Wages and Hours						
Vacation	5,329	7.8%	$ 148,388	4,680	6.5%	$ 136,298
Sick	1,699	2.5%	$ 42,000	1,101	1.5%	$ 26,225
Terminal Leave - Retiree Vacation/Sick Payout	1,473	2.2%	$ 41,056	3,893	5.4%	$ 142,459
Comp Time	942	1.4%	$ 26,741	598	0.8%	$ 17,575
Personal	185	0.3%	$ 5,727	176	0.2%	$ 5,556
Leave Without Pay	480	0.7%	$ -	455	0.6%	$ -
Other (description below)	820	1.2%	$ 24,541	1,729	2.4%	$ 43,270

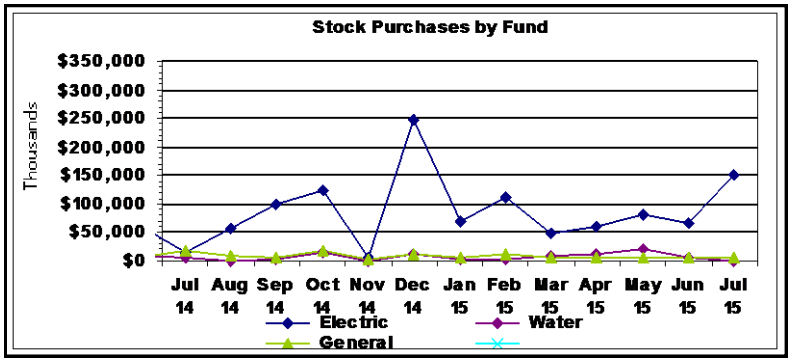
Other includes: pay adjustments, military differential pay, training, committee meetings, worker compensation tracking/adjustments, etc.

Other Activity						
Number of Pay Periods	2			2		
Number of Payroll Checks & Direct Deposits Issued	745			775		
Number of Pension Checks Issued	254			253		
Total Pension Benefits Paid - Defined Benefit Plan	$ 432,177			$ 434,785		
ACCOUNTS PAYABLE						
Number of Check Vouchers	341			0		
Number of EFT Vouchers	114			0		
Vouchers Dollar Amount Disbursed	$ 2,242,147			$ -		

PROCUREMENT & INVENTORY ACTIVITY LEVELS



Value: $2,577,380 Line Items: 1,432



Fuel Use		
Unleaded:	10,705.1	gallons
Diesel:	6,446.0	gallons
Total Cost:	$ 34,782	

City of Dover
Finance Department
Monthly Report – July 2015
General Fund Summary

	Budget	YTD	Balance	8% Budget
Beginning Balance	$ 3,977,500	$ -	$ 3,977,500	0.0%
Revenues				
Court of Chancery Fees	1,065,100	-	1,065,100	0.0%
Police Extra Duty, Fines & Revenue	1,235,300	29,761	1,205,539	2.4%
Franchise Fees	672,300	-	672,300	0.0%
Grants	623,500	-	623,500	0.0%
Intrafund Services	5,231,200	359,727	4,871,473	6.9%
Library & Recreation Revenues	671,000	15,101	655,899	2.3%
Licenses & Permits	2,861,300	1,489,747	1,371,553	52.1%
Property Taxes (Includes BID Revenue) (1)	12,894,200	12,409,398	484,802	96.2%
Miscellaneous Revenues	57,700	561	57,139	1.0%
Sanitation Revenues	2,580,000	213,838	2,366,162	8.3%
Garrison Farm Rent Revenue	93,700	15,177	78,523	16.2%
Transfers-In from Special Funds & Utilities				
Municipal Street Aid Fund	564,200	-	564,200	0.0%
Civil Traffic Penalties	450,000	-	450,000	0.0%
Transfer Taxes	1,340,000	181,734	1,158,266	13.6%
Verizon & Other Reserves	63,200	-	63,200	0.0%
Police Grants/Extra Duty	74,400	-	74,400	0.0%
Water/Wastewater Fund	850,000	70,833	779,167	8.3%
Electric Fund	10,000,000	833,334	9,166,666	8.3%
Total Revenues	41,327,100	15,619,211	25,707,889	37.8%
Total Beginning Balance & Revenues	**$ 45,304,600**	**$ 15,619,211**	**$ 29,685,389**	34.5%
Expenditures				
City Clerk & Council	$ 501,500	$ 30,679	$ 470,821	6.1%
Mayor, City Manager & Human Resources	1,210,300	98,572	1,111,728	8.1%
Police & Police Extra Duty	15,761,400	863,714	14,897,686	5.5%
Public Services	4,669,500	297,501	4,371,999	6.4%
Engineering	181,400	3,526	177,874	1.9%
Procurement & Inventory, Facilities Mgmt., Fleet Maint.	2,036,200	130,514	1,905,686	6.4%
Planning, Inspections, Life Safety, Code Enf., & Economic Dev.	2,338,300	111,088	2,227,212	4.8%
Finance, Info Tech & Customer Services	2,807,800	278,245	2,529,555	9.9%
Library & Recreation	2,239,500	138,137	2,101,363	6.2%
Fire Department	745,400	137,820	607,580	18.5%
Assessor	234,800	21,621	213,179	9.2%
Contribution to DDP	70,000	-	70,000	0.0%
Miscellaneous Grant Expense	25,000	-	25,000	0.0%
Other Employment Expenses	520,100	-	520,100	0.0%
Bank & CC Fees	10,600	1,310	9,290	12.4%
Insurance	690,000	236	689,764	0.0%
OPEB - Retiree's Health Care Contribution	1,895,600	157,967	1,737,633	8.3%
Police Pension Trust Contribution - State Grant	500,000	47,500	452,500	9.5%
Appropriation to Police Pension Fund	570,000	-	570,000	0.0%
Street Lights	797,700	67,698	730,002	8.5%
Debt Service	660,800	249,710	411,090	37.8%
Transfers Out				
Inventory Write-offs	10,000	-	10,000	0.0%
Capital Projects Fund	2,625,400	-	2,625,400	0.0%
Verizon Reserve	50,000	-	50,000	0.0%
Uncollectibles: Trash & Other	50,000	-	50,000	0.0%
Total Expenditures	41,201,300	2,635,838	38,565,462	6.4%
Budget Balance - Working Capital	4,103,300	-	-	0.0%
Total Budget Balance & Expenditures	**$ 45,304,600**	**$ 2,635,838**	**$ 42,668,762**	5.8%
Reserve Balances				
Contingency	$ 720,300	$ 720,334		

(1) Property Taxes are the taxes billed and not cash received. The outstanding receivable balance as of 7/31/15 is $1,430,828 as compared to $1,547,061 in July 2014.

City of Dover
Finance Department
Monthly Report – July 2015
Water/Wastewater Fund Summary

	Budget	YTD	Balance	8% Budget
Beginning Balance - Water	$ 861,600	$ -	$ 861,600	0.0%
Beginning Balance - Wastewater	293,400	-	293,400	0.0%
	1,155,000	-	1,155,000	0.0%
Revenues				
Water Fees	6,200,000	508,541	5,691,459	8.2%
Wastewater Fees	3,728,000	364,614	3,363,386	9.8%
Wastewater Treatment Services	3,026,500	289,963	2,736,537	9.6%
Groundwater Inflow Adjustment	1,864,300	185,636	1,678,664	10.0%
Water Tank Space Leases	341,900	3,207	338,693	0.9%
Miscellaneous Service Fee	67,000	4,417	62,583	6.6%
Impact Fees - Water	250,000	6,654	243,346	2.7%
Impact Fees - Wastewater	250,000	6,021	243,979	2.4%
Total Revenues	15,727,700	1,369,053	14,358,647	8.7%
Total Beginning Balance & Revenues	**$ 16,882,700**	**$ 1,369,053**	**$ 15,513,647**	8.1%
Expenses				
Water/Wastewater Operating Divisions				
Engineering & Inspection	$ 517,500	$ 24,010	$ 493,490	4.6%
Water Department	673,300	33,036	640,264	4.9%
Water Treatment Plant	1,910,000	90,646	1,819,354	4.7%
Wastewater Department	968,600	41,072	927,528	4.2%
Kent County Treatment Charge	4,130,000	344,167	3,785,833	8.3%
Intrafund Service Fees	1,492,700	92,625	1,400,075	6.2%
Retiree's Health Care	178,600	14,883	163,717	8.3%
Debt Service	1,132,100	42,709	1,089,391	3.8%
Other Employment Expenses	20,000	-	20,000	0.0%
Bank & CC Fees	46,200	1,019	45,181	2.2%
Transfers Out				
General Fund	850,000	70,833	779,167	8.3%
Contingency Reserve	32,000	-	32,000	0.0%
Water I & E Fund	1,800,000	-	1,800,000	0.0%
Wastewater I & E Fund	1,500,000	-	1,500,000	0.0%
Total Expenses	15,251,000	755,000	14,496,000	5.0%
Budget Balances				
Budget Balance - Working Capital - Water	1,048,600	-	1,048,600	0.0%
Budget Balance - Working Capital - WW	583,100	-	583,100	0.0%
Total Budget Balances	1,631,700	-	1,631,700	0.0%
Total Budget Balances & Expenses	**$ 16,882,700**	**$ 755,000**	**$ 16,127,700**	4.5%
Reserve Balances				
Contingency-Water	$ 137,700	$ 105,188		
Contingency-Wastewater	$ 191,100	$ 190,209		
Impact Fee Reserve - Sewer	$ 1,309,500	$ 1,742,652		
Impact Fee Reserve - Water	$ 202,000	$ 427,523		
Bond Coverage Ratio (Covenant 1.20)	4.30	6.97		

City of Dover
Finance Department
Monthly Report – July 2015
Electric Revenue Fund Summary

	Budget	YTD	Balance	8% Budget
Beginning Balance	$ 6,177,600	$ -	$ 6,177,600	0.0%
Revenues				
Direct Sales to Customers	78,279,200	7,558,547	70,720,653	9.7%
Utility Tax	1,281,100	122,984	1,158,116	9.6%
Weyandt Hall Rents	202,600	12,214	190,386	6.0%
Miscellaneous Revenues	725,200	99,713	625,487	13.7%
Interest Earnings	47,900	372	47,528	0.8%
Transfer from Rate Stabilization	3,000,000	750,000	2,250,000	25.0%
Total Revenues	83,536,000	8,543,830	74,992,170	10.2%
Total Beginning Balance & Revenues	**$ 89,713,600**	**$ 8,543,830**	**$ 81,169,770**	9.5%
Expenses				
Power Supply & Generation				
Hedged Energy	$ 23,402,600	$ 2,670,864	$ 20,731,736	11.4%
Power Supply Management	996,000	83,000	913,000	8.3%
Capacity Charges	10,225,100	890,225	9,334,875	8.7%
Dover Sun Park Energy	2,313,900	241,720	2,072,180	10.4%
Renewal Energy Credits (Incl. Solar)	1,036,800	40,142	996,658	3.9%
RGGI	175,000	-	175,000	0.0%
PJM Charges - Energy	7,966,100	156,552	7,809,548	2.0%
PJM Charges - Transmission & Fees	7,932,500	505,236	7,427,264	6.4%
Total Power Supply	54,048,000	4,587,739	49,460,261	8.5%
Plant Operations	6,434,600	561,203	5,873,397	8.7%
Generation Fuels	1,167,300	210,029	957,271	18.0%
Capacity Credits	(10,472,100)	(902,146)	(9,569,954)	8.6%
PJM Spot Market Energy	(1,708,300)	(281,682)	(1,426,618)	16.5%
PJM Credits	(360,000)	(85,793)	(274,207)	23.8%
Total Generation	(4,938,500)	(498,389)	(4,440,111)	10.1%
Total Power Supply & Generation	49,109,500	4,089,350	45,020,150	8.3%
Electric Operating Divisions:				
Transmission/Distribution	4,068,600	217,877	3,850,723	5.4%
Electrical Engineering	1,335,800	59,540	1,276,260	4.5%
Administration	839,300	34,302	804,998	4.1%
Meter Reading	360,500	25,905	334,595	7.2%
Systems Operations	679,800	39,887	639,913	5.9%
Intrafund Services	3,738,500	267,102	3,471,398	7.1%
Utility Tax	1,281,100	122,984	1,158,116	9.6%
OPEB Trust Contribution - Unfunded Liability	1,030,000	85,833	944,167	8.3%
Retirees Health Care	537,800	44,817	492,983	8.3%
Interest on Deposits	20,500	1,546	18,954	7.5%
Green Energy Payment to DEMEC	128,000	12,264	115,736	9.6%
Accounts Receivable Write-Offs	200,000	-	200,000	0.0%
Other Employee Expenses	72,000	-	72,000	0.0%
Bank & CC Fees	242,300	18,797	223,503	7.8%
Debt Service	3,402,000	283,496	3,118,504	8.3%
Transfers Out:				
General Fund	10,000,000	833,334	9,166,666	8.3%
Electric Improvement & Extension Fund	3,500,000	-	3,500,000	0.0%
Transfer to Insurance Reserve	10,000	-	10,000	0.0%
Transfer to Contingency Reserve	13,000	-	13,000	0.0%
Total Expenses	80,568,700	6,137,034	74,431,666	7.6%
Budget Balance - Working Capital	9,144,900	-	9,144,900	0.0%
Total Budget Balance & Expenses	**$ 89,713,600**	**$ 6,137,034**	**$ 83,576,566**	6.8%
Reserve Balances				
Contingency Reserve	$ 844,600	$ 822,677		
Insurance Reserve	$ 758,700	$ 740,642		
Rate Stabilization Reserve	$ 4,602,600	$ 6,755,354		
Bond Coverage Ratio (Covenant 1.25)	2.62	6.85		
Megawatt Hours Sold & Purchased				
Sales to Customers MWh (excluding Street Light MWh)	712,390	68,293		9.6%
Sales per MWh	$ 109.88	$ 110.68		100.7%
Purchased/Generated MWh	741,522	76,867		10.4%
All In MWh Supply & Generation	$ 66.23	$ 53.20		80.3%

City of Dover
Finance Department
Monthly Report – July 2015

General Capital Project Fund Summary

	Budget	YTD	Balance	8% Budget
Beginning Balance - Projects	$ 154,800	$ -	$ 154,800	0.0%
Revenues				
Interest Earnings	5,000	98	4,902	2.0%
Income from Sale of Assets	20,300	-	20,300	0.0%
Transfer from General Fund for Projects	2,625,400	-	2,625,400	0.0%
Total Revenues	2,650,700	98	2,650,602	0.0%
Total Beginning Balance & Revenue	**$ 2,805,500**	**$ 98**	**$ 2,805,402**	0.0%
Expenditures				
Fire	$ 145,600	$ 145,614	$ (14)	100.0%
Grounds Maintenance	201,100	-	201,100	0.0%
Life Safety	55,700	-	55,700	0.0%
Police	262,100	-	262,100	0.0%
Streets	1,428,500	6,000	1,422,500	0.4%
Sanitation	449,000	-	449,000	0.0%
City Manager	24,700	-	24,700	0.0%
Mayor	84,000	-	84,000	0.0%
Total Expenditures	2,650,700	151,614	2,499,086	5.7%
Budget Balance - Projects	154,800	-	154,800	0.0%
Total Budget Balance & Expenditures	**$ 2,805,500**	**$ 151,614**	**$ 2,653,886**	5.4%
Reserve Balances				
Capital Asset Replacement Reserve	$ 916,500	$ 915,129		
Parkland/Recreation	$ 296,700	$ 320,796		

City of Dover
Finance Department
Monthly Report – July 2015
Water/Wastewater Improvement & Extension Fund Summary

	Budget	YTD	Balance	8% Budget
Beginning Balance - Water	$ 833,500	$ -	$ 833,500	0.0%
Beginning Balance - Wastewater	$ 1,055,900	$ -	$ 1,055,900	0.0%
Revenues				
Interest Earnings	25,000	628	24,372	2.5%
Transfer from Operating Fund for Water	1,800,000	-	1,800,000	0.0%
Transfer from Operating Fund for Wastewater	1,500,000	-	1,500,000	0.0%
Transfer from Impact Fee Reserve - Wastewater	165,000	-	165,000	0.0%
Total Revenues	3,490,000	628	3,489,372	0.0%
Total Beginning Balance & Revenues	**$ 5,379,400**	**$ 628**	**$ 5,378,772**	0.0%
Expenses				
Water	$ 2,028,600	$ -	$ 2,028,600	0.0%
Wastewater	1,822,100	-	1,822,100	0.0%
Total Expenses	3,850,700	-	3,850,700	0.0%
Budget Balance - Working Capital - Water	617,400	-	617,400	0.0%
Budget Balance - Working Capital - Wastewater	911,300	-	911,300	0.0%
Total Budget Balances	1,528,700	-	1,528,700	0.0%
Total Budget Balances & Expenses	**$ 5,379,400**	**$ -**	**$ 5,379,400**	0.0%
Reserve Balances				
Capital Asset Replacement - Water	$ 518,500	$ 515,966		
Capital Asset Replacement - Wastewater	$ 515,200	$ 512,616		

City of Dover
Finance Department
Monthly Report – July 2015
Electric Improvement & Extension Fund Summary

	Budget	YTD	Balance	8% Budget
Beginning Balance	$ 3,623,600	$ -	$ 3,623,600	0.0%
Revenues				
Interest Earnings	26,700	489	26,211	1.8%
Transfer from Electric Revenue Fund	3,500,000	-	3,500,000	0.0%
General Service Billing	1,900,000	-	1,900,000	0.0%
Total Revenues	5,426,700	489	5,426,211	0.0%
Total Beginning Balance & Revenues	**$ 9,050,300**	**$ 489**	**$ 9,049,811**	0.0%
Expenses				
Electric Generation	$ 1,655,000	$ 4,583	$ 1,650,417	0.3%
Transmission/Distribution	2,887,600	70,742	2,816,858	2.4%
Electrical Engineering	1,724,300	169	1,724,131	0.0%
Total Expenses	6,266,900	75,494	6,191,406	1.2%
Budget Balance - Working Capital (Unaudited)	2,783,400	-	2,783,400	0.0%
Total Budget Balance & Expenses	**$ 9,050,300**	**$ 75,494**	**$ 8,974,806**	0.8%
Reserve Balances				
Depreciation Reserve	$ 10,066,400	$ 9,957,873		
Future Capacity Reserve	$ 10,218,000	$ 10,107,899		

City of Dover
Finance Department
Monthly Report – July 2015
Community Transportation Improvement Fund

	Budget	YTD	Balance	8% Budget
Beginning Balance	$ 144,000	$ -	$ 144,000	0.0%
Revenues				
Grants Revenue	500,000	-	500,000	0.0%
Interest Earned	500	14	486	2.8%
Total Revenues	500,500	14	500,486	0.0%
Total Beginning Balance & Revenues	**$ 644,500**	**$ 14**	**$ 644,486**	0.0%
Expenses				
Program Expenses - Del Dot	$ 644,000	$ -	$ 644,000	0.0%
Total Expenses	644,000	-	644,000	0.0%
Budget Balance - Working Capital	500	-	500	0.0%
Total Budget Balances & Expenses	**$ 644,500**	**$ -**	**$ 644,500**	0.0%

City of Dover
Finance Department
Monthly Report – July 2015
Police Grant Funds

	Budget	YTD	Balance	8% Budget
Beginning Balance	$ 125,000	$ -	$ 125,000	0.0%
Revenues				
State & Federal Grants Received	527,300	5,000	522,300	0.9%
Interest Earnings	-	52	(52)	0.0%
Total Revenues	527,300	5,052	522,248	1.0%
Total Beginning Balance & Revenues	**$ 652,300**	**$ 5,052**	**$ 647,248**	0.8%
Expenses				
Cadet Program	$ 80,300	$ 4,005	$ 76,295	5.0%
Equipment & Program Supplies	410,600	4,180	406,420	1.0%
Technology Equipment	20,000	-	20,000	0.0%
Telephone/Fax	15,000	2,216	12,784	14.8%
Training/Conference/Food/Travel	17,000	-	17,000	0.0%
Consulting/Audit Fees	1,000	-	1,000	0.0%
Operating Transfers - Out	74,400	-	74,400	0.0%
Total Expenses	618,300	10,401	607,899	1.7%
Budget Balance - Working Capital (Unaudited)	34,000	-	34,000	0.0%
Total Budget Balances & Expenses	**$ 652,300**	**$ 10,401**	**$ 641,899**	1.6%

City of Dover
Finance Department
Monthly Report – July 2015
Library Grant Fund

	Budget	YTD	Balance	8% Budget
Beginning Balance	$ 17,300	$ -	$ 17,300	0.0%
Revenues				
Grants Received	278,900	-	278,900	0.0%
Federal Grants	2,500	-	2,500	0.0%
Total Revenues	281,400	-	281,400	0.0%
Total Beginning Balance & Revenues	**$ 298,700**	**$ -**	**$ 298,700**	0.0%
Expenses				
Program Expenses/Supplies-State Grants	$ 26,600	$ 2,438	$ 24,162	9.2%
Office Supplies	24,000	912	23,088	3.8%
Printing/Duplicating	13,200	-	13,200	0.0%
Postage	100	-	100	0.0%
Books	129,200	44	129,156	0.0%
Furniture	3,100	-	3,100	0.0%
Audio Visual Supplies	75,100	116	74,984	0.2%
Training/Conference/Food/Travel	2,000	-	2,000	0.0%
Contractual Services	900	-	900	0.0%
Office Equipment/Repairs & Maintenance	6,000	33	5,967	0.6%
Other Equipment - Lease	1,200	147	1,053	12.3%
Total Expenses	281,400	3,690	277,710	1.3%
Budget Balance - Working Capital	17,300	-	17,300	0.0%
Total Budget Balances & Expenses	**$ 298,700**	**$ 3,690**	**$ 295,010**	1.2%

City of Dover
Finance Department
Monthly Report – July 2015
After School Program/Substance Abuse Prevention Fund

	Budget	YTD	Balance	8% Budget
Beginning Balance	$ 41,000	$ -	$ 41,000	0.0%
Revenues				
Grants Received	55,700	-	55,700	0.0%
Recreation Revenue	33,000	450	32,550	1.4%
Total Revenues	88,700	450	88,250	0.5%
Total Beginning Balance & Revenues	**$ 129,700**	**$ 450**	**$ 129,250**	0.3%
Expenses				
Temporary Help/Benefits	$ 60,200	$ 9,761	$ 50,439	16.2%
Program Expenses/Supplies	55,700	4,796	50,904	8.6%
Total Expenses	115,900	14,557	101,343	12.6%
Budget Balance - Working Capital	13,800	-	13,800	0.0%
Total Budget Balances & Expenses	**$ 129,700**	**$ 14,557**	**$ 115,143**	11.2%

City of Dover
Finance Department
Monthly Report – July 2015
CDBG Fund

	Budget	YTD	Balance	8% Budget
Beginning Balance	$ 2,100	$ -	$ 2,100	0.0%
Revenues				
Grants Received	265,400	713	264,687	0.3%
Interest Earnings	-	14	(14)	0.0%
Total Revenues	265,400	727	264,673	0.3%
Total Beginning Balance & Revenues	**$ 267,500**	**$ 727**	**$ 266,773**	0.3%
Expenses				
Closing Cost/Down Payment Program	$ 60,000	$ -	$ 60,000	0.0%
Connection Community Supply Program	7,400	-	7,400	0.0%
Dover Interfaith Ministry	27,000	-	27,000	0.0%
MHDC Emergency Home Repair	88,200	-	88,200	0.0%
Habitat For Humanity	40,000	-	40,000	0.0%
NCALL Research Inc.	-	-	-	0.0%
Peoples Place	6,800	-	6,800	0.0%
Salaries	36,000	-	36,000	0.0%
Total Expenses	265,400	-	265,400	0.0%
Budget Balance - Working Capital	2,100	-	2,100	0.0%
Total Budget Balances & Expenses	**$ 267,500**	**$ -**	**$ 267,500**	0.0%

Monthly Report

July 2015

Economic Development Office

2015_07 Economic Development

- Bi-weekly conference call with Garrison Energy Center
- Worked with Economic Development staff to update website
- Assisted Grey Fox Grille with Verizon tree problem
- Met with Lighthouse Construction to discuss electric hookup issues
- Contacted Whiting Turner regarding door issues at E-ZPass
- Participated in Parking Committee parking lot survey
- Attended Leads Group meeting at R&R R
- Met Lou Stackeni from Applied Bank regarding DDD financing
- Participated in GAMSA conference call with DEDO
- Economic Development staff meeting with Dr. Casson to review Inclusion Study
- Presented Economic Development Initiatives to Mike Harrington's business group
- Attended monthly DEED meeting
- Met with Colonial Investments regarding expansion of Nemours facility
- Met with Osman Sammander regarding DDD funding
- Attended DDD meeting with Delaware State Housing Authority
- Attended Honorary Commander briefing at Dover Air Force Base
- Attended Plant Managers meeting
- Attended Central Delaware Chamber of Commerce board meeting
- Attended planning meeting with Uzin Utz regarding grand opening
- Met with Paul Lakeman regarding Organization Committee
- Contacted DELDOT Secretary regarding speaking engagement in August
- Provided incentive information for potential new grocery store in Dover
- Attended GOTP progress meeting
- Reviewed draft sales agreement for Advantech
- Attended SAP announcement at Delaware State University
- Attended Food Innovation District meeting
- Attended meeting with Gerri Street and Mitch May to discuss DDP future plans
- Meeting with downtown merchants and Mayor to discuss downtown issues
- Attended a Pop-up location assessment visit
- Met with the Mayor at Hirsh Industries to discuss potential expansion plans
- Attended Bayhealth Business and Investment Committee meeting
- Met with Restoring Central Dover Economic Development Working Group
- Met with the new President of Wesley College and the Mosaic Group

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 5.3% - US Rate 4.7 % - DE Rate 7.1% - City of Dover Rate July 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 **16Contacts YTD**	≥20 contacts with potential small businesses; **4 Contacts YTD** ≥11 contacts with out-of-town companies interested in locating in Dover **2 Contacts YTD**

2015_7 Downtown Dover Partnership

- Provided technical assistance to five (5) prospective small business individuals on overall business development within the Downtown Dover Business District
- Continued providing technical assistance to five (5) prospective small business individuals on locating available space within the downtown district to lease
- Provided nineteen (19) hours of Technical Assistance to merchants located in the Downtown Business Corridor
- Telephone conference with Leah daPonte from Language Liaisons, LLC regarding future translation services of program and website materials.
- Telephone conference with Representatives from Network Solutions regarding the renewal of our Website Domain Name
- Telephone Conversation with Sonia Aquilar from DEDO regarding agenda for the July 27 Hispanic Economic Development Subcommittee Meeting
- Completed final proof of Downtown Dover Partnership Annual Report' 14
- Telephone Conference with Sybil White from Governor's Advisory Council for Exceptional Citizens regarding the logistics for the ADA 25 Event
- Facilitated the DDP Parking Committee Annual Parking Lot Inspection

- Telephone conference with Megan Clapp from Dover Rent All Tents regarding the logistics and set-up for the ADA 25 Event
- Submitted Event Permit with Dover Police for the First Friday Event in July
- Facilitated the logistical set-up for the First Friday Event in July
- Telephone conference with Daniel Gordon from Backyard Bouncers regarding billing process
- Telephone conference with Pastor Jean Pearce from World Outreach Ministries regarding usage of the Loockerman Way Plaza for Community Assembly
- Completed and submitted list of vacant properties to be considered for Project Pop Up to DEDO
- Disseminated the Pop Up Project materials to downtown merchants, property owners and realtors
- Disseminated the "Minority Business Enterprise Construction Trades Forum" information to merchants
- Telephone conference with James Provo from the US SBA Office regarding scheduling future Loan Workshops
- Posted the Farmer's Market Ad and materials on website
- Conference call with Diane Laird from DEDO and DDP Staff to review the GAMSA Application
- Provided Parking Committee with an update on current submitted Work Order on the Governors Ave Parking Lot
- Telephone conference with Lori Christiansen from the State regarding the permits for the ADA 25 Event
- Met with Lorraine Thaw regarding the availability of 325 W. Loockerman Street
- Met with William Neaton and Lou Stackeni from Applied Bank to discuss Resource Development
- Posted Farmer's Market flyers, posters and banners throughout the downtown corridor
- Telephone conference with Charlie Rodriguez from R&R Realty regarding the use of the 326 W. Loockerman Street lot for the Urban Music Festival scheduled for August 30th
- Assisted with the coordination of logistics for the ADA 25 Event – Loockerman Way Plaza Site
- Telephone conference with Kerri Hollyday from Dover Library on logistics for Comic Con Event
- Provided Brandon Cohen, Merchant Committee Chairman with updates on DDP Financial Reports and program developments
- Updated Calendar of Events and posted information on website
- Created Dining Guide and posted information on website
- Conference Call with Lisa Fitzgerald from the USDA regarding Program Grant Award notification
- Conference Call with Wanda Anderson from Wesley College regarding Homecoming Parade and activities
- Telephone conference with Maggie Pleasant from NCALL regarding available space for a Rehab/Preservation Office in downtown
- Attended the Restoring Central Dover Steering Committee Meeting
- Telephone conference with Renee McGlothlin from Wesley College on logistics for the Homecoming activities
- Disseminated Project Pop up information to the downtown distribution list

- Submitted Work Order (electric, street closures, etc.) for First Friday Event
- Met with Dr. Michael Casson from DSU and DDP Staff to review the Inclusion Study Report
- Facilitated requested from ADA 25 Event Planning Committee to have Mayor present Proclamation for the event
- Telephone conference with referral Daniel Rivera on available space to establish bakery business in downtown Dover
- Telephone conference with Elana Baukman from Wesley College re Homecoming Parade Route
- Met with Troy Boxton to discuss update on submitted Small Business Development Loan
- Reported accident that occurred at the ADA 25 Event – Loockerman Way Plaza site
- Assisted Eagle Wings Ministries with logistics development for the scheduled August 1 Community Outreach Event
- Telephone conference with Theresa Owens regarding Historic Commission Meeting date
- Completed Parking Survey Feedback Report
- Created layout template of Loockerman Way Plaza with assistance from Becker Morgan
- Completed and submitted Project Pop Up application for 134 W. Loockerman Street property
- Attended the Economic Development Work Group Meeting
- Attended the Project Pop up Location Assessment
- Scheduled Vacant Building Assessment tour for Deshawn Sheppard
- Telephone conference with Technical Representatives from Network Solutions to evaluate DDP Website Search Engine Rankings
- Attended CenDel Tenants Meeting
- Submitted Work Order (Electric, Trash Cans, etc.) for the Community Block Party Event scheduled for August 1
- Telephone Conference with Karen Williams from Keller Williams regarding future DDD Resource Information Workshop
- Telephone conference with Kristin Pleasanton regarding the Historic Preservation Write-Up needed for the GAMSA application
- Attended the Gulf War Memorial Committee Meeting
- Telephone Conference with Stefanie Lancaster from Governor's Office for People with Disabilities regarding the ADA 25 event permits
- Updated the Downtown Development District Vacancy Database
- Updated the Parking Lot Survey Database

MONTHLY REPORT



JULY 2015

Incident Run Log

Dover Fire Department

Date Range: From 07/01/2015 to 07/31/2015
Company: All Companies
Sorted by: Not selected

Date	FDID	Incident#	Alarm	###	Address	Suite	Type	Lgth
07/01/2015	30046	2015-000703	00:51	41	FOREST CREEK DR		False alarm or false call, other	0.3
07/01/2015	30046	2015-000704	10:27	209	S STATE ST		Detector activation, no fire - unintentional	0.2
07/01/2015	30046	2015-000705	18:02	74	HIDDEN VALLEY DR		HazMat release investigation w/no HazMat	0.7
07/02/2015	30046	2015-000706	01:21	320	PERSIMMON CIR WEST		Heat from short circuit (wiring), defective/worn	0.5
07/02/2015	30046	2015-000707	18:30	27	RIVERCHASE DR.		Electrical wiring/equipment problem, other	0.3
07/02/2015	30046	2015-000708	21:11	30	HERITAGE DR		Smoke detector activation, no fire - unintentional	0.2
07/03/2015	30046	2015-000709	13:22	30	LOOCKERMAN PLZ		False alarm or false call, other	0.3
07/03/2015	30046	2015-000710	14:00	190	JOHN HUNN BROWN RD		Unauthorized burning	0.1
07/03/2015	30046	2015-000711	20:33		SCARBOROUGH RD		Assist police or other governmental agency	0.0
07/04/2015	30046	2015-000712	18:19	155	SPRUANCE RD		Garbage dump or sanitary landfill fire	0.3
07/04/2015	30046	2015-000713	22:24	411	LEGISLATIVE AVE		Good intent call, other	0.6
07/05/2015	30046	2015-000714	02:42	35	JERI LA		Explosive, bomb removal (for bomb scare, use 721)	1.6
07/05/2015	30046	2015-000715	06:29	47	KAREN PLACE		Steam, vapor, fog or dust thought to be smoke	0.4
07/05/2015	30046	2015-000716	09:54	730	LAKEWOOD PLACE		False alarm or false call, other	0.3
07/06/2015	30046	2015-000717	00:37	317	W DIVISION ST		Garbage dump or sanitary landfill fire	0.3
07/06/2015	30046	2015-000718	11:37	1255	S STATE ST		False alarm or false call, other	0.3
07/06/2015	30046	2015-000719	15:59	1300	S FARMVIEW DR	A	Smoke detector activation due to malfunction	0.3
07/06/2015	30046	2015-000720	18:57	217	MILLCREEK DR		False alarm or false call, other	0.3
07/06/2015	30046	2015-000721	22:27	177	WILLIS RD		False alarm or false call, other	0.3
07/06/2015	30046	2015-000722	22:45	19	N NEW ST		Assist police or other governmental agency	0.4
07/07/2015	30046	2015-000723	12:50	1080	SILVER LAKE BLVD		Building fire	1.6
07/07/2015	30046	2015-000724	13:28	1525	MCKEE RD		Sprinkler activation, no fire - unintentional	0.4
07/07/2015	30046	2015-000725	15:52	401	Doveview Drive		Removal of victim(s) from stalled elevator	0.4
07/07/2015	30046	2015-000726	20:10	712	S GOVERNORS AVE		Extrication, rescue, other	0.2
07/07/2015	30046	2015-000727	23:22	902	E DIVISION ST		Animal rescue	0.3
07/08/2015	30046	2015-000728	11:27	631	RIDGELY ST		Unintentional transmission of alarm, other	0.4
07/08/2015	30046	2015-000729	17:16	217	ROSE VALLEY SCHOOL RD		Trash or rubbish fire, contained	0.9
07/08/2015	30046	2015-000730	22:37	60	UPLAND AVE		Good intent call, other	0.4
07/10/2015	30046	2015-000731	08:03	764	LEIPSIC RD		Smoke detector activation, no fire - unintentional	0.4
07/10/2015	30046	2015-000732	10:55	3098	N DUPONT HWY		Smoke detector activation, no fire - unintentional	0.3
07/10/2015	30046	2015-000733	20:34	430	COLLEGE RD	700	Sprinkler activation due to malfunction	0.3
07/11/2015	30046	2015-000734	04:19	102	S QUEEN		Building fire	5.2
07/11/2015	30046	2015-000735	06:05	22	FREEDOM DR		Good intent call, other	0.3
07/11/2015	30046	2015-000736	06:10	100	ELECTRIC		Assist police or other governmental agency	2.5
07/12/2015	30046	2015-000737	18:13	263	N DUPONT HWY		Good intent call, other	0.3
07/12/2015	30046	2015-000738	21:50	109-	WILLIS RD		Good intent call, other	0.4
07/13/2015	30046	2015-000739	04:16		W NORTH ST		Assist police or other governmental agency	0.5
07/13/2015	30046	2015-000740	11:32	120	N STATE ST		Alarm system sounded due to malfunction	0.4
07/13/2015	30046	2015-000741	13:20	864	S STATE ST		Detector activation, no fire - unintentional	0.3
07/13/2015	30046	2015-000742	15:12	800	BAY RD		Electrical wiring/equipment problem, other	0.5
07/13/2015	30046	2015-000743	18:38	17	N AMERICAN AVE		Cooking fire, confined to container	0.2
07/14/2015	30046	2015-000744	18:10	500	PERSIMMON TREE LA	8	Good intent call, other	0.4
07/14/2015	30046	2015-000745	18:31	631	RIDGELY ST		System malfunction, other	0.3
07/15/2015	30046	2015-000746	23:50	725	HORSEPOND RD		Medical assist, assist EMS crew	0.3
07/16/2015	30046	2015-000747	10:17	51	WEBBS LN	O	Gas leak (natural gas or LPG)	1.2
07/16/2015	30046	2015-000748	18:45		LOOCKERMAN ST		Extrication of victim(s) from vehicle	0.6
07/17/2015	30046	2015-000749	18:44	631	RIDGELY ST		System malfunction, other	0.3
07/18/2015	30046	2015-000750	00:15	903	WOODCREST DR		Smoke detector activation due to malfunction	0.3
07/18/2015	30046	2015-000751	11:51	97	PAR HAVEN DR	J	System malfunction, other	0.7
07/19/2015	30046	2015-000752	17:46	30	OLD RUDNICK LA		System malfunction, other	0.4
07/20/2015	30046	2015-000753	13:09	400	COURT ST		Alarm system activation, no fire - unintentional	0.4
07/20/2015	30046	2015-000754	14:01	124	S STATE ST		False alarm or false call, other	0.3
07/20/2015	30046	2015-000755	21:06	41	S NEW ST		Outside rubbish fire, other	0.1
07/20/2015	30046	2015-000756	23:17	1080	SILVER LAKE BLVD		Overheated motor	0.6
07/20/2015	30046	2015-000757	23:30	214	BAY TREE RD	G	Central station, malicious false alarm	0.3
07/21/2015	30046	2015-000758	10:19	19	OPAL PL		CO detector activation due to malfunction	0.4
07/21/2015	30046	2015-000759	10:21	725	HORSEPOND RD		Medical assist, assist EMS crew	0.3
07/21/2015	30046	2015-000760	11:06	298	S DUPONT WHY		Passenger vehicle fire	0.4
07/21/2015	30046	2015-000761	13:03	725	HORSEPOND RD		Medical assist, assist EMS crew	0.2

Date	FDID	Incident#	Alarm	###	Address	Suite	Type	Lgth
07/21/2015	30046	2015-000762	16:41	725	HORSEPOND RD		Smoke detector activation due to malfunction	0.2
07/21/2015	30046	2015-000763	22:02	140	HAMAN DR		Malicious, mischievous false call, other	0.4
07/22/2015	30046	2015-000764	01:16	120	N STATE ST		Alarm system sounded due to malfunction	0.2
07/22/2015	30046	2015-000765	01:30	140	HAMAN DR		False alarm or false call, other	0.2
07/22/2015	30046	2015-000766	12:19	428	N. DUPONT HIGHWAY		Building fire	1.3
07/22/2015	30046	2015-000767	13:38	116	SHINNECOCK RD		Carbon monoxide detector activation, no CO	0.1
07/22/2015	30046	2015-000768	13:57	116	SHINNECOCK RD		Carbon monoxide incident	0.5
07/22/2015	30046	2015-000769	22:37	1200	N DUPONT HWY		False alarm or false call, other	0.1
07/23/2015	30046	2015-000770	13:58	47	RIVERSIDE RD		Gas leak (natural gas or LPG)	0.4
07/23/2015	30046	2015-000771	16:29	1365	N DUPONT HWY		Extrication of victim(s) from vehicle	0.6
07/23/2015	30046	2015-000772	19:38	103	S GOVERNORS AVE		Public service assistance, other	0.0
07/24/2015	30046	2015-000773	03:52	10	FAIRWAY LAKES DR	A	Smoke detector activation due to malfunction	0.3
07/24/2015	30046	2015-000774	11:55	29	S TURNBERRY DR		Smoke detector activation due to malfunction	0.2
07/24/2015	30046	2015-000775	14:45	125	GREENTREE DR	1	Outside rubbish fire, other	0.2
07/24/2015	30046	2015-000776	18:24	1225	N DUPONT HWY		Sprinkler activation due to malfunction	0.6
07/24/2015	30046	2015-000777	18:32	1131	N DUPONT HWY		Passenger vehicle fire	0.3
07/24/2015	30046	2015-000778	20:00	230	BEISER BLVD		Smoke detector activation due to malfunction	0.5
07/25/2015	30046	2015-000779	02:24	222	S DUPONT HWY		Alarm system sounded due to malfunction	0.4
07/25/2015	30046	2015-000780	07:29	1180	WALKER RD		Good intent call, other	0.3
07/25/2015	30046	2015-000781	10:47	222	S DUPONT HWY		Removal of victim(s) from stalled elevator	0.3
07/25/2015	30046	2015-000782	12:54	903	WOODCREST DR		Carbon monoxide incident	0.5
07/25/2015	30046	2015-000783	12:55		CECIL ST		Rescue, EMS incident, other	0.2
07/25/2015	30046	2015-000784	13:50	239	N NEW ST		Building fire	0.9
07/25/2015	30046	2015-000785	16:06	1261	S FARMVIEW DR		CO detector activation due to malfunction	0.3
07/26/2015	30046	2015-000786	19:55		CENTRAL CHURCH RD		Assist invalid	0.3
07/29/2015	30046	2015-000787	05:24	104	SAULSBURY RD		Alarm system activation, no fire - unintentional	0.5
07/30/2015	30046	2015-000788	20:21		MARYLAND AVE		Power line down	0.3
07/30/2015	30046	2015-000789	22:52	1340	W NORTH ST		Passenger vehicle fire	0.3
07/31/2015	30046	2015-000790	07:29	381	COLLEGE RD		Good intent call, other	0.5
07/31/2015	30046	2015-000791	13:15	1704	E LEBANON RD		Dispatched & canceled en route	0.1
07/31/2015	30046	2015-000792	14:55	1704	E LEBANON RD		Gasoline or other flammable liquid spill	0.8
07/31/2015	30046	2015-000793	16:58	1450	N DUPONT HWY	0587	Extrication of victim(s) from vehicle	0.5

Total Number of Incidents: 91
Total Length of Incidents: 43.3 Hours

Property Type Report (Summary)

Period From 07/01/2015 to 07/31/2015

Dover Fire Department

Incident Type		Count	Pct of Incidents	Total Est Loss	Total Est Loss
000 Property Use, other					
	Totals	0	0.00%	$0	0.0%
1 Assembly					
110 Fixed-use recreation places, other		1	1.10%	$0	0.0%
131 Church, mosque, synagogue, temple, chapel		3	3.30%	$0	0.0%
155 Courthouse		1	1.10%	$0	0.0%
161 Restaurant or cafeteria		1	1.10%	$0	0.0%
	Totals	6	6.59%	$0	0.0%
2 Educational					
200 Educational, other		1	1.10%	$0	0.0%
213 Elementary school, including kindergarten		1	1.10%	$0	0.0%
255 Day care, in residence, licensed		1	1.10%	$0	0.0%
	Totals	3	3.30%	$0	0.0%
3 Health Care, Detention & Correction					
311 24-hour care Nursing homes, 4 or more persons		2	2.20%	$0	0.0%
321 Mental retardation/development disability facility		1	1.10%	$0	0.0%
322 Alcohol or substance abuse recovery center		2	2.20%	$0	0.0%
331 Hospital - medical or psychiatric		2	2.20%	$0	0.0%
	Totals	7	7.69%	$0	0.0%
4 Residential					
419 1 or 2 family dwelling		26	28.57%	$0	0.0%
429 Multifamily dwelling		11	12.09%	$0	0.0%
449 Hotel/motel, commercial		4	4.40%	$0	0.0%
460 Dormitory-type residence, other		3	3.30%	$0	0.0%
	Totals	44	48.35%	$0	0.0%
5 Mercantile, Business					
500 Mercantile, business, other		1	1.10%	$0	0.0%
519 Food and beverage sales, grocery store		3	3.30%	$0	0.0%
559 Recreational, hobby, home repair sales, pet store		1	1.10%	$0	0.0%
599 Business office		4	4.40%	$0	0.0%
	Totals	9	9.89%	$0	0.0%
6 Industrial, Utility, Defense, Agriculture, Mining					
	Totals	0	0.00%	$0	0.0%
7 Manufacturing, Processing					
700 Manufacturing, processing		3	3.30%	$0	0.0%
	Totals	3	3.30%	$0	0.0%
8 Storage					
888 Fire station		1	1.10%	$0	0.0%
891 Warehouse		1	1.10%	$0	0.0%
	Totals	2	2.20%	$0	0.0%
9 Outside or Special Property					
938 Graded and cared-for plots of land		2	2.20%	$0	0.0%
960 Street, other		4	4.40%	$0	0.0%
961 Highway or divided highway		4	4.40%	$0	0.0%
962 Residential street, road or residential driveway		2	2.20%	$0	0.0%
965 Vehicle parking area		5	5.49%	$0	0.0%
	Totals	17	18.68%	$0	0.0%
NNN None					
	Totals	0	0.00%	$0	0.0%

Property Type Report (Summary)

Period From 07/01/2015 to 07/31/2015

Dover Fire Department

Incident Type		Count	Pct of Incidents	Total Est Loss	Total Est Loss
UUU Undetermined					
	Totals	0	0.00%	$0	0.0%
	Totals	91		$0	

FY 15-16 City Funded Account Balance Sheet

ACCOUNT	BUDGET	SPENT	BALANCE
Apparatus Repairs & Maintenance	$ 85,300.00	$ 10,481.16	$ 74,818.84
Building Maintenace Supplies	$ 1,500.00		$ 1,500.00
Command Vehicle	$ 50,000.00	$ 33,650.00	$ 16,350.00
Contractual Services	$ 10,500.00		$ 10,500.00
Electricity	$ 45,000.00	$ 4,004.22	$ 40,995.78
Gasoline	$ 20,000.00	$ 1,605.51	$ 18,394.49
Heating Expenses- Gas	$ 16,000.00	$ 143.42	$ 15,856.58
Medical Supplies	$ 1,000.00		$ 1,000.00
Office Supplies	$ 2,000.00	$ 6.83	$ 1,993.17
Other Equipment Repairs	$ 2,000.00		$ 2,000.00
Program Expenses	$ 37,000.00	$ 4,787.09	$ 32,212.91
Radio Repairs	$ 2,000.00		$ 2,000.00
Safety & Security	$ 1,500.00		$ 1,500.00
Small Tools	$ 4,500.00		$ 4,500.00
Telephone	$ 10,000.00	$ 1,052.41	$ 8,947.59
Training & Travel	$ 10,000.00	$ 200.00	$ 9,800.00
Uniforms & Firefighting Gear	$ 30,000.00	$ 351.71	$ 29,648.29
Water/ Sewer	$ 3,000.00	$ 137.46	$ 2,862.54

Balance as of 08/05/15

Robbins Hose Company # 1, Inc.
Profit & Loss Detail
July 2015

	Type	Date	Num	Name
Ordinary Income/Expense				
Income				
City Quarterly Deposit				
	Deposit	07/27/2015	241329	
Total City Quarterly Deposit				
Total Income				
Expense				
Apparatus Repairs & Maintenance				
	Check	07/17/2015	1368	Vaughan Fitch Graphics & Design
	Check	07/26/2015	1374	Atlantic Emergency Solutions
	Check	07/26/2015	1374	Atlantic Emergency Solutions
Total Apparatus Repairs & Maintenance				
Command Vehicle				
	Check	07/27/2015	1376	I.G. Burton
Total Command Vehicle				
Electricity				
	Check	07/19/2015	1371	City of Dover Utility
	Check	07/19/2015	1372	City of Dover Utility
Total Electricity				
Gasoline				
	Check	07/19/2015	1373	City of Dover
	Check	07/19/2015	1373	City of Dover
Total Gasoline				
Heating Expenses- Gas				
	Check	07/19/2015	1369	Chesapeake Utilities
Total Heating Expenses- Gas				
Office Supplies				
	Check	07/19/2015	1373	City of Dover
Total Office Supplies				
Telephone				
	Check	07/19/2015	1370	Chief Technologies, LLC
	Check	07/19/2015	1373	City of Dover
	Check	07/19/2015	1373	City of Dover
Total Telephone				
Uniforms				
	Check	07/26/2015	1375	Municipal Emergency Services
Total Uniforms				

Robbins Hose Company # 1, Inc.
Profit & Loss Detail
July 2015

	Type	Date	Num	Name
Water/Sewer				
	Check	07/19/2015	1371	City of Dover Utility
	Check	07/19/2015	1371	City of Dover Utility
	Check	07/19/2015	1372	City of Dover Utility
Total Water/Sewer				
Total Expense				
Net Ordinary Income				
Net Income				

Robbins Hose Company # 1, Inc.
Profit & Loss Detail
July 2015

	Memo	Clr	Split
Ordinary Income/Expense			
Income			
City Quarterly Deposit			
	1st Quarter Installment- includes Command vehicle		City Fund Account
Total City Quarterly Deposit			
Total Income			
Expense			
Apparatus Repairs & Maintenance			
	Lettering of new Chiefs Vehicle		City Fund Account
	Invoice-10602DEL- Ladder 2 air brakes		City Fund Account
	Invoice # 10604DEL- Ladder 2 rear barkes		City Fund Account
Total Apparatus Repairs & Maintenance			
Command Vehicle			
	2015 Chev Tahoe		City Fund Account
Total Command Vehicle			
Electricity			
	Acct # 44343-32052		City Fund Account
	Acct # 44255-31966		City Fund Account
Total Electricity			
Gasoline			
	Unleaded Fuel- June		City Fund Account
	Bio-Diesel- June		City Fund Account
Total Gasoline			
Heating Expenses- Gas			
	Station 1 from 06/02 to 07/02		City Fund Account
Total Heating Expenses- Gas			
Office Supplies			
	June Postage charges		City Fund Account
Total Office Supplies			
Telephone			
	Chief Messaging/web hosting until 08/01		City Fund Account
	Verzon June charges		City Fund Account
	Cavalier June charges		City Fund Account
Total Telephone			
Uniforms			
	Invoice-00651536_SNV- boots		City Fund Account
Total Uniforms			

Robbins Hose Company # 1, Inc.
Profit & Loss Detail
July 2015

	Memo	Clr	Split
Water/Sewer			
	Acct # 44345-32054		City Fund Account
	Acct # 44341-32050		City Fund Account
	Acct # 44253-31964		City Fund Account
Total Water/Sewer			
Total Expense			
Net Ordinary Income			
Net Income			

Robbins Hose Company # 1, Inc.
Profit & Loss Detail
July 2015

	Amount	Balance
Ordinary Income/Expense		
Income		
City Quarterly Deposit		
	120,675.00	120,675.00
Total City Quarterly Deposit	120,675.00	120,675.00
Total Income	120,675.00	120,675.00
Expense		
Apparatus Repairs & Maintenance		
	1,915.00	1,915.00
	583.27	2,498.27
	6,840.99	9,339.26
Total Apparatus Repairs & Maintenance	9,339.26	9,339.26
Command Vehicle		
	33,650.00	33,650.00
Total Command Vehicle	33,650.00	33,650.00
Electricity		
	3,327.70	3,327.70
	676.52	4,004.22
Total Electricity	4,004.22	4,004.22
Gasoline		
	508.20	508.20
	1,097.31	1,605.51
Total Gasoline	1,605.51	1,605.51
Heating Expenses- Gas		
	143.42	143.42
Total Heating Expenses- Gas	143.42	143.42
Office Supplies		
	6.83	6.83
Total Office Supplies	6.83	6.83
Telephone		
	342.00	342.00
	279.27	621.27
	20.94	642.21
Total Telephone	642.21	642.21
Uniforms		
	351.71	351.71
Total Uniforms	351.71	351.71

Robbins Hose Company # 1, Inc.
Profit & Loss Detail
July 2015

	Amount	Balance
Water/Sewer		
	89.50	89.50
	14.49	103.99
	33.47	137.46
Total Water/Sewer	137.46	137.46
Total Expense	49,880.62	49,880.62
Net Ordinary Income	70,794.38	70,794.38
Net Income	**70,794.38**	**70,794.38**

ACTION FORM

PROCEEDING: City Council	**AGENDA ITEM NO.:**
DEPARTMENT OF ORIGIN: Public Works	**DATE SUBMITTED**: 8/28/15
PREPARED BY: Sharon Duca, P.E., Public Works Director / City Engineer	
SUBJECT: Authorization to Reimburse Kent County Levy Court – Water Main Diameter Increase	
REFERENCE: CIP - Water Quality Improvements	
RELATED PROJECT: N/A	
APPROVALS: City Manager, Controller	
EXHIBITS: Exhibit A – Bid Price for Pipe Diameter Change, A-Del Construction Co., Inc. , Exhibit B – Site Map	
EXPENDITURE REQUIRED: $30,000	**AMOUNT BUDGETED**: $1,000,000
FUNDING SOURCE (Dept./Page in CIP & Budget): Department of Public Works- Water Management, Project Name: Water Quality Improvements Account No.: 417-6800-568.40-31.	
TIME TABLE: The reimbursement will occur within thirty (30) days of Council approval.	
RECOMMENDED ACTION: Authorize staff to reimburse Kent County Levy Court $30,000 for the increased diameter water main that is currently being installed to serve the Kent County Recreation Building on New Burton Road.	

BACKGROUND AND ANALYSIS

In the spring of 2014, Kent County Levy Court staff met with the City of Dover to discuss a new project, entitled the Kent County Recreation Center. The location of this project is on New Burton Road, south of Webbs Lane, which is not within City of Dover boundaries. In order to provide potable water to the site, Kent County Levy Court proposed to extend a City owned water main from Webbs Lane south within New Burton Road to their site, approximately 2,700 linear feet. This main would be within State of Delaware right-of-way and would ultimately become the City of Dover's to maintain. The design calculations from the project engineer showed that an eight-inch (8") water main would be sufficient to provide proper domestic and fire water for the project. The City of Dover requested that the water main be increased to a twelve-inch (12") diameter; as this would provide the City opportunity for system expansion in the future.

City staff has reviewed the cost differential and believe it to be a fair market value. Based on the information above, staff recommends reimbursing Kent County Levy Court $30,000 for the increased water main diameter for the purposes of future expansion.

Contract No. A-03 Sitework

BID FORM

For Bids Due: 10/30/14 To: Kent County Levy Court
Department of Parks and Recreation
555 Bay Road
Dover, DE 19901

Name of Bidder: A-Del Construction Co., Inc.

Bidder Address: 10 Adel Drive
Newark, DE 19702

Contact Name: Jon Baker E-Mail Address: JBaker@a-del.com

Delaware Business License No.: 1989021636 Taxpayer ID No.: 51-0265095

(Other License Nos.): City of Dover 12-00009151

Phone No.: (302) 453 - 8286 Fax No.: (302) 453 9550

The undersigned, representing that he has read and understands the Bidding Documents and that this bid is made in accordance therewith, that he has visited the site and has familiarized himself with the local conditions under which the Work is to be performed, and that his bid is based upon the materials, systems and equipment described in the Bidding Documents without exception, hereby proposes and agrees to provide all labor, materials, plant, equipment, supplies, transport and other facilities required to execute the work described by the aforesaid documents for the lump sum itemized below:

$_____ ($_____)

Provide a break out ~~upcharge~~ price for the difference in ~~an 8"~~ *a 12"* Water Main and ~~12"~~ *an 8"* Water Main. The Base Bid shall include the price of the 12" Water Main. The delta price listed below is for accounting purposes only.

$ Deduct Thirty Thousand ($ -30,000.00)

ALTERNATES

Alternate No. 1: Provide the Maintenance Building

Add/Deduct _____ ($_____)

Addendum 2 – Bid Pac A

Changes appear in italics – deletions have been struck thru

ATTACHMENT A

Authorization to Reimburse Kent County Levy Court
Water Main Diameter Increase



0 250 500 Feet

N

Legend

- Dover Boundary
- Dead End
- Reducer
- Service Connection
- Meter Pit
- Hydrant Valve
- Division Valve
- Curb Stop/Meter Pit
- Curb Stop/House
- Curb Stop
- Blow Off

Main Size

Date Printed: August 28, 2015
File: m:\gis_data\projects\tech_mxds
\caf_authorization_to_reimburse_kc
Department: Public Works GIS
City of Dover, Delaware