REGULAR COUNCIL MEETING
AGENDA

MARCH 9, 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 REVEREND THEODORE HENDERSON

PLEDGE OF ALLEGIANCE LED BY COUNCILMAN DIXON

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 FEBRUARY 23, 2015**

2. PUBLIC HEARINGS - VIOLATIONS OF THE DANGEROUS BUILDING ORDINANCE

A. PROPERTY LOCATED AT 312 WEST LOOCKERMAN STREET, OWNED BY RENEE AND DEBORAH BOLDS

(STAFF RECOMMENDS: 1) DECLARING THE BUILDING ON THIS PROPERTY DANGEROUS; 2) ORDERING THE PROPERTY REPAIRED OR DEMOLISHED BY SEPTEMBER 9, 2015 BY THE OWNER OR EQUITY OWNER AT THEIR OWN RISK; 3) ORDERING THE BUILDING INSPECTOR TO CAUSE THE DEMOLITION OF THE STRUCTURES IF NOT COMPLETED BY THE OWNER WITHIN 10 DAYS OF THE DATE ESTABLISHED BY CITY COUNCIL; 4) ORDERING THE CITY MANAGER WITH THE ASSISTANCE OF THE CITY SOLICITOR TO CAUSE THE COST OF REPAIRS OR DEMOLITION TO BE CHARGED AGAINST THE LAND ON WHICH THE BUILDING EXISTS AS A MUNICIPAL LIEN OR CAUSE SUCH COST TO BE ADDED TO THE TAX DUPLICATE AS AN ASSESSMENT, OR TO BE LEVIED AS A SPECIAL TAX, OR TO BE RECOVERED IN A SUIT AT LAW AGAINST THE OWNER.)

2. PUBLIC HEARINGS - VIOLATIONS OF THE DANGEROUS BUILDING ORDINANCE (CONTINUED)

B. PROPERTY LOCATED AT 381 RITA-WILMA ROAD, OWNED BY LUNA MISHOE

(STAFF RECOMMENDS: 1) DECLARING THE BUILDING ON THIS PROPERTY DANGEROUS; 2) ORDERING THE PROPERTY REPAIRED OR DEMOLISHED BY APRIL 9, 2015 BY THE OWNER OR EQUITY OWNER AT THEIR OWN RISK; 3) ORDERING THE BUILDING INSPECTOR TO CAUSE THE DEMOLITION OF THE STRUCTURE IF NOT COMPLETED BY THE OWNER WITHIN 10 DAYS OF THE DATE ESTABLISHED BY CITY COUNCIL; 4) ORDERING THE CITY MANAGER WITH THE ASSISTANCE OF THE CITY SOLICITOR TO CAUSE THE COST OF REPAIRS OR DEMOLITION TO BE CHARGED AGAINST THE LAND ON WHICH THE BUILDING EXISTS AS A MUNICIPAL LIEN OR CAUSE SUCH COST TO BE ADDED TO THE TAX DUPLICATE AS AN ASSESSMENT, OR TO BE LEVIED AS A SPECIAL TAX, OR TO BE RECOVERED IN A SUIT AT LAW AGAINST THE OWNER.)

C. PROPERTY LOCATED AT 383 RITA-WILMA ROAD, OWNED BY JOHNNIE D. BROOKER AND AYANNA K. MISHOE-BROOKER

(STAFF RECOMMENDS: 1) DECLARING THE BUILDING ON THIS PROPERTY DANGEROUS; 2) ORDERING THE PROPERTY REPAIRED OR DEMOLISHED BY APRIL 9, 2015 BY THE OWNER OR EQUITY OWNER AT THEIR OWN RISK; 3) ORDERING THE BUILDING INSPECTOR TO CAUSE THE DEMOLITION OF THE STRUCTURE IF NOT COMPLETED BY THE OWNER WITHIN 10 DAYS OF THE DATE ESTABLISHED BY CITY COUNCIL; 4) ORDERING THE CITY MANAGER WITH THE ASSISTANCE OF THE CITY SOLICITOR TO CAUSE THE COST OF REPAIRS OR DEMOLITION TO BE CHARGED AGAINST THE LAND ON WHICH THE BUILDING EXISTS AS A MUNICIPAL LIEN OR CAUSE SUCH COST TO BE ADDED TO THE TAX DUPLICATE AS AN ASSESSMENT, OR TO BE LEVIED AS A SPECIAL TAX, OR TO BE RECOVERED IN A SUIT AT LAW AGAINST THE OWNER.)

3. SPECIAL COUNCIL MEETING MINUTES OF FEBRUARY 19, 2015

A. PUBLIC HEARING - CITY REORGANIZATION

4. LEGISLATIVE, FINANCE, AND ADMINISTRATION COMMITTEE REPORT - FEBRUARY 23, 2015

A. REPLENISHMENT OF UNINSURED EXPENSES RELATED TO THE SETTLEMENT OF DOVER POLICE DEPARTMENT GRIEVANCES

(COMMITTEE MADE NO RECOMMENDATION)

*** B. CIVILIANIZATION OF THE POLICE ACCREDITATION MANAGER POSITION**

(COMMITTEE RECOMMENDED THE CIVILIANIZATION OF THE CURRENT POLICE ACCREDITATION MANAGER POSITION AND ALLOWING STAFF TO REVISE THE DUTIES OF THE NEW POSITION AND PLACE IN THE CITY'S PAY SCALE IN ACCORDANCE WITH THE ASSIGNED DUTIES AND RESPONSIBILITIES)

C. PROPOSED RESOLUTIONS

C-1. RESOLUTION NO. 2015-02 REQUESTING THE GENERAL ASSEMBLY TO AMEND ARTICLE V - MISCELLANEOUS PROVISIONS, SECTION 53 - MAYOR TO BE THE CONSERVATOR OF THE PEACE WITH COMPANION ORDINANCE #2015-06 AMENDING CHAPTER 62 - LAW ENFORCEMENT, ARTICLE II - POLICE DEPARTMENT, SECTION 62-32 - CHIEF OF POLICE GENERALLY AND SECTION 62-38 - SPECIAL POLICE

(COMMITTEE MADE NO RECOMMENDATION SO THAT IT CAN BE HEARD FULLY AT THE MARCH 9, 2015 CITY COUNCIL MEETING)

4. LEGISLATIVE, FINANCE, AND ADMINISTRATION COMMITTEE REPORT - FEBRUARY 23, 2015 (CONTINUED)

C. PROPOSED RESOLUTIONS (CONTINUED)

C-2. RESOLUTION NO. 2015-03 REQUESTING THE GENERAL ASSEMBLY TO AMEND ARTICLE I - POWERS OF THE CITY, SECTION 1.05 - PROCEDURE TO EXTEND BOUNDARIES; AND ARTICLE II - MAYOR AND COUNCIL, SECTION 5 - COUNCIL TO BE LEGISLATIVE BODY; SIZE; DISTRICTS; TERMS OF MAYOR AND COUNCILMEN; QUALIFICATIONS, SECTION 6 - MUNICIPAL ELECTION; DATES, TIME, AND PLACE OF ELECTIONS, SECTION 7 - NOMINATION PETITIONS FOR CANDIDATES FOR COUNCIL AND MAYOR, SECTION 9 - MEETINGS OF MAYOR AND COUNCIL-GENERALLY, AND SECTION 10 - MEETINGS OF MAYOR AND COUNCIL-PROCEDURE

(COMMITTEE MADE NO RECOMMENDATION SO THAT IT CAN BE HEARD FULLY AT THE MARCH 9, 2015 CITY COUNCIL MEETING)

* **5. MONTHLY REPORTS - JANUARY 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

6. SETTING OF PROPERTY ASSESSMENT APPEALS

(STAFF RECOMMENDS MAY 26 - MAY 29, 2015 - 9:00 A.M. UNTIL 4:00 P.M., JUNE 1 - JUNE 5, 2015 - 9:00 A.M. UNTIL 4:00 P.M., AND ONE EVENING (IF NEEDED). THE HEARING TIMES ARE SUBJECT TO CHANGE.)

7. FINAL READING - PROPOSED ORDINANCE

THE FIRST READING OF THE FOLLOWING PROPOSED ORDINANCE WAS ACCOMPLISHED DURING THE COUNCIL MEETING OF FEBRUARY 23, 2015. COPIES OF THE PROPOSED ORDINANCE ARE AVAILABLE AT THE ENTRANCE OF THE COUNCIL CHAMBERS.

A. #2015-05 FISCAL YEAR 2015 SECOND BUDGET AMENDMENT

8. COUNCIL MEMBERS' ANNOUNCEMENTS

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REGULAR COUNCIL MEETING

The Regular Council Meeting was held on February 23, 2015 at 7:30 p.m. with Council President Bonar presiding. Council members present were Mr. Anderson, Mr. Dixon, Mr. Perza, Mr. Slavin, Mrs. Williams, 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 absent.

OPEN FORUM

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

Mr. George Gaudioso, 167 Maple Glen Drive, thanked City Council for adding a fourth option to the options being considered for the restructuring of the City government. He felt that Option D, which was presented during the Special Council meeting of February 19, 2015, was closer to what he views as the optimum form of government that the City could operate under. Mr. Gaudioso stated that it was important to consider all forms of government in order to have a wider spectrum on which to base their final decision.

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. Hare and unanimously carried.

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

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

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

RESCHEDULING OF PUBLIC HEARING/PROPOSED ORDINANCES #2015-01 AND #2015-02

Council President Bonar reminded members that the First Reading and Referral of the following proposed Ordinances was accomplished during the Council Meeting of February 9, 2015. Due to the cancellation of the February 17, 2015 Planning Commission meeting, these Public Hearings must be rescheduled. It is recommended that the Planning Commission Public Hearing be rescheduled for Monday, March 16, 2015 at 7:00 p.m. and the City Council Public Hearing be rescheduled for Monday, April 13, 2015 at 7:30 p.m. at which time the Second Reading and Final Action by Council will take place.

- #2015-01 AMENDING THE 2008 COMPREHENSIVE PLAN, AS AMENDED, BY REPLACING MAP 12-1: LAND DEVELOPMENT PLAN, AND AMENDING CHAPTER 13: GROWTH AND ANNEXATION PLAN

- #2015-02 - REZONING REQUEST FOR PROPERTY LOCATED AT 801 NORTH STATE STREET, OWNED BY 801 GOLD COAST, LLC (LUTHER D. SHANK III). THE PROPERTY IS CURRENTLY ZONED RG-3 (GROUP HOUSING) AND THE PROPOSED ZONING IS C-2A (LIMITED CENTRAL COMMERCIAL) (TAX PARCEL: ED-05-068.09-01-13.00-000; PLANNING REFERENCE Z-15-01; 3RD COUNCIL DISTRICT)

Mr. Hare moved to reschedule the Planning Commission Public Hearing for Monday, March 16, 2015 at 7:00 p.m. and the City Council Public Hearing for Monday, April 13, 2015 at 7:30 p.m. The motion was seconded by Mrs. Williams and unanimously carried.

PRESENTATION - TYLER TECHNOLOGIES - 2015 REVALUATION (*MELISSA BAER*)

Ms. Melissa Baer, Tyler Technologies Regional Manager for the Northeast, reviewed the City of Dover Revaluation 2015 Project Results, summarized as follows:

Results for Dover Sales
Single Family 474 sales (1/1/2013 to 12/31/2014)
Median 95.11
COD 6.78
PRD 1.00

Commercial 28 sales (1/1/2013 to 12/31/2014)
Median 100.20
COD 7.98
PRD 1.00

Assessment Changes by Class
Real Estate Overall -2%
Dwellings -10%
Commercial +6.0%

Overall Impact (Not including exempts, real estate overall is down 1.5%)

Category	**Old Value**	**New Value**	**Difference**
Commercial	$1,624,939,100	$1,720,597,800	6%
Residential	$1,467,824,800	$1,331,519,800	-9%
Condo	$ 33,724,160	$ 27,566,260	-18%
Exempt	$1,059,923,300	$ 896,449,400	-15%
TOTAL	$3,126,488,060	$3,079,683,860	**-1.5%**

Ms. Baer stated that notice of new assessments were mailed in February of 2015 and they would be scheduling informal appeal meetings, followed by the formal appeal process. She also noted that the new assessments would be available online and on lists concurrent with the mailing of the notices. The new assessments will be reflected in the July 2015 tax bills.

Responding to Mr. Anderson, Ms. Baer stated that they would meet with as many people as possible within the four (4) week time frame. She noted that if the property owners cannot get in to see them, they also have the formal appeal hearings. Ms. Baer advised that property owners should bring any documentation that proves their opinion of value, such as an appraisal done within the past two (2) years, differences in appraisal of their neighbors' properties, a market analysis done by a realtor, or pictures of the property. She noted that if there has been a glut of foreclosures in the area, they will drive the values down. Ms. Baer advised that their ultimate goal is to make the value right.

Ms. Baer stated that, with the assistance of Mrs. Cheryl Bundek, City Assessor, and her staff, the project was completed with a cost savings to the City.

SPECIAL DOVER HUMAN RELATIONS COMMISSION REPORT - JANUARY 9, 2015

The Special Dover Human Relations Commission (DHRC) met on January 9, 2015 with Chairman Wilson presiding.

Mr. Wilson requested a moment of silence for the men and women serving in the City of Dover Police Department as they start off the year 2015.

Discussion - City Meetings with Interdenominational Ministerial Alliance (IMA) of Dover and Vicinity, Inc. and IMA Committees (Mayor Christiansen)

Chairman Wilson stated that, during a meeting held earlier in the morning with the DHRC Government Policy, Programs, and Practices (GPPP) Committee, Mayor Christiansen had provided information regarding the Interdenominational Ministerial Alliance (IMA). The Mayor had advised members that he was meeting with the IMA and desired to ensure that community concerns regarding jobs, housing, education, police issues and other matters were heard. Mr. Wilson stated that the DHRC was invited to attend IMA meetings and encouraged representatives to participate. He stated there would be more discussion regarding the differences between the roles of the DHRC and the IMA and its committees.

Discussion - Implementation of the DHRC 2015-2018 Strategic Plan Committee Objectives

Mr. Ruane stated his understanding that the goal was to coordinate between the various DHRC committees and determine if there was some overlap in terms of what is being proposed for them. Mr. Wilson stated his desire to make sure that the committees were making plans for the entire year and that everyone was on the same page in terms of getting things done. He requested each committee chair to provide an overview of the things they could initially begin or accomplish in regard to the DHRC 2015-2018 Strategic Plan.

Mr. Ruane explained that, during the Government Practices, Policies, and Procedures (GPPP) Committee meeting held earlier in the day, the GPPP Committee, City Manager, Mayor, and Council President discussed the GPPP memorandum dated October 16, 2014, regarding the Preliminary Draft Work Plan for Completing Long-term Objective A-1 of the Strategic Plan 2015-2018. *[Clerk's Office Note: This memorandum was discussed during the DHRC meeting of October 28, 2014, as part of the GPPP Committee meeting report.]*

Mr. Ruane stated that the City Manager, Mayor, and Council President were advised that the DHRC hoped to perform an assessment, or organizational survey, to find out about the current state and climate of diversity and inclusion in the City of Dover so that they could make recommendations to management and Council regarding improvements for City programs. Mr. Ruane indicated that the City Manager, Mayor, and Council President had indicated that they looked forward to working with the DHRC to set up a senior leadership team within the City to conduct this survey and assessment. Noting that the Communications Committee had proposed to look at the City's diversity training, Mr. Ruane stated that this would be included in the assessment and there would be an opportunity for feedback from the DHRC's participants of those diversity training mini-sessions. He assured the Communications Committee that the GPPP Committee would include this in their first steps. He stated that the GPPP Committee was hoping to engage with employees as the assessment process moves along. Mr. Ruane stated that, although the GPPP Committee had only three (3) members, any other member of the DHRC could work with them and they would regularly report back to the Commission on the status of this project.

Mr. McGiffin stated that the GPPP Committee also intended to reach out to local higher education institutions to try to generate interest in working with the Committee on this project. Ideally, this project would fit in with the discipline of a graduate student looking for a thesis subject. This student could then provide expert assistance in putting together the survey instrument used to address the staff in the City and collect and analyze data. Mr. McGiffin indicated that the City had authorized the GPPP Committee to do this.

Responding to Ms. Smith, Mr. McGiffin stated that it was hoped that the instrument developed would be broad based to address diversity in many different areas, including how the City relates internally and externally to stakeholders, vendors, and others.

Mr. Wilson stated that Mayor Christiansen indicated that he was initially going to develop an instrument to be used to examine the history of the City from the perspective of the older population, in terms of determining what worked well in the past and what is working now. He would also be looking at the police accreditation report and how that will change the way things are done.

Mr. Ruane felt it important for all commissioners to look at the proposed survey questions included in *Reinventing Diversity, Transforming Organizational Community to Strengthen People, Purpose, and Performance* by Howard J. Ross, Chapter 12, "Creating Cultures that Work," as discussed during the DHRC meeting of October 28, 2014. He suggested that members consider ways of reframing those questions or provide their ideas for additional questions to the GPPP Committee.

Mr. Ruane stated that, in terms of avoiding overlap with the Communications Committee when reaching out to the City employees, the first contact employees would have with the DHRC would be through this organizational survey. He advised

members that part of the methodology would be to have a focus group and get smaller groups of employees to speak to the GPPP. He suggested that every member of the DHRC engage in this process with the City organization.

Responding to Ms. Smith regarding the timing of working with the focus group, their function and the kind of data that would be gathered from them, Mr. McGiffin stated that the schedule had not been worked out yet and he was unsure if the focus group would be used before the survey. The purpose of the focus group and survey would be the same: to determine how the City is responding to various issues of diversity so that the DHRC can report on "where the City is at" and make suggestions on where it should go. Mr. McGiffin stated that it had not yet been decided who would participate in the survey and in the focus group. He reiterated that it was hoped to get input from one (1) of the local educational institutions which might have definite ideas; however, he felt that it made sense to use a couple of different modalities.

Mr. Henderson stated that, based on the discussion at the GPPP Committee meeting held earlier in the morning, the Mayor and City Manager were on board to provide their assistance, background, staff leadership, and legitimacy, and the Mayor assured transparency of all agencies and access. Mr. Wilson stated that the assurances that he heard from the Mayor, Council President, and City Manager indicated they were open, wanted to listen, and were sensitive and ready to move forward. They were looking for outside agencies as funding sources, to include local resources like Delaware State University and governmental resources such as the Department of Justice.

Mr. Wilson stated his opinion that a summation and a timeline of things to be done was needed, noting that clarity comes from summarizing and making sure that each committee has a responsibility for what is being discussed within this group, and clarity on a possible meeting within each committee to come up with some outcomes in relation to the strategic plan.

Ms. Smith noted that a lot of work had been done; however, she was unsure if a communications infrastructure both online and offline was in place to support this great effort, noting that an effort may not be successful if infrastructure is not in place. She questioned where in the City people would go to understand these efforts.

Mr. Ruane questioned what the Communications Committee could put in place to make this happen and the timeline when the website could provide an outreach to the larger community to gain an understanding about how they perceive the City's organization in terms of outreach, diversity and inclusion. He indicated that he was not aware of any mechanism currently in place to do this. Responding, Mr. Scott Koenig, City Manager, stated that at this point the City did not have an active website manager. In order for the DHRC to understand how to modify the DHRC section of the City's website, Mr. Koenig stated that members would sit down with the City Clerk's Office, IT staff, and himself and decide what access is needed

and how information would be reviewed before it goes online. He indicated that some type of review would be needed, but expressed the desire to make sure that the issues that are coming up through the community were being addressed.

Mr. Koenig stated the need to get the leadership team set up, have a few meetings with the Commission, introduce the leadership team to the committee chairmen so that a personal relationship could be developed and it could be determined how to get this information where it needs to go. He acknowledged that there is an internal communication problem within the City, stating that a lot of the issues that affect the City come down to communication. Mr. Koenig felt that this process would be a challenge since it had not been done before but concurred with Ms. Smith regarding the importance of communication.

Mr. Ruane stated this was an example of how the tasks of the GPPP Committee would be integrated with those of another committee, noting that the Community Engagement Committee would hopefully identify what external organizations or individuals in the community should be included in the discovery process of how the City is engaged in diversity and inclusion. He questioned if the Community Engagement Committee knew who should be included as external stakeholders. Mr. Ruane hoped that the Community Engagement Committee would be able to identify individuals and organizations that should be brought in to do a separate survey or be a focus group to tell the City what the citizens think. He felt that there was an opportunity for each of the DHRC committees to participate in the overall goal to complete the survey. Mr. Ruane explained that the methodology proposed on Page 3 of the GPPP memorandum dated October 16, 2014, was to include not only survey questionnaires but observations, interviews, focus groups, and desk reviews.

Mr. Wilson questioned when the leadership team could be established, as well as a meeting date and time. Responding, Mr. Koenig stated that he could provide a recommendation for a leadership team in 30 days, and agreed to establish a time and date for that meeting and to collaborate on an agenda.

Mr. Wilson stated that the committee chairs and DHRC members could be part of this meeting and requested that Mr. Ruane prepare a one (1) page action outline for that meeting. For clarification, Mr. McGiffin stated his understanding that this would be a one (1) page document listing the things the leadership team is going to do.

Mr. Ruane suggested that the team's first assignment would be to read *Reinventing Diversity, Transforming Organizational Community to Strengthen People, Purpose, and Performance* by Howard J. Ross, noting that he had been presenting the concepts in the book in outline form.

Mr. Ruane questioned if the other committees had additional activities that they would like to engage in during the next six (6) months, in tandem with the efforts already discussed, stating that these efforts were not meant to be the total work of the Commission.

Ms. Smith stated her opinion that the assessment was a major undertaking and may be a year-long project, working collaboratively, in terms of marketing it, engaging the community, creating "the buzz," and performing the research. She stated that the task of looking at a massive organization to determine if it is functioning well in terms of diversity would entail looking at the internal individuals, external customers, and leadership, which would involve three (3) different components and three (3) totally different surveys. In addition, Ms. Smith noted that the DHRC would be attempting to engage a community that may not really be engaged. She questioned how the community could be engaged, what events would be offered to engage them in the process, and how the media could be brought on board to partner with the DHRC to run ads or articles. In her opinion, this was a "huge" endeavor and the DHRC could not work on anything else but this.

Mr. Henderson stated that the community's historical perspective must also be considered. Ms. Smith concurred, stating that this was an additional area to research. Mr. Henderson indicated that during the DHRC meeting of October 28, 2014, he had suggested having observances that are culturally sensitive throughout the year which are related to history; however, he felt that the DHRC must "go a lot deeper than that."

Mr. Wilson stated that he would take the initiative to work on an outline of things for consideration, pass it through Mr. Ruane, and proceed from there. With the City Manager getting the leadership team together, Mr. Wilson felt it important to focus on the agenda for that meeting.

Noting that some members had arrived late to the meeting, Mr. Wilson reiterated that, during a GPPP meeting held earlier in the day with the City Manager, Mayor, and Council President, Mayor Christiansen had provided a briefing on the operation of the Interdenominational Ministerial Alliance (IMA), its committees, and how it was working with the City. There had been discussion about the DHRC and the IMA in terms of the objectives of their committees and whether or not the DHRC would be an integral part of what the IMA was planning or suggesting. Mr. Wilson stated that the Mayor and the City believed that voices need to be heard, that the City should not get into a liability issue, and that matters should be brought up that the groups can work on collaboratively. Mr. Wilson reiterated that Commissioners were invited to attend IMA meetings and be a part of what is going on. He indicated his desire to ensure that there is no duplication. Mr. Wilson also advised members of the recent development of the new Department of Justice Office of Civil Rights and Public Trust and questioned how that might play into the DHRC.

Mr. Ruane explained that he attended the first meeting of the IMA, which consists of a group of ministers and others who are social action committee chairs of their churches, some in the City and some not. He stated that some of the topics discussed at the meeting were the same topics discussed by the DHRC. Mr. Ruane noted that the IMA had discussed issues with the police, and he had provided the IMA Chair with information regarding the City of Dover Police Department accreditation review; however, no members of the IMA attended the review. Mr. Ruane requested

clarification regarding the DHRC role in regard to the City's Police Department, noting his understanding that the DHRC would engage with the Police Department during their survey, particularly to discuss community relations.

Noting that Mr. Wilson had indicated that members were welcome to come to IMA meetings, Mr. Ruane questioned what role the DHRC would play and what Mr. Wilson wanted the DHRC to do. Responding, Mr. Wilson stated that he was not suggesting that members do anything. He stated that the IMA's meetings are open and he would like to know about them for informational purposes. For example, the IMA's agenda for their December 15, 2014 meeting reflected that they have a committee on jobs, on which Senator Brian Bushweller was serving, and other committees dealing with housing, education, and with police issues. Mr. Wilson felt it was interesting that these were some of the same things the DHRC may discuss as far as committees. He also questioned if there would be a conflict in looking at liability issues. Mr. Wilson stated that the DHRC would function according to the City Code; however, there would be people in the community, particularly in the African American community, questioning what the DHRC does versus what the IMA does. He indicated that he was speaking on behalf of those voices he had heard in the community who were concerned about the IMA versus the DHRC; however, he stated that it should not be "us against them." Mr. Wilson stressed the need to work jointly and questioned how this should be expressed to a group that is working with the Mayor and not coming to the DHRC. He stated that he wanted to see everyone working together.

Ms. Smith stated that the DHRC would require all "hands on deck" to execute their plan, noting that members of the DHRC and a graduate student, if offered by a university, could not execute this plan alone; a team was needed. She questioned how the DHRC and IMA could work collaboratively. Ms. Smith felt that the issue of diversity was a piece of what the IMA was trying to accomplish, and it was her belief that everyone was trying to accomplish the same thing in the end. She stated that the DHRC would need to invite the IMA to work together. She noted that there may be other groups with serious concerns and the DHRC would have to do outreach, which would require systems in place for communication and community engagement. Ms. Smith explained that when the leadership team is brought together, one (1) of the first tasks would be to determine the strategic plan for implementation, including determining the groups that the DHRC can engage that would see this as a common goal. Ms. Smith stated that sometimes people need a personal phone call in order to become involved. She expressed her hope that the DHRC could engage the Mayor to bring everyone together. This is what she saw as a community working towards a common goal, such as the Mayor's motto: "I believe in Dover," and questioned why, if everyone wants the same thing, there were separate pockets.

Mr. Ruane questioned if it was the desire of members to invite the IMA to a DHRC meeting. Responding, Ms. Smith expressed her opinion that this should be done by leadership, possibly Commissioner Wilson.

Mr. Wilson stated that this was not a "one (1) man invitation situation" and preferred the City leadership and the committee chairs to have this discussion. He felt that it should not be the DHRC against or for the IMA, that "it has to come under one tent" in order to get it done. Mr. Wilson believed that the IMA and the DHRC each had an agenda, and felt it important to make sure there was no duplication. He noted this could enhance community engagement in terms of plans or initiatives, noting that he did not want to see isolation on either part. In addition, he stated that he was looking for information from the Attorney General's Office in terms of how the new Office of Civil Rights and Public Trust would relate to the DHRC and the State Human Relations Commission, as well as the American Civil Liberties Union (ACLU) and the National Association for the Advancement of Colored People (NAACP).

Noting that Mr. Henderson is part of the IMA, Ms. Smith asked his opinion of the best strategic way to approach the organization so that there is maximum opportunity for success. Responding, Mr. Henderson stated his belief that the incident that took place in Ferguson, Missouri was the "driver" for the IMA. He stated that governments tend to be reactionary as opposed to being visionary; however, there were three (3) City leaders and others who want to be visionary and he felt that everyone should be patient because it is a long process without simple answers. Mr. Henderson stated that Rev. Rita Paige was in charge of the IMA Social Action Committee that was interested in working with the Mayor to ensure that a potential Ferguson does not occur in Dover, because there were some incidents that took place in the community that were potentially explosive. The desire was to be proactive.

Ms. Smith stated that she knows Rev. Paige, and since Rev. Paige is in a leadership position, Ms. Smith suggested having a conversation with her over dinner and asking key questions. In this way, an understanding could be gained of Rev. Paige's vision for the IMA and how the DHRC can work synergistically with the IMA. Ms. Smith stated that this would also help to learn how other organizations in the community could work with the DHRC. Ms. Smith noted that this would not be an easy road; she suggested having the right people at the table from the beginning, allowing Rev. Paige to take the matter back to IMA to get their buy-in, and then working together. She also felt that the Mayor had a major role to play in this because he ultimately has a relationship with everyone.

Mr. Henderson stated that he was very impressed with the meeting just concluded between the GPPP Committee, Mayor, City Manager, and Council President. He indicated that they expressed willingness to do what they can. He felt that the parts and people were in place, including the City, clergy, DHRC, and Mr. Ruane's excellent outline, and that everyone was headed in the right direction. Mr. Henderson stated that Ms. Smith was an eloquent spokesperson who brings clarity to issues in very few words, asks the right questions, has a probing mind, and is able to put things together; therefore, he felt that Ms. Smith would do well as a leader. He cautioned members that he did not want to pretend to be the representative for the IMA; however, he was trying to do the best he could to explain since he sits on both groups.

Mr. Wilson stated that there were other factions in addition to the IMA, noting that Mr. Roy Sudler, Jr., Social Action Committee Chair from the Mt. Zion A.M.E. Church, also serves as a State Human Relations Commissioner. Mr. Wilson felt that others should be brought to the table, including leaders and non-leaders who have a strong influence on others within the community, noting that leaders come with and without titles. He felt all those with some type of contribution should be part of the decision-making process and the "buy-ins" referenced by Ms. Smith. Mr. Wilson indicated that leaders, such as Rev. Davis from the Whatcoat United Methodist Church, and others from the Union Baptist Church or any other church or synagogue in Dover should be heard from, noting that currently the agenda and voices being heard were very few. He suggested that a summit or some type of important meeting be held to bring all of the people together, which he felt would go along with community engagement.

Mr. Henderson felt that, before the summit, there should be communication, noting that the City Manager had asked for 30 days to provide a leadership team.

Mr. Roach reminded members that the DHRC was charged with the idea of diversity and could not be too focused on one (1) entity, such as the IMA, because the one (1) thing the Commission does not want to do is leave people out. This would result in the DHRC doing the exact opposite of what it was charged to do. Mr. Roach stated that if someone has a voice, no matter how small or big, it needs to be heard. He advised members that the IMA is a very big organization; however, it is not the only one, noting that he had been in contact with some individuals in regard to issues in the Capital School District.

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

PRESIDENT'S COUNSEL ON PUBLIC/PRIVATE PARTNERSHIPS AND THE FUTURE OF CITY HALL, WEYANDT HALL, FORMER DOVER LIBRARY, AND OTHER CITY PROPERTIES REPORT - FEBRUARY 4, 2015

The President's Counsel on Public/Private Partnerships and the Future of City Hall, Weyandt Hall, Former Dover Library, and Other City Properties met on February 4, 2015 with Chairwoman Williams presiding.

Self-Introduction of Members

Members introduced themselves, as follows: Kenneth Clendaniel, City of Dover Facilities Management retiree; Beverly Williams, First District City Council representative; Joe McDaniel, Merrill Lynch retiree; Kevin Mitten, Mitten & Winters CPA; and James Hutchison, First District City Council representative.

Welcome by Councilwoman Williams and Explanation of the Counsel's Purpose

Chairwoman Williams stated that the purpose of the Counsel was to look at the City properties that are currently not performing to determine whether it will be feasible to keep or sell those properties and, ultimately, what to do about City Hall. She stated that the City Hall building is overcrowded and that is why the Finance and Customer Service Departments are currently at 5 E. Reed Street (Weyandt Hall).

Responding to Mrs. Williams, Mr. Scott Koenig, City Manager, indicated that there are approximately 50 people in Weyandt Hall, including State of Delaware employees, and approximately 40 employees in City Hall. Mr. Koenig stated that if the offices at 5 E. Reed Street and City Hall were to be combined into one (1) building, there would be a need for some type of office connection for approximately 110 employees.

Overview of City Properties

Members were provided a map of City Owned Properties, dated February 3, 2015, as well as a list of City of Dover Properties, as of January 30, 2015).

Mr. Scott Koenig, City Manager, informed members that the City completed an internal space study in 2007/2008, as a precursor to constructing the new Dover Public Library. He stated that the new Dover Public Library is 46,000 S.F. and the former Dover Public Library is approximately 17,000 S.F. Mr. Koenig explained that the front part of the former library was built in the 1960s and then an addition was constructed in the early 1980s, for a total of approximately 17,000 S.F.

Mr. Koenig stated that, in the early 1990s, the Downtown Dover Development Corporation bought the old WSFS building at 5 E. Reed Street, which was later purchased by the City's electric utility and the downstairs portion of the building was remodeled. He stated that the Customer Service Department, Tax Assessor's Office, and the Information Technology Department were moved to this building and, in 2008, the Finance Department was relocated from City Hall to the third floor at 5 E. Reed Street.

Mr. Koenig stated that after the former library was vacated, Council discussed the potential of replacing City Hall. He explained that City Hall is required to be sprinklered as a condition of the final approval for the new Dover Public Library, and staff reviewed the design scenario with EDiS and found that there are multiple ceilings in City Hall as a result of multiple building modifications. Mr. Koenig stated that instead of simply installing one (1) sprinkler system over the entire building, two and one-half to three (3) sprinkler systems would have to be installed in each "confined airspace" in order to meet code requirements, which drove the cost up significantly. He explained that, as an alternative, the ceilings could be removed; however, that would require demolition with employees in the building. Additionally, Mr. Koenig stated that the air systems in City Hall are old and there has been trouble with the duct work over the years because the building is very close to the end of it its originally planned service life.

Mr. Koenig informed members that, two (2) years ago, City Council discussed the potential of hiring an architecture firm to do a design of a new City Hall in the current location. He stated that discussions included various scenarios, including demolishing one (1) wing of City Hall, or demolishing the entire building and constructing a new City Hall on the site.

Referring to the "2007 plan," Mr. Koenig stated that an architect completed conceptual design drawings for the expansion of the current City Hall building. However, he explained that, the original concept could not be constructed now, as a result of the location of the new library. Although the design could be modified, Mr. Koenig stated that there is a problem with confinement on this property, noting the need for a drive-through for the Customer Service Department. Designing a building or remodeling the current City Hall to include a drive-through would be complicated because of the interconnected parking lots and the adjacent PNC Bank drive-through.

Mr. Koenig explained that staff has discussed the potential of vacating the State agencies from Weyandt Hall and remodeling and connecting Weyandt Hall and the former library to create a government complex, to include a second parking deck. He stated that there are examples in the region where parking decks have been constructed on a relatively small parking area at a reasonable cost for one (1) additional level, noting that stacking three (3) or four (4) floors of parking is more complicated and costly because there are more turning movements to account for.

Mr. Koenig stated that when the idea of demolishing the current City Hall building and constructing a new building was previously discussed, EDiS provided a rough estimate of approximately $10M - $15M for a 40,000 S.F. building. Additionally, EDiS estimated that it would cost $1.6M to renovate the building systems at 5 E. Reed Street, including replacement of the HVAC system and roof, which also has asbestos issues. Mr. Koenig stated that the total cost to renovate 5 E. Reed Street would be a little more than $2M, including contingencies. He explained that it appeared as though it would cost less to renovate both the former library and 5 E. Reed Street, connect the buildings, and construct an elevated parking lot then it would to build a new City Hall. Mr. Koenig stated that public/private partnerships had been discussed as a possible financing option; however, he noted that this should not determine whether or not to move forward.

In addition to City Hall, Weyandt Hall, and the former library, Mr. Koenig explained that the City's warehouse was constructed in the 1960s and is also reaching the end of its original service life.

Mr. Koenig stated that there may be other property available downtown that could be explored, depending on the goal for the location of City Hall.

Mr. Koenig informed members that the Council Chamber in City Hall does not meet the current standards for ADA accessibility. Although staff has removed seats and installed microphones, etc., mobility challenged individuals are unable to get to the Council floor to address members. Mr. Koenig stated that staff had previously discussed building a new, elevated flooring system similar to that constructed at the new library; however, questioned how much should be spent on improvements to the current building if other options are being considered.

Mr. Koenig explained that this issue is complicated because replacing only City Hall would technically be a General Fund expense because it would be a general government obligation. However, if the plan were for a combined administrative complex, the total investment could be diffused through the electric utility and the water and sewer utility because it would include general government and utility revenue obligations. He stated that the option selected would determine the City's ability to pay back the note or finance the project.

Mr. Koenig informed members that discussions regarding building renovations should include consideration of future growth projections and expectations for the 50-year life of the building. He noted that having a combined complex would enable staff to combine some resources and streamline operations.

Scope of Work

Members reviewed the proposed scope of work, as outlined by Mrs. Williams.

Responding to Mrs. Williams, Mr. Koenig confirmed that the Counsel's task would be to gather information and determine the best course for the future.

In response to Mr. McDaniel, Mr. Koenig clarified that the entire City Hall building is at the end of its service life, including the Council Chambers.

Responding to Mr. Hutchison, Mr. Koenig stated that City Council discussed the potential concept of building a new office complex for the entire operation of the City during the Council Retreat in January 2013, and the estimate provided by EDiS was based on a 40,000 S.F. building.

Mr. Hutchison requested Mr. Koenig to provide members with information regarding the size of the Kent County Levy Court complex.

Mr. Hutchison stated that members should consider: 1) what it would require and cost for a new administrative building, to include determining the location; 2) the total cost to get each building up to the current code and take care of future needs; and 3) to explore the option of a public/private partnership.

Responding to Mrs. Williams, Mr. Koenig stated that the previous City Hall discussion did not include the electric administrative building or the administrative offices at the City's warehouse because adding those offices to a City Hall complex would include a significant amount of employees and equipment. He explained that staff had separate discussions regarding the potential replacement of the electric administration building or the creation of a utilities/public works administration and warehouse at a separate location. Mr. Koenig expressed his preference to keep these items separated. He stated that although it would be possible to build one (1) building to accommodate all of the employees, it would not be possible to accommodate parking for employees and City vehicles and equipment.

Mr. Hutchison stated that he liked the idea of getting rid of the current buildings and constructing a new building to meet the City's needs for the next 30 - 40 years. Additionally, he would like to obtain information regarding the cost to bring all of the City's buildings up to code and to expand those buildings to meet the current needs, noting that it would be a significant cost. Mr. Hutchison reiterated that members also need to examine the public/private partnership options. He stated that members should consider constructing a new building, getting rid of the three (3) current buildings, and the option of buying new property.

Mr. Perza expressed his opinion that the same level of detail and attention should be spent on each of the three (3) areas. He stated that he does not want to give 90% to the partnership concept and only perform a cursory review of the other two (2) options. To make an educated decision, he suggested that members obtain the same information on each of the three (3) categories and then pick the option that would be the most beneficial to the City for the next 50 - 100 years. Mr. Perza agreed with Mr. Hutchison, stating that they should examine new construction, the potential acquisition of land, and retrofitting and rehabilitating the existing buildings without having to buy new places. He stated that retro filling and rehabilitating the current building would include the development of a plan for temporary relocation of everything in these buildings. Mr. Perza also agreed that it would be important to explore the public/private partnership financing arrangement and determine how much each option would cost the City. He noted that he did not want to spend "a fortune" exploring each option and "price ourselves out of the project."

As a follow up to Mr. Hutchison's prior question, Mr. Koenig stated that Kent County owns 11.62 acres on Bay Road and the administrative complex is 74,350 S.F. Responding to Mrs. Williams, Mr. Koenig stated that he would request a breakdown of the building space. He explained that the usable building space was probably closer to 40,000 S.F., noting that it was built with a 40-year outlook on staffing and there are still vacant offices.

Mr. Hutchison noted that the City has more employees than the County and Mrs. Williams stated that the City also has a greater vehicular burden.

Appraisal Methodology

Mrs. Williams suggested that the Counsel begin the process by obtaining appraisals for the City's properties, and questioned whether members preferred to hire an appraiser from Dover or outside of Dover. If members preferred an appraiser from outside of Dover, Mrs. Williams recommended Tidewater Properties or Appraisal Associates.

Mr. Hutchison stated his preference for utilizing a Dover appraiser because they would have a good knowledge of the value of the properties.

Mr. Perza questioned if the purpose of the appraisal was to determine the post-renovation value or the present value of the properties. Responding, Mrs. Williams stated that the appraisal would determine the present value of the properties.

Mr. Perza questioned whether the present value of the properties mattered as much, since the buildings are falling apart. He stated his understanding that the intent is to retrofit the buildings or sell the buildings and questioned the objective of the appraisal.

Mrs. Williams explained that an appraisal would determine the financial methodology. She stated that, before the buildings are torn down, she wants to know what they are worth and what the City may be giving up.

In response to Mrs. Williams, Mr. Koenig explained that the EDiS estimate was provided when EDiS was under contract for the new library. The EDiS engineers and buildings systems employees walked through 5 E. Reed Street and provided a cursory "back of the envelope" estimate of the amount the City could expect to pay for the types of renovations required at that time. Mr. Koenig stated that he would provide the EDiS documents to members.

Responding to Mrs. Williams, Mr. Koenig confirmed that an appraisal of the former library was completed when the State of Delaware was interested in the property for the Department of Natural Resources and Environmental Control (DNREC) executive offices. He stated that staff was working directly with the Dennis Groom, Director of the Office of Management and Budget, and the property was appraised at approximately $1.8M. Mr. Koenig explained that this appraisal was complicated because it included three (3) distinct properties: 1) the library, 2) the parking lot to the north of the library and the grass area to the back of the library, and 3) the entire row of parking that abuts the library. If the City were to sell the property as it was appraised, it would leave the City with approximately 30 parking spaces, which would create a parking deficit for 5 E. Reed Street. Mr. Koenig expressed his opinion that the $1.8M appraisal was a "pretty decent" price at the time; however, DNREC wanted to have the building renovated to the Leadership in Energy and Environmental Design (LEED) gold standard, which increased the total project cost to $6M. Since the State did not have the funding, they never followed through with the purchase of the property. Mr. Koenig stated that the City did not receive a copy of the $6M construction estimate.

Responding to Mr. Mitten, Mr. Koenig stated that the green design was necessary for DNREC; however, may not be necessary for the City. He stated that, if Council decides to renovate buildings, the decision will also need to be made as to whether green or conventional building designs are utilized. Mr. Koenig suggested utilizing conventional building designs because the LEED gold standard would increase the costs substantially. He stated that there are conventional designs available that are less expensive and highly efficient.

Mr. Koenig stated that staff examined the utility costs for City Hall versus the new library two (2) years ago, and the monthly costs for heating, air conditioning, water, and sewer were practically the same because the library was constructed to be a much more efficient building.

Mr. Hutchison stated that there are many options, and it will be a matter of reviewing all of the facts and figures and making a recommendation that is in the best interest for the future of City of Dover. He expressed his opinion that 5 E. Reed Street is an absolutely wonderful location and it would behoove the City to take a strong look at whether it can be improved and upgraded to the standards the City will need for the next 25 - 30 years and how much it would cost, noting that the City Hall property would make a great parking lot.

Mr. Hudson questioned whether the Police Department would be considered during these discussions. Responding, Mr. Koenig stated that the Police Department would not be directly included in this discussion. He reiterated that there had been some preliminary discussions regarding other properties that may be available in the downtown area.

Mr. Koenig informed members that one (1) of the reasons that this discussion had been on the "back burner" was because it would require a large expense that has not been included in the five (5) year forecast. He informed members that it would either require bonding or a public/private partnership.

Mrs. Williams stated that, like the unfunded liability, this issue must be addressed because City Hall is "going down around us."

Mr. Koenig informed members that one (1) of the only ways of controlling the baseline budget is to control the number of City employees, noting that having these employees in one (1) building with a more modern building design would allow staff to integrate different departments, share resources, and modify business operations. Noting that this was not the only reason to build a new City Hall or do a major building renovation, Mr. Koenig stated that it was a good reason to do it now.

Responding to Mrs. Williams, Mr. Hutchison stated that the first step would be to get the appraised values for each building, and asked for Mr. Clendaniel's thoughts and concerns.

Mr. Clendaniel stated that the City's current buildings were built in the early 1970s and they all need major renovations, including the HVAC systems. He recollected that the only building with a new roof was the former library, noting that it was 20 years old. Mr. Clendaniel stated that the prices a few years ago were between $60,000 and $100,000 to upgrade the HVAC systems in each of the buildings. He

informed members that it would be very costly to renovate the buildings to bring them up to construction standards. As far as usage, Mr. Clendaniel stated that City Hall had been outgrown for at least the past 10 years, noting that staff had remodeled the building six (6) times in the past 20 years without adding any additional space.

Mrs. Williams questioned whether Mr. Clendaniel thought renovation or construction would be more viable and if the appraisers determined that the building value was low but the property value was high. Responding, Mr. Clendaniel expressed his opinion that current construction costs are very high and it would be less costly to utilize the former library and 5 E. Reed Street. He stated that there was no longer adequate space on the City Hall property to construct the building that was proposed 10 years ago.

Mr. McDaniel requested that staff provide members with accurate figures for square footage needs; the square footage of the former library and Weyandt Hall; and a list of the agencies located on the second and third floors of Weyandt Hall and their lease information. He stated that he was a big advocate of downtown Dover and expressed his opinion that the City has the ability to create a complex that would be good for downtown Dover. Mr. McDaniel also requested information regarding the parking lot on the "other side" of the former library. He noted that parking would always be a problem and understood that one (1) parking deck would be feasible, while more than one (1) would cost $20,000 - $30,000 per parking space.

Referring to the map of City Owned Properties, Mr. Perza questioned whether properties owned by the City and leased by third parties were included, specifically referring to the U.S. Post Office located at 55 Loockerman Plaza. Responding, Mr. Koenig stated that the City does own 55 Loockerman Plaza and the building is leased.

Mr. Perza questioned when the lease expired for that property, and whether it would be possible to incorporate it into a complex in the future. Responding, Mr. Koenig stated that the Post Office lease would expire in 2020, and there has been no indication that the government has any construction money. Mr. Koenig noted that conceptual drawings were previously completed in regard to converting that property to a parking lot. He stated that the building was in terrible shape, and the value would probably be $0 by 2020.

Mr. Koenig stated that the community feeling regarding the Post Office, as conveyed during discussions about the new library, was that people want a customer counter facility in the downtown area and they did not want it to be relocated. However, he explained that there was some "back-operation" performed at this location and he did not think anyone would mind if this function leaves the downtown area.

Responding to Mr. Perza, Mr. Koenig stated that he was uncertain who controlled the lease renewal option for 55 Loockerman Plaza; however, it was his impression that it would have to be mutually extended. He indicated that he would provide this information to members.

Mr. Perza stated that he generally agrees with keeping the Post Office downtown; however, he noted that it could be relocated to another property on Loockerman Street.

Mr. Koenig informed members that many possible options had been previously discussed. He stated that the PNC Bank building, located at 3 Loockerman Plaza, was an attractive building; however, PNC Bank had indicated that they want to keep their presence downtown and want to maintain ownership of that building. While there are vacancies in the building, combining a bank with government operations would create challenges. Mr. Koenig noted that there were multiple good options; however, parking will become a topic of discussion because there are current complaints that there is not enough free parking. He stated that if the City were to build a combined campus, parking would need to be a major consideration.

Referring to the map of City Owned Properties, Mr. Perza questioned whether any of the land at Schutte Park would be viable for a new building or complex, noting that there would be plenty of space for parking. Responding, Mr. Koenig stated that there may have been caveats regarding the donation of that land to the City and that he would provide members with additional information regarding the land.

Mr. Hutchison stated that City Hall should be located in the downtown area, and informed members that the current timing of these discussions provided a wonderful opportunity, since the State government and City of Dover were entering a partnership regarding the downtown.

Hutchison moved to recommend obtaining appraisal values on each of the sites, seconded by Mr. McDaniel.

Mr. McDaniel questioned which properties would be included in the appraisal. Responding, Mr. Hutchison clarified that appraisals would be obtained for Weyandt Hall, the former library, and City Hall.

The Committee recommended obtaining appraisal values for Weyandt Hall, the former Dover Public Library, and City Hall.

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

Mrs. Williams asked if members had any thoughts regarding the selection of the appraiser.

Mr. McDaniel agreed with Mr. Hutchison that the appraiser did not necessarily need to be from Wilmington and could be local, and questioned whether bids would need to be solicited. Responding, Mr. Koenig stated that the City would need to obtain three (3) quotes.

Mrs. Williams stated that she would like to obtain quotes from one (1) appraiser outside of Dover and two (2) from Dover. She stated that the appraisers should not have any connection to any of the properties.

Mr. Mitten agreed with hiring an appraiser from Dover, noting that they would have a better knowledge of the property values than an appraiser from Wilmington.

Mr. Perza cautioned members about retaining an appraiser who may have an interest in future development with the City, or may have a connection to someone with an interest.

Mrs. Williams suggested that staff obtain three (3) bids, one (1) of those being from outside of the City of Dover.

Mr. McDaniel moved to recommend obtaining three (3) quotes for an appraiser, to include one (1) from outside of Dover, and two (2) from Dover, seconded by Mr. Hutchison.

Mr. Perza expressed his concern regarding having the buildings appraised at this time, explaining that he was weary of spending money on an appraisal that would not be useful in one (1) year. He stated that the City will need to obtain estimates for the costs to renovate and rehabilitate the buildings and that it may be more worthwhile to wait until that process is complete to have the buildings appraised.

Responding to Mr. Perza, Mr. Koenig explained that an appraiser would not be able to provide information on what the building would be worth in the future, because he will not be able to provide specific renovation plans. He stated that the appraisal would be based on the current condition of the properties.

Responding to Mr. Perza, Mr. Koenig confirmed that the City may consider selling these buildings in the current condition, which would make the appraisal valuable.

Mr. Hutchison expressed his opinion that obtaining the current value is a necessary first step and the next step would be to have a team of experts look at the buildings and provide an estimate of the cost to bring them up to code.

The Committee recommended obtaining three (3) quotes for an appraiser, to include one (1) from outside of Dover, and two (2) from Dover.

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

Mr. Koenig informed members that the commercial property records for 5 E. Reed Street indicate that the building has an approximate total square footage of 40,000 S.F.; however, he noted that not all of this is usable space. He stated that the tax assessment value for this property is $3.1M and a final building value is $2.1M. Mr. Koenig stated that City Hall is 16,700 S.F., and the former library is 12,444 S.F.

Responding to Mr. McDaniel, Mr. Koenig confirmed that there is a second floor in part of the former library building and stated his belief that the total square footage was approximately 17,000 S.F.; however, he would provide this information for the next meeting.

Discussion of Meeting Dates and Times

Responding to Mr. Hutchison, Mr. Koenig stated that it would take some time to obtain the quotes, select an appraiser, and complete the appraisals, and members may want to schedule another meeting in the interim. Mr. Koenig requested a few weeks to compile the requested information.

Mr. Koenig clarified that the Counsel's recommendations must be authorized by City Council. He stated that he could obtain the quotes; however, he cannot act on them until after City Council considers the recommendation during the Regular Council meeting of February 23, 2015.

The Committee scheduled the next meeting for Wednesday, February 25, 2015 at 9:00 a.m.

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

Mrs. Williams informed members that the proceedings of this Counsel are governed by the Freedom of Information Act (FOIA); therefore, members are not able to discuss the matters considered by this Counsel with one another outside of official meetings, including email correspondence. She advised members that the City Clerk's Office is available to answer any questions they may have.

By consent agenda, Mr. Hare moved for acceptance of the President's Counsel on Public/Private Partnerships and the Future of City Hal, Weyandt Hall, Former Dover Library, and Other City Properties Report, seconded by Mr. Dixon and carried by a unanimous roll call vote.

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

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

Semi-Annual Review - Statistics Regarding Jobs and Businesses Gained and Lost in the City of Dover Since July 2014

Mr. Bill Neaton, Economic Development Manager, reviewed statistics regarding the City of Dover top employers, noting there had not been a big difference in the number of employees since July 2014; however, he pointed out other positive events that recently took place. He noted that Bayhealth Medical Center had opened a third floor, which added 100 employees and 32 beds to the facility. In addition, Mr. Neaton stated that Bayhealth continues to expand by adding a fourth "shelf floor" upon completion of the third floor. He advised members that Bayhealth also had plans for expansion in Milford, Delaware, which will include an entirely new facility. Mr. Neaton stated that Energizer will be remodeling their facility on Clara Street, as well as adding a new building, which will bring approximately 250-275 positions to Dover. They will be closing their facility in Canada and producing all of their feminine care products at the Dover location. Additionally, Mr. Neaton noted that Kraft Foods and Proctor & Gamble are potentially adding 30 positions. Mr. Neaton stated that, while the number of employees at ILC had decreased, they are working on negotiating another contract for aerostat production. He provided members information pertaining to some of the vacant buildings in the City, including the old OfficeMax location, where Produce Junction would be located, and the former Metro building, where Urban Furniture and Airbase Carpet would be located, bringing an additional 35-50 jobs. Mr. Neaton also advised that Uzin Utz was scheduled to open in May, which would equate to another 25-30 employees.

Responding to Mr. Hutchison, Mr. Neaton advised members that E-Z Pass was very pleased with their location in downtown Dover. He was unsure of their hours of operation but offered to find out.

In response to Mrs. Horsey, Mr. Neaton clarified that the 471 positions listed for ILC included the loss of jobs resulting from the lost aerostat contract.

Responding to Mr. Anderson, Mr. Neaton said he was unsure if the ILC plant in Sussex County would have any impact on its Kent County operation.

Mr. Anderson said he had observed that there were fewer vacancies in downtown Dover and more minority owned-businesses. He questioned if Mr. Neaton's observations were similar and if anyone was keeping track of this information. Responding, Mr. Neaton agreed with Mr. Anderson's observation and indicated that Mr. Ed Perez, Downtown Coordinator, tracks this information. In addition, Mr. Neaton referenced potential projects that would not have gone through before the designation of the Downtown Development District in Dover. He stated that this designation would continue to aid in the efforts to bring more business and money to the downtown area and the City overall.

Responding to Mr. Anderson, Mr. Neaton said he did not have the unemployment rate for the City of Dover with him; however, he would find out and email this information to him.

Responding to Mr. Dixon regarding Bayhealth's expansion design plans, Mayor Christiansen advised that Bayhealth can build up to 10 stories high. He indicated that, in addition to growth in that direction, Bayhealth was utilizing space at their campus across the street from the main facility. Mr. Neaton added that Bayhealth was currently being evaluated for Magnet status for excellence in nursing and delivery of care.

In response to Mr. Dixon regarding the rising cost of health care, Mr. Neaton advised that there is a demand for the best health care and equipment, and it costs money to achieve that level of care.

Investigating AmeriCorps and Retired Senior Volunteer Program (RSVP) to Supplement Staffing

During their Regular meeting of August 11, 2014, the Committee recommended that staff be authorized to investigate volunteers to supplement staffing for the City and that a report be submitted within 90 days (if study is not completed, staff would provide report on its status). For clarification, Mr. Anderson stated that this motion would allow for staff to first study the feasibility of utilizing volunteer services such as the AmeriCorps and the RSVP, with a report back to the committee in 90 days.

Mr. Scott Koenig, City Manager, referred to the memorandum dated January 9, 2015 from Ms. Margie Cyr, Library Director, Re: Volunteer Programs at the Dover Public Library. He indicated that the programs utilized are more along the lines of the Retired Senior Volunteer Program (RSVP) than AmeriCorps. Mr. Koenig stated that opportunities to utilize these programs and their degree of success varies, depending on the area in which they are used. He advised that some of the volunteers being utilized at the library are individuals who are challenged in some ways, and the program allows them to get out into the community and contribute. Mr. Koenig explained that these volunteer programs had not been pursued in other areas of government due the need for oversight, as well as concerns related to taking work from existing bargaining employees. He noted that quality of work was also an issue in areas such as customer service and cash handling, as well as access to information such as customer credit and utility service information.

Mr. Koenig explained that, in the past, the City had occasionally utilized community service hours at the Public Works level and some court-mandated community service in sanitation, but this had been very limited in the last two (2) decades. Mr. Koenig mentioned that interest had been expressed in using college students looking for experience as interns, but reiterated that a great deal of oversight would be required to guide interns and/or volunteers.

Mr. Anderson expressed his feeling that City government could utilize internships to supplement programs in Finance, Planning, Economic Development (particularly organizing events with the Downtown Dover Partnership), Recreation, and areas of that nature. Responding, Mr. Koenig said that staff members may be interested in interns; however, he noted that interns typically seek paid opportunities. He indicated that this could be considered; however, contact hours would have to be limited to less than 30 per week. Mr. Koenig also noted that there is a difference in the structure of paid internships versus volunteer programs, such as AmeriCorps and RSVP. He indicated that the success rate would vary depending on the quality of the individual and the amount of oversight needed. Mr. Koenig thought that if the City were to pursue programs involving volunteers or interns, staff should work together to develop a structured program versus intermittent, short-term interns. He noted that it would take staff time to get up and running, which would also cost money, and this would need to be considered when evaluating and reviewing the budget.

Responding to Mr. Anderson regarding the potential for some programs or universities to provide funding or at least supplement the costs, Mr. Koenig stated that although staff time was currently limited, if it were the pleasure of Council, this could be researched and considered as a way to potentially solve some problems.

Revival of Youth Advisory Committee

Mr. Anderson reminded members that when Mrs. Sophia Russell served on City Council, she was heavily involved in the Youth Advisory Committee. Since Mrs. Russell's passing, this Committee was no longer assembled. Mr. Anderson felt this was an important committee that involved the youth, raised awareness, helped build leadership skills, engaged young people, and helped keep youth on the right path. He advised members that Mrs. Russell had asked him to keep the Committee going; however, shortly after her passing, he was deployed for one (1) year. Mr. Anderson expressed his desire to revive the Youth Advisory Committee, as it was needed now more than ever. He indicated that there were a lot of interested youth who wished to apply and he, as a councilman, would like to run the Committee. Mr. Anderson noted activities in other municipalities, such as Harrington's New Year's Eve celebration, that are put on by youth committees, and stated that he would like to see similar opportunities for the youth of the City of Dover. He felt that the support of the community was present and that the Committee would be a success.

In response to Mr. Hutchison, Mr. Anderson indicated that the members of the Committee who would take the lead would likely be high school aged; however, anyone could be involved. He referenced Council Resolution 2010-03, Youth Advisory Committee (YAC) Council Resolution No. 2008-11, with Amendment No. 1, that created the Committee and defined its charge and purpose. Mr. Anderson could not recall all of the components of the purpose of the Committee; however, he indicated that, to the best of his recollection, they included advising Council on matters related to youth in the community, planning and executing drug-free events for the youth, and coordinating additional parks and recreation activities.

Mrs. Horsey said that she was serving on the Parks, Recreation, and Community Enhancement Committee when Councilwoman Russell initially introduced it and conveyed how passionate Mrs. Russell was about it. Mrs. Horsey expressed concurrence and appreciation for the idea of reviving the Committee in Mrs. Russell's memory, and for the benefit of the youth in the community.

Mrs. Ann Marie Townshend, Director of Planning and Community Development, offered some insight on behalf of herself and the City Manager as to the requirements of staff to support the Committee. She reminded members of the involvement of the Clerk's Office preparing the agendas and minutes, Parks and Recreation staff, and Ms. Kay Sass, Emergency Management Coordinator in the City Manager's Office, as well as the potential costs. Mrs. Townshend stated that these staff members and departments were currently stretched very thin, noting that the addition of this Committee could result in additional hours, leading to overtime or comp time for some of those staff members.

Mr. Dixon said that he too would love to see the Committee revived, noting that youth in the community had always been important to him and had been a focal point of his participation on Council. Mr. Hutchison also conveyed his support; however, he felt that the budget needed to be considered to ensure that the City could afford to support the program in terms of costs associated with staffing. Mr. Anderson noted that the previous budget for the Committee was only approximately $1,000 and that the founding resolution allowed for the Committee to raise money as well.

Mayor Christiansen noted that the first Youth Advisory Committee was activated in 1990 and at that time, a budget was not considered in creating the Committee and getting the youth involved. The Committee at that time had members from Dover High School, Caesar Rodney High School, two (2) City residents who attended Polytech High School, and one (1) attending private school. Mayor Christiansen noted that the Youth in Government Day that was created had continued, in spite of the dissolution of the Committee and not having a budget to work with.

Mr. Caldwell expressed his feeling that money should not interfere with the opportunity to involve the youth and have their voice be heard.

The Committee recommended reviving the Youth Advisory Committee and reviewing applications at the March 9, 2015 Parks, Recreation, and Community Enhancement meeting.

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

Updates

Community Development Block Grant (CDBG) Program Quarterly Update

Mrs. Tracey Harvey, Planner I, advised members that Planning Department staff was currently working on the five (5) year Community Development Block Grant (CDBG) Consolidated Plan that would be due to the Housing and Urban Development (HUD) Department by May 15, 2015. As part of the process, the first public hearing was held November 12, 2014 at the Dover Public Library.

Mrs. Harvey indicated that multi-year grants were currently being accepted for the FY15-19 program years for eligible projects in the City and stated that the deadline was today, February 9, 2015 at 5:00 p.m. She noted that, as of the time of the meeting, approximately eight (8) applications had been submitted. Mrs. Harvey stated that the Mayor and Community Development staff attended the Mayor's Challenge to End Veterans' Homelessness Roundtable Summit at the HUD Philadelphia field office in December 2014. The summit featured panel discussions and brainstorming discussions ranging from building coalitions to available resources and supportive services to end veteran homelessness. The Mayor's working group also held their own Summit to End Veterans' Homelessness by December 2015 on January 22, 2015 at Delaware Technical and Community College, which was well attended. In addition, Mrs. Harvey advised that a "Boot Camp" had been scheduled for March 2, 2015 at the Dover Public Library for housing providers to kick off the initiative to develop a process to house homeless veterans.

Responding to Mr. Anderson regarding strategies planned as a result of the homeless summit for veterans, Mrs. Harvey stated that those strategies will be rolled out during the Boot Camp and advised that there is not a large population of homeless veterans in the City of Dover. In response to Mr. Anderson, Mrs. Harvey stated that she did not have the exact count at this time; however, a Point in Time Survey was completed on January 30, 2015, so she should have that information soon and would advise members once it was available. Mrs. Harvey mentioned that results from last year indicated that there were only four (4) homeless veterans in Dover; however, that number was not accurate. As a result, the process for obtaining this information was changed to take a count several times throughout the year to obtain more accurate figures. She advised that the Code Purple program is now in effect in Dover, which should help with obtaining that information.

Responding to Mr. Anderson, Mrs. Harvey advised that some of the strategies planned in the effort to end veteran homelessness included transitional housing and permanent support of housing, and the Delaware State Housing Authority (DSHA) would be giving veterans first preference as vacancies become available. Mr. Anderson inquired about the process involved in seeking assistance from the Veterans Affairs (VA), stating that it can be difficult and that many veterans are not informed or able to complete the necessary paperwork. In response, Mrs. Harvey stated that this type of assistance is being provided, as well as ensuring all avenues can be pursued to get the veterans the help they need.

In response to Mr. Anderson, Mrs. Harvey explained that the City's CDBG program began in year three (3) of a five (5) year cycle, and that this year would begin the first full five (5) year cycle for the program.

Recreation Needs Assessment

Mrs. Ann Marie Townshend, Director of Planning and Community Development, advised members that for the past month she had been primarily consumed with the process of obtaining the City's Downtown Development District designation; therefore, updated information was limited. She stated that a Request for Proposal (RFP) had gone out with funds from the FY15 budget to begin the planning process, starting with Dover Park, to incorporate feedback from the survey, and begin outreach into a design for the park, including lighting, vegetation, a potential spray pad, indoor restrooms, and reservation of a building pad for future use, should it be determined that it is necessary. Mrs. Townshend explained that the same process would then be followed for Schutte Park and then Silver Lake Park.

Responding to Mr. Hutchison regarding how the funding from the Governor and the support coming from Kent County Levy Court would affect the Downtown Development District target area, Mrs. Townshend indicated that money would not come through the City, it would go directly to individual private applicants and property owners. She briefly explained the process, stating that after an initial $25,000 investment is made on a business or property, the party will be eligible for a rebate for up to 20% from the State, and Kent County will match that rebate up to $10,000. For example, Mrs. Townshend stated that if an investor purchased a building that needed $150,000 in improvements, the first $25,000 of that $150,000 would be funded by the property owner, and the remaining $125,000 would be eligible for reimbursement, up to 20% from the State and $10,000 from Kent County. She explained that, after the work is complete, the property owner would submit receipts, if the project is under $250,000, to request reimbursement. If the project is in excess of $250,000, the property owner would need to go through a reservation process, for which the State is currently accepting applications. Mrs. Townshend said she was aware of at least two (2) or three (3) property owners already going through the reservation process. She advised of additional incentives, such as permit fees, building permits, impact fees, and property transfer fee waivers (after March 1, 2015), stating that once a Certificate of Occupancy (CO) is issued, the buyer's portion of the transfer tax will also be rebated. Additionally, Mrs. Townshend said participants could qualify for business license fee waivers, along with home ownership incentives.

Responding to Mr. Hutchison, Mrs. Townshend advised members that the City's contribution would be in-kind, noting that all City revenue benefits for new businesses in the downtown area will be waived for a period of time. While there would be additional businesses and activities, the City would not see the revenue from that increase initially. Mrs. Townshend advised Mr. Hutchison that the target area included Mary Street down to Water Street and the area east of Cherry Street and Lincoln Park, ending at State Street.

Mr. Hutchison stated that the Presidents Counsel on Public/Private Partnerships and the Future of City Hall, Weyandt Hall, Former Dover Library and Other City Properties met to address the needs of the City and the best way to address those issues and concerns within the City of Dover was part of the total movement to improve the City. Mr. Hutchison recognized the efforts and support of everyone in the City, particularly the Planning Department, Fire Marshal's Office, and Law Enforcement.

Mr. Neaton indicated that, in addition to the incentives recognized by Mrs. Townshend, the Downtown Dover Partnership would be providing up to $5,000 reimbursement for architectural assistance, in addition to facade grants for upgrading the front of buildings or for signage.

Responding to Mr. Hutchison, Mrs. Townshend stated that the incentives do not include funding for demolition.

Mr. Dixon shared his concern that the community did not understand the Downtown Development District designation, what it means, the benefits of the designation, etc. Mrs. Townshend advised that the City will be holding three (3) workshops on February 26, 2015 at Dover Public Library and people from the various entities involved would be there to explain their portion of the program and to educate the community. Mrs. Townshend also said that an interactive GIS map was in the process of being made available for the City's website, so that people can click on a property and be able to determine which incentives are available. The GIS mapping tool would allow the applicant to print a map to include in the application, as it is a State requirement to document conformance with the City's District plan. She stated that City staff and the Delaware State Housing Authority (DSHA) were making themselves available to review and explain the process to anyone needing assistance and were willing to review applications before submission to the State. Mrs. Townshend stated that the City has five (5) different brochures to distribute and educate the community and the State has brochures as well.

Mayor Christiansen expressed his sincere appreciation and acknowledged the depth of the time, work, and effort of Mr. Scott Koenig, City Manager; Mrs. Townshend and her staff; Mr. Bill Neaton, Economic Development Manager; and Mr. Kirby Hudson, Assistant City Manager, referencing the specific benchmarks that had been set during weekly meetings to keep the momentum to promote and improve Dover.

Regarding Mr. Dixon's concerns about individuals without computers having access to all of the tools and information, Mrs. Townshend assured him that she, her staff, and others involved would be available to assist anyone who needs help in any way necessary to be sure they get all of the information they require.

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

UTILITY COMMITTEE REPORT - FEBRUARY 9, 2015

The Utility Committee met on February 9, 2015 with Councilman Slavin presiding in the absence of Chairwoman Williams.

Reimbursement Agreement with Pioneer Materials - Abandonment of Shallow Well #7A

Mr. Scott Koenig, City Manager, informed members that Shallow Well #7A is one (1) of the City's raw water wells located east of the City, and the City supplies the Long Point Road Water Treatment Plant with water from the Columbia Aquifer. This is one (1) of three (3) aquifers that the City draws from, and is the shallowest aquifer.

Mr. Koenig explained that there is a sand and gravel mining operation scattered throughout this well field. In December of 2007, Pioneer Materials (formerly known as Tilcon) was excavating very close to the easements associated with this well and damaged the raw water and electrical supply lines to the wellhead. Since that time, the well supply had not been operable. Mr. Koenig advised members that, because of the long-term well and mining operations at this location, the City and Pioneer Materials believed it would be in the best interest to abandon this well, based on its current condition. The City had been negotiating with Pioneer Materials to develop an acceptable solution and, currently, it is felt that the well should be abandoned in accordance with State standards and all of the equipment should be removed. Mr. Koenig indicated that a price of $13,126 was stated in the agreement for Funding for Shallow Well 7A Abandonment, including all of the associated closure items. Pioneer Materials would agree that if the City were to re-drill this well in the future, Pioneer Materials would contribute up to $50,000 for the siting and construction of a new well. Given the current restrictions in the Columbia Aquifer, Mr. Koenig was unsure if the City would drill another well at this location because of the way the State is managing this water supply permit. He indicated that the State had restricted the City in the Columbia Aquifer because of concerns with the pumping levels associated with farming operations around the Long Point Road Water Treatment Plant. In regard to the $13,126 cost of abandonment, Mr. Koenig stated his expectation that the City would front the money and then bill Pioneer Materials for reimbursement at the same time that the City is billed by the contractor. This would be reflected as an expense on the City's budget, but there would be miscellaneous income coming from Pioneer Materials to pay the bill.

Staff recommended acceptance of the reimbursement agreement and authorization for the City Manager to execute it.

Mr. Perza questioned if the 10-year time frame related to the $50,000 contribution toward construction cost would start at the time the equipment is removed or would be retroactive to 2007. Responding, Mr. Koenig stated his feeling that it would be 10 years from the time the reimbursement agreement is executed, ending in approximately 2025. Mr. Perza noted that the language in Paragraph C of the agreement left this matter open to interpretation as being retroactive to 2007, and Mr. Koenig agreed to clarify this before the matter is considered by Council.

In response to Mr. Perza in regard to the risk of harm to anyone in the community from the well, Mr. Koenig indicated there was no risk, stating that the well pipe was approximately six (6) to eight (8) inches in diameter and is closed.

Referencing the amount of up $50,000 that would be paid by Pioneer Materials toward a future well, Mr. Blakeman questioned if there were any restrictions related to where a new well could be placed. Mr. Koenig stated that the location would be limited to the Columbia well field, since this well was feeding the water treatment plant in the area. He felt that drilling a well on the west side of town would not be within the intent of the agreement.

The Committee recommended authorizing the City Manager to execute the reimbursement agreement, as recommended by staff.

During the Council meeting, Mr. Koenig advised members that the ten-year time frame for reimbursement began in December of 2007 and they have until December of 2017 to construct the new well. He noted that staff had been working with the State of Delaware on the permitting of all City wells and, because of concerns related to the pumping of the aquifer and saltwater intrusion, there will be a contraction of the permit associated with the Columbia aquifer.

Mrs. Williams moved to authorize the City Manager to execute the reimbursement agreement, as recommended by the Committee. The motion was seconded by Mr. Hutchison and carried by a unanimous roll call vote.

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

Mr. Scott Koenig, City Manager, reviewed the General Fund - Major CIP Projects - Quarterly Report as of December 31, 2014. Mr. Koenig stated that Project Code ST1304 - Garrison Farm Improvements included improvements including stormwater, roads, and ditching associated with the Garrison Farm. He explained that those projects were underway and slightly behind, but progressing through completion. He noted that this project goes back to FY13 funding. Mr. Koenig indicated that staff was working through the FY14 projects. The air conditioning system had been installed at the John W. Pitts Center and final testing would be done in the summer when the temperatures rise. Demolition at White Oak Park was complete. The Concrete Program and the FY14 Bonded Street Programs were coming to an end. Mr. Koenig explained that the Village of Westover project related to money that was called on a letter of credit, and the balance of those funds was transferred to Cannon Mill. Work was currently underway at that Cannon Mills. Mr. Koenig stated that a number of FY15 projects were underway associated with the General Fund.

Mr. Koenig reviewed the Community Transportation - Major CIP Projects, noting that they included older projects, such as South Street Paving, as well as newer agreements for Loockerman Plaza, Townsend Boulevard, and Village of Cannon Mill.

In regard to the Water/Wastewater Improvement & Extension Fund - Major CIP Projects, Mr. Koenig indicated that staff had been working to find a second site for the Elevated Water Storage Tank in the Denneys Road area and was moving toward a favorable relocation of that project to another property. Construction of the Piney Point Well was complete and staff was in the process of getting permits approved by the State to turn the well into production. It was planned to time production with the acceptance of wastewater flow and the beginning of testing of the Calpine project in the next few weeks. Mr. Koenig stated that the Garrison Farm Water Tank was underway, as well as wastewater improvements at that location. A number of additional wastewater projects were underway, specifically Inflow and Infiltration (I&I) projects at Buck Drive, White Oak Farms, and Towne Point, and pump station projects throughout the City.

In regard to Electric Improvement & Extension Fund (I&E) - Major CIP Projects, Mr. Koenig stated that a number of projects were underway at the McKee Run plant in the current year, as well as projects related to new developments and system upgrades that were being "cleaned up" from FY14 and FY13 in Capital Park and Richardson Circle. In addition, there were new projects that would be system upgrades, including Family Dollar and Chandelle Airport. Some were related to new customers and some to replacement of infrastructure. Mr. Koenig noted that two (2) large projects were the Horsepond Road Substation and the General Scott Switchgear Replacement. He advised members that the Horsepond Road Substation project was complete and in service, and staff had prepared an overview that would be sent to Council to highlight the improvements associated with this project. The General Scott Switchgear Replacement project was moving forward. There were a number of projects related to lighting new developments underway in FY15, and staff was working through those projects.

Mr. Koenig advised members that there had been a very large backlog of projects being addressed and moving through the queue. He expressed his hope that by the end of 2015 there would be very little backlog moving forward and indicated that staff had worked very hard to get those projects out of the way.

TEA/NAES Report *(December)*

The TEA/NAES Monthly Report for December 2014 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.

Referring to Page 12 of The Energy Authority, Inc. Monthly Management Committee Update - December 2014, Mr. Scott Koenig, City Manager, reviewed the budget year-to-date expenses for the City's energy purchases. He explained that the budget year-to-date expectation was to spend approximately$25,900,125, and so far $23,928,123 had been expended; therefore, the City was approximately $2M favorable on energy expenses through the end of December. Mr. Koenig stated that the budget had been tracking "pretty much like that" in the first six (6) months of the fiscal year and staff was hopeful that this would continue through the balance of the

year. He advised members that "things had tightened up a lot" in the energy markets and reminded members that in January 2014, the City spent $5M more than planned, which threw off the entire year. This was not seen in January 2015, which was relatively routine to Mr. Koenig's knowledge.

Mr. Koenig advised members that the Source and Formula columns in the spreadsheet included notations reflecting how the related figures are arrived at.

The Committee recommended acceptance of the TEA/NAES Monthly Report for December 2014.

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

Updates - Garrison Oak Technical Park Project

Mr. Scott Koenig, City Manager, provided the following updates on the Garrison Oak Technical Park (GOTP):

City Infrastructure/Calpine Energy Center

Mr. Koenig explained that three (3) different contracts were underway at the GOTP:

1) George & Lynch, Inc. was working on the wastewater pumping station, force main, and upgrades to the White Oak Farms Pump Station and entering the final phases of the project. The force main was in, tested, and was ready to receive flow. George & Lynch, Inc. were still working on upgrades at White Oak Farms, but this was not preventing flow from going into the new station. Mr. Koenig stated that the final hook-up of the power supply was preventing this flow. The City of Dover had run power feeds to a pedestal box adjacent to the pump station site, and George & Lynch and their subcontractor were in the process of hooking this up from the City's ending pedestal, through their cabinetry, into the station, so that the pump station could be energized and go through the final testing. As of the current date, the intent was that the station would be energized and tested on or before February 17, 2015 and that the City would be receiving flow on or about that date. Once the station is energized and ready to receive flow, Mr. Koenig stated that the City would be receiving discharge from the Calpine site. Shortly thereafter, the City would progress toward abandonment of the White Oak Road Pump Station, a small pump station on the south side of White Oak Road that was part of a planned sewer system upgrade.

2) The City had been working with A-Del Construction Company for a number of months. Their contract includes the gravity sewer and water systems, as well as the roads, sidewalks, and entrances onto White Oak Road. Mr. Koenig stated that a number of things had progressed on the eastern side of the project and both entrances were being worked on, including the new entrance off White Oak Road. Once the east entrance was base coated and paved, all construction traffic would flip over to the east side and they would

begin forming up curb work on the west side. Prior to this, they would be working on stormwater infrastructure on the west side. Mr. Koenig advised members that the contract was running behind; it was hoped that the road would be paved by this point and this was beginning to cause scheduling problems, but A-Del was doing what they could to come back into compliance with the specifications and timelines. The contractor had not requested the weather days at this point, so they had not been factored into the completion date. The original completion date was December 31, 2014. Mr. Koenig noted the importance, moving forward, of making progress on good days and ensuring on bad weather days that arrangements are made to afford for rain, ponding, and puddling.

3) In regard to the water tower project, Mr. Koenig stated that Chicago Bridge and Iron Company had done some work in the fall. They had demobilized and were supposed to return in early February; however, returned in mid-January to begin the base of the tower and work was progressing.

Mr. Koenig stated that progress was being made every day, all projects were moving forward, and the entire project was coming to an end.

Noting that power lines were run to the Cartanza substation, Mr. Blakeman inquired if the switchgear and breakers were in place on the Delmarva Power and Light side of the substation. Mr. Koenig stated that, to his knowledge, everything was ready. He stated that when the City can begin accepting wastewater flow, Matrix, the Garrison Energy Center's construction manager, will begin the testing sequence of the plant and will be dumping "test power" to the grid. The only impediment that had been indicated to Mr. Koenig was the wastewater pump station.

Dover Sun Park

Mr. Scott Koenig, City Manager, reviewed the Electric Revenue Fund FY15 - White Oak Solar Park Incremental Cost. He advised members that the YTD column reflected an incremental energy cost of approximately $515,000 through December 2014. He explained that this was the added cost of the power associated with the Dover Sun Park. Mr. Koenig felt that these figures were tracking as expected and the Dover Sun Park was functioning and performing as anticipated in the budget.

Mrs. Williams moved for acceptance of the Utility Committee Report, seconded by Mr. Dixon and carried by a unanimous roll call vote.

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

The Legislative, Finance, and Administration Committee met on February 9, 2015, with Chairman Slavin presiding.

Proposed Ordinance #2015-05 Fiscal Year 2015 Second Budget Amendment

Mr. Scott Koenig, City Manager, advised members that the proposed budget amendment included adjustments to the Beginning Budget Balances for all funds

now that the City's audit had been completed. It also included any adjustments related to Council Actions in the budget year to date on changes in project budgets or operating items that were not included in the original budget.

Mr. Koenig indicated that Council's policy on transferring savings from prior year personnel expenses to the Pension or Other Post-Employment Benefit (OPEB) Trust Funds had also been included. The General Fund included a transfer to the Police Pension Fund of $100,000 and a transfer to the Civilian Pension Fund of $543,000, for a total transfer of $643,000. This $643,000 was the savings that was realized in personnel-related expenses in FY14 and was in accordance with Council's prior policies. The Water/Sewer and Electric Funds did not have any personnel savings due to the change in pension accounting standards, so there were no additional contributions from any of the utility funds proposed.

Additional adjustments were as follows:

•Increases to Division budgets for vacation sell-back, retirement payout, and education assistance with a corresponding decrease to Other Employment Expenses across all applicable funds. Mr. Koenig advised members that this technique was used previously to keep individual department budgets from being inflated, rebated to vacation sellback, or even potentially retirement.

•Transfer In from the Contingency Reserve for the final payment of the outstanding police grievance that had to be paid in FY15 with a corresponding adjustment to the Police budget. Mr. Koenig stated his belief that this amount was $50,000.

•Increases in the following revenue items based on greater than planned receipts in Kent County Reciprocal Borrowing and Municipal Street Aid.

•A transfer of $80,000 in capital project funds to the Parks and Recreation Reserve to set aside the budgeted funds for the White Oak Park improvements while awaiting the final needs of the recreation assessment. This was also in accordance with Council's requests and actions related to the budget hearings held in 2014.

Mr. Koenig explained that after the above adjustments, the General Fund Budget Balance would be $385,000 over the budgeted amount. It was staff's recommendation to replenish the Contingency Reserve for the $300,000 used to settle the police grievances and to transfer the $85,000 to the Capital Asset Reserve in light of potential funding needs of the President's Counsel on Public/Private Partnerships and the Future of City Hall, Weyandt Hall, Former Dover Library and Other City Properties. He stated that these two (2) items had not been incorporated into the Budget Ordinance to allow for discussion. Mr. Koenig stated that if the recommendation were acted on favorably or modified, those modifications would be placed in the final version of Ordinance #2015-05.

In regard to the payback of the Contingency Reserve Fund, Mr. Anderson asked if this would normally be accomplished over a couple of years and if it were proposed all at once because the money was available. Responding, Mr. Koenig stated that staff recommended replenishing the Contingency Reserve Fund because the money was available and the Fund was depleted by $250,000 in FY14 and by an additional $50,000 in FY15, for a total of $300,000. He explained that the $385,000 being discussed was actually FY14 money.

Mr. Anderson inquired as to the reason for staff's recommendation regarding the President's Counsel on Public/Private Partnerships and the Future of City Hall, Weyandt Hall, Former Dover Library and Other City Properties. Responding, Mr. Koenig stated that there was discussion at the President's Counsel meeting held on February 4, 2015 regarding potentially hiring appraisers to appraise City buildings. He noted that at some point the assistance of architects would likely be needed to plan the space and evaluate which proposed alternative is the best to pursue. Mr. Koenig indicated that it was felt it would be best to place this money in a reserve until there is a clearer idea of the expenses. At that point, a request would come before Council to apply reserve funds to architectural or other related services. He noted that Council could also decide to apply these funds to a different project.

Referring to total savings in personnel expenses in FY14 of $643,000, Mr. Slavin applauded those efforts and questioned how this occurred. Responding, Mr. Koenig stated that the savings was related to the timing of employees leaving and the hiring of new employees. He indicated that the personnel budget is approximately $30M in all funds and estimated that approximately $18M - $20M of this amount was in the General Fund.

Mr. Slavin stated that some might say that the City overbudgets by more than $0.5M in personnel, which drives the tax rate. He indicated that he was not one (1) of these individuals but suggested that Mr. Koenig "prepare his defense" for this. Mr. Koenig stated that preparing the budget is not an exact science and agreed with Mr. Slavin that he would much rather be "in the black" in this area. Mr. Koenig explained that this figure includes salary and benefit savings, and in some cases staff may have budgeted for a retirement payout that did not happen.

In response to Mr. Slavin regarding the policy level for the Contingency Reserve Fund, Mr. Koenig stated his belief that the whole fund was funded at $300,000; however, he did not have this number with him. At Mr. Slavin's request, he agreed to check on this figure.

Mr. Slavin requested clarification regarding the President's Counsel on Public/Private Partnerships and the Future of City Hall, Weyandt Hall, Former Dover Library and Other City Properties, since this committee had been called by this title and was also being referred to as a building committee. He questioned whether or not the committee was meeting in accordance with the Freedom of Information Act. Responding, Mrs. Traci McDowell, City Clerk, stated that this committee has Council and civilian members and adheres to all the requirements for public meeting

notices and minutes. (*City Clerk's Office Note: City Council established an ad hoc Committee to study the future of City Hall, Weyandt Hall, and the Former Dover Public Library during their Regular meeting of November 12, 2013, as recommended by the Legislative, Finance, and Administration Committee. During the Regular Council meeting of August 25, 2014 the Committee members were appointed and, at the request of Council President Bonar, the Committee was called the President's Counsel on Public/Private Partnerships and the Future of City Hall, Weyandt Hall, Former Dover Library and Other City Properties.*)

Mr. Anderson moved to amend Ordinance #2015-05 to include the transfer of $300,000 from surplus funds into the Contingency Reserve Fund. The motion was seconded by Mr. Sudler.

Mr. Hare asked if the $300,000 that could have been used to help offset a tax increase in FY16. Responding, Mr. Koenig stated that Council had the discretion on how they would like to use this $300,000, which amounted to just under $0.01 on the tax rate.

Mr. Hare noted that these funds could have been used to hire additional police officers.

Mr. Koenig stated that if there were no need to replenish the contingency fund with $300,000, these funds could have been used for any General Fund expense related to City of Dover operations, as requested by Council.

Mr. Sudler inquired if the City had insurance to cover the $300,000 related to the grievances or if these funds had to come out of the City's "pocket." Mr. Koenig explained that the City has an insurance company; however, ultimately the feeling was that it was in the City's best interest to settle the grievances immediately rather than allow its insurance company to defend any potential lawsuit that might come out of the disagreement. He stated that if the City had not acted and a suit had been filed against the City, the insurance company would have defended the City through that suit and the City would have had to pay its deductibles. Because the suit was settled, the insurance company's answer was that they would have allowed the matter to go to a lawsuit and defended it that way.

The Committee recommended amending Ordinance #2015-05 to include the transfer of $300,000 from surplus funds into the Contingency Reserve Fund.

In regard to the remaining amount, Mr. Anderson expressed his belief that there was merit to putting studies in the works. He reminded members of previous discussion indicating that the City should remember the Parks and Recreation budget, which had been "squeezed", when the City did have money that was over budget. He indicated that several items that had come up in regard to the Recreation Needs Assessment, including budget items related to design that would be beneficial over the next year. Mr. Anderson proposed that part of the funds go to the Parks and Recreation budget and part to the President's Counsel on Public/Private Partnerships and the Future of City Hall, Weyandt Hall, Former Dover Library and Other City Properties.

Mr. Anderson moved to recommend amending Ordinance #2015-05 to allocate $60,000 of the remaining $85,000 to Capital Asset Reserve for the President's Counsel on Public/Private Partnerships and the Future of City Hall, Weyandt Hall, Former Dover Library and Other City Properties and $25,000 to the Parkland Reserve Fund, to be taken out of the Parkland Reserve Fund at a later date if approved by Council. The motion was seconded by Mr. Sudler.

Mr. Sudler questioned how close the City was to the Dover Park plan of action and budget. Responding, Mrs. Ann Marie Townshend, Director of Planning and Community Development, stated her hope that, within the next month, staff would have a solid draft of the Recreation Needs Assessment document; however, highlights were provided to the Parks, Recreation, and Community Enhancement Committee during their meeting of January 12, 2015. She noted that staff was getting ready to prepare a Request for Proposals (RFP) for landscape architecture services for a plan for Dover Park based on the results of the Needs Assessment.

Mr. Shevock noted that staff's recommendation was to put funds to the Contingency Reserve Fund and then transfer $85,000 to the Capital Asset Reserve Fund. He questioned the reason for putting the $85,000 in the Capital Reserve Asset Fund. Responding, Mr. Koenig stated that Mrs. Mitchell and he agreed that after funding the Contingency Reserve, the initial recommendation from staff would be for capital needs versus operating budget needs. Staff had been trying very hard to have departments manage their operating budgets to levels authorized by Council, with minor departmental changes, because it was believed that extra money should go to capital needs.

Mr. Shevock questioned where money would be drawn from for capital assets if the funds proposed were moved to these areas and an emergency arose. Responding, Mr. Koenig stated, for example, if there were a catastrophic failure of a building, the capital asset reserve would be used. If it were utility-related, it would come from the utility asset reserve. If there were a high operating expense that came "out of the blue", staff would typically try to contain it in the operating budget, and if this were not possible, staff would ask Council for a transfer from the reserve into the operating budget. Mr. Koenig explained that the safeguard was to keep these funds out of general operating expenses and put them into the capital asset or other reserve so that staff would have to come to Council for specific authorization on how to use those funds.

Assuming these funds were transferred and a catastrophic event occurred, Mr. Shevock questioned if the money could be pulled back or if they would become "free money" that would be spent once allocated. In response, Mr. Koenig explained that authorization would have to be obtained for funds to come back out of these accounts. He reassured members that if there were an emergency, staff would come before Council to request special authorization, even if it required a special meeting.

Responding to Mr. Anderson, Mr. Koenig confirmed that the proposal was to put money into the reserve accounts where it would not be spent without Council authorization; therefore, funds would be reserved and not spent through Mr. Anderson's proposed amendment.

The Committee recommended amending Ordinance #2015-05 to allocate $60,000 of the remaining $85,000 to the Capital Asset Reserve for the President's Counsel on Public/Private Partnerships and the Future of City Hall, Weyandt Hall, Former Dover Library and Other City Properties and $25,000 to the Parkland Reserve Fund, to be taken out of the Parkland Reserve Fund at a later date if approved by Council.

The Committee recommended adoption of Ordinance #2015-05, as amended.

Mr. Slavin moved for approval of the Committee's recommendations to amend Ordinance #2015-05 to include the transfer of $300,000 from surplus funds into the Contingency Reserve Fund and to allocate $60,000 of the remaining $85,000 to the Capital Asset Reserve for the President's Counsel on Public/Private Partnerships and the Future of City Hall, Weyandt Hall, Former Dover Library and Other City Properties and $25,000 to the Parkland Reserve Fund, to be taken out of the Parkland Reserve Fund at a later date if approved by Council. The motion was seconded by Mrs. Williams and carried by a unanimous roll call vote.
(The First Reading of the Ordinance will take place during the latter part of the meeting.)

Comprehensive Annual Financial Report (CAFR) for the Fiscal Year Ending June 30, 2014

Chairman Slavin advised members that Mr. Scott Koenig, City Manager, would be presenting this item in the absence of Mrs. Donna Mitchell, Controller/Treasurer. Referring to the presentation entitled City of Dover Comprehensive Annual Financial Report - Fiscal Year Ended June 30, 2014, Page 14 - General Fund Budget Highlights - Fiscal Year 2014, Mr. Koenig read the following information into the record:

The Final General Fund Budget incorporated the following changes to the Original Budget:

• The Budget Balance carried forward from the prior fiscal year was higher by $0.8 million than was projected. Receipts had a net increase of approximately $0.8 million. The most significant increases were related to intrafund service receipts related to the accounting change for pensions, transfer taxes, court of chancery fees, and building permits. The most significant reductions were police extra duty fees and civil traffic penalties.

•Expenditures were revised to reflect an aggregate increase of $1.1 million. Increased employer contributions to the Police and Employee Pension funds accounted for most of the increased budget expense with a slight increased in the transfer to the capital project fund. The increases were offset by decreases in street lights, insurance, police

pension grants and fire services. The net result of these changes was a $0.5 million increase in the revised budget balance over the Original Budget Balance (on a non-GAAP basis).

General Fund actual revenues and other financing sources matched the final total revenues with a $23,000 positive variance.

Mr. Koenig advised members that, in his opinion, the numbers were tracking very tightly. He indicated that financial controls are very tight on the City and the numbers in the CAFR reflect that. He requested that Mrs. Mitchell be given the opportunity at the Council level to do an appropriate presentation of the CAFR during the City Council meeting scheduled for February 23, 2015, because this is something that she and her staff had worked very diligently on over the last few months. Mr. Koenig requested that everyone read three (3) specific pages in the CAFR presentation before that time: Page 12 - Changes in Net Assets - Governmental Activities; Page 13 - Changes in Net Assets - Business Type Activities; and Page 14 - General Fund Budget Highlights - Fiscal Year 2014, since he felt this information summed up where the CAFR stands.

In regard to the electric utility, Mr. Anderson stated that there were additional expenses in that account which came out of the Electric Stabilization Fund and asked Mr. Koenig to elaborate on the effect and how much was left in that fund. Responding, Mr. Koenig stated that he did not know the exact amount that was left in the fund; however, he noted that during the FY15 budget hearings, a gap of approximately $2.2M was anticipated in the General Fund. Staff recommended that this gap be filled through a tax increase. Through budget deliberation, Council altered that number slightly downward, and ultimately the gap was filled by a revised transfer from the Electric Fund to the General Fund. The proposed transfer was $8M; the revised transfer was $10M, and Mrs. Mitchell used that $10M as a baseline transfer in the five (5) year financial forecast, which accelerated the depletion of the Rate Stabilization Fund. Mr. Koenig indicated that staff was currently re-running those numbers as part of fiscal forecasting for the electric utility. The concern was that the $10M transfer will deplete the Rate Stabilization Fund rather quickly, and a rate increase may be discussed sooner than would have occurred had the transfer remained at $8M. He indicated that the net effect of that increased transfer is that it will likely cause the City to have to increase electric rates sooner than would have been necessary if the transfer had stayed at $8M, noting that there were a number of variables involved.

Review of Training, Conference, and Travel Policy

Mr. Scott Koenig, City Manager, reviewed the draft revised City of Dover Training, Conference, and Travel Policy. He advised members that this policy is reviewed by Mrs. Donna Mitchell, Controller/Treasurer on a regular basis. He noted that revisions to the policy were included in red font and were relatively minor changes.

Staff recommended approval of the revised City of Dover Training, Conference, and Travel Policy.

The Committee recommended approval of staff's recommendation.

By consent agenda, Mr. Hare moved for approval of the Committee's recommendation for approval of the revised City of Dover Training, Conference, and Travel Policy (*Exhibit #1)*, seconded by Mr. Dixon and carried by a unanimous roll call vote.

Review of Effectiveness of the Safe Communities Ordinance *(Request of Councilman Anderson)*

Mrs. Ann Marie Townshend, Director of Planning and Community Development, advised members that the City's Safe Communities Ordinance: 1) requires the City to provide landlord training whereby landlords would learn a number of things, such as better screening of tenants, the proper eviction process, fair housing, and drug identification, as taught by the Police Department. The idea is that when landlords go to the class, they would obtain a better sense of how to manage properties in a way that is a benefit and not a detriment to the community. Mrs. Townshend stated that the ordinance also requires that landlords and tenants enter into a lease addendum that must be presented to the City when utility services are established. In this addendum, tenants would acknowledge that if they, members of their family, guests, or others associated with them commit certain criminal acts within 500 feet of the property, they could go down the path for eviction. The ordinance states that if the problem continues, the City can force the landlord to initiate the eviction process.

Mrs. Townshend stated that the ordinance had been in effect for approximately 1½ years and four (4) training sessions had been held. Each had been well attended and feedback had been positive. The City had not had to force any evictions. There had been a number of cases relating to problem properties where information had been received from the Police Department. She indicated that there had been a couple of times when letters had been sent notifying landlords they were reaching a point where they would have to evict. She explained that some landlords do not know that their tenant is a problem; therefore, that communication is helpful. Mrs. Townshend explained that she had discussed with Police Chief the need to ensure that officers file a report when responding to calls at properties that have had repeated problems, since this would provide something to go on if an eviction must be forced. She indicated a few areas could be "fine tuned", noting a few cases where the lease addenda did not get to where they needed to be, so staff was improving the method of tracking. Mrs. Townshend indicated that some landlords had requested staff to send them a letter so that they now could tell their tenant that they were causing the landlord trouble with the City, reiterating the importance of having data from the Police Department. As time moves on and some of the "kinks" are worked out, she felt the City would continue to see benefit.

Responding to Mr. Anderson in regard to whether there was a need to revise the ordinance, Mrs. Townshend expressed the need to give the ordinance a chance to work. She indicated the desire not to be so prohibitive that people would be evicted

from their property for things that were not serious but also make sure that it gives "the hammer" to deal with problem cases. She noted that the ordinance may need to be re-examined in the future.

Mr. Anderson questioned the outcome regarding a notable case in The Hamlet. Responding, Mrs. Townshend stated that the last tenant at this property left on their own accord. At this point, there had been so much interaction with this particular landlord, that she felt he was being more vigilant in dealing with his properties because the complaint volume had decreased.

In response to Mr. Sudler regarding the relationship of the Safe Communities Ordinance and the State of Delaware landlord tenant code, Mrs. Townshend stated that the Safe Communities Ordinance does not affect the State Code because it does not supersede or attempt to supersede the eviction process. The Safe Communities Ordinance indicates that if certain infractions happen, the landlord has to initiate the process. If the landlord does not initiate the process, the rental permit would be suspended. The property would then be shut down and utilities terminated. Mrs. Townshend explained that unless there is a serious life safety issue, tenants are given 30 days to vacate. At one point, staff was concerned that landlords would try to use that in their favor to get around the process; however, if it comes to the point of suspending the rental permit, every Code violation in the property would need to be fixed and there is a $100 reinstatement fee. Mrs. Townshend felt that the few landlords who tried to "use" the City in that regard had figured out that it is not to their benefit.

Automatic Escalator for Building-Related Permit Fees *(Request of Councilman Anderson)*

During the meeting of August 11, 2014, members of the Legislative, Finance, and Administration Committee considered this matter and recommended that an automatic escalator for building-related permit fees be referred to staff with their full ability to revise in its entirety to develop recommendations based upon its intent. The Committee's recommendation was approved by City Council during their meeting of August 25, 2014.

Mrs. Ann Marie Townshend, Director of Planning and Community Development, advised members that building permit fees are based on the building construction valuation, and the City uses construction valuation tables that are issued through the International Code Council (ICC). The ICC updates these tables every six (6) months. Staff had been using the tables that were in place at the time of the ICC Code adoption, but had now determined that the August version for each year should be used. Mrs. Townshend stated that by virtue of using current construction values, there is an automatic escalator in building permit fees only, since there is a cost per square foot for these permits, depending on the type of construction. This negates the need to increase the building permit fee over time because, by virtue of the construction value going up, the fees should increase on their own.

Mr. Anderson explained that by making an administrative change in the valuation, the City would be updating by using current valuation instead of the valuation being "stuck" in a particular year.

Mrs. Townshend stated this is a more realistic approach and would allow consistency. If the construction value that an applicant puts on a building permit is assumed to be correct, the person who is more honest would pay a higher fee. This automatic escalator would add consistency and allow the City to adjust to changes in the construction cost. The HVAC, plumbing, and other building-related permits would not change because they are based on either BTU's, number of fixtures, or similar things.

Mr. Anderson indicated that he was satisfied with this approach. He was unsure if other changes were needed, but if so, they could go into the next resolution and the Committee could discuss this.

Mr. Koenig stated that he had incorrectly told Mr. Slavin that the City was applying the escalator previously on an annualized basis. This had been discussed, but when checking the record, it was determined that the City adopted the 2009 building codes and put this schedule into place. Going forward, the building valuation published each year would be administratively put into place the August of each year building valuations that are published through the ICC valuations.

Proposed Resolution No. 2015-01 - Dover Prospers Initiative (Economic Greening) ***(Request of Councilman Anderson)***

Mr. Anderson explained the purpose of Proposed Resolution No. 2015-01, noting that there is a lot of competition in the current environment for businesses, and a lot of opportunity that goes to places that are the most flexible, prepared, and have an efficient, streamlined approach. He felt that the City had done a tremendous amount to move in this direction and that staff is business friendly; however, out-of-state and micro business people can tend to get lost. Mr. Anderson advised members that a "one-stop shop" approach, where all needed information could be obtained in one (1) place, had worked successfully in other areas around the country but would take some work. He indicated that he had worked with staff and it was his belief that the City could get "80% of the way there," and thanked Mrs. Ann Marie Townshend, Director of Planning and Community Development; Mr. Scott Koenig, City Manager; and Mr. Bill Neaton, Economic Development Manager, for their help. Mr. Anderson felt that the proposed resolution would allow access to all the information needed to open a business in the City of Dover in one (1) place, including a packet on the City's website with contact information for people who will help. Mr. Anderson indicated this would show the City to be business friendly, which would: 1) help generate small and micro-business, and 2) help attract an occasional "home run" business when it is seen how efficient the City is. He noted this proposal would have no cost to the City, many aspects were already being developed, and staff was well on the way to implementing it.

Mrs. Townshend indicated that staff had been working with the business community for a number of years in trying to address certain regulatory changes; however, it had been approximately five (5) or six (6) years since a series of forums, workshops, or focus groups had been held to meet with a broader cross-section of the regulated community to determine what the problems are. Referring to Section 2 of the proposed resolution, Mrs. Townshend explained that the Planning Department, City Manager's Office, and Economic Development Office would work together to hold a series of focus groups with the business community, development community, and real estate community. Out of this, a "road map" would be developed for the next year whereby the City would look at re-evaluating regulations. For example, Mrs. Townshend explained that the City's sign regulations had been a top priority and were rewritten, as were the commercial zone regulations. Once the industrial zones are reviewed, she indicated that staff would be finished with those pieces that had been identified, noting that other issues were emerging as the market changes. She felt that a fresh list could be developed of current issues and how they can be better addressed.

Mr. Anderson expressed his desire to have a "sunset review" of regulations, based on the citizens' input, to make sure that the City stays current. He felt that the provisions in the resolution regarding focus groups may provide a larger cross-section, as well as flexibility, since people involved would not have to commit to a particular time period.

Mrs. Townshend stated that she suggested this approach because, depending on which set of regulations was being tackled, the people at the table may change. She stated that one (1) of the issues being discussed currently is parking requirements for restaurants, which were not working well. This would be a conversation with the real estate, development, and restaurant communities to make sure that it reflects what they are seeing. Mrs. Townshend advised members that working on different regulatory issues may involve a different "cast of characters" and the proposed approach would allow the City to be flexible to the needs of the community.

Mr. Anderson noted that Mrs. Townshend had agreed a co-sponsor the resolution.

The Committee recommended adoption of Proposed Resolution No. 2015-01.

By consent agenda, by motion of Mr. Hare, seconded by Mr. Dixon and carried by a unanimous roll call vote, Council adopted Resolution No. 2015-01, as follows:

A RESOLUTION PROPOSING THE DOVER PROSPERS INITIATIVE

WHEREAS, the City of Dover has a tradition of being friendly to business, having a diverse economy; and

WHEREAS, we are in a globally competitive environment, which necessitates that we adopt cutting-edge, best practices; and

WHEREAS, the Dover has a myriad of incentives which vary throughout the city; and

WHEREAS, small businesses are often intimidated by a maze of government requirements; and

WHEREAS, several small businesses have made costly errors because of the lack of information; and

WHERAS, large employers are attracted by an efficient, cooperative government; and

WHEREAS, the economic development office has positive, cooperative relationships with the other city departments and already has the framework necessary to implement this initiative; and

WHEREAS, each city department has an ethic of customer service and excellence; and

NOW, THEREFORE, BE IT RESOLVED THAT:

Section 1. Dover City Council directs the Economic Development Office, the City Manager, and the Director of Planning and Community Development to develop and make available at customer service locations, offices, and via the City of Dover website, a business packet designed to assist start-up businesses with obtaining services and regulatory requirements involved in doing business in Dover. The packet shall include a contact list for all City departments, a list of frequently asked questions, incentive information, and other services to assist prospective business owners.

Section 2. Dover City Council directs the City Manager's Office, Economic Development Office, and Planning and Inspections Department to schedule a series of business focus groups to prioritize improvements needed in Dover's regulatory process and to work with stakeholders to streamline the regulatory process and update regulations where appropriate to eliminate unnecessary barriers to economic development. The City Manager, Economic Development Manager, and the Director of Planning and Community Development shall provide a quarterly report to the Legislative, Finance and Administration Committee regarding the progress of this effort.

ADOPTED: FEBRUARY 23, 2015

Freedom to Worship Act *(Request of Councilman Anderson)*

Mr. Anderson stated that originally in the City zoning, places of worship and places of meeting were allowed in almost every non-manufacturing zone. However, zoning had become more complicated over time with more commercial zones and a myriad of residential zones, and there were inconsistencies in the code in regard to places of meeting and places of worship. Mr. Anderson stated that he had heard a number of associated complaints, noting that one (1) related to the property at 870 Forest Street, formerly occupied by the Bennie Smith Funeral Home, which contains a chapel and was rented to a counselor. Meetings were held there when the counselor was the primary use and the church was the secondary use as it met all of the requirements; however, after meetings had been held there for two (2) years, they suddenly did not have the same success, which caused him concern. Mr. Anderson indicated that this particular sub-zone had left something out as fundamental as places of meeting and

places of worship, which are just as valid as any other activity in the CA-1 Corridor Zone. He stated that he wanted to investigate ways to keep the tradition the City used to have of making sure that places of meeting are allowed wherever they are appropriate for public safety and meet the normal requirements.

The Committee recommended that the issue of making sure that places of meeting and places of worship are allowed wherever they are appropriate for public safety and meet the normal requirements be referred to staff.

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

Updates

Certified Local Government Application

Members were advised that in 1980, an amendment to the National Historic Preservation Act of 1966 established the Certified Local Government (CLG) program to involve local governments in national preservation efforts. Most states, including Delaware, created programs extending CLG status to local communities with a local historic preservation district and a historic preservation commission. The CLG program provides technical assistance to support historic preservation efforts and eligibility for federal Historic Preservation Funds. In addition, localities participating in the CLG program participate in the National Register nomination process for historic properties and are strongly considered for training and technical assistance from the State Historic Preservation Office (SHPO).

The *City of Dover, Delaware 2008 Comprehensive Plan* included a recommendation within the Implementation Chapter (Chapter 15, page 179) to "Obtain Certified Local Government (CLG) through the National Park Service." In November 2013, City Council instructed the Planning Office to compile the CLG application. After a vacancy was filled on the HDC in Summer 2014, staff was able to compile the information needed to complete the application. Providing the qualifications of Commission members is one (1) of the application requirements. The draft application is attached for review by the Committee and will be presented to the HDC for their review on January 15, 2015. If recommended by City Council, staff will submit the application to the SHPO, along with a letter from the Mayor. This letter will be drafted once the Historic District Commission has taken action on the application. Following the review of the CLG application, the City will enter into a certification agreement prepared by SHPO which outlines the local government responsibilities under the certification.

Mrs. Ann Marie Townshend, Director of Planning and Community Development, explained that it had taken staff some time to put together the CLG application, which would open the City to being eligible for certain grants for historic preservation activities, noting that there were vacancies on the HDC which was now fully operational.

Staff recommended that the application be approved and forwarded to the State Historic Preservation Office (SHPO), to be accompanied by a letter from the Mayor.

The Committee recommended approval of staff's recommendation.

By consent agenda, Mr. Hare moved that the application be approved and forwarded to the State Historic Preservation Office (SHPO), to be accompanied by a letter from the Mayor. The motion was seconded by Mr. Dixon and carried by a unanimous roll call vote.

"Safe Whistles" National Recreation and Park Association Recommended Guidelines for Credentialing Volunteers (Background Screening for Youth Coaches and Sports Officials for All City Recreation Offerings)

During the Legislative, Finance, and Administration Committee meeting held on September 9, 2013, members discussed the issue of background checks for Parks and Recreation volunteers working with youth and members recommended that staff, specifically Mrs. Ann Marie Townshend, Director of Planning and Community Development, and Mrs. Kim Hawkins, Human Resources Director, be directed to review the National Recreation and Park Association Recommended Guidelines to conduct an analysis and formulate a recommendation regarding the scope and depth of the background checks that should be required, the cost and how it would be addressed, the period of time the background check would remain valid, and some type of roll-out implementation strategy to be brought back to the Committee within one (1) month for their review and recommendation to City Council. City Council approved the Committee's recommendation during their meeting held on September 23, 2013.

During the Legislative Finance, and Administration Committee meeting held on November 12, 2013, the Committee recommended that background checks be performed for all Parks and Recreation volunteers and contractors, including officials, who will be working directly with youth, every three (3) years, and that staff implement a staggered approach that would require compliance by officials by a certain date in 2014. City Council approved the Committee's recommendation during their meeting held on November 25, 2013.

During the Legislative Finance, and Administration Committee meeting held on February 9, 2014, Mrs. Ann Marie Townshend, Director of Planning and Community Development, advised members that staff had developed a procedure and volunteer application form and that all volunteers involved in youth programming, primarily sports coaches, are run through a background check process, after obtaining their permission. Those who do not come through with a clean record are disqualified. Mrs. Townshend explained that the guidelines were reviewed with the Human Resources Department (HR) to make sure that the process is not inconsistent with City hiring processes and the new process is not significantly different from HR's process. She noted that some people had been turned away.

Referring to the Criminal Background Check Automatic Disqualifiers for Youth Sports Volunteers, Mr. Slavin suggested some rewording related to "Felonies - All Felony offenses other than violence or sex within the past 10 (ten) years," stating that he could discuss this with Mrs. Townshend after the meeting.

Responding to Mr. Hare, Mrs. Townshend stated that the process in place was working.

In response to Mr. Shevock regarding how the application form was being protected since it contained sensitive information, Mrs. Townshend stated that forms were being kept in a locked cabinet at the Parks and Recreation Office, in the same way any personnel files are kept. Audits had been conducted in the past on identity theft and those types of things.

Mayor Christiansen questioned why applications were reviewed every three (3) years, noting that he would feel more comfortable if they were reviewed yearly. Mrs. Townshend stated that background screening is performed on City employees only when they join the workforce; however, she stated volunteers could be brought through the process every year, noting that Little League and Pop Warner Leagues do this. Mayor Christiansen felt this would be in the best interest of the City, and Mrs. Townshend agreed.

Responding to Mr. Hare, Mrs. Townshend stated that there is an expense to conducting the background check, which the City pays since they have difficulty getting coaches and asking them to pay the $35 to do this would cause more difficulty. In response to Mr. Hare, Mrs. Townshend estimated that approximately 50 background checks are done each year, and Mr. Hare noted a cost of close to $2,000 per year. Mayor Christiansen stated that if there were a three (3) year lapse and an incident occurred with a child, the City would be in the line of fire and incur a liability. Mrs. Townshend stated that no one in the City wanted to be in a position where a decision that was made adversely affected the life of a child. Mayor Christiansen respected Mr. Hare's concern regarding the cost but felt that review every year would be appropriate.

Mr. Slavin moved for acceptance of the Legislative, Finance, and Administration Committee Report, seconded by Mr. Hare and unanimously carried.

SELECTION OF POLLING PLACES FOR 2015 REGULAR MUNICIPAL ELECTION

The City of Dover Election Board met on February 19, 2015 and recommended that the Elks Lodge at 200 Saulsbury Road be utilized as the polling place for the 2015 Regular Municipal Election being held on Tuesday, April 21, 2015.

Mr. Anderson asked if the Elks Lodge would be the only polling place for the entire City. Council President Bonar stated that it would be and he reminded members that the usual polling place for the Third District, the Recreation Center at Dover Park, had been demolished. Mr. Anderson stated that he would not be in favor of only one (1) polling place.

Responding to Mr. Slavin, Mrs. Traci McDowell, City Clerk, stated that the cost of multiple polling places would increase due to the need to man each location.

Responding to Mrs. Williams, Mrs. McDowell stated that the average cost of an election with three (3) polling places is $10,000.

Mr. Hare stated that the Elks Lodge is the usual polling place for the First and Fourth Districts so it would only be adding the Second and Third Districts to this polling place.

Mr. Anderson questioned whether an attempt had been made to locate polling places in the east or south of the City, noting that there are schools and churches in those areas. Mrs. McDowell noted that the typical Second District polling place, the 7th Day Adventist Church on New Burton Road, was not available. She advised members that the Election Board considered using the former Dover Public Library on South State Street as the polling place for the Second and Third Districts, noting that it is located in the Second District and borders the Third District and could be used at no cost. Mrs. McDowell also advised members that the Election Board considered using St. Andrews Church on Route 13 as the polling place for the Second and Third Districts, at a cost of approximately $650.

Mrs. Williams moved to set the Elks Lodge at 200 Saulsbury Road as the polling place for the 2015 Regular Municipal Election being held on Tuesday, April 21, 2015. The motion was seconded by Mr. Hutchison.

Mr. Anderson moved to amend the motion to, in addition to approving the Elks Lodge, include looking for a second polling place for the other half of the City, feeling that it is egregious for the entire City to be at one (1) polling place, given the transportation issues that some people have. The motion was seconded by Mr. Slavin.

Mr. Perza questioned, if the amendment were approved, if they would approve the Elks Lodge now or wait to determine what the results of the search would be. Mr. Anderson clarified that the amendment was specifically to approve the Elks Lodge and look for an additional location. Mr. Perza asked when that would have to be completed by. Mr. Anderson thought, given the required 20-day election notice, the new location would have to be proposed by the next meeting.

Mr. Hare noted that it would be difficult to find a polling place that is really centrally located in the districts.

Council President Bonar asked Mr. Anderson if St. Andrews would be acceptable, since it is available. Mr. Anderson stated that it would. Mrs. Williams stated that the church would be difficult to get to for people who have to get a ride or walk.

Mr. Slavin withdrew his second to the amendment.

Mr. Perza asked if they had the option to send this back to the Election Board to evaluate and develop a single proposal that is the same for everybody across the board rather than approving a poll site now and a second site in two (2) weeks, which would create confusion. He felt that it would be

better to approve everything once, maybe in two (2) weeks when members have a better idea of what they are doing. Mr. Perza stated that he realized the polling place has to be set ahead of time, but it is only February.

Mrs. McDowell stated that the sooner the polling places are set the better, so that candidates can make the residents aware of the polling places as they are out campaigning. She suggested that, if it is sent back to the Election Board, they will need direction on how many polling places to look for and where. Mrs. McDowell explained that it was the feeling of the Election Board members that because it is a city-wide election for the Mayor, the Second District will only be voting for the Mayor, the Third District will be voting to fill two (2) seats, and both the Second and Third District voters would have to vote at totally new polling places, it would be better to use the Elks Lodge because all voters are familiar with it and it was the only polling place for the Special Mayoral election in June.

Mr. Hare stated that, for years, the Elks Lodge was the place that all districts voted. All districts voted for the Mayor at the Elks Lodge in June. It is probably as centrally located as any one (1) location can be in the City and access is easy. There is no place that will be convenient for the Second District. The Elks Lodge is probably as convenient as anyplace else, other than the 7th Day Adventist Church, which is only convenient to the south side of the Second District. The rest of the Second District is off of White Oak Road or behind Dover Air Force Base. Mr. Hare thought the Elks Lodge was a good compromise option.

Mr. Anderson moved to refer this item back to the Election Board with the instructions that they find a second location. The motion was seconded by Mr. Perza and failed by a roll call vote of six (6) no (Dixon, Slavin, Williams, Hare, Hutchison, and Bonar) and two (2) yes (Anderson and Perza).

The motion to set the Elks Lodge at 200 Saulsbury Road as the polling place for the 2015 Regular Municipal Election being held on Tuesday, April 21, 2015 was carried by a roll call vote of six (6) yes (Dixon, Slavin, Williams, Hare, Hutchison, and Bonar) and two (2) no (Anderson and Perza).

FIRST READING - PROPOSED ORDINANCE #2015-05 - FISCAL YEAR 2015 SECOND BUDGET AMENDMENT

Council President Bonar 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. The Final Reading of the ordinance and action by Council will take place on March 9, 2015.

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

FISCAL YEAR 2015 SECOND BUDGET AMENDMENT, AS AMENDED BY LF&A #1

FINAL READING - PROPOSED ORDINANCES

The First Reading of the Proposed Ordinances was accomplished during the Council Meeting of February 9, 2015.

Mr. Hutchison moved that the Final Readings of the Proposed Ordinances be acknowledged by title only, seconded by Mr. Slavin and unanimously carried.

Proposed Ordinance #2015-03 Amending Chapter 102 - Taxation, Article III - Realty Transfer Tax, Section 102-71 - Definitions; Article IV - Abatement of Real Estate Taxes, Section 102-113 - Qualifications; and Article V - Tax Credits for Historic Properties, Section 102-152 - Application Requirements and Section 102-153 - Application Review and Approval, with Historic District Commission Amendment #1 (HDC#1)

Mrs. Ann Marie Townshend, Director of Planning and Community Development, advised members that the proposed amendments would change the boundary for the home ownership and transfer tax incentives to align with the Downtown Development District boundary. Additionally, it would change the process for the review of Historic Preservation tax credits at the City level to be administrative.

Mrs. Townshend noted that there was an amendment offered by the Historic District Commission that would clarify that if Historic District Commission approval is required for an Architectural Review Certificate, it does not negate the applicant from seeking approval from the Historic District Commission, it simply refers back to the zoning ordinance as it relates to the Architectural Review Certificate.

Responding to Mrs. Williams, Mrs. Townshend stated that, currently, any application for tax credits for historic properties has to go to the Historic District Commission. For instance, one (1) of the eligible activities would be painting an old Victorian house. That activity does not need to go to the Commission; however, by virtue of the ordinance, in order to get the tax credit, it would have to. The amendment would make the tax credit approval administrative, but the Historic District Commission would continue to review any necessary projects under the zoning ordinance.

Mrs. Williams stated that the review would be conceptual rather than picking house paint, shingles, tiles, and roofing. Mrs. Townshend stated that the Planning Office could still refer any application for historic tax credit to the Historic District Commission for their expertise, which they do routinely for building permits.

Mr. Hare moved for approval of Historic District Commission Amendment #1 (HDC#1). The motion was seconded by Mr. Hutchison and unanimously carried.

By motion of Mr. Hare, seconded by Mr. Slavin, and carried by a unanimous roll call vote, Ordinance #2015-03, as amended by HDC#1, was adopted, as follows:

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

That Chapter 102 - Taxation, Article III - Realty Transfer Tax, Section 102-71 - Definitions, (a)(3) - First-time homebuyer of the Dover Code be amended to read as follows:

Sec. 102-71. - Definitions.

(a) The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

(3) *First-time homebuyer* means a natural person who has at no time held an interest in residential real estate, wherever located, and which has been occupied as their principal residence, and who intends to occupy the property being conveyed as his principal residence, within 90 days following recordation of the deed. The first-time homebuyer must file an affidavit certifying to his qualifications before the exemption can be granted. In order to alleviate claims for rebate of the transfer tax paid, no rebate shall be made once the deed for the transaction has been recorded. First-time homebuyers submitting a false affidavit in any respect, which would entitle them to the exemption, shall be subject to payment of the unpaid transfer tax, plus interest at the rate of one and one-half percent per month and, upon direction by the council, referral to the attorney general of the state for criminal prosecution. This subsection shall apply to all real estate settlements held on or after January 2, 2000. First-time homebuyers are exempt from the transfer tax as provided herein. The first-time homebuyer exemption shall apply to the seller of property that qualifies for the first-time buyer exemption but only for property located within the downtown redevelopment high priority target area defined in Appendix C. Council shall have the right to deny this exemption to any property owner where the sale and purchase appears to be done fraudulently to take advantage of the realty transfer tax exemption ordinance.

BE IT FURTHER ORDAINED:

That Chapter 102 - Taxation, Article IV - Abatement of Real Estate Taxes, Section 102-113 - Qualifications (d) of the Dover Code be amended to read as follows:

Sec. 102-113. - Qualifications.

(d) Any persons purchasing residential real property in which they will reside within the downtown redevelopment high priority target area defined in Appendix C shall be given tax relief from the payment of real estate taxes in the following manner: first year of ownership, total tax abatement; second year of ownership, 75 percent tax abatement; third year of ownership, 50 percent tax abatement; fourth year of ownership, 25 percent tax abatement; fifth year of ownership, no tax abatement. Provided however that the homeowner is required to occupy the home as their principal place of residence during the entire time that the taxes are abated and if the property ceases to be their principal place of residence at any time during the four-year period of abatement, then they shall lose their right of abatement and shall be required to pay immediately all taxes abated up to the time that the home ceases to be their principal residence. In order to obtain the tax abatement, the homeowner must make application by affidavit submitted to the city clerk showing qualification for the abatement and each year thereafter, submit a similar affidavit showing their continued right to the abatement. If qualification for the abatement ceases within the four-year period of abatement the homeowner is required to notify the city clerk of the lack of qualification for the abatement and within 90 days from the date the qualification ceases, pay all taxes abated in the past.

First year of owner occupancy	100 percent reduction of taxes
Second year of owner occupancy	75 percent reduction of taxes
Third year of owner occupancy	50 percent reduction of taxes
Fourth year of owner occupancy	25 percent reduction of taxes
Fifth year of owner occupancy	0 percent reduction of taxes

BE IT FURTHER ORDAINED:

That Chapter 102 - Taxation, Article V - Tax Credits for Historic Properties, Section 102-152 - Application Requirements and Section 102-153 - Application Review and Approval of the Dover Code be amended to read as follows:

Sec. 102-152. - Application requirements.

(a) *Submissions to city planner.* Property owners shall submit a historic tax credit application, and, when applicable, a building permit application and/or application for architectural review certificate as required by Appendix B - Zoning, Article 10 - Planning Commission, Section 3 - Historic District Commission and Architectural Review.

(b) *Plans.* A tax credit request submittal shall include the type and number of plans and specifications required for a building permit and, in addition, elevation plans and specifications, showing the impact of the proposed work on the exterior architectural facade of the building.

(c) *Photographs.* A tax credit application submittal shall include current color photographs of the property, showing the present condition of the property, and accurately representing the existing materials and texture. All photographs shall be labeled indicating the direction of view.

(d) *Other information.* Other information may be required by the city planner to facilitate review of such tax credit submittal.

(e) *Cost estimate.* An itemized cost estimate shall be submitted, which shall be the basis for the tax credit.

Sec. 102-153. - Application review and approval.

(a) *Factors considered.* The city planner shall first review the submitted applications, plans, photos, and related information to determine if the property is a qualifying historic property. In making this determination, the city planner shall consider the following:

(1) The property's significant value as part of the historical, cultural, artistic, social, ethnic or other heritage of the nation, state or city;
(2) The property's association with an important person or event in national, state, or local history;

(3) Whether the property is representative of the distinguishing characteristics of an architectural type inherently valuable for the study of a period, style, craftsmanship, method of construction or use of an indigenous material;
(4) Whether the property is the notable work of a master builder, designer, architect, or artist whose individual genius has influenced an era.

(b) *Review.* If the city planner determines that the property is a qualifying property, they shall review the submitted application plans, specifications, and related information for compliance with the following:

(1) The proposed application constitutes an exterior preservation project seen readily from a street, sidewalk, or public way, where measures are applied to sustain the existing form, integrity, and material of the building or structure, including stabilization work, where necessary, as part of ordinary maintenance and repair;
(2) The proposed application constitutes an exterior rehabilitation project readily seen from a street, sidewalk or public way, which would return the property to a state of utility through repair or alteration which makes possible an efficient use of the building, while preserving those portions or features of the property which are central to its historic, architectural, and cultural significance;
(3) The proposed application constitutes an exterior restoration project readily seen from a street, sidewalk, or public way, which accurately recovers the form and detail of a property and its setting as it appeared at a particular period of time in the past by means of removal of later work or by the replacement of missing earlier work; or
(4) The proposed application conforms with the recommended practices and treatments of the design standards and guidelines for the city historic district. Practices and treatments designated as not recommended or inappropriate in the guidelines, or determined by the historic district commission to be inappropriate shall not qualify for this tax credit.

(c) *Referral to historic district commission*. The city planner may refer any application for tax credits under this article to the historic district commission for consultation with the commission. The applicant shall have the right to appeal a tax credit disapproval to city council.

(d) *Expense report.* Upon the completion of the qualified work for which a tax credit has been approved, the property owner or his contractor shall submit to the city planner a written expense report, which verifies the costs associated with the project and shall request an inspection of the completed work by the city planner.

(e) *Tax credits.* The tax assessor shall apply approved tax credits during the fiscal year subsequent to the submittal to the city planner by the applicant of the contractor's final invoice to verify the cost of the repairs to the building and following certification from the city planner that the work has been completed in accordance with the approval of the tax credit application, building permit, and/or architectural review certificate.

Secs. 102-154—102-180. - Reserved.

ADOPTED: FEBRUARY 23, 2015

Proposed Ordinance #2015-04 Amending Appendix C - Downtown Redevelopment

Mrs. Ann Marie Townshend, Director of Planning and Community Development, advised members that the proposed ordinance modifies the boundary of the Downtown Redevelopment Target Area to ensure that the Downtown Development District falls within the larger target area, and it creates a High Priority Target Area that comprises the Downtown Development District boundary. She noted that the amendment removes the 10% donation of the value of redevelopment incentives to the Downtown Dover Partnership, expands the impact fee waiver to remove the applicability to only multi-story mixed use buildings, and it adds two (2) new incentives for the High Priority Target Area: rebate of the buyer's portion of transfer taxes when a Certificate of Occupancy is granted for property improvements, and waiver of City business license fees for new businesses in the area for a period of three (3) years. Mrs. Townshend noted that the proposed ordinance implements the incentives agreed to in the City's Downtown Development District application.

Responding to Mrs. Williams, Mrs. Townshend stated that, when the State and City incentives are combined, the incentives to some properties would be valued between $100,000 and $200,000. A large, mixed-use project similar to The Bayard Plaza would qualify for $800,000 to $900,000 in incentives.

By motion of Mr. Slavin, seconded by Mr. Dixon, and carried by a unanimous roll call vote, Ordinance #2015-04 was adopted, as follows:

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

That Appendix C - Downtown Redevelopment of the Dover Code be amended to read as follows:

ARTICLE I. - INTENT

The city council has deemed it to be in the best interests of the residents of the city and in furtherance of their health, safety and welfare to promote the redevelopment of downtown Dover. In order to promote the redevelopment, [the] council has determined that incentives in the forms of tax abatements, impact fee waivers and building permit caps should be offered.

ARTICLE II. - DEFINITIONS

The following words, terms and phrases, when used in this ordinance, shall have the meanings ascribed to them in this article, except where the context clearly indicates a different meaning:

Section 1. - Beneficiary of the incentives.

The *beneficiary of the incentives* shall include the person or artificial entity that receives the incentive and the owner of one-half or greater interest in an artificial entity that receives the incentive.

Section 2. - Downtown Dover Partnership.

The *Downtown Dover Partnership* shall be established for the purpose of fostering redevelopment within the target area.

Section 3. - Eligible project.

Eligible project shall mean a new construction or renovation which:

(a) Is located within the target area; and
(b) The fair market value of the materials to be used in and the labor to be performed on the project exceeds the sum of $15,000.00; and
(c) Is for commercial, office, or a residential use; and
(d) Conforms to the intent of this ordinance.

In order for a residential use to be an eligible project, the object of the construction or renovation must be a dwelling unit as defined in article 12 of the City of Dover zoning ordinance [appendix B]. Construction or renovation of accessory buildings as defined in article 12 of the City of Dover zoning ordinance [appendix B] shall not be eligible for development incentives. Construction or renovation which constitutes ordinary replacement or routine maintenance shall not qualify as an eligible project.

Section 4. - Target area.

Target area shall mean that part of the city more particularly described as follows:

Beginning at a point at the intersection of the centerlines of Cecil and North State Streets, then continuing on the centerline of North State Street in a southerly direction to the intersection of the centerline of State Street and an extension of the centerline of Delaware Avenue, then continuing on the centerline and an extension of the centerline of Delaware Avenue in an easterly direction to the point of intersection of an extension of the centerline of Delaware Avenue and the St. Jones River, then following the centerline of the St. Jones River in a southerly direction to the point of intersection of the centerline of the St. Jones River and the southerly property line of lands now or formerly of the Catholic Diocese of Wilmington, being the site of Holy Cross Roman Catholic Church, then proceeding in a westerly direction along said property line to the easterly right-of-way line of South State Street (U.S. Route 13-A), then crossing the right-of-way line of South State Street in a westerly direction and joining the centerline of Hope Street and proceeding in a westerly direction to the centerlines of Hope Street and South Governors Avenue, then proceeding in a southerly direction along the centerline of South Governors Avenue to the point of intersection of the centerlines of South Governors Avenue and Dover Street, then proceeding in a westerly direction along the centerline of Dover Street to the point of intersection of the centerlines of Dover Street and Westview Terrace, then continuing in a northerly direction on the centerline of Westview Terrace to the point of intersection of the centerline of Westview Terrace and New Burton Road, then proceeding in a northeasterly direction on the centerline of New Burton Road to the point of intersection of New Burton Road and West Street, then continuing in a northerly direction along the westerly right-of-way line of West Street to the point of intersection of the westerly side of the right-of-way of West Street and

the northerly property line of lands now or formerly of Dover Rent-All, Inc., then continuing in a westerly direction along said property line to the point of intersection of said property line and the lands of Conrail Railroad, then proceeding in a northerly direction along the easterly right-of-way line of Conrail Railroad in a northerly direction to the point of intersection of the centerline of West North Street and then westerly along the centerline of West North Street to Clarence Street and north along the center line of Clarence Street to Slaughter Street, and west along the center line of Slaughter Street to Cherry Street and north along the center line of Cherry Street to the intersection with the center line of Lincoln Street to a point of intersection with an extension of the westerly property line of lands now or of late of Michael Nash, being the site of the former Diamond Ice Company, then proceeding in a northerly direction along the westerly property line of the Nash property and in a line extending to the intersection of the southerly property line of lands now or of late Paul T. and Aiko Moore, and then northwesterly and then northerly along the southern and western property line of the Moore property and extending north to an intersection with the centerline of Lincoln Street, and then easterly along the centerline of Lincoln Street to a point of intersection of an extension of the westerly property line of lands now or formerly of Frank Moore et al., and then northerly along the western property of Frank Moore et al. and extending to a point of intersection with the centerline of Forest Street, then easterly along the centerline of Forest Street to a point of intersection with an extension of the westerly property of the lands now or formerly of the Salvation Army, and then northerly and easterly along the western and north property line of the Salvation Army property to the point of intersection with lands now or of late Conrail Railroad, then northerly along the westerly property line of Conrail Railroad and extending to a point of intersection with the centerline of West Division Street, and then easterly along the centerline of East Division Street to the intersection of the easterly right-of-way line of Conrail Railroad, and then northerly along the easterly right-of-way line of Conrail Railroad to the intersection of the right-of-way of Conrail Railroad and the northerly property line of lands now or of late of Southern States Cooperative, Inc., then proceeding in an easterly direction a distance of 52.76 feet to the northeasterly corner of the lands now or of late of Southern States Cooperative, Inc., then proceeding in a southerly direction along the easterly property line of lands now or of late of Southern States Cooperative, Inc., to the point of intersection of said property and the centerline of Mary Street, then proceeding in an easterly direction along the centerline of Mary Street to the point of beginning, being the point of intersection of the centerline of Mary Street and North Governors Avenue, south along the centerline of North Governors Avenue to the intersection of North Governors Avenue and Cecil Street, and west along the center line of Cecil Street through the Wesley College Campus to the point of intersection of Cecil Street and North State Street.

High Priority Target Area shall mean that part of the city more particularly described as bounded by the street center lines as follows:

From the intersection of the centerlines of North Governors Avenue and Mary Street south go the intersection of the centerlines of North Governors Avenue and Fulton Street, east to the intersections of the center lines of Fulton Street and North State Street, south to the northern intersection of the center lines of South State Street and The Green, and along the centerline of The Green east of South State Street to the south intersection of the center lines of South State Street and The Green, south to the intersection of the center lines of South State Street and West Water Street and west to the intersection of the center lines of West

Water Street and South Queen Street, south along the center line of South Queen Street 541.11 feet and then west to the center line of South West Street, and north to the intersection of the center lines of West North Street and South West Street, and west to the intersection of the center lines of West North Street and Clarence Street and north to the intersection of the center lines of Clarence Street and Slaughter Street, and west along the center line of Slaughter Street to Cherry Street and north along the center line of Cherry Street to the intersection with the center line of Lincoln Street, and east along the center line of Lincoln Street to the intersection of the center lines of Forest Street and South West Street, and north along the center line of South West Street to the intersection of the center lines of West Street and West Division Street, and west to the east property line of the Norfolk Southern railroad track, and north along this property line to the intersection with the center line of Mary Street, and west to the intersection of the center lines of Mary Street and North Governors Avenue.

ARTICLE III. - ELIGIBILITY

Section 1. - Development incentive ineligibility.

An otherwise eligible project shall be ineligible for development incentives if:

(a) An application for a building permit for the project was filed prior to the effective date of this ordinance; or
(b) Construction or renovation commenced prior to the effective date of this ordinance; or
(c) Issuance of the certificate of occupancy and/or the completion and finalization of the building permit occurs before the application for development incentives is received; or
(d) The subject property is exempt from City of Dover real estate taxes; or
(e) The beneficiary of the incentives is delinquent on any of the obligations listed in section 1-13(b).

Section 2. - Revocation of eligibility.

The beneficiary of the incentives provided by this Appendix must remain current on all obligations due the city. If, at any time after the incentives have been granted, the beneficiary of the incentives becomes delinquent on any of the obligations listed in section 1-13(b), the city manager shall revoke the eligibility for any portion of the incentives not yet received by the beneficiary. Notice shall be given to such beneficiary in writing.

ARTICLE IV. - DEVELOPMENT INCENTIVES

Eligible projects within the Target Area shall be eligible for the following development incentives:

Section 1. - Waiver of permit fees.

Fees for building, plumbing, mechanical, and fire protection permits shall be waived for eligible projects.

Section 2. - Waiver of impact fee.

Eligible projects shall qualify for city impact fee waiver of the cost of such fees.

Section 3. - Abatement of property taxes on the value of improvement.

Eligible projects shall receive property tax waivers for a period not to exceed ten years so that improvements to the properties made in accordance with the intent of this ordinance will not be taxed for a period of time not to exceed ten years from the date of the making of the improvements. The said ten-year period will commence with the date of issuance of a building permit.

Eligible projects within the High Priority Target Area shall also be eligible for the following incentives:

- For properties which have transferred on or after March 1, 2015, the property owner shall be eligible for a rebate of the buyer's portion of the real estate transfer tax upon issuance of a certificate of occupancy, provided that a certificate of occupancy is issued for improvements to the property within five years of the payment of the real estate transfer tax.

- Businesses that open within or relocate to the high priority target area on or after March 1, 2015, shall be eligible for a waiver of all city business license fees associated with the business for a period of three years. Eligible businesses are still required to obtain the required city business licenses.

ARTICLE V. - ADMINISTRATION

The city manager and his staff shall develop the administrative procedures necessary to implement this ordinance. The city manager and his staff shall promulgate reasonable standards to be used in determining whether an eligible project shall receive development incentives and, if so, which incentives shall be granted. Administrative staff shall review applications for development incentives and grant incentives to eligible projects. Applicants shall be notified of the action taken on their applications by mail.

ARTICLE VI. - APPEALS

Applicants denied development incentives shall have the right to appeal the decision to the city council within 30 days from the date of mailing of the formal notification. Such appeal shall be in writing, signed by the owner of the property in question, and filed with the city clerk.

ARTICLE VII. - SEVERABILITY AND EFFECTIVE DATE

Section 1. - Severability.

Should any section or provision of this ordinance be declared to be unconstitutional or otherwise invalid, such decision shall not affect the validity of the ordinance as a whole or any part thereof other than the parts so declared to be unconstitutional or invalid.

Section 2. - Effective date.

This ordinance shall be effective as of January 1, 1991.

ADOPTED: FEBRUARY 23, 2015

COUNCIL MEMBERS' ANNOUNCEMENTS

Council President Bonar read the following statement into the record:

I would like to thank everyone that works for the City for their efforts surrounding the bitter winter weather we have been experiencing. As a reminder that we aren't done yet, we still have 25 days left until the official start of Spring and I think most of us can barely wait!

But I would like to hand out a big thank you to the Public Works Department of the City of Dover. Most people are not quite aware for the last few years the Public Works department has been down 13 staff members in that department. While it's helped the budget, it certainly makes a lot more work for the ladies and gentlemen that serve us in that department.

I want to put into perspective what resources we have as city during a snowfall like this - the last several ones we've had to experience. We have six (6) sanders with plows; we have five (5) trucks that are plows only; a few backhoes and loaders, and four (4) skid steer tractors.

When snow hits greater than three (3) inches, the people in the Public Works Department shift to 12-hour shifts and crews have to continually maintain 17.3 miles of emergency and critical routes. After they have maintained those routes, and after the snow stops, they can then move on to clearing residential areas. They total 184.4 miles of roadway to clear. A lot of people don't recognize that, but that's a lot of roadway.

As the cleanup is underway, a partial crew is working on the 184.4 miles of residential roadways. We then bring in another crew clearing 53 areas of sidewalks in order to provide for safe foot traffic.

While not every snow storm deems all these efforts as being necessary, this winter has been particularly brutal with our record-breaking temperatures, wind chills, and the amount of ice that has been on the streets and sidewalks.

I will certainly go along with the rest of you and hopefully we have seen the worst of the winter but in case we do get more snow, we need to remember to remove vehicles that are parked on emergency routes within one (1) hour of steady snowfall to prevent them from being towed. And also, when possible, making sure that roadways in developments are clear enough for plows to get through. I drove through some developments in my district after the snowstorm and we had cars parked on both sides of the road. It made it impossible for a plow to get down that street to clear it out and, yet, these are the same people that were complaining to me

about snow not being able to be removed. And lastly, use a little bit of common sense. Just because the snow stops falling, it doesn't mean you need to get out and go sightseeing. Stay home. Let the road crews do their work. Get our streets clear as quickly as possible.

Again I'd like to say thanks for all of the people in the Public Works Department. Thank you for what you do - the time and commitment and coming out and making it safe while the rest of us stay warm inside!

Mr. Bonar requested Mrs. Sharon Duca, Director of Public Works, to relay his message to her crews.

Mr. Slavin moved for adjournment, seconded by Mrs. Williams and unanimously carried.

Meeting adjourned at 8:35 p.m.

TRACI A. McDOWELL
CITY CLERK

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

ROBIN R. CHRISTIANSEN
MAYOR

/TM
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Exhibits
Exhibit #1 - Revised City of Dover Training, Conference, and Travel Policy

CITY OF DOVER
TRAINING, CONFERENCE & TRAVEL POLICY

A. INTRODUCTION

1. Purpose

The purpose of this policy is to provide guidelines under which City of Dover employees, public officials, and appointees will be reimbursed for authorized travel expenses incurred in the conduct of business for the City of Dover, hereinafter referred to as "City." In addition to the guidelines, specific procedures with regard to incurring and reporting related expenses are provided.

2. Scope

This policy shall apply to employees of the City of Dover, elected officials, boards, commissions and others, who are engaged in authorized travel and who expend City funds for travel purposes. The Mayor and Members of City Council are not required to submit a Travel Authorization and Completion Form, but are required to follow the financial and budget requirements of this policy.

While this policy does not cover every possible situation, it establishes adequate guidelines for employees and officials to make appropriate and consistent judgments regarding the expenditure of City funds for reimbursable expenses. The City of Dover will provide flexibility to meet the special needs and requirements of their employees during travel.

It remains the responsibility of city management to control and approve travel-related expenditures. The City Manager and Controller/Treasurer may impose more stringent rules when deemed appropriate or necessary.

The City Manager and Controller/Treasurer will review every three years the implementation of this Policy and will provide policy interpretations and assistance to ensure effective and efficient implementation. Any exceptions will be subject to approval by the City Manager and Controller/Treasurer. The City Manager and Controller/Treasurer may also, on a case-by case basis, approve reimbursements exceeding the guideline amounts referenced in this policy. In any such instance, a detailed explanation and substantiation (a receipt) is required. Enforcement of this policy will be the responsibility of the Controller/Treasurer.

3. Responsibility

a. Employee, Public Official, or Appointee
   - Comply with all provisions of this policy.
   - Obtain the necessary approvals in advance for overnight travel and out-of-state use of City vehicles. Provide a copy of the approval with the travel prepayment made by direct voucher.
   - All expenses incurred in the course of City business are to be in accordance with the City's Administrative Policies and Rules of Ethics and must be paid solely from appropriated funds.
   - Comply with the ten (10) working-day rule.

b. Department Director/City Manager/Council Designee
   - Ensure compliance with this policy.

- Review and approve each of their employees/official's travel approval requests and reimbursable expenses.
- Ensure sufficient funds are available for all anticipated expenses.

c. Signatures on the Travel Expense Report (City of Dover Form 030 Exhibit B) certify that the expenses were incurred by the employee/official requesting reimbursement for official City business, are reimbursable in accordance with this policy, and have not been reimbursed except as indicated on this form.

Required signatures for expenses are:

- Employee
- Supervisor
- Department Director or Council Designee

B. TRAINING AND CONFERENCE REGISTRATION FEES

1. Request for payment of registration fees shall be accompanied by the registration form.

2. City Council, Planning Commission and the Mayor are offered opportunities to attend courses designed for governmental officials. Any member of Council wanting to take advantage of these courses offered by the following organizations will submit to the City Clerk's office their request for registration.

- Delaware League of Local Governments
- National League of Cities
- US Conference of Mayors
- International City Managers Association
- Government Finance Officers Association (GFOA)
- American Public Power Association (APPA)
- American Public Works Association (APWA)
- American Planning Association
- Organizations that provide Continuing Education credits for professional license renewals of applicable staff.

Any courses not offered by these organizations will be submitted to the City Manager and Controller/Treasurer for concurrence.

C. TRAVEL AUTHORIZATION

All out-of-state travel that extends beyond one day shall be approved by the City Manager. All requests shall be made on the "Travel Authorization Form" (City of Dover - Form 047 Exhibit A). A copy of the conference or meeting program must be attached to the form. The authorization form must be submitted to the City Manager in a reasonable amount of time prior to the traveling day.

The Department Director or City Manager may impose specific requirements as to the time the authorization form must be submitted prior to travel. Employees and Officials traveling on official City business should be aware that the approval is for travel only, and is not a blanket approval of the expenses incurred.

A travel packet including the authorization form, the meeting program/itinerary, and the purchase orders for advanced costs must be submitted to the Accounts Payable Department. The Purchase Orders for the advanced costs should include the necessary supporting documentation. It does not require the submission of duplicate information. Please note Purchase Orders for registration costs must include the Registration form unless previously submitted; submission for hotel and airfare costs must include documentation of the individual costs unless previously submitted.

D. TRANSPORTATION: COMMON CARRIER

1. General

All trips requiring the use of common carrier must be pre-approved by the appropriate approval authority.

The mode of travel must be justified on the basis of the most economical use of time of the personnel involved, the cost of optional travel modes, and the requirements of the trip.

All common carrier reservations must be consistent with reasonable business travel planning, common carrier will be booked at the lowest available fare. If the lowest available fare is turned down by the traveler, the traveler's explanation for the denial is to be provided with the travel authorization request.

Travelers should be advised to make travel reservations as far in advance as possible to attain the lowest fares, including non-refundable tickets. Travelers may not specify particular airlines or other carriers to accumulate mileage on promotional plans such as frequent flyer programs.

In order to take advantage of special discount rates (supersaver fares, etc.), reimbursement to an employee may be made prior to a trip being taken under the following conditions:

a. Documentation of the substantial savings that will accrue to the City (e.g., supersaver discounts).
b. Employee's proof of payment on a statement from the airline, other than credit card receipts.

Most airlines will not give refunds or partial refunds for supersaver airfares.

It is encouraged to examine the advantage of fares requiring early trip departure or delayed return. However, it is important to consider the additional cost of meals and lodging for the required extra day(s) stay when comparing cost.

2. Air Travel

a. Accommodations - When commercial airlines are used as a mode of travel, accommodations shall be coach/economy class unless some other class accommodations are more economical.

b. Routing of Travel - All travel will be by the most economical and direct routes.

   In the event that a person travels by an indirect route for personal convenience, the extra expense shall be the responsibility of the individual. Reimbursement for expenses shall be based only on the cost of the most economical and direct route.

c. Conference Airfare Arrangements

When attending a conference, always check conference materials to see if special airline discounts are offered. When a special airline discount rate is offered and conferees are instructed to go directly to an airline to obtain the discount fare, the employee should compare the conference rates through the internet with all other airline rates available before scheduling airline reservations. The employee should always book the lowest fare possible. (See Section F.3. for Conference Lodging Arrangements).

3. Rail Travel

1. Accommodations

When it has been determined that rail travel is the most appropriate mode of transportation, the most economical class accommodations shall be utilized.

E. TRANSPORTATION: PASSENGER VEHICLES

1. City-Owned Vehicles

City-owned vehicles should be utilized for both in-state and out-of-state travel when such use is the most practical and economical mode of transportation, including the cost of tolls, fuel and parking.

2. Use of Privately-Owned Vehicles

a. The use of privately owned vehicles for any City travel (both in state and out-of-state) should only be used when a City Vehicle is not available. The use of a privately owned vehicle for City travel shall require the prior approval of the City Manager and Department Director. Reimbursement of private vehicle expenses shall be at the Council approved rate as indicated on Exhibit B for actual and necessary miles traveled. Beginning and ending odometer readings are required for the reimbursement for mileage.

b. In considering approval for use of personal vehicles, the approval authority shall take into consideration the cost of alternative modes of travel and the cost of meals and lodging for the additional travel/transit days. Mileage reimbursements shall not exceed the cost of airfare plus travel to/from the airport.

c. When two or more employees travel in a privately owned vehicle, only one mileage reimbursement will be allowed at times when one vehicle is sufficient to carry all passengers.

3. Rental Cars

a. General

The use of a rental car when traveling out of state must be justified as an economical need and not as a matter of personal convenience. Prior approval by the Department Director and City Manager is required before arranging for car rental. All rentals should be at the most economical

rate per day including government rates or special rate agreements. When traveling in groups, sharing of cars, when practical, must be done to minimize costs. The city will not pay for the use of a rental car to accommodate family members or non-business associates traveling with the employee, public official, or appointee.

b. Vehicle Size

Whenever possible, compact cars shall be rented or reserved. However, if a larger size vehicle is more economical or more than two city travelers are traveling together the larger vehicle may be appropriate. Any representative of the City requesting an upgrade of the size of a rented vehicle shall provide a written explanation of their reasons to the City Manager. **A receipt is always required**.

c. Insurance

(1) The optional insurance coverage offered by the car rental agency must be declined when the traveler charges the rental car. The traveler will automatically receive primary coverage under the City blanket insurance policy for travel. When insurance is declined, the policy covers collision damage, theft, fire and vandalism. Reimbursements for additional or optional insurance coverage will not be allowed.

(2) Other. Travelers <u>not</u> covered under the blanket insurance policy may be covered by their personal automobile insurance policy or other personal credit cards. Travelers should check their automobile policy and credit card policy for business travel coverage and accept or decline additional coverage accordingly. Reimbursement for additional or optional insurance coverage will not be allowed.

d. Refueling Before Return

To avoid a refueling surcharge, all rental cars shall be refueled before returning the vehicle to the rental company. Any surcharges billed to the employee, public official, appointee, or City shall be explained in the reimbursement request.

e. Reservations

Approved car rental reservations shall be made in advance whenever possible. The employee should compare car rental rates and always look to reserve the lowest rental.

F. LODGING

1. General

City travelers are expected to seek accommodations that are comfortable, convenient, meet business and personal needs and offer good value. Employees are expected to compare local lodging rates in the area prior to reserving lodging.

2. Accommodation

a. Lodging accommodations for reasonably priced single occupancy rooms are reimbursable when the traveler is away from home overnight due to official travel.

b. Accommodations shared with family members or others not on official City business are reimbursable at the single occupancy rate only.

c. Accommodations shared with other City travelers should be billed and reimbursed to one traveler. When required, reimbursements to more than one traveler shall be based on a pro rata share as reported on each reimbursement request.

3. Conference Lodging Arrangements

When hotel rooms are blocked for a conference, seminar, etc., and a special discounted conference hotel rate provided, the employee/official should compare conference rates with the rates for other local hotels within a three (3) block radius of the conference. The employee is urged to reserve hotel accommodations that offer the best value to the City. This includes conference rate, government rate or lower rate, for the employee/official. If a lower rate is not available, the conferees should make their lodging arrangements directly utilizing the conference instructions. Conference lodging will be considered to accommodate persons with special circumstances.

4. Occupancy Tax

The City is exempt from the tax on occupancy of hotel, motel and tourist home rooms within Delaware only. When instate overnight accommodations are necessary, the employee should be provided with a copy of the Occupancy Tax Exemption Certificate (see Exhibit C) to be presented to the lodging facility. Tax on occupancy of hotels in other states must be paid.

G. MEAL ALLOWANCES

1. General

The City will pay for or reimburse an employee/official for the necessary and reasonable cost of meals and incidental expenses incurred during out of state travel requiring overnight lodging.

Additional meal costs incurred over and above those provided as part of a conference or registration fee are not reimbursable, unless justified as a special circumstance and approved by the City Manager and Controller/Treasurer (e.g. special meeting or diet restrictions).

Exceptions are to be pre-approved by the City Manager and Controller/Treasurer.

There will not be any reimbursement for meals when the meals are provided as part of the conference/training or by the host organization and when meals are provided as part of the hotel service and/or airfare.

Only per diem rates as prescribed by the Federal Government for official travel will be provided for Meals and Incidental Expenses (M&IE). (\\doverfp\Public Docs\Policies & Procedures\Travel\FY2015_PerDiemRates.pdf)

If an employee is traveling partial days on any calendar day, the City will prorate the applicable M&IE rate at 75 percent. This applies to both day of departure and day of return. Partial travel days begin when an employee leaves Dover after 12:00 noon on the day of departure and returns to Dover by 5:00 PM on the day of arrival.

When meals are provided at the conference or by the host, the meal allowance will be reduced by 25% for each meal provided. Continental Breakfast provided by the hotel or at the conference is counted as a meal, unless justified as a special circumstance and approved by the City Manager and Controller/Treasurer (e.g. special meeting or diet restrictions).

2. Day Trips, In-state Travel and Before or After Hours

The meal allowance for day trips out of the City will be reimbursed at actual cost**,** as long as it does not exceed 25% of the normal per diem per the M&IE Allowance. The meal allowance for working before or after hours as a general rule are not encouraged, but may be approved by the City Manager and/or Controller/Treasurer on a case-by-case basis. At no time can the amount exceed the allowances established.

H. CASH ADVANCES

General/Blanket travel advance checks will not be issued to employees, public officials, or appointees. Employees, public officials, and appointees will be reimbursed for specific travel related expenses after the trip or event has been completed.

The City will pay specific travel and lodging costs in advance as long as the request deadlines are met. Employees, public officials, and appointees shall use a City purchase order when requesting travel cost advances. Department Directors should use their City credit card for business travel. Directors may approve the use of their departmental travel credit card when arranging employee travel. Under urgent situations and with prior approval, employees and officials can also use a personal credit card and request reimbursement when they return.

The City will pay in advance the following costs:

Please note: A travel packet including the Travel authorization form, the meeting program/itinerary, and a purchase order for the advanced costs listed below must be submitted to the Accounts Payable Department **no later than 12 days prior to the event.**

a) **Conference/Training registration fees.** Such payment will be made payable and mailed directly to the organization. This will be done through a purchase order submitted by the department upon receipt of the approved Travel Authorization Form. A copy of the registration form describing the specific event must be attached to the purchase order. The Employee Travel packet must be submitted to Accounts Payable prior to/or along with the purchase order request for advance travel expenses.

b) **Airfare.** Airfare is normally reserved on-line through the internet and paid with a City credit card after travel approval has been received. (See City Credit Card Policy)

c) **Lodging**. Upon receipt of the approved Travel authorization form, the department may submit a purchase order for lodging. The check will be made payable to the hotel and will be given to the person for whom the lodging arrangements are made. The department must provide supporting

documentation including the daily lodging rates and applicable taxes along with the purchase order. Lodging reservations can be held with the use of a City Credit Card. (See City Credit Card Policy)

d) **Meal allowance**. An advance for the M&IE Allowance, which includes both meals and incidental expenses, will be permitted for meals not provided by the conference or training as indicated in Section G (1) above. Only per diem rates as prescribed by the Federal Government for official travel will be provided for M&IE Allowance.

I. TRAVEL EXPENSE REIMBURSEMENT

1. General

Travel Expense Report (City of Dover Form 30) is due to Accounts Payable within **ten (10) working days** after travel or an expense is incurred. **(Ten working-day rule)**

a. Timely reimbursement can be assured only if an accurate, properly substantiated Travel Expense Report is received **to Accounts Payable ten (10) working days** after completion of the trip.

b. Failure to submit timely Travel Expense Reports after the completion of a trip will result in administrative action, such as notification to the Department Director and denial of future travel requests.

Travel Expense Reports for local travel and related expenses are to be submitted monthly. **In no case shall a reimbursement be made to an employee for travel/conference/training related expenses incurred in excess of 90 days.**

Note: This section pertains to only those travel expenses paid by the traveler; not to travel expenses directly billed to/paid by the City.

2. Receipt Requirements and Other Reimbursement Criteria

a. Tickets booked on common carriers (airline, rail or bus) require original copy of the paid invoice or email confirmation containing total travel costs for arrangements booked on-line.

b. Hotel/motel bills shall be the original copy of hotel/motel billing marked paid.

c. Ground transportation, including airport shuttle, taxi or public transit requires a receipt.

d. Car rental reimbursements require paid invoice from the rental company.

e. Meals do not require receipts and are not reimbursable above the maximum daily/partial day per meal allowance. **Tips are included in the M&IE Allowance and will not be reimbursed separately.** When more than one City employee, public official, or appointee's meals are being reimbursed, each employee must submit a separate Travel Expense Reimbursement for their allowance.

f. Hotel/motel related expenses should be documented identifying the date and the cost for each category with the following requirements:

(1) Out-of-pocket costs for incidental items such as tips, baggage handling and maid service are not individually reimbursable by the City of Dover. Costs included under this category are included in the M&IE per diem rate. Only per diem rates as prescribed by the Federal Government for official travel will be provided for M&IE allowance.

(2) City-business related telephone calls are reimbursable as incurred and require a receipt from the telephone service provider or included on the hotel/motel billing invoice.

g. Lodging at campgrounds using traveler's camper or recreational vehicle is reimbursable at the actual cost, not to exceed the equivalent cost of hotel/motel lodging. Receipt is required.

h. Other Reimbursement Categories

Reimbursement for the following categories should be submitted on a schedule identifying the date, the cost and the category. All supporting receipts must be attached:

1) The City will reimburse employees for hotel and airport self-parking. The City encourages all employees to seek 'economy and budget parking'.
2) The City will not reimburse employees for Valet parking, unless prior approval has been granted by the City Manager and Controller.
3) The City will reimburse employees the cost of tolls for interstates, turnpike, bridges and/or ferries. All travel expenses require a receipt.
4) The City will reimburse employees for necessary airport baggage fee. A receipt is required.

i. Gasoline and/or Other Supplies require a receipt.

Need for emergency repairs incidental to using a City-owned vehicle shall require a Vendor receipt.

j. Department Director pre-approval is required to receive reimbursement for Internet Access Costs for city business. These costs must be substantiated with receipts.

k. While traveling overnight out-of-state, the City will reimburse employees for the cost of up to two (2) personal telephone calls not to exceed $8 per trip. A receipt is required for reimbursement.

l. Reimbursements for travel expenses incurred without required receipts, as outlined, is strictly prohibited. A "no receipt - no reimbursement" policy applies

3. Non- Reimbursable Expenses

The City shall not reimburse expenses for the following:

a. Alcoholic beverages**.**
b. In-room movies or pay television.
c. Theater tickets or nightclub entertainment.
d. Laundry.
e. Babysitting.

f. Related expenses of spouse, children and other persons accompanying the authorized employee or official.
g. Pleasure, historic or other tour related expenses. Expenses for business related tours would be reimbursed.
h. Donations and gifts made while at training, conference, or meeting.
i. Loss or damage of personal items.
j. Meals for other conference attendees.
k. Purchase of personal items.
l. Any parking or moving violation fines.
m. Any personal or pleasure travel while on City business.

J. CHARTER AND CODE OF CONDUCT

All City of Dover policies are subject to the City of Dover Charter Part 1, Subpart A, Article II, Section 12 "Compensation and expenses - Mayor and Council and other elected or appointed officials", whereas, "Members of the council, mayor and other elected or appointed officials shall receive reimbursement for actual and necessary expenses incurred when on official business as prescribed by city ordinance or policy" and; Part II Code of Ordinances Chapter 2, Article 1, Division 4 "Code of Conduct", which is "applicable to all elected and appointed officials and to all employees of the City of Dover."

K. INTERNAL REVENUE CODE - DEFINITION OF PUBLIC OFFICIAL

Generally, if there is any provision in a public law which authorizes the employment of the individual, and the individual is hired or elected under this authority, the individual is considered an employee of the State or political subdivision to which the provision applies.

The following factors indicate that an office is a "public office."

The office was created by the constitution or through legislation, or by a municipality or other body with authority conferred by the legislature.

The office was delegated a portion of the powers of the government body.

The powers conferred and the duties to be discharged are defined either directly or indirectly law or through legislative authority.

The duties are being performed independently and without control of a superior power other than the law.

The office has some permanency and continuity, and the officer takes an official oath.

Examples of public officers are: the president and vice president, a governor or mayor, the secretary of state, a member of a legislative body, such as a state legislature, county commission, city council, school board, a judge, a justice of the peace, and members of advisory boards and committees.

L. REVIEW & REVISION

The City of Dover Travel Policy will be reviewed every three years by the City Manager, Controller/Treasurer and City Clerk to provide recommended changes to City Council for approval.

EXHIBITS

Exhibit A - COD Travel Authorization Form (Form 47)
Exhibit B - COD Travel Expense Report Form (Form 30)
Exhibit C - COD Exemption Certificate Form 99A

REVISION RECORD

Revised: November 24, 2003
Revised: February 9, 2004
Revised: July 24, 2006
Revised: March 23, 2009
Revised: January 23, 2012
Revised: February 23, 2015

EXHIBIT A

CITY OF DOVER
TRAVEL REQUEST AND ITINERARY

EMPLOYEE TRAVELING _____ REQUEST DATE _____

BUSINESS PURPOSE _____

DEPARTMENT _____ TRAVEL DESTINATION AND DATES _____

ITEMIZED EXPENSES

						ESTIMATED COST:
REGISTRATION FEE:	MEALS PROVIDED BY CONFERENCE MUST BE DEDUCTED FROM M & IE RATE.					
MODE OF TRAVEL AND COSTS:						
AIRLINE		ONE WAY		ROUND TRIP		0.00
AIRPORT PARKING		PER DAY		TOTAL DAYS		0.00
TRAIN		ONE WAY		ROUND TRIP		0.00
BUS		ONE WAY		ROUND TRIP		0.00
* RENTAL CAR		ONE WAY		ROUND TRIP		0.00
* PERSONAL CAR		TOTAL MILEAGE	0.40	PER MILE		0.00
* TOLLS		ONE WAY		ROUND TRIP		0.00
CITY VEHICLE		" IS ADVISE TO BE USED INSTEAD OF PERSONAL CAR"				
LODGING EXPENSES:	BREAKFAST PROVIDED BY HOTEL MUST BE DEDUCTED FROM M & IE RATE					
HOTEL		PER NIGHT		TAXES		NUM OF NIGHTS	0.00
* SHUTTLE		PER TRIP		TAXES		TOTAL TRIP	0.00
* TAXI		PER TRIP		TAXES		TOTAL TRIP	0.00
* PARKING		PER DAY		TAXES		TOTAL DAYS	0.00

MEALS: M & IE RATE $_____

	SUN	MON	TUE	WED	THUR	FRI	SAT	
DATES:								
TOTAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

$0.00
TOTAL EXPENSE

EMPLOYEE SIGNATURE _____ DATE _____

DEPARTMENT HEAD APPROVAL _____ DATE _____

CITY MANAGER OR COUNCIL DESIGNEE APPROVAL _____ DATE _____

Finance Form 47

EXHIBIT B

CITY OF DOVER
TRAVEL EXPENSE REPORT FORM

NAME OF EMPLOYEE	DEPARTMENT	TRIP TAKEN TO (CITY)

PURPOSE OF TRIP

Please attach receipts for hotels, tolls, transportation, etc., and show all costs on this form.
Please use a separate form for each week.
Please note incidental expenses (tips) are included in M & IE Rate.

EXPENSES DATE	MON	TUES	WED	THUR	FRI	SAT	SUN	TOTAL
REGISTRATION FEES								$ -
TRANSPORTATION - AIR/TRAIN								$ -
PERSONAL AUTO _____ Miles @ .40 cents a mile								$ -
AUTO RENTAL								$ -
PARKING FEES, TOLLS, GAS, ETC.								$ -
TAXI/BUS FARE/SHUTTLE/BAGGAG								$ -
HOTEL/MOTEL								$ -
TELEPHONE								$ -
MISCELLANEOUS EXPENSES								$ -
MEALS (M & IE RATE)								$ -
MEAL ALLOWANCE OVERAGE								$ -
TOTALS	$ -	$ -	$ -	$0.00	$0.00	$ -	$ -	$ -

SIGNATURE OF PERSON INCURRING EXPEN _____ DATE _____

DEPARTMENT HEAD SIGNATURE (For Certification) _____ DATE _____

FINANCE DEPARTMENT - AUDIT _____ DATE _____

FINANCE - FINAL ACTION _____ DATE _____

ACCOUNT NUMBER _____

Form 30

TOTAL EXPENSES $ -

LESS PAID BY CITY: $ -

REGISTRATION _____ _____

HOTEL _____ _____

AIRFARE _____ _____

TRAVEL ADVANCE _____ _____

DUE EMPLOYEE _____

DUE CITY _____

EXHIBIT C

CITY OF DOVER
DEPARTMENT OF FINANCE

EXEMPTION CERTIFICATE
TAX ON OCCUPANCY OF HOTEL AND MOTEL AND TOUR IST HOME ROOMS

In accordance with Internal Revenue Code Section 5253(I), no tax shall be imposed under section 4251 upon any payment received for services or facilities furnished to the government of any State, or any political subdivision thereof, or the District of Columbia.

This Part to be Completed by the Operator

Name of Hotel, Motel, or Tourist Home			Fed. EI or SS number
Address	City	State	Zip Code

This Part to be Completed by the Occupant

This is to certify that I, the undersigned, am a representative of the City of Dover, Delaware; that the charges for the occupancy at the above establishment on the dates set forth below has been or will be paid for by the City of Dover, a government unit; and that such charges are incurred in the performance of my official duties as a representative or employee of the governmental unit.

Name (Please type or print)		Signature	
City of Dover	51-6000092		
Governmental Unit	Tax I.D. #	Title	
P.O. Box 475	Dover	DE	19903-0475
Address	City	State	Zip Code

Date(s) of Occupancy _____

If additional information is needed, please contact the City of Dover Finance Director at (302) 736-7018.

NOTE: A separate Exemption Certificate is required for each occupancy and for each representative or employee.

THIS EXEMPTION CERTIFICATE IS TO BE RETAINED BY THE OPERATORS OF HOTELS, MOTELS, AND TOURIST HOMES AS EVIDENCE OF EXEMPT OCCUPANCY.

\\Dover_1\finance\FORMS\DOCUMENTS\FORM99 A.wpd

ACTION FORM

PROCEEDING: City Council

DEPARTMENT OF ORIGIN: Planning & Inspections **DATE SUBMITTED**: February 27, 2015

PREPARED BY: Tim Taraila, Code Enforcement Supervisor; Ann Marie Townshend, AICP, Director of Planning and Community Development

SUBJECT: 312 W Loockerman St, Dover, Delaware – Violation of Dangerous Building Ordinance

REFERENCE: Chapter 22, Article XI – Dangerous Buildings, Sec. 22-385 - Hearing before Council and Chapter 22, Article XI - Dangerous Buildings Case # 14-3151 & 14-3763

RELATED PROJECT: N/A

APPROVALS: N/A

EXHIBITS: PowerPoint Presentation and File Photos to be presented at the Council meeting.

EXPENDITURE REQUIRED: Preliminary estimate is $10,000-15,000.

AMOUNT BUDGETED: $150,000 Budgeted for all demolitions Citywide in the FY-2015 Budget; As of February 27, 2015, there is $47,992.13 remaining in the line item.

FUNDING SOURCE (Dept./Page in CIP & Budget): 110-1600-534-30-33.

TIMETABLE: As soon as possible.

RECOMMENDED ACTION:

1. Declare this building on this property dangerous.
2. Order the property repaired or demolished by **September 9, 2015** by the owner or equity owner at their own risk.
3. Order the Building Inspector to cause the demolition of the structures if not completed by the owner **within 10 days of the date established by City Council**.
4. Order the City Manager with the assistance of the City Solicitor to cause the cost of repairs or demolition to be charged against the land on which the building exists as a municipal lien or cause such cost to be added to the tax duplicate as an assessment, or to be levied as a special tax, or to be recovered in a suit at law against the owner.

BACKGROUND AND ANALYSIS

The property is owned by Renee & Deborah Bolds. The property is a one story commercial brick building, formerly the business of My Place Tavern. The building was registered as a vacant building by City Staff on June 23, 2009. On February 23, 2014 City Staff received complaints that individuals had tried to break into the property. Upon inspection, the doors to the property were damaged and Staff proceeded to have all the doors boarded. In August of 2014, it was observed that the access door to the basement, which is located along the sidewalk of Loockerman Street, was deteriorated to such a degree that it was unsafe and had the door removed and the opening boarded. Currently the structure is vacant, with no utilities and in a serious state of disrepair.

ACTION FORM

PROCEEDING: City Council

DEPARTMENT OF ORIGIN: Planning & Inspections **DATE SUBMITTED**: February 27, 2015

PREPARED BY: Tim Taraila, Code Enforcement Supervisor; Ann Marie Townshend, AICP, Director of Planning and Community Development

SUBJECT: 381 Rita-Wilma Rd, Dover, Delaware – Violation of Dangerous Building Ordinance

REFERENCE: Chapter 22, Article XI – Dangerous Buildings, Sec. 22-385 - Hearing before Council and Chapter 22, Article XI - Dangerous Buildings Case # 14-3885

RELATED PROJECT: N/A

APPROVALS: N/A

EXHIBITS: PowerPoint Presentation and File Photos to be presented at the Council meeting.

EXPENDITURE REQUIRED: Preliminary estimate is $6,000-12,000.

AMOUNT BUDGETED: $150,000 Budgeted for all demolitions Citywide in the FY-2015 Budget; As of February 27, 2015, there is $47,992.13 remaining in the line item.

FUNDING SOURCE (Dept./Page in CIP & Budget): 110-1600-534-30-33.

TIMETABLE: As soon as possible.

RECOMMENDED ACTION:

1. Declare this building on this property dangerous.
2. Order the property repaired or demolished by **April 9, 2015** by the owner or equity owner at their own risk.
3. Order the Building Inspector to cause the demolition of the structure if not completed by the owner **within 10 days of the date established by City Council**.
4. Order the City Manager with the assistance of the City Solicitor to cause the cost of repairs or demolition to be charged against the land on which the building exists as a municipal lien or cause such cost to be added to the tax duplicate as an assessment, or to be levied as a special tax, or to be recovered in a suit at law against the owner.

BACKGROUND AND ANALYSIS

The structue is owned by Luna Mishoe. The property is a one story 14 x 70 single wide manufactured home. The dwelling was condemned as unfit for human habitation on 10/13/2014 due to no utilities and to its state of disrepair. The front and rear doors are unable to be secured due to the damage caused from unkwnon subjects busting the doors knobs, locks and door jamb. Both doors have been boarded. Currently the structure is vacant, with no utilities and in a serious state of disrepair.

ACTION FORM

PROCEEDING: City Council

DEPARTMENT OF ORIGIN: Planning & Inspections **DATE SUBMITTED**: February 27, 2015

PREPARED BY: Tim Taraila, Code Enforcement Supervisor; Ann Marie Townshend, AICP, Director of Planning and Community Development

SUBJECT: 383 Rita-Wilma Rd, Dover, Delaware – Violation of Dangerous Building Ordinance

REFERENCE: Chapter 22, Article XI – Dangerous Buildings, Sec. 22-385 - Hearing before Council and Chapter 22, Article XI - Dangerous Buildings Case # 14-3886

RELATED PROJECT: N/A

APPROVALS: N/A

EXHIBITS: PowerPoint Presentation and File Photos to be presented at the Council meeting.

EXPENDITURE REQUIRED: Preliminary estimate is $6,000-12,000.

AMOUNT BUDGETED: $150,000 Budgeted for all demolitions Citywide in the FY-2015 Budget; As of February 27, 2015, there is $47,992.13 remaining in the line item.

FUNDING SOURCE (Dept./Page in CIP & Budget): 110-1600-534-30-33.

TIMETABLE: As soon as possible.

RECOMMENDED ACTION:

1. Declare this building on this property dangerous.
2. Order the property repaired or demolished by **April 9, 2015** by the owner or equity owner at their own risk.
3. Order the Building Inspector to cause the demolition of the structure if not completed by the owner **within 10 days of the date established by City Council**.
4. Order the City Manager with the assistance of the City Solicitor to cause the cost of repairs or demolition to be charged against the land on which the building exists as a municipal lien or cause such cost to be added to the tax duplicate as an assessment, or to be levied as a special tax, or to be recovered in a suit at law against the owner.

BACKGROUND AND ANALYSIS

The structue is owned by Johnnie / Ayanna Mishoe-Brooker. The property is a one story 14 x 70 single wide manufactured home. The dwelling was condemned as unfit for human habitation on 10/13/2014 due to no utilities and to its state of disrepair. Numerous windows were busted and/or missing, and the front door locks were missing. Both doors have been boarded and secured. Currently the structure is vacant, with no utilities and in a serious state of disrepair.

SPECIAL COUNCIL MEETING

A Special Council Meeting was held on February 19, 2015 at 6:00 p.m. with Council President Bonar presiding. Council members present were Mr. Anderson (arrived at 6:47 p.m.), Mr. Dixon, Mr. Slavin, Mrs. Williams, Mr. Hare (departed at 7:21 p.m.; returned at 7:24 p.m.), and Mr. Hutchison. Mr. Perza was absent.

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

AGENDA ADDITIONS/DELETIONS

By unanimous consent, the agenda was approved as presented.

CITY REORGANIZATION

Council President Bonar reviewed a synopsis of previous action regarding Discussion - Responsibilities and Reporting Structure for the Mayor and City Manager and Continuation of Full-Time Status for the Position of Mayor, noting that during the Regular Council Meeting of February 9, 2015, members tabled this matter. Council President Bonar stated that the matter had been discussed at length and it was time to make a decision.

Mr. Hutchison moved to lift Discussion - Responsibilities and Reporting Structure for the Mayor and City Manager and Continuation of Full-Time Status for the Position of Mayor from the table, seconded by Mr. Dixon.

Responding to Mr. Slavin, Council President Bonar explained that the previous meeting was rescheduled due to inclement weather and this matter was being discussed during a special meeting in order to "get it moving."

The motion to lift Discussion - Responsibilities and Reporting Structure for the Mayor and City Manager and Continuation of Full-Time Status for the Position of Mayor from the table was unanimously carried.

Mr. Hutchison felt that this matter was one (1) of the most important things this Council and the Mayor have to consider for the future of the City. He stated that the complexity of the operation of the City had changed over the past 10 years and, since council chose a city manager to run the City, the city manager should run the entire City. Mr. Hutchison reminded members that the office of mayor was changed to a full-time position for the purpose of being the economic development person; however, there are now several positions within the Economic Development Department that report to the mayor, and the chief of police also reports to the mayor. It was Mr. Hutchison's feeling that the city manager should be the chief operating officer of the City and report to council. Referring to a proposed organization chart, he stated that only the Finance Department and City Clerk should continue to report to Council, and all other departments within the City should report to the city manager.

Agreeing with Mr. Hutchison, Mr. Hare stated that in order to hold a city manager accountable, he needs to be given responsibility. He noted that a city manager may not know how to run the Police Department or know every job; however, they can manage all departments because they have individuals with know-how who report to them. He expressed his opinion that the Council should choose to have a city manager form of government in order to hold one (1) person responsible.

Responding to Mr. Slavin, Council President Bonar stated that the format for this evening's meeting would be open discussion about the following options: 1) a strong mayor, in which the mayor is CEO of the City and has responsibility over most of the management of the City; 2) to maintain the current city council/city manager form of government; and 3) a strong city manager form of government, with the Controller and City Clerk reporting to Council, and all other department heads reporting to the city manager.

Council President Bonar thanked the members of the Legislative, Finance, and Administration Committee for the long discussions regarding this matter. He expressed his opinion that it was time to make a decision and both Mr. Hare and Mr. Hutchison had explained the need for a strong city manager form of government. Council President Bonar noted that just because the City has operated the same way for the past 40-45 years, it did not mean that it was the right way, and that it was Council's responsibility to make a decision regarding the form of government.

Mr. Slavin reminded members that during the Regular Council Meeting of January 12, 2015, consideration of this item was deferred pending the outcome of discussions with Mr. Cecil Wilson and other parties to the 1988 Consent Decree, and questioned whether those discussions had occurred. Responding, Council President Bonar stated that he was not aware of those discussions taking place and reminded members that it was the opinion of the City Solicitor that the Consent Decree did not have an impact on the form of government.

Mr. Dixon questioned if this change would make the City better. In response, Council President Bonar explained that each member of Council would have to make that determination. Mr. Hare expressed his opinion that having the ability to hold one (1) person accountable would make things better.

Mr. Hutchison explained that under the proposed organizational structure for a city manager form of government all department managers would maintain responsibility for their departments and they would report to the city manager, as the chief operating officer.

Responding to Mr. Slavin, Council President Bonar stated that the City Solicitor had indicated that the proposed change would not require a Charter amendment.

In response to Mr. Slavin, Mr. Scott Koenig, City Manager, stated that he currently supervised approximately 200 employees, and under the proposed organizational structure for a city manager form of government, he would supervise approximately 347 employees, including the Police Department, Economic Development Office, and Planning and Inspections Department.

Mr. Slavin questioned if a pay increase would be expected for the city manager to supervise an additional 147 employees. Responding, Mr. Koenig stated that any pay increase would be Council's decision; however, he acknowledged that there would be the potential for a pay increase. Mr. Koenig explained that, currently, he was indirectly responsible for those 347 employees, through collective bargaining, budgeting, and capital improvements.

Mr. Slavin agreed with the statements that this is one (1) of the most important issues that Council must consider and that just because the City has operated the same way for the past 40-45 years, did not mean that it was the right way; however, he noted that it did not mean it was the wrong way either. He stressed the importance in understanding the entire issue and determining what it would cost the City. Mr. Slavin stated he had attempted to maintain objectivity when this matter was considered by the Legislative, Finance, and Administration Committee, and urged members of Council to remain objective as well. He noted that the current hybrid form of government was frustrating at times and was the result of organizing the City based on personalities rather than functions, which he hoped members would avoid during current considerations.

Mr. Slavin expressed concern regarding the consideration process, explaining that the Legislative, Finance, and Administration Committee discussed this matter for at least six (6) months and suddenly a special meeting was scheduled to make a final decision, without television cameras or live public accessibility. He stated that the meeting was not even held in the Council Chambers and the meeting packets were made available six (6) hours prior to the meeting.

Responding, Mrs. Traci McDowell, City Clerk, clarified that the meeting agenda was provided in advance and the packet information was posted to the website this morning; however, the information was provided in several previous packets.

Mr. Slavin noted that this discussion had been a distraction and he hoped that a decision would be made soon, so members could concentrate on more serious matters. He suggested that members of the community be invited to comment on this matter at future meetings, and proposed that consideration be given to having a dispassionate third party, such as the League of Women Voters, host a forum. Mr. Slavin stated his expectation that members would be provided with a full fiscal analysis of the proposed change.

Mrs. Williams questioned what type of expenses Mr. Slavin anticipated. Responding, Mr. Slavin stated that the proposed change would add an additional layer of management by shifting responsibilities to an existing position.

In response to Mr. Hare, Mr. Slavin questioned whether the proposal would eliminate the mayor's position and the expenses associated with that office to offset the increased responsibilities of the city manager and assistant city manager positions. He stated that these positions would change significantly and a re-grading based on actual responsibilities would result in higher salaries.

Mr. Hare stated that, currently, if there is a budgetary issue with economic development or the Police Department members rely on the city manager for information. It was his opinion that if there was no change to the organizational structure, the city manager's pay could be decreased and the mayor would be responsible and accountable for all aspects of the budget related to the Economic Development Office and Police Department.

Mr. Hare stated that Council members were elected to make decisions and if they could not make decisions, they should not be on Council. He noted that members should not have to ask the League of Women Voters, or others, what they think should be done. Responding, Mr. Slavin disagreed, noting that a democracy is asking the people who use, live, and pay taxes in your City what their thoughts are.

Mr. Hare stated that he had asked the opinions of people in the second district and that each member should ask their constituents' opinions in order to represent them. He expressed concern regarding the fact that there was not one (1) person accountable for the City's expenses and no accountability for the mayor since he/she is elected to a four (4) year term. Mr. Hare emphasized his desire to have one (1) person responsible for the entire operation of the City, whether it is a full-time mayor or the city manager.

Mr. Hutchison stated that the proposed change to a strong city manager/chief operating officer would make the city manager, who is selected based on education, knowledge, skill sets and professional training, responsible for the entire operation of the City, and the duties and responsibilities of the mayor would also change.

Mr. Slavin requested clarification regarding the four (4) options related to the organizational structure. In response, Mrs. McDowell explained that Mr. Hutchison requested the preparation of the fourth option ***(Exhibit #1 - Option D)***, which proposed moving all departments, except for the Finance Department and City Clerk's Office, under the city manager.

Mr. Slavin expressed concern regarding the process and questioned why members wanted to make this decision prior to the election in April. Responding, Mr. Hutchison stated that the mayor is chosen based on popularity, not education, training, knowledge, or skill sets. He explained that, in comparing the skill sets of a mayor and city manager, it becomes very clear which position should be chief operating officer.

Referring to the recent settlement of the Dover Police Department grievances, Mr. Hare stated that if the city manager was the chief operating officer and cost the City $321,000, he would be held accountable and would be out of a job. He did not think that a decision needed to made tonight; however, he did not want to continue this discussion indefinitely and did not think the League of Women Voters needed to be involved.

Clarifying, Mr. Slavin explained that he was not suggesting the solicitation of the opinion of the League of Women Voters; rather, he was proposing to invite a third party to host a forum, like the debates prior to an election.

Mr. Koenig advised members that the Charter specifically states that the City has a council/manager form of government; however, through action, has gravitated toward a hybrid form of government. He stated his understanding that the hybrid government was the result of changes made based on previous personality issues. Mr. Koenig recollected that, in 2006, the planning director and tax assessor reported to the city manager for a period of time, and there were no Charter changes, there was simply an action of Council.

Mr. Koenig stated that, at one time, the Economic Development Office reported to the planning director, then the public services manager, and was then assigned to him when he became interim city manager; however, it was moved under the mayor by a vote of Council without any Charter or ordinance changes. Additionally, Mr. Koenig explained that other hybrids in the current structure were the result of attempts to contract the government. When the director of parks, recreation, and the library retired, the library director became an independent position and the responsibility of parks and recreation was assigned to the planning director through an administrative assignment between him and Mrs. Ann Marie Townshend, Director of Planning and Community Development. Likewise, when the director of central services retired, the position was not filled and there was an administrative assignment of those functions related to the warehouse procurement to the Controller/Treasurer. Mr. Koenig stated that, although there have been a number of "moving of the tiles" in the last 25 years, the Charter has maintained the council/manager form of government.

Mr. Koenig explained that, in the last 25 years, there was no hybrid connection with the Police or Fire Departments. The Police Department reports to the mayor and the Charter provides specific authorization for the mayor to appoint the officers. In accordance with the Charter, the fire chief reports directly to the council president; however, the employees of the Fire Department are covered under two (2) specific collective bargaining agreements, so they fall under the City's personnel guidelines which the city manager is responsible for. Mr. Koenig stated that, as chief administrative officer of the City, he has indirect responsibility and obligations for all of these functions; however, the design of the government provides each of these functions the ability to go around the city manager; the Police Department can go directly to the mayor, the fire chief can go directly to the council president, and council appointees can appeal directly to council. He indicated that this structure creates operational challenges for the city manager because there has to be "buy in" on everything in order to make a change. For example, Mr. Koenig stated that he previously brought forward a proposal regarding changes to the Economic Development Office; however, Council did not accept the proposal and made different adjustments instead. Additionally, Mr. Koenig reminded members that discussions related to emergency dispatch were halted because the organizational structure does not provide the city manager with the ability to make such a change administratively. He stated that the current structure places him in an odd position because he is responsible for controlling costs but there are opportunities to avoid or work around his recommendations which, from an effectiveness standpoint, makes it difficult to manage the City.

Mr. Slavin questioned whether Mr. Hutchison would have rather reported to the mayor or city manager when he served as the police chief. Responding, Mr. Hutchison stated that the City was not as complex at that time. He felt that there had been a loss of control in operations of the City because there is not one (1) single person in charge.

Noting that, not that long ago, Mr. Hutchison served as mayor, Mr. Slavin questioned how the reporting structure was different at that time. In response, Mr. Hutchison explained that, at that time, there was a much closer working relationship between the Mayor's Office and the City Manager's Office. He stated that he worked with the city manager everyday and was involved in issues dealing with the complexity of operations; however, there is now a separation due to the different styles of leadership in the Mayor's Office. Mr. Hutchison reminded members that he knew the operation of the Police Department because he worked there for 25 years, while more recent mayors are directly responsible for a "semi-military operation" without training or education regarding the operations of a police department.

Responding to Mr. Slavin, Mr. Hutchison stated that a city manager would have the skill set to manage a police department.

Mrs. Williams advised members that she served as mayor for four (4) months and, during that time, there was an advise and consent only relationship between the police and mayor. She felt that this relationship was based on the office, not personality or skill set.

Mr. Hare expressed his opinion that there would not be a popularity contest with the city manager. Although a city manager may not be an expert in the functions of each department, the experts will continue to run the departments and will be accountable to the city manager.

Mr. Slavin informed members that constituents had questioned why the City would not make the CEO an elected official, accountable directly to the voters, if the CEO is not a subject matter expert in any one (1) department but is the manager of managers. Responding, Mr. Hare stated that there would be no way to remove a mayor/CEO if they messed everything up.

Mr. Slavin stated that, during his first term on council, he felt that council should be isolated as the legislative branch of city government, to appropriate money, watch how it is appropriated, and have a governance function to monitor accountability. He explained that in a typical democracy, the executive branch, the top person, is elected by the voters, which he thought should be the mayor, and the city manager would be the chief operating officer, who would be appointed by the mayor with the advice and consent of council.

Mrs. Williams agreed with Mr. Hare, noting that the City of Dover did not have "deep enough pockets" to run the risk of not having any recourse for four (4) years, should it go wrong.

In response to Council President Bonar, Mr. Koenig stated that his annual salary was $121,500.

Council President Bonar advised members that the stated salary in the budget for the cabinet secretary for the State of Delaware was $127,000. He felt that the City needed to have a chief operating officer with oversight over every department, so the department heads know who they answer to and follow the same procedures for personnel management, accounting, etc. Council President Bonar stated that it was perplexing that the city manager was not able to make decisions regarding the City's emergency dispatch center since it is a cost issue. He felt that this change would not cost the City; however, it would make the City more efficient.

Mr. Hare noted that no one had justified the need for a full-time mayor. Responding, Mr. Slavin stated that would be the next part of the discussion because there would need to be a reaction regarding the role of the mayor based on the initial action.

Mr. Hare advised members that when the mayor became a full-time position in 1997, the position was supposed to be the economic development director, public relations person, and lobby the legislature; however, the previous city manager took these responsibilities away from the mayor. He stated that anybody in the room could be mayor and questioned what they would know about

running a police department or the City's budget. Mr. Hare felt that if the City was going to have a strong city manager, then the mayor's responsibilities would need to be addressed. He informed members that every capital city in this country did not have a full-time mayor; however, if the City of Dover were going to maintain a full-time mayor, responsibilities would need to be assigned to the position.

Mr. Slavin reminded members that support for a full-time mayor was confirmed by the voters in 2004, when it went to referendum. He noted that although the mayor was given the responsibility for economic development, it was never indicated that the mayor would be the only individual to work on economic development in the City and, over time, it has grown to a job for more than one (1) person.

Mr. Hare stated that the City currently has four (4) economic development positions, which he believed was more than any other three (3) cities in the entire State.

Responding to Mr. Hare, Mr. Slavin stated that the most effective economic development strategy in the current economy is to not lose the jobs that you have.

Mrs. Williams stated that the mayor also served as the legislative liaison from the City of Dover to the General Assembly and other city governments, and no concerns had been expressed regarding that responsibility. Responding, Mr. Slavin stated that he had previously expressed concerns because, at that time, the person in the position of mayor was over-advocating for things that council did not know about, did not support, and had not voted on.

Mr. Hutchison stated that he would always support a full-time mayor. The mayor's responsibilities for public relations include meeting with Dover Air Force Base officials, the General Assembly, Governor's Office, state and county economic development offices, and working with local business leaders. He felt that, if this change were approved to allow the city manager to look at the organization, the city manager would bring forward recommendations for change in "a short period of time." Mr. Hutchison stated that one (1) of the duties and responsibilities of the Mayor's Office should be economic development, noting that it is directly related to the public relations function. He felt that the mayor would still need the ability to work with the city manager, finance department, and other management within the City.

Responding to Mr. Slavin, Mr. Hutchison stated that he did not think economic development should be under the mayor. He explained that his focus was on making the city manager the chief operating officer of the City in order to regain control. Any additional changes that would need to occur could be addressed by the city manager in due time.

Mr. Hare felt that the city manager did not have to make proposals to council, explaining that if the city manager wanted to get rid of the electric director, he would not need Council's permission. It was Mr. Hare's opinion that Council had strayed from its role as the legislative body and had begun running the City. He stated that Council needed to get back to being the legislative body and let the city manager run the City.

Mr. Koenig informed members that the mayor performs a lot of ceremonial duties and meets with many local groups as well as overseas contingents. Additionally, many people who are interested in an economic development project want to meet with the mayor first. However, once the first contact is made, the project gets turned over administratively to the people who can actually deliver various components of an economic development project. He explained that the mayor and economic development director do not have the authority to bind the City; the city manager can bind the City but has to bring most issues before council first. Mr. Koenig advised members that economic development becomes a team approach for all of the department directors involved. For example, with the Playtex expansion, the Mayor's Office got the first call, but from that call the City Manager's Office, and planning, electric, public works and economic development staff have all played a role in the delivery of the project. While the Economic Development Office should be out making those contacts to businesses, once that fish comes to the City, it gets distributed out to everyone else to deliver the project. Mr. Koenig stated that, if there were no mayor, all of the ceremonial duties would have to be distributed to Council members and that is not really the function of council. He stated that, surprisingly, the mayor of a city of 37,000 has a lot of ceremonial duties. Mr. Koenig thought it was probably more than 10 to 20 hours per week, depending on the week. He noted that the contact with Dover Air Force Base alone, if it's managed to the fullest extent, represents a large number of those hours.

Mrs. Williams stated that she did not feel it should include trips to Japan and Germany that have no economic impact in the City. She noted that it was carried way too far and one (1) of the reasons why there was so much controversy about this office was because of the use of the money within the confines of the office.

Mr. Anderson stated that Mr. Hutchison's Option D proposal made a lot of sense and, if passed, he thought they would be alright. He did, however, prefer Option C ***(Exhibit #1 - Option C)***, which gives more reporting responsibility to the city manager, as well. Mr. Anderson stated that the advantage with Option C is that it doesn't require any Charter changes. Council President Bonar stated that the City Solicitor's opinion was that Option D would not require a Charter amendment because it already specifically states that the City has a council-manager form of government.

Referring to the Charter, Mr. Anderson noted that it specifically states that the mayor is the conservator of the peace and appoints the police chief. Responding, Mrs. McDowell stated that a Charter amendment was being proposed by Mayor Christiansen which would establish a committee to make recommendations to the mayor on the selection of a police chief. The mayor's recommendation would then be confirmed by council. Responding to Mr. Hare, Mrs. McDowell advised that the Charter currently states that the mayor selects all of the police officers and council sets the number of officers and assigns the salaries. Mr. Anderson stated that Option C would transfer the budget authority to the city manager without changing any of the appointment strategies. He felt it would address the issues without a Charter amendment.

Responding to Mr. Hare, Mr. Anderson stated that if the city manager did not like what the Police Department was doing, it would be a joint situation in which the mayor had appointing authority and the city manager would hold the purse strings. Mr. Koenig stated that he was in this exact situation last month when he said that he did not have a budget plan for 10 additional officers and, yet, it went directly to council who authorized it without a budget plan. Mr. Koenig reminded members that the Charter says that the city manager is responsible for presenting the budget. He did not know if that

legally implies that he is responsible for executing the budget. Mr. Koenig reiterated that there is potential for end-runs around the budget for anybody who does not report directly to the city manager. He noted that the Electric Director does not have the opportunity to come to council and ask for 10 linemen because it is not allowed under the Charter.

Mr. Slavin noted that there were a number of members of the public in attendance and requested they be given the opportunity to speak.

Mrs. Williams moved to waive the rules to allow public comment, seconded by Mr. Hare and unanimously carried.

Mr. George Gaudioso, 167 Maple Glen Drive, stated that Option B ***(Exhibit #1 - Option B)***, which is the present structure, is ripe for dysfunction because there is really no one (1) person who is responsible in the end. He believed that the ideal structure was the council-manager form of government. Mr. Gaudioso stated that Dover has an approximate population of 35,000-37,000. He noted that as of 2014 there were 889 municipalities nationally with a population of 25,000-49,999 and 552, or 62%, of those municipalities had a council-manager form of government. Mr. Gaudioso stated that 299, or 34%, had a mayor-council form of government.

Mr. Gaudioso stated that the current structure is a budgetary nightmare because there is one (1) department of government creating its own budget which then has to be rectified with the overall City budget. He felt that there needed to be centralized control and responsibility so that there is someone to "call on the carpet" when something goes wrong.

Mr. Gaudioso stated that he contacted other Delaware municipalities that have city managers, including Newark and Seaford. He agreed that there is a need for a mayor to act as a point person and fulfill the ceremonial responsibilities. Mr. Gaudioso suggested that Council members amongst themselves could elect someone to serve in the role of council member/mayor. He stated that his preferred choice would be to have the At-Large council member serve in the role of council member/mayor.

Mr. Gaudioso noted that the mayor's salary is $45,000, in addition to a $5,000 expense account, so the City is spending $50,000 plus administrative and support expenses per year for the office of the mayor. With all of the City's financial constraints, he asked if the money could be put to better use. Mr. Gaudioso stated that he is opposed to a strong mayor, especially with a four (4) year term and no recall vote. He noted that if the city manager screws up, as long as you meet the terms of his employment agreement and you follow due process, you can get rid of him and you are not stuck with him for four (4) years.

Referring to the issue of increased costs in the City Manager's Office if he is given additional responsibility, Mr. Gaudioso asked what the cost would be. He stated that city manager's are like any other managerial position, they do not necessarily have to know every single thing about every single branch or department under their responsibility. What they do have to do is to supervise them and be aware of what's taking place in those departments and if something's wrong, then it should be addressed.

Mr. Slavin stated that the issue of Council electing the mayor or the At-Large council person serving as mayor had been discussed; however, the Consent Decree governs the exact form. He thought that it was worth pursuing a discussion with the parties to the lawsuit.

Mr. James Hosfelt, former Police Chief, stated that he had an issue with trying to change the form of government or city structure before the election, which is two (2) months away. Because it has waited this long, he felt that it could wait until after the election when the office of the mayor could change.

Mr. Hutchison stated if the Consent Decree, which totally removed the mayor from operations, were modified, it could move the mayor back with council.

Mr. Anderson stated that there have been some improvements made to the government; however, he felt that they needed to study it in a larger context and look at a whole performance audit of the City government. He noted that he has been discussing LEAN government with Mrs. Mitchell, Controller/Treasurer, and if there is going to be reorganization, it should be based on efficiency.

Mr. Hare moved to hold a Public Hearing at the March 9, 2015 Regular Council meeting regarding Options A, B, C, and D *(Exhibit #1 - Options A, B, C, and D)*. The motion was seconded by Mr. Hutchison and carried by a roll call vote of five (5) yes (Slavin, Williams, Hare, Hutchison, and Bonar) and two (2) no (Anderson, Dixon)(Perza absent).

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

Meeting adjourned at 7:29 p.m.

TRACI A. McDOWELL
CITY CLERK

All orders, ordinances, and resolutions adopted by City Council during their Special Meeting of February 19, 2015, are hereby approved.

ROBIN R. CHRISTIANSEN
MAYOR

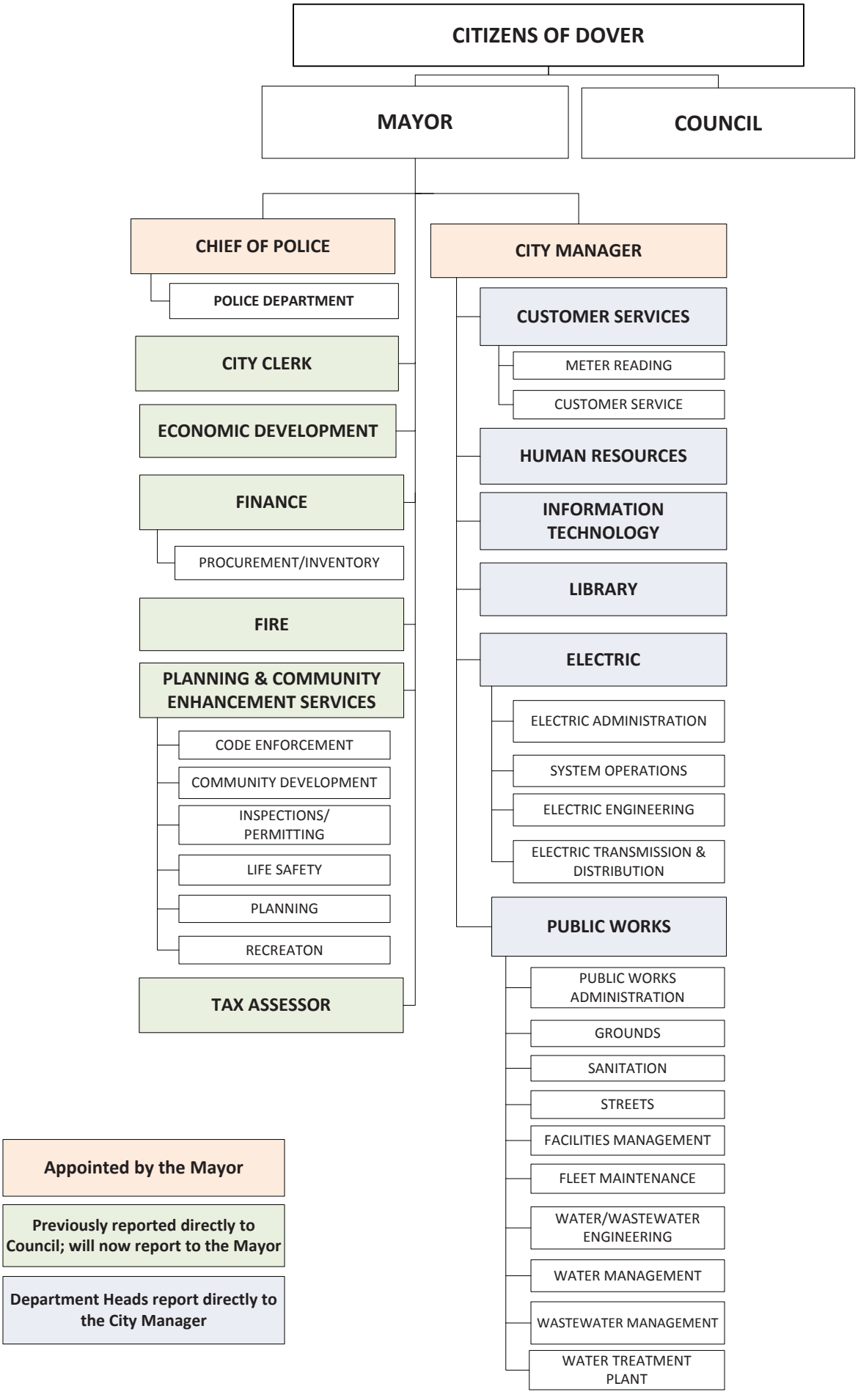
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Exhibits
Exhibit #1 - Responsibilities and Reporting Structure for the Mayor and City Manager and Continuation of Full-Time Status for the Position of Mayor - Options A, B, C, and D

RESPONSIBILITIES AND REPORTING STRUCTURE FOR THE MAYOR AND CITY MANAGER AND CONTINUATION OF FULL-TIME STATUS FOR THE POSITION OF MAYOR

OPTION A (09/08/2014 LF&A): A full-time mayor's position, with consideration of changing the City's current form of government to a Mayor/Council form of government, where the city manager and chief of police would be appointed by the mayor and confirmed by City Council, and that any positions which currently report to council that are moved to report to the mayor would only be removed for cause and with council approval, was unanimously carried.

CITY OF DOVER
PROPOSED ORGANIZATIONAL CHART



ROY SUDLER, JR'S SUPPORT FOR A FULL – TIME MAYOR
&
MAYOR COUNCIL FORM OF GOVERNMENT

****

September 8, 2014

After listening to **Mr. Holden's Concerns** regarding accountability and clear organizational structure for the **City's Modified and Council Form of Government**; In addition to reviewing the minutes and dialogue on the **History of a Full-Time or Part-time Mayor for the City of Dover**, it is my recommendation that the committee should support a Full-Time Mayor's Position and consider changing our current form of government to a **Mayor / Council Form of Government** where the **City Manager and Chief of Police** would be appointed by the **Mayor** and confirmed by **City Council.**

I believe that a **Mayor / Council Form Government** will provide City Council with the Mayor's Job Description Criteria consisting of strategic goals, objectives, and programs to be orchestrated by the Chief Executive Officer - approved and appraised by City Council.

In Closing, a Mayor / Council Form of Government will allow City Council the opportunity to focus more on Legislative Rules and Regulations that navigate our community's climate, but also, will enhances the Mayor's understanding of Department's - Strengths, Weaknesses, Opportunities and Threats [**SWOT**] that impact the social, demographic and economic development of our great city of Dover.

- Thank you Chairman Slavin

Respectfully Submitted,

Roy Sudler, Jr. [**Legislative Finance and Administration Committee Member]**

ROY SUDLER, JR'S SUPPORT FOR A FULL – TIME MAYOR
&
MAYOR COUNCIL FORM OF GOVERNMENT

OPTION. A **JOB DESCRIPTION**

Job Title: Mayor of Dover, Delaware **Job Code:** 2014.12

Date: December 8, 2014 **Written By:** Legislative, Finance and Administration Committee

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A. ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Serves as the Chief Executive Officer of Dover with strong administrative duties that not only consist of being a liaison between City Council and Dover Residents, but the focal point for all departments of the City to conduct business in good faith.
2. Oversee and effectively supervise city administration to help City Council decide which services to provide and how to pay for them
3. Direct Administrative Structure by appointing and removing city department heads as deemed necessary
4. Perform ceremonial duties on behalf of the community

B. ADMINISTRATIVE AUTHORITY

1. Signs ordinances, contracts and other documents authorized by City Council
2. Calls special meeting as deemed necessary for conducting city business
3. Discuss issues impacting the City with State Legislators
4. Orchestrate and present an inclusive and collaborative departmental plan of action to achieve short-term and long-term city goals and objectives for the perspective year
5. Exercise veto power as deemed necessary in accordance to the response of Dover Citizens
6. Does not have voting power on City Council
7. With City Council's confirmation selects City Manager, Chief and Deputy Chief of Dover Police Department

C. REPORTS AND PRESENTATIONS TO CITY COUNCIL

1. Make quarterly report to Legislative, Finance and Administrative Committee and or City Council concerning department's Strengths, Weaknesses, Opportunities and Threats
2. Conduct Quarterly Performance Appraisals for Chief and Deputy Chief of Dover Police Department to be reported to and reviewed by Legislative, Finance, and Administration Committee and, or, City Council
3. Conduct Quarterly Community Meetings to improve and enhance Community and Police Relations and submit recommendations for presentation to the Legislative, Finance and Administration Committee, and, or City Council
4. Represent the city on regional and local boards or committees and at meetings concerning city issues Evaluates Citizens Complaints against Dover Police Department and propose to city council remedies for future prevention methods

D. ATTENDANCE

1. Monthly attendance of meetings is required
2. Acts as spokesman for the city with media
3. Required to attend community events as possible consistent with the duties as official head of the City of Dover.

E. MINIMUM REQUIREMENTS

1. Resident of Dover, Delaware and over the age of 18
2. Eligible to vote in Dover, Delaware
3. Elected by popular election by residents of Dover, Delaware
4. Bachelor's Degree

Approved by: _____ **Date:** _____

Dover, Delaware's City Council

ROY SUDLER, JR'S SUPPORT FOR A FULL – TIME MAYOR
&
MAYOR COUNCIL FORM OF GOVERNMENT

OPTION A. MAYOR'S JOB PERFORMANCE APPRAISAL REPORT

Job Title: Mayor of Dover, DE **Evaluator:** Dover City Council Members

✓ Place a check in the column that most accurately reflects your evaluation in each category of the above-named person.

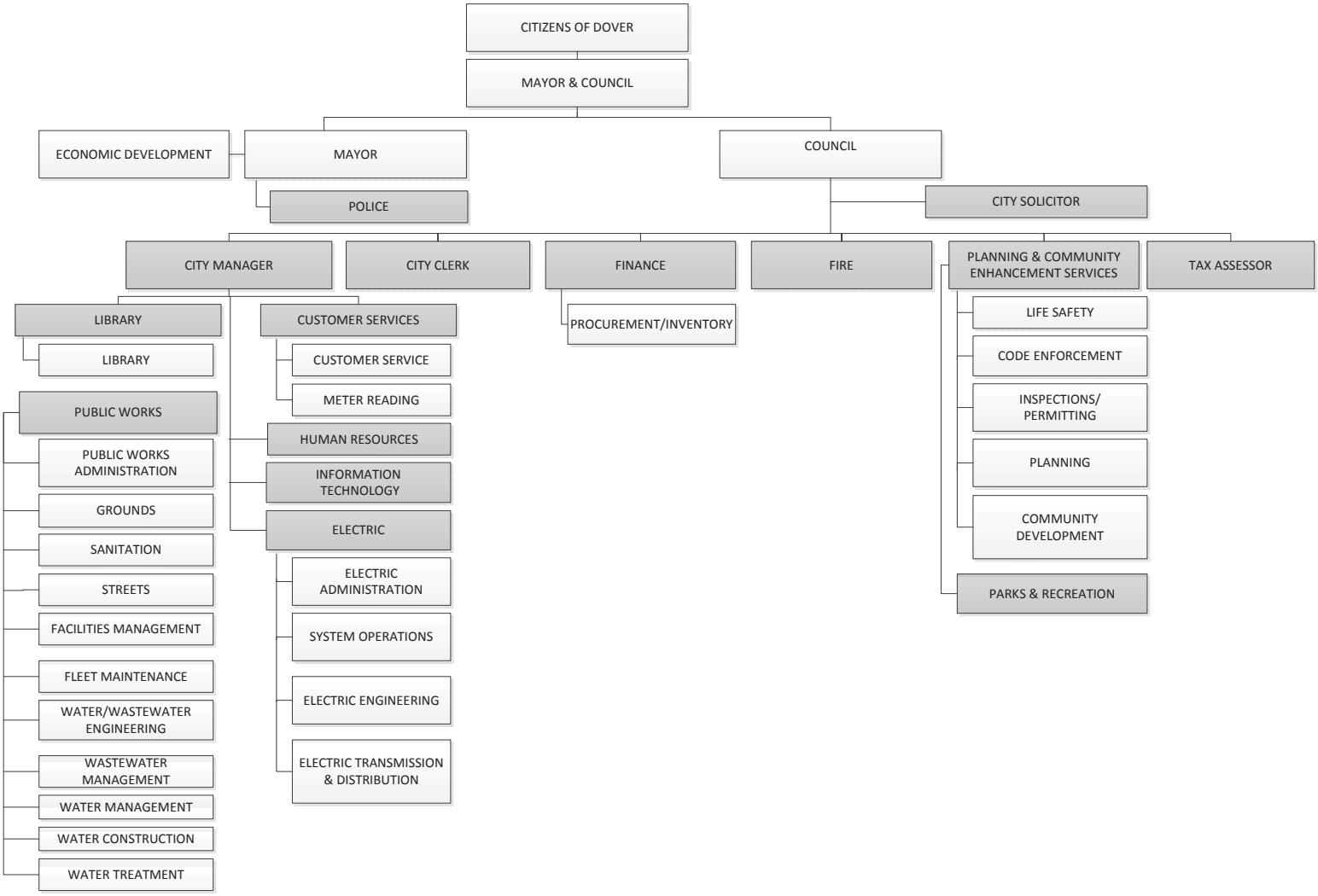
	4. Exceeds Standard	**3.** Meets	**2.** Needs Improvement	**1.** Does Not Meet Standard

		4	3	2	1
1.	**A. ESSENTIAL DUTIES AND RESPONSIBILITIES**				
2.	**B. ADMINISTRATIVE AUTHORITY**				
3.	**C. REPORTS AND PRESENTATIONS TO CITY COUNCIL**				
4.	**D. POLICE AND COMMUNITY RELATIONS**				
5.	**E. ATTENDANCE AND PUNCTUALITY**				

Nature and Scope:

1. Serves as the Chief Executive Officer of Dover with strong administrative duties that not only consist of being a liaison between City Council and Dover Residents, but the focal point for all departments of the City in an effort to conduct business in good faith.
2. Exercise veto power as deemed necessary in accordance to the response of Dover Citizens
3. Represent the city on regional and local boards or committees and at meetings concerning city issues.
4. Evaluates Citizen's Complaints and propose recommendations to City Council for future prevention remedies methods

CITY OF DOVER
FISCAL YEAR 2014 ORGANIZATION CHART



ROY SUDLER, JR'S SUPPORT FOR A FULL – TIME MAYOR
&
MAYOR COUNCIL FORM OF GOVERNMENT

OPTION. A **JOB DESCRIPTION**

Job Title: Mayor of Dover, Delaware **Job Code:** 2014.12

Date: December 8, 2014 **Written By:** Legislative, Finance and Administration Committee

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A. ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Serves as the Chief Executive Officer of Dover with strong administrative duties that not only consist of being a liaison between City Council and Dover Residents, but the focal point for all departments of the City to conduct business in good faith.
2. Oversee and effectively supervise city administration to help City Council decide which services to provide and how to pay for them
3. Direct Administrative Structure by appointing and removing city department heads as deemed necessary
4. Perform ceremonial duties on behalf of the community

B. ADMINISTRATIVE AUTHORITY

1. Signs ordinances, contracts and other documents authorized by City Council
2. Calls special meeting as deemed necessary for conducting city business
3. Discuss issues impacting the City with State Legislators
4. Orchestrate and present an inclusive and collaborative departmental plan of action to achieve short-term and long-term city goals and objectives for the perspective year
5. Exercise veto power as deemed necessary in accordance to the response of Dover Citizens
6. Does not have voting power on City Council
7. With City Council's confirmation selects City Manager, Chief ~~and Deputy Chief~~ of Dover Police Department

C. REPORTS AND PRESENTATIONS TO CITY COUNCIL

1. Make quarterly report to Legislative, Finance and Administrative Committee and or City Council concerning department's Strengths, Weaknesses, Opportunities and Threats
2. Conduct Quarterly Performance Appraisals for Chief and Deputy Chief of Dover Police Department to be reported to and reviewed by Legislative, Finance, and Administration Committee and, or, City Council
3. Conduct Quarterly Community Meetings to improve and enhance Community and Police Relations and submit recommendations for presentation to the Legislative, Finance and Administration Committee, and, or City Council
4. Represent the city on regional and local boards or committees and at meetings concerning city issues Evaluates Citizens Complaints against Dover Police Department and propose to city council remedies for future prevention methods

D. ATTENDANCE

1. Monthly attendance of meetings is required
2. Acts as spokesman for the city with media
3. Required to attend community events as possible consistent with the duties as official head of the City of Dover.

E. MINIMUM REQUIREMENTS

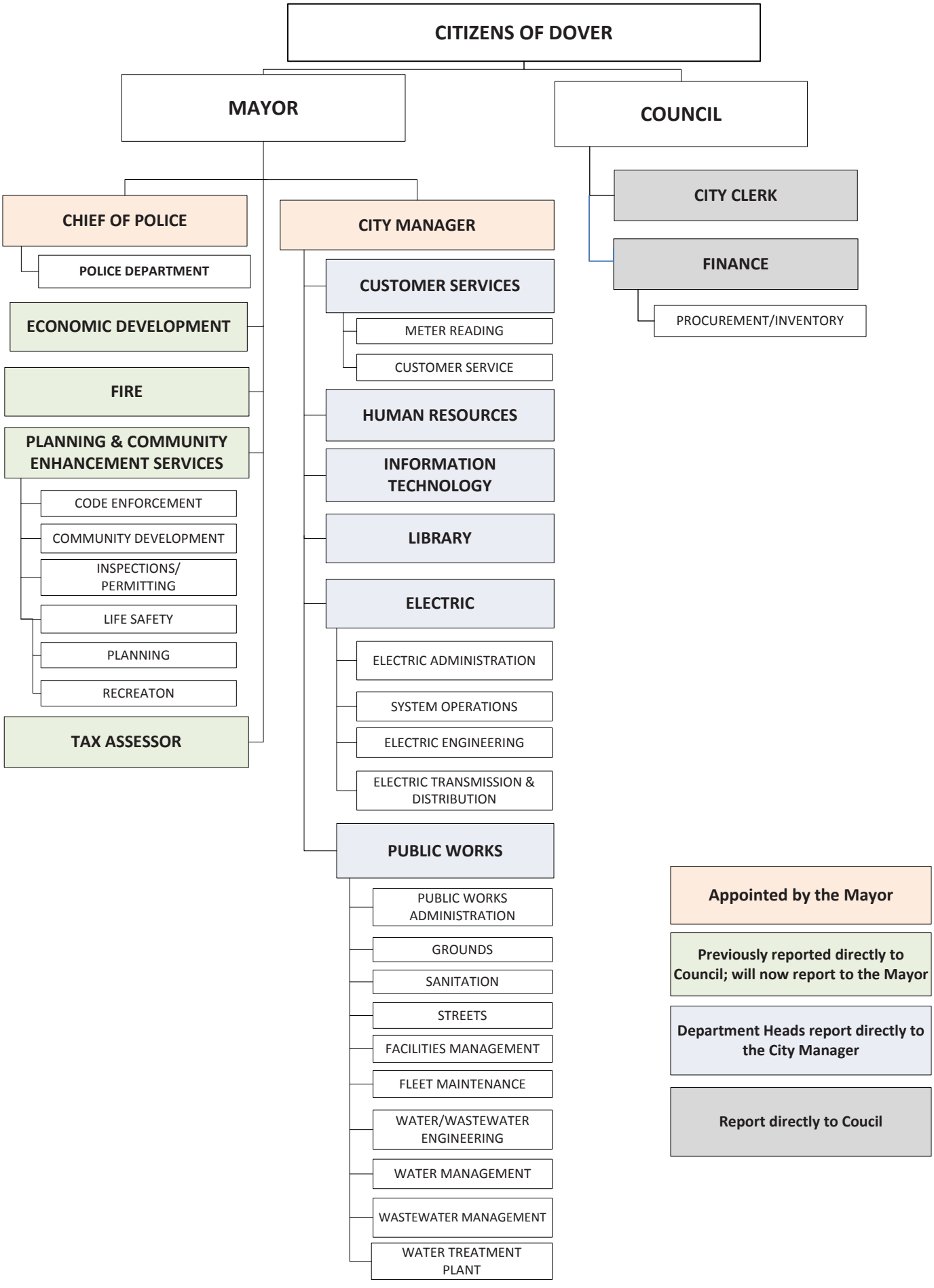
1. Resident of Dover, Delaware and over the age of 18
2. Eligible to vote in Dover, Delaware
3. Elected by popular election by residents of Dover, Delaware
4. ~~Bachelor's Degree~~

City resident for two (2) years

Approved by: _____ **Date:** _____

Dover, Delaware's City Council

CITY OF DOVER
PROPOSED ORGANIZATIONAL CHART



Alternative Organizational Chart Submitted by
Mr. Anderson on January 12, 2015

Option C

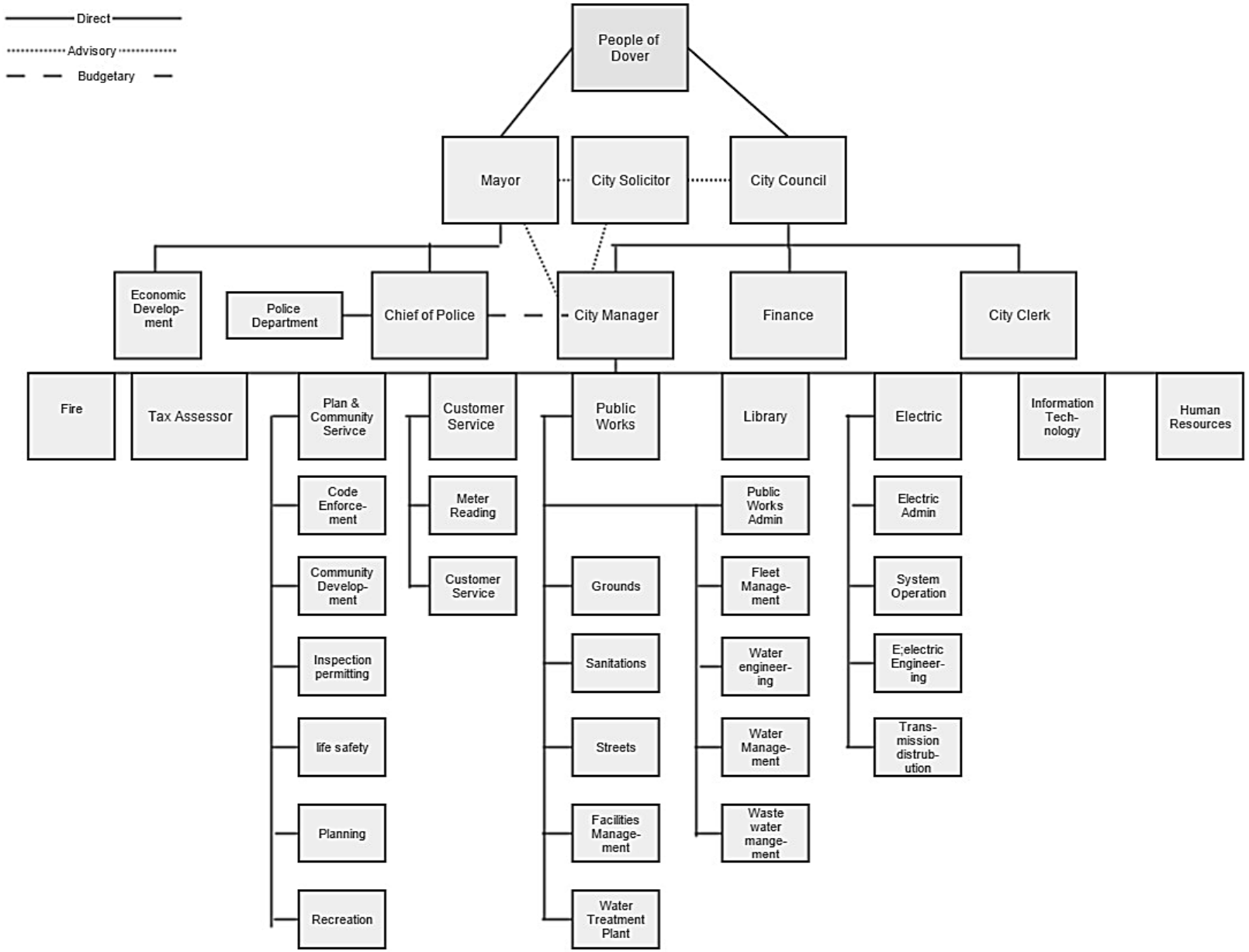
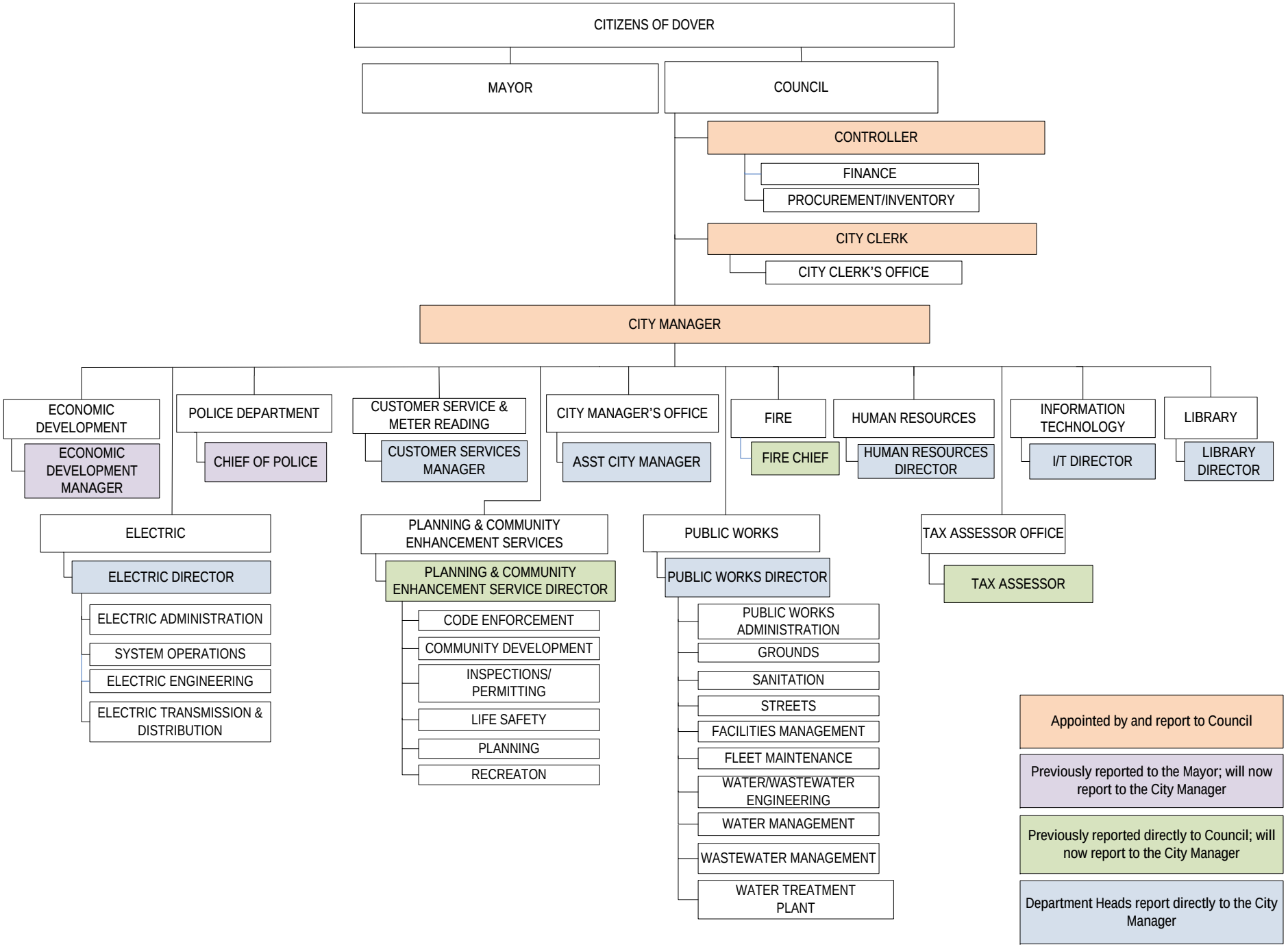


EXHIBIT #1 - OPTION D
Special Council Meeting of 02/19/2015

CITY OF DOVER
PROPOSED ORGANIZATIONAL CHART



LEGISLATIVE, FINANCE AND ADMINISTRATION COMMITTEE

The Legislative, Finance, and Administration Committee meeting was held on February 23, 2015, at 6:00 p.m. with Chairman Slavin presiding. Members present were Mr. Anderson, Mr. Hare (arrived at 6:01 p.m.), Mr. Shevock, and Mr. Sudler. Members of Council present were Mr. Dixon and Mr. Hutchison. Mayor Christiansen was also present.

AGENDA ADDITIONS/DELETIONS

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

Replenishment of Uninsured Expenses Related to the Settlement of Dover Police Department Grievances

Mayor Christiansen reminded members that, during their meeting of February 9, 2015, they considered Proposed Ordinance #2015-05 - Fiscal Year 2015 Second Budget Amendment which included a proposed transfer of $300,000 to the Contingency Reserve Fund to replenish the funds expended related to the settlement of Dover Police Department grievances.

Mayor Christiansen questioned why the insurance company rejected the City's claim to cover the cost of the grievances with the police officers. Responding, Mr. Scott Koenig, City Manager, explained that the insurance company decided not to reimburse the City for these expenses because they felt that the City resolved the issue too quickly. The insurance company's preference would have been to go beyond the grievance process to some type of suit and defend the City in accordance with their lawyers.

Responding to Mayor Christiansen, Mr. Koenig stated that Council's decision was advised by the City Solicitor. He stated his recollection that City Council felt that it was imperative to resolve these grievances as quickly as possible and avoid potential lawsuits.

Mayor Christiansen questioned whether it was possible for the City to further appeal to the insurance company if it was decided not to replenish these funds via a budget amendment. In response, Mr. Koenig stated that all of the City's appeals to the insurance company had been exercised and the insurance company's decision was final. He explained that Mr. Glenn Mandalas, Baird Mandalas Brockstedt, LLC, was involved in the discussions with the City's brokers.

Mayor Christiansen questioned the funding sources for replenishing the General Fund. Responding, Mr. Koenig explained that Proposed Ordinance #2015-05 Fiscal Year 2015 Second Budget Amendment indicated that there was approximately $385,000 leftover from FY 2014 and staff recommended replenishing the $300,000 in the Contingency Reserve Fund and transferring $85,000 to the Capital Asset Reserve. However, the Committee recommended amending the ordinance to include the transfer of $300,000 from surplus funds into the Contingency Reserve Fund, and to allocate $60,000 of the remaining $85,000 to the Capital Asset Reserve for the President's Counsel on Public/Private Partnerships and the Future of City Hall, Weyandt Hall, Former Dover Library, and Other City Properties and $25,000 to the Parkland Reserve Fund, to be taken out of the Parkland Reserve Fund at a later date if approved by Council.

Mr. Koenig advised that staff's recommendation was to use FY2014 carryover money to replenish the reserve because the grievances were settled in FY 2014 and the majority of that expense, $250,000, was paid in FY2014. He noted that the final $50,000 payment was paid in FY 2015.

Responding to Mr. Sudler, Mr. Koenig stated that, to his knowledge, this was the first scenario of a grievance of this kind with the Dover Police Department.

Mayor Christiansen questioned what this $330,000, including the $30,000 legal expenses, would equate to in terms of a tax rate increase. In response, Mr. Koenig stated that, as part of the FY 2015 budget presentation, the City recognized $0.01 on the tax rate as approximately $316,000 in General Fund revenue, so $330,000 would represent approximately $0.015.

Mayor Christiansen asked what $330,000, or $0.01 on the tax rate, could be used for, other than paying out legal fees. Responding, Mr. Koenig explained that adding $0.01 to the tax rate would result in an annual increase of $316,000 and this was only a one-time expense. However, he noted that $300,000 was a substantial sum of money for the City's General Fund and could be used to purchase police cars and trash trucks, or to fund road paving programs.

In response to Mayor Christiansen, Mr. Koenig confirmed that it was not possible for the City to recoup these funds.

Mr. Slavin asked, based on an average home value of $150,000 and a tax rate of $0.32, how much a $0.01 tax increase would increase those tax bills and how many homes would have to be billed to raise $300,000.

Civilianization of the Police Accreditation Manager Position

Members were advised that the purpose of the Commission on Accreditation for Law Enforcement Agency, Inc.'s (CALEA's) accreditation program is to improve the delivery of public safety services, primarily by: maintaining a body of standards, developed by public safety practitioners, covering a wide range of up-to-date public safety initiatives; establishing and administering an accreditation process; and recognizing professional excellence. Specifically, CALEA's goals are to:

- Strengthen crime prevention and control capabilities;
- Formalize essential management procedures;
- Establish fair and nondiscriminatory personnel practices;
- Improve service delivery;
- Solidify interagency cooperation and coordination; and
- Increase community and staff confidence in the agency.

The CALEA Accreditation Process is a proven modern management model; once implemented, it presents the Chief Executive Officer (CEO), on a continuing basis, with a blueprint that promotes the efficient use of resources and improves service delivery—regardless of the size, geographic location, or functional responsibilities of the agency.

By recent City Council votes, the Police Department's authorized strength is 102 officers. Corporal Jeffrey Matthews has announced his intention to retire and began his terminal leave on February 17, 2015. In lieu of filling his position with a new police officer, staff is proposing to civilianize the Accreditation Manager position, which is currently being held by a Patrolwoman First Class, whose annual salary is $62,774. The Police Department has been Nationally Accredited since 2000 and the standards set forth by CALEA are essential in maintaining its professionalism. Chief Bernat has agreed to allow the authorized strength of the department to decrease from 102 to 101 in exchange for civilianizing the Accreditation Manager position at an estimated annual salary of $45,000, which will be a substantial cost savings.

Members were advised that the City Manager and Police Chief have discussed adding additional duties to the position, to include a Crime Analysis function. A job description must be proposed by the Police Department and reviewed by the Human Resources Department to appropriately place the position within the City's pay system. Based on the request of the Police Department, it is likely that the proposed position will be titled Crime Analyst/Accreditation Manager. The job description and pay grade will be finalized after authorization from City Council to civilianize the position.

Staff recommended the civilianization of the current Police Accreditation Manager position and allowing staff to revise the duties of the new position and place in the City's pay scale in accordance with the assigned duties and responsibilities.

Police Chief Paul Bernat stated that the Accreditation Manager's position is very important; however, it does not do any enforcement so it could easily become a civilian position. He informed members that the Police Department went through the reassessment process in December and the assessors suggested the civilianization of the position.

Referring to the Dover Police Department Accreditation Manager Payroll Cost Comparison Summary, Chief Bernat stated that the civilianization would result in an approximate savings of $114,730 over a 5-year period. He explained that the current Accreditation Manager was making $62,774 and the proposed salary base would be in the $45,000 range.

Chief Bernat stated that he had discussed this matter with the City Manager and they agreed that the Crime Analysis/Accreditation Manager could perform the duties of both positions and would benefit the City. Chief Bernat stated that the Police Department is very good at solving crime; however, the Department is not good at predicting or stopping crime, explaining that crime analysis would enable the Department to predict and stop crime before it happens.

Chief Bernat stated that the accreditation process is extremely important and must be maintained. He explained that the recent retirement of Corporal Matthews provided an opportunity to save the City money by civilianizing the accreditation position instead of replacing a police officer. This proposal would reduce the Department to an authorized strength of 101 officers and increase the number of civilians from 34 to 35. Chief Bernat stated that, over a 20 year career, there would be a substantial savings.

Mr. Sudler questioned what the general cost for a Crime Analysis position would be, separate from an Accreditation Manager. Responding, Chief Bernat stated that staff was working with the Human Resources Department to determine the salary ranges. Chief Bernat informed members that grant funding is available for crime analysis positions, software, etc., and they would actively seek these grant funds, which would provide additional savings.

In response to Mr. Hutchison, Chief Bernat confirmed that this position would continue to assist with training.

Responding to Mr. Sudler, Chief Bernat explained that this position is responsible for all of the files, ensures that policies are followed and manages the documentation to prove that the policies are being followed. He stated that the Accreditation Manager shares an office with and assists the Planning and Training Sergeant.

Mr. Hare moved to recommend acceptance of staff's recommendation for the civilianization of the current Police Accreditation Manager position and allowing staff to revise the duties of the new position and place it in the City's pay scale in accordance with the assigned duties and responsibilities. The motion was seconded by Mr. Shevock and unanimously carried.

Proposed Resolutions

Resolution No. 2015-02 Requesting the General Assembly to Amend Article V - Miscellaneous Provisions, Section 53 - Mayor to be the Conservator of the Peace with Companion Ordinance #2015-06 Amending Chapter 62 - Law Enforcement, Article II - Police Department, Section 62-32 - Chief of Police Generally and Section 62-38 - Special Police

Mayor Christiansen, referring to the previous discussion of the Replenishment of Uninsured Expenses Related to the Settlement of Dover Police Department Grievances, expressed his opinion that the selection process for the chief of police needed to be examined to guarantee transparency. He stated that the proposed amendment would establish a committee to advise the mayor on the nomination of the police chief, noting that this process was previously used to hire city managers, planners, etc. Mayor Christiansen expressed his feeling that this process would protect the citizens.

Responding to Mr. Hare, Mayor Christiansen stated that the proposal would not change anything related to the current discussion regarding the form of government. Mayor Christiansen explained that the proposed police chief selection committee mimicked the city manager selection committee which he and Mr. Hare participated in during their previous terms as Council members, and would guarantee transparency and that the right person is selected.

In response to Mr. Hare, Mayor Christiansen explained that the police chief selection committee would select the best nominee for the position, and the mayor would present the nomination to council for approval.

Mr. Hutchison asked that the committee consider deferring Proposed Resolution No. 2015-02 and No. 2015-03 until after the Regular Council Meeting of March 9, 2015.

Mr. Anderson stated that a nominating committee typically provides two (2) or three (3) names and the mayor would pick from those qualified names, similar to the governor and the judicial nominating committee. He stated his understanding that Resolution No. 2015-02 proposed that the selection committee make a recommendation to the mayor; however, the mayor would not be obligated to make a selection from the list recommended by the committee.

Responding to Mr. Anderson, Mayor Christiansen stated that the intent and purpose of the committee is to choose from the best and most qualified applicants that come before them. He explained that one (1) of the reasons that the Human Resources Director was included in the committee was to guarantee that equal opportunity employment regulations are followed. Mayor Christiansen stated that the committee would make the recommendation and the mayor would present that recommendation to the council for their approval. He noted that there was very little change from the current provision, other than incorporating other individuals into the process, to make sure that the process is pristine and the City is not "saddled" with legalities at a later date.

Referring to the removal of the police chief, Mr. Anderson questioned why a two-thirds vote of council members was recommended rather than a majority vote. In response, Mayor Christiansen explained that he thought the two-thirds vote would guarantee the chief of police the opportunity to be removed by consent of the entire council, not just by popular demand.

Mr. Hare questioned if this proposal would change the requirement for the candidate to be selected from the Police Department. Responding, Mayor Christiansen stated that the candidate would be selected from within the Department. Mr. Slavin stated that this proposed changed was "silent" in that regard.

Mr. Slavin stated his opinion that this matter should be forwarded to Council, either with or without a recommendation, so that everything can be discussed on March 9th.

Mr. Hare moved to recommend forwarding Proposed Resolution No. 2015-02, Requesting the General Assembly to Amend Article V - Miscellaneous Provisions, Section 53 - Mayor to be the Conservator of the Peace with Companion Ordinance #2015-06 Amending Chapter 62 - Law Enforcement, Article II - Police Department, Section 62-32 - Chief of Police Generally and Section 62-38 - Special Police *(Attachment #1)*, to City Council without recommendation so that it can be heard fully at the March 9, 2015 City Council meeting. The motion was seconded by Mr. Sudler and unanimously carried.

Resolution No. 2015-03 Requesting the General Assembly to Amend Article I - Powers of the City, Section 1.05 - Procedure to extend boundaries; and Article II - Mayor and Council, Section 5 - Council to be legislative body; size; districts; terms of mayor and councilmen; qualifications, Section 6 - Municipal election; dates, time, and place of elections, Section 7 - Nomination petitions for candidates for council and mayor, Section 9 - Meetings of mayor and council-Generally, and Section 10 - Meetings of Mayor and Council-Procedure

Mrs. Traci McDowell, City Clerk, reviewed Proposed Resolution No. 2015-03. She informed members that when Charter amendments are proposed, staff likes to include amendments to clean-up language so that all amendments can be considered by the General Assembly at the same time.

Mrs. McDowell stated that the change on Line 9 was a correction that was not picked up by the General Assembly the last time the Charter was amended.

Referring to Lines 19-37, Mrs. McDowell explained that there was a transition period when the length of terms was changed from two (2) to four (4) years and the transitional language can now be removed.

Mrs. McDowell stated that references to councilmen and councilman were changed to reflect gender neutral language. Referring to Line 57, she explained that the spelling of biennially was changed to correct a typographical error.

Mrs. McDowell informed members that Mayor Christiansen suggested that the filing deadline could be the same for mayor and council, since council members who run for mayor do not have to resign their seats; however, that was not the proposed change. She explained that, for example, if Mr. Slavin were to file a petition for mayor at the 4:30 p.m. deadline and ran unopposed, he would automatically win the mayoral seat and his council seat would inevitably be vacant. The proposed amendment would make the filing deadline for mayor the last working day in January and the filing deadline for council the last working day in February, which would provide time for a vacancy to be posted for 20 days and included on the regular election ballot.

Responding to Mr. Slavin, Mrs. McDowell confirmed that this amendment would prevent a special election, explaining that the City is required to post a vacancy notice 20 days in advance of the filing deadline, and this would provide adequate time to meet that requirement and include the vacancy on the regular election ballot.

Mr. Hare expressed his opinion that this proposed change provides too much time and that the filing deadlines should be the same, noting that he does not like that a council member does not have to give up his/her seat to run for another office. He sated that an additional 30 days would "tie everything up." Responding, Mrs. McDowell noted that it would only be approximately two (2) additional weeks.

Mr. Hare stated that he would prefer to maintain the current deadlines or make both deadlines the end of January. Noting that people begin filing before Christmas, it was his feeling that people do not need that much time. In response to Mr. Hare, Mrs. McDowell noted that petitions have previously been filed in October, and explained that the proposed amendment included a start date of the first working day in January.

Responding to Mr. Hare, Mrs. McDowell questioned whether he wanted to reinstate the requirement that members must resign their seat to run for another office. Mr. Anderson stated that he would not want to reinstate that requirement. Mr. Hare stated that he would not want to reinstate the requirement that members must resign their seat to run for another office; however, it was his feeling that the deadlines should be the same.

Mr. Slavin explained that this amendment would avoid having a special election.

Mrs. McDowell reminded members that when Mayor Speed left, Councilman Carey ran for mayor, and there were four (4) elections in one (1) year. This amendment could prevent a similar situation in the future.

Mr. Hare suggested that the mayor's filing deadline be the last Friday in January and council's the first Monday in February. Responding, Mrs. McDowell explained that there would need to be a 20-day difference in order to avoid a special election.

Mr. Hare stated that there was not currently a 20-day difference, and expressed his opinion that the deadlines remain the same and, if necessary, the City can have a special posting without having a special election. Mrs. McDowell explained that State election law requires that a vacancy for a mayoral or council seat be publicly posted for 20 days in advance of the filing deadline; therefore, a special election would be required if there were not 20 days to post the vacancy notice.

Mr. Hare stated that if Mr. Slavin were to file for mayor and run unopposed, he would lose his council seat and a vacancy notice could be posted on the first Monday in February for 20 days.

Mrs. McDowell explained that by that time, absentee ballots would be prepared and people would have already voted. She noted that when the requirement to step down was eliminated, the deadlines could have been made the same; however, the proposed filing deadlines could solve a current problem. If members want one (1) filing deadline, between the first working day in January through the last working day in January for all seats, that amendment can be made.

Mr. Hare stated that he would like one (1) filing deadline.

Responding to Mr. Anderson, Mrs. McDowell explained that the proposed amendments beginning at Line 178 would provide clarity regarding the filling of vacancies.

Mr. Anderson questioned if the proposed amendments maintained the council organization and annual meeting. In response, Mrs. McDowell informed members that Mr. Slavin had previously pointed out that there would be no annual meeting since there was no longer an annual election. Referring to Line 117, Mrs. McDowell explained that the phrase "following a regular municipal election" was removed to allow for the annual meeting on the second Monday in May each year.

Mr. Anderson questioned whether council should be organized for two (2) years instead of one (1).

Responding to Mr. Hare, Mrs. McDowell explained that currently the filing deadline for mayor and council are different; therefore, if Mr. Slavin had run unopposed for mayor, there was time for someone else to run for council; however, if no one ran for the vacant seat, a special election would have to be scheduled and it would run concurrent with the regular election.

In response to Mr. Hare, Mrs. McDowell stated that a councilman has never run unopposed for mayor; however, since the requirement to step down was eliminated, there have been many special elections.

Mr. Hare felt that there should be one (1) filing deadline for everyone, noting that there are no special deadlines for the legislature or congress.

Mr. Slavin noted that another potential remedy would be to leave vacant positions vacant until the next election or council could choose to fill a vacancy by appointment. He stated that these potential remedies could be discussed during the review of the form of government.

Mr. Sudler stated his understanding that the best way to offset the need to have a special election, if a council member were to run unopposed for mayor, would be to make the filing deadlines the same for mayor and council. Responding, Mrs. McDowell explained that if the filing deadlines were the same, it would automatically trigger a special election because State law requires the City to post the vacancy for 20 days.

Mr. Hutchison questioned the timetable for submitting the proposed amendments to the General Assembly. In response, Mrs. McDowell stated that after the adoption of the Resolutions, she generally sends everything to the General Assembly within a day or two (2); however, she noted that if Council were to make a lot of changes, it would take more time to revise the documents.

Mr. Hare stated that he did not want to send this proposal to the General Assembly because it was based on a scenario that may never happen. He felt that the mayor or members of council should only be able to run for either mayor or council and, if they run for one (1), they resign the other.

Mr. Anderson informed members that the requirement to step down was previously implemented because there was a mayor who wanted to eliminate competition from council. However, council removed that requirement because it did not make sense to eliminate a pool of some of the most informed people of City government from running for mayor.

Mr. Anderson stated that the current proposal had merit because it would eliminate the need to hold a special election approximately two (2) weeks following the regular election, if someone holding office were to run unopposed for a separate office. He did not like the idea of leaving a seat vacant for years.

Mr. Hare stated that he liked the idea of council filling a vacant term by appointment.

Mrs. McDowell reminded members that this option was previously discussed when Mr. Anderson was being deployed and it was not favored. Responding, Mr. Hare stated that Mr. Anderson's seat was still occupied at that time; if Mr. Anderson had resigned for deployment, then it might have been valid.

Mr. Hare moved to recommend forwarding proposed Resolution No. 2015-03, Requesting the General Assembly to Amend Article I - Powers of the City, Section 1.05 - Procedure to Extend Boundaries; and Article II - Mayor and Council, Section 5 - Council to be Legislative Body; Size; Districts; Terms of Mayor and Councilmen; Qualifications, Section 6 - Municipal Election; Dates, Time, and Place of Elections, Section 7 - Nomination Petitions for Candidates for Council and Mayor, Section 9 - Meetings of Mayor and Council-generally, Section 10 - Meetings of Mayor and

Council-procedure, and Section 13 - Vacancies; Forfeiture of Office; Filling of Vacancies, to City Council without recommendation so that it can be heard fully at the March 9, 2015 City Council meeting. The motion was seconded by Mr. Shevock.

Mr. Anderson suggested deferring this matter for one (1) month, pending the outcome of the discussions regarding the form of government during the City Council meeting of March 9, 2015. He stated that this would allow for all of the Charter changes to be made at the same time.

Mr. Hare noted that Council would discuss all of these matters at the same time on March 9, 2015. Responding, Mr. Anderson stated that the March 9, 2015 Council meeting was going to be long, and he was not as concerned with these technical changes as the form of government.

The motion to recommend forwarding proposed Resolution No. 2015-03, Requesting the General Assembly to Amend Article I - Powers of the City, Section 1.05 - Procedure to Extend Boundaries; and Article II - Mayor and Council, Section 5 - Council to be Legislative Body; Size; Districts; Terms of Mayor and Councilmen; Qualifications, Section 6 - Municipal Election; Dates, Time, and Place of Elections, Section 7 - Nomination Petitions for Candidates for Council and Mayor, Section 9 - Meetings of Mayor and Council-generally, Section 10 - Meetings of Mayor and Council-procedure, and Section 13 - Vacancies; Forfeiture of Office; Filling of Vacancies *(Attachment #2)*, to City Council without recommendation so that it can be heard fully at the March 9, 2015 City Council meeting was carried by a vote of four (4) yes (Hare, Slavin, Shevock, and Sudler) and one (1) no (Anderson).

Mr. Anderson moved for adjournment, seconded by Mr. Shevock and unanimously carried.

Meeting adjourned at 6:40 p.m.

Timothy A. Slavin
Chairman

TAS/TM/dd
S:\AGENDAS-MINUTES-PACKETS-PRESENTATIONS-ATT&EXH\Committee-Minutes\2015\02-23-2015 LF&A.wpd

Attachments
Attachment #1 - Proposed Resolution No. 2015-02 with Companion Ordinance #2015-06
Attachment #2 - Proposed Resolution No. 2015-03

City of Dover

MAYOR AND COUNCIL

DRAFT PROPOSED COUNCIL RESOLUTION NO. 2015-02

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

That the Mayor and Council have determined that the Charter of the City of Dover should be amended to establish a police chief selection committee comprised of the mayor, council president, chair of the safety advisory and transportation committee, city manager, and the human resources director. Therefore, the Mayor and Council of the City of Dover respectfully request the General Assembly of the State of Delaware to amend Article V - Miscellaneous Provisions, Section 53 - Police; Mayor to be conservator of peace, of its Charter, which amendments, if adopted by the General Assembly, would be as follows:

ARTICLE V. MISCELLANEOUS PROVISIONS

Sec. 53. Police; mayor to be conservator of peace.

There shall be a city police force, the number thereof and their salaries shall be determined by the council, but they shall be chosen and appointed by the mayor. The mayor is hereby vested with all the powers of a conservator of the peace within the city limits. **A police chief selection committee comprised of the mayor, council president, chair of the safety advisory and transportation committee, city manager, and human resources director shall advise the mayor on the nomination of the police chief.** The mayor shall ~~appoint~~ **nominate** a chief of police**, whose appointment shall be effective upon confirmation by the city council. The chief of police shall be** subject to removal at any time by the mayor**, with the affirmative vote of two-thirds of the members elected to the city council,** in accordance with applicable laws. The members of the police force shall be subject to ~~his/her~~ **the** direction and orders **of the chief of police** delivered through the proper chain of command and in accordance with applicable laws and ordinances. They shall preserve peace and order, and compel obedience within the city limits to the ordinances of the city and the laws of the state. They shall have such other duties as the ~~council and the mayor~~ **mayor and the city council** shall prescribe by ordinance.

Each member of the police force shall be vested with all the power and authority within the city limits and within one mile outside of said limits, (and, in the case of the pursuit of an offender, without limit) of a constable of Kent County.

ADOPTED: *

S:\RESOLUTIONS-PROCLAMATIONS-TRIBUTES\CHARTER AMENDMENT RESOLUTIONS\2015\RESOLUTION NO. 2015-02 Sec. 53 - Mayor to be the Conservator of Peace\Resolution No. 2015-02 Proposing the Establishment of a Police Chief Selection Committee.wpd

ROBIN R. CHRISTIANSEN MAYOR	DAVID L. BONAR COUNCIL PRESIDENT

Actions History:
February 23, 2015 - Scheduled for Introduction at Legislative, Finance, and Administration Committee

Draft

CITY OF DOVER PROPOSED ORDINANCE #2015-06

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

That Chapter 62 - Law Enforcement, Article II - Police Department, Section 62-32 - Chief of police generally, and Section 62-38 - Special police, be amended by deleting the text indicated in bold, red strikeout and inserting the bold, blue text, as follows:

ARTICLE II. - POLICE DEPARTMENT

Sec. 62-31. - Generally.

(a) *Established*. There shall be a city police department, which shall preserve peace and order and, within the city limits, compel obedience to all city ordinances and the law.

(b) *Officers*. The city council shall, upon adoption of the annual budget, designate the number and salaries of the individual police officers who shall comprise the police department. The mayor shall choose and appoint the police officers.

Sec. 62-32. - Chief of police generally.

(a) *Designation*. ~~**One of the regular members of the police department shall be designated by the mayor to serve as chief of police.**~~ **A police chief selection committee comprised of the mayor, council president, chair of the safety advisory and transportation committee, city manager, and human resources director shall advise the mayor on the nomination of the police chief. The mayor shall nominate a chief of police, whose appointment shall be effective upon confirmation by the city council. The chief of police shall be subject to removal at any time by the mayor, with the affirmative vote of two-thirds of the members elected to the city council, in accordance with applicable laws.**

(b) *Functions*. The chief of police shall have the authority to supervise and direct the police department and, pursuant to such authority, he shall promulgate police department rules and regulations, three copies of which are on file at the police department.

(c) *Reports*. The chief of police shall submit monthly reports to the city council giving the number of arrests and other pertinent information required by the city council.

Sec. 62-33. - Oath of police officers.

Every police officer, before entering upon his duties, shall be sworn by the mayor to perform his duties faithfully.

Sec. 62-34. - Enforcement of laws and ordinances.

It shall be the duty of each police officer to diligently inquire into the observance of the laws and ordinances within the city and, in case of a breach, to cause the offender to be legally proceeded against.

Draft

Sec. 62-35. - Authority to preserve order at fires.

The police department shall have the authority, upon an alarm of fire, to report to the scene of a fire to preserve order and render any assistance to the fire department that may be practical.

Sec. 62-36. - Disciplinary authority of chief of police.

(a) *Generally*. The chief of police shall have final disciplinary authority and responsibility within the police department, subject to appeals to the mayor, and shall promulgate and carry out such disciplinary procedures as may be needed within his command. The chief of police shall, where cause exists, have the authority to suspend from duty an employee for a period of time not to exceed 30 days, to reduce employees in rank or pay grade, to place employees on probation and to suspend such sanctions as the need arises, or to dismiss an employee from service.

(b) *Appeal*. Any employee so disciplined has the right to appeal, on the record, to the mayor.

(c) *Subpoenas*. The chief of police, with approval from the mayor, shall, for the limited purpose of compelling the appearance of witnesses before the professional standards board of the city police department, sitting for the purpose of affording due process to members of the city police department in disciplinary matters, have the power to issue subpoenas for that purpose.

Sec. 62-37. - Mayor to advise council of personnel changes.

The mayor shall advise the city council of any change in the personnel of the police department at the next regular city council meeting following the change.

~~**Sec. 62-38. - Special police.**~~

~~**(a) *Appointment.* Whenever, in the opinion of the mayor, an emergency exists, he shall have the power to appoint one or more special police officers, with all the powers and authority of regular police officers, during the period of the emergency.**~~

~~**(b) *Term.* The special police officers shall not serve for a term of more than 30 days without the approval of the city council.**~~

Sec. 62-~~39~~ 38. - Sale of property.

(a) *Authorized*. The chief of police shall have the authority to hold a sale of personal property held by the police department for a period in excess of one year, which said personal property shall be unclaimed evidence, lost and found articles, confiscated articles and any other items of personal property which have come into the hands of the members of the police department and have been held for a period of one year, if the owner or owners of the same shall be unknown or said property has been unclaimed.

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(b) *Auction*. The chief of police shall cause to be sold the said property at a public auction and shall advertise by publishing notice of said sale in one issue of a newspaper circulated in the city at least ten days before the date of the sale, which said notice shall merely state that a sale of unclaimed personal property shall be held by the police department, giving the date, time and place of said sale without specifying any of the items to be sold. The proceeds of said sale shall be retained by the police department to be used solely for pensions of the police department.

Secs. 62-~~40~~ 39 - 62-70. - Reserved.

ADOPTED: *

S:\ORDINANCES\2015\DRAFT\Ordinance #2015-06 Amending Ch 62 - Law Enforcement, Art II - Police Department, Sec 62-32 - Chief of police generally .wpd

SYNOPSIS

The amendment reflects the charter amendment that established a committee to advise the mayor on the nomination of the police chief. It also removes the requirement that the police chief be selected from among one of the regular members of the police department and removes the appointment of special police.

(SPONSORS: LEGISLATIVE, FINANCE, AND ADMINISTRATION COMMITTEE)

Actions History

02/23/2015 - Scheduled for Introduction at Legislative, Finance, and Administration Committee

Draft

City of Dover

MAYOR AND COUNCIL

DRAFT PROPOSED COUNCIL RESOLUTION NO. 2015-03

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

That the Mayor and Council have determined that the Charter of the City of Dover should be amended to make corrections/include gender neutral language, remove outdated language, set a time frame for accepting nominating petitions, extend the filing deadline for council nominations, and revise the parameters for filling a vacancy, which amendments, if adopted by the General Assembly, would be as follows:

Section 1.05. Procedure to extend boundaries, (2)(b) - For the annexation election, the polls shall open at 11:00 a.m. ~~to~~ and remain open until each eligible voter has cast their vote or until 8:00 p.m., whichever occurs first.

Sec. 5. Council to be legislative body; size; districts; terms of mayor and councilmen; qualifications.

The council shall be the legislative body of the city and composed of nine (9) members nominated and elected as herein provided.

The city shall be divided into four (4) election districts, the boundaries of which shall be established by council so that they are nearly equal in population based on the latest federal decennial census information. The district boundaries established for municipal elections shall be used for the next regular municipal election and shall continue in effect until the next succeeding federal decennial census is made available for use by municipalities in the State of Delaware.

~~**At the regular municipal election held in April of 2012, the mayor shall be elected at-large. The term of mayor elected at the April 2012 regular municipal election shall be for a period of three years, commencing on the second Monday in May following his/her election and continuing for a term of three years until the second Monday in May 2015, or until his/her successor has been duly elected and qualified.**~~

~~**Thereafter, c**~~Commencing with the regular municipal election to be held in April of 2015, the term of mayor shall be for a period of four years commencing on the second Monday in May following his/her election and continuing for a term of four years until the second Monday in May, or until his/her successor has been duly elected and qualified.

~~**At the regular municipal election held in April of 2012, four councilmen shall be elected by district voting from each of the districts of the city. The term of the councilmen elected at the April 2012 regular municipal election shall be for three years, commencing on the second Monday in May following their election and continuing for a term of three years until the second Monday in May 2015, or until their successors have been duly elected and qualified.**~~

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~~**At the regular municipal election held in April of 2013, five councilmen shall be elected, four by district voting being from the districts and one at-large. The term of the councilmen elected at the April 2013 regular municipal election shall be for a period of four years, commencing on the second Monday in May following their election and continuing for a period of four years until the second Monday in May, or until their successors have been duly elected and qualified.**~~

~~**Thereafter, c**~~**C**ommencing with the regular municipal election to be held in April of 2013, the terms of the council~~**men**~~ **members** shall be for a period of four years, commencing on the second Monday in May following their election and continuing for a term of four years until the second Monday in May, or until their successors have been duly elected and qualified. The mayor and at-large council~~**man**~~ **member** shall be elected at alternating biennial regular municipal elections.

In order to be eligible to be elected as mayor or as a member of council, the person must as of the date of the election be:

(1) A citizen of the United States and of the State of Delaware;
(2) A resident of the city and having continuously resided therein or in an area annexed to the city during the two (2) years immediately preceding the day of the election;
(3) A resident of the election district from which they are seeking election, unless they are seeking election as an at-large council~~**man**~~ **member** or mayor;
(4) Eighteen (18) years of age or older; and
(5) Nominated therefore, as hereinafter provided.

Holding Other Office. Except where authorized by law, no council members shall hold any other elected public office, city office, or city employment during the term for which the member was elected to the council. No former council members shall hold any compensated appointive office or employment with the city until one year after the expiration of the term for which the member was elected to the council, unless granted a waiver by the Board of Ethics (Ethics Commission).

Section 6. Municipal election; dates, time, and place of elections.

Regular municipal elections shall be held ~~**biennally**~~ **biennially** on the third Tuesday in April. All other municipal elections that may be held shall be known as special municipal elections. At each such municipal election, the polls shall be opened at 7:00 a.m. and closed at 8:00 p.m. The council may designate the places of election and make all necessary rules and regulations not inconsistent with this Charter or with other laws of the State of Delaware for the conduct of elections, for the prevention of fraud in elections, and for the recount of ballots in case of doubt or fraud. At alternating biennial regular municipal elections held on the third Tuesday in April, five council~~**men**~~ **members** shall be elected for a term of four years, four of whom shall be elected by district voting from each of the districts as designated by council and one of whom shall be elected by at large voting by all voters of the city, as provided in section 5 of this Charter. At the next biennial regular municipal election held on the third Tuesday in April, four council~~**men**~~ **members** shall be elected by district voting from each of the districts as designated by council for a term of four years, and a mayor shall be elected by the voters of the city for a term of four years, as provided in section 5 of this Charter.

Draft

Sec. 7. Nominati~~on~~ng petitions for candidates for council and mayor.

The mode of nomination of candidates for the council and for mayor shall be by petition, signed by not less than ten (10) nor more than twenty-five (25) electors of the city, filed with the clerk of council. **In the years when a mayor is to be elected, nominating petitions for candidates for mayor shall be accepted no sooner than the first working day of January and no later than the last working day of January** on or before 4:30 p.m. ~~on the second Friday of February biennially~~ **Nominating petitions** for candidates for council **shall be accepted no sooner than the first working day of January and no later than the last working day of February biennially** on or before 4:30 p.m. ~~on the last working day in January biennally for candidates for mayor in the years when a mayor is to be elected. Should the second Friday of February fall on a legal holiday, the filing date shall be 4:30 p.m. on the next working day thereafter which is not a legal holiday.~~

Whenever a petition nominating a person for the office of mayor or council~~man~~ **member** shall have been filed as above prescribed, the name of such person shall be printed on the ballot for the regular biennial municipal election as a candidate for the office for which they were nominated, provided they possess the qualifications prescribed by this Charter for a candidate for such office.

No nominating petition shall designate more than one person to be voted for as a member of council or as mayor. The signers of a nominating petition for a member of the council must be electors of the city residing in the city election district in which the nominee resides; but the signers to the nominating petition for the mayor and for the at-large council~~man~~ **member** may be city electors residing in the city at-large.

There must be attached to each nominating petition an affidavit of the circulator thereof, stating the number of signers and that each signature appended thereto was made in their presence, and is the genuine signature of the person whose name it purports to be, and that all of said signers are entitled to vote at the regular municipal election referred to; and, in the case of a petition nominating a candidate for council~~man~~ running from a particular district and to be elected by district voting, that the circulator of the petition verily believes that each signer of said petition is a resident of the same city election district in which the nominee resides.

With each signature shall be stated the place of residence of the signer, giving the street and number or other description sufficient to identify the same. The form of the nominating petition shall be substantially as follows:

We, the undersigned, electors of The City of Dover, hereby nominate _____, who resides in the _____ City District of the said City of Dover, for the office of Council~~man~~ (or for the office of Mayor as the case may be) to be voted for at the regular municipal election to be held in the said City, on the _____ day of _____ in the year _____; and we individually certify that we are qualified to vote for a candidate for the office named, and that we have not signed any other nominating petition for that office, and that our places of residences are truly stated after our signatures.

Name _____
Street ~~and Number~~ **address** _____ (Space for Signatures)

STATE OF DELAWARE
KENT COUNTY
SS.
_____ being duly sworn (or affirmed) deposes and says that they were the circulator of the foregoing petition paper containing ___ signatures, and that the signatures appended thereto were made in

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his/her presence, and are the signatures of the persons whose names they purport to be, and that they verily believe~~s~~ the residence of each signer thereof to be truly stated, and that all of said signers are entitled to vote at the regular municipal election referred to in said paper; and, in case the petition is nominating a candidate for council~~man~~ to be elected from a specific district by district voting, that each signer of said petition is a resident of the same city election district in which the nominee resides.

(Signed) _____

Subscribed and sworn to (or affirmed) before me this _____ day of _____

_____Justice of the Peace (or Notary Public)

Sec. 9. Meetings of mayor and council--Generally.

At 7:30 p.m. on the second Monday in May ~~following a regular municipal election~~, the mayor and council shall meet at the usual place for holding council meetings and ~~the~~ newly elected officers shall assume the duties of office, being first duly sworn or affirmed to perform their duties with fidelity. Such meeting shall be called or known as the annual meeting. Thereafter, the council shall hold regular meetings at such times as may be prescribed by ordinance, but not less frequently than once each month. Special meetings may be called and held as prescribed by ordinance. All meetings of the council shall be open to the public except scheduled executive sessions.

At the annual meeting held on the second Monday in May, the members of council shall elect one of their members to serve as council president, such term to be in effect until the next regularly scheduled annual meeting or until a successor is elected. The council president shall serve as vice-mayor. Council president shall preside over regular and special council meetings.

The mayor shall preside over the annual meeting and quarterly town meetings, and at the annual meeting present a state of the city message and offer mayoral appointments for council confirmation. The mayor, upon recommendation from the council president, will present council appointments for council approval.

In the event of absence of the council president, then the senior member of council in terms of **continuous or total** length of service as a council~~man~~**member** shall assume the duties of the council president and shall be designated council president acting. In the event that two (2) or more members of council have the same seniority in terms of length of service as a council~~man~~**member**, then the members of council shall vote and elect one of those as council president acting. Council president acting shall fulfill all of the duties and responsibilities of council president during his/her period of unavailability or absence.

Sec. 10. Meetings of Mayor and Council--Procedure.

Five (5) of the members elected to the council shall constitute a quorum to do business, but a less number may adjourn from time to time and may compel the attendance of absent members in such manner and under such penalties as may be prescribed by ordinance.

No ordinance, resolution, motion or order shall be valid unless it shall have (1) the affirmative vote of a majority of the members elected to the council, and (2) the written approval of the mayor, or the vice-mayor in those cases where the vice-mayor is authorized to act as mayor as provided in section 15 hereof, provided that in the absence of such approval by the mayor, or the vice-mayor as the case may be, the council may, after not less than seven (7) days nor more than thirty-five (35) days after the prior vote, pass or adopt the said ordinance, resolution, motion or order which did not receive the approval of the mayor, or the vice-mayor, by the

Draft

affirmative vote of two-thirds of the members elected to council.

Whenever the council shall adopt an ordinance, resolution, motion or order, it shall be the duty of the mayor, or the vice-mayor, to signify his/her approval or disapproval thereof in writing to the clerk of the council within seven (7) days thereafter. The clerk of the council shall forthwith notify the members of the council of such approval or disapproval.

Motions to adjourn meetings of council and orders to compel the attendance of absent members shall not require the approval of the mayor or vice-mayor.

A council~~man~~ **member** shall abstain from voting on a matter that he/she feels would involve the consideration of his/her own official conduct, on a matter in which he/she has a financial interest, in a matter in which he has a conflict of interest or in accordance with a policy adopted by council.

The yeas and nays shall be taken upon the passage of every ordinance and resolution and entered together with the text of the ordinance or resolution upon the journal of the proceedings of the council. The journal shall be deemed conclusive evidence of the facts stated therein except in the case of fraud.

The city council may adopt any standard code of technical regulations by reference thereto in an adopting ordinance. The procedure and requirements governing such an adopting ordinance shall be as prescribed for ordinances generally except that:

(1) The requirements for distribution and filing of copies of the ordinance shall be construed to include copies of the code of technical regulations as well as of the adopting ordinance, and
(2) A copy of each adopted code of technical regulations as well as of the adopting ordinance shall be authenticated and recorded by the city clerk.

Copies of any adopted code of technical regulations shall be made available by the city clerk for distribution or for purchase at a reasonable price.

Section 13. Vacancies; Forfeiture of Office; Filling of Vacancies

(a) Vacancies. The office of a council member shall become vacant upon the member's death, resignation, or removal from office or forfeiture of office in any manner authorized by law.

(b) Forfeiture of Office. A council member shall forfeit that office if the council member:

(1) Fails to meet the residency requirements,
(2) Violates any express prohibition of this charter,
(3) Is convicted of a crime involving moral turpitude, or
(4) Fails to attend three consecutive regular meetings of the council without being excused by the council.

In the case of any such vacancy or of any vacancy created by death, resignation or otherwise for which said vacancy shall be less than six months in duration **from the next regular or special election**, the ~~**office shall remain vacant**~~ **vacancy shall be filled at the next regular or special election**. If such vacancy should be in excess of six months in duration **from the next regular or special election**, a special election shall be held to

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fill such vacancy, this special election to be held no sooner than 30 days from the date of the vacancy, but said special election to be held no later than 60 days after the date of the vacancy. If council fails to call for a special Election, the special Election shall be called by the Election Board.

*

ADOPTED: *

S:\RESOLUTIONS-PROCLAMATIONS-TRIBUTES\CHARTER AMENDMENT RESOLUTIONS\2015\RESOLUTION NO. 2015-03 Proposed Charter Amendments\Resolution No. 2015-03 Proposed Charter Amendments.wpd

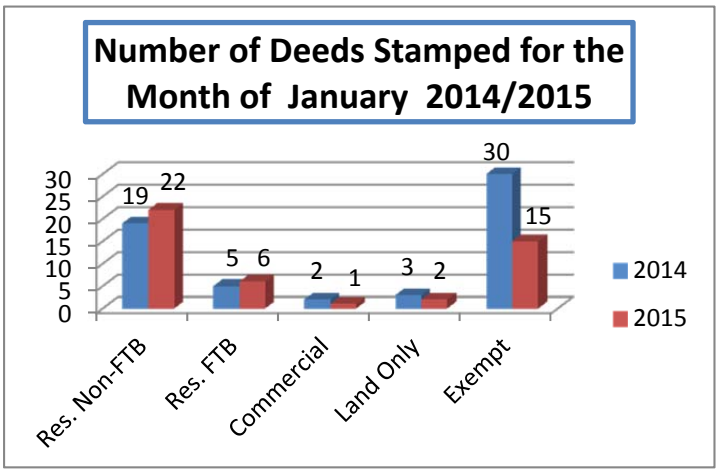
ROBIN R. CHRISTIANSEN	DAVID L. BONAR
MAYOR	COUNCIL PRESIDENT

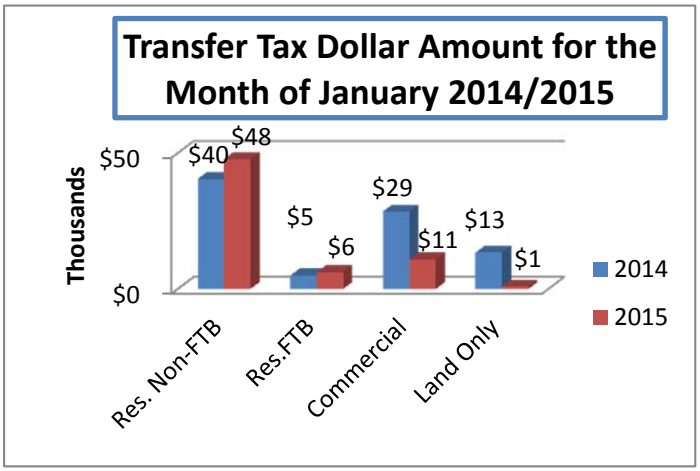
Actions History:
February 23, 2015 - Scheduled for Introduction at the Legislative, Finance, and Administration Committee meeting

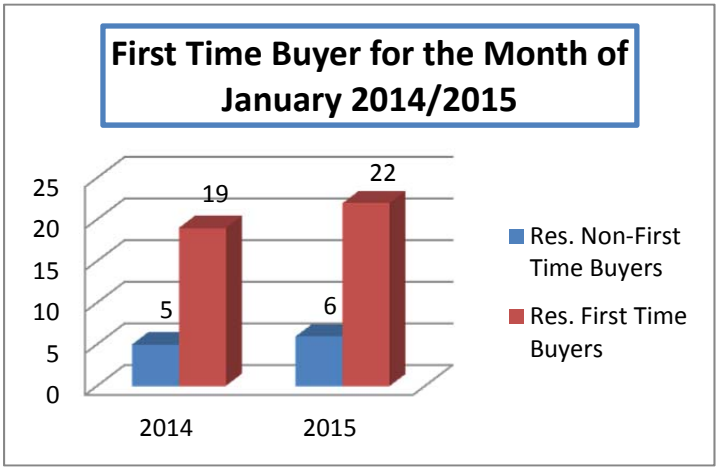
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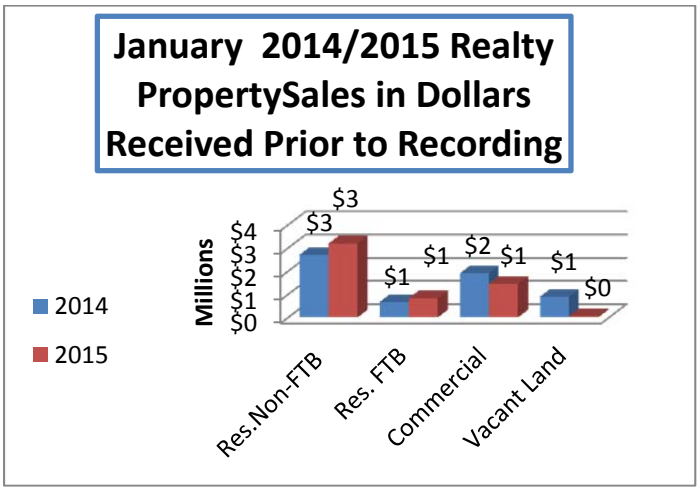
Monthly Report
January 2015

Office of City Assessor









Major Updates

	November - 14	December - 14	January - 15
Assessment Change	$2,597,200	$458,200	-$174,600

Residential Sales Ratio Report

Sales in Study	Total Assessed Value	Total Sale Price	Ratio	PRD
16	$2,912,600	$2,981,880	1.00	1.04

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.

2015 Revaluation

- Tyler Technologies is finalizing the review of residential and commercial properties.
(Please see attached Project Status report from Tyler Technologies)

Assessor's Office

January Supplemental Billing

- Supplemental bills were mailed out totaling $5,212.27

CITY OF DOVER
SALES RATIO REPORT

PARID	NBHD	LUC	ADDRESS	UNITS	STYLE	YRBLT	STORIES	SFLA	GRADE	CDU	TOTAL APPR	SALE DT	PRICE	ASR
ED05-066.02-01-02.00	24A	R10	105 HOBBYHORSE CT		1	2012	2	2238	B+	VG	258,500	09-JAN-15	238,000	1.09
ED05-067.05-02-39.00	26B	R10	211 MEADOW DR	1	5	1990	2	3060	A-	GD	238,600	23-JAN-15	266,000	.90
ED05-067.11-01-30.00	11	R10	913 WOODCREST TRN	1	16	1972	1	1960	C	AV	162,200	06-JAN-15	175,000	.93
ED05-067.12-04-15.00	8B	R10	54 REPRESENTATIVE LN		13	2014	2	2403	B-	AV	172,700	28-JAN-15	189,680	.91
ED05-067.14-04-07.00	18	R10	122 RED OAK DR	1	5	1990	2	2634	B-	AV	191,500	08-JAN-15	270,000	.71
ED05-068.10-01-20.00	13	R10	627 NIMITZ RD	1	16	1969	1	2008	C+	GD	162,300	05-JAN-15	169,900	.96
ED05-068.10-01-61.00	13	R10	914 TOWNSEND BLVD	1	14	1973	1	1148	C+	FR	136,800	29-JAN-15	125,000	1.09
ED05-068.15-05-15.00	25A	R10	209 TEA PARY TRL		13	2011	2	1912	B+	AV	209,300	21-JAN-15	159,900	1.31
ED05-068.15-05-21.00	25A	R10	121 REVOLUTIONARY BLVD		1	2014	2	2518	C	AV	174,900	16-JAN-15	169,900	1.03
ED05-068.18-01-55.00	27	R10	721 MAPLE PKWY	1	3	1951	1	1932	C+	AV	178,400	07-JAN-15	185,000	.96
ED05-076.03-01-27.00	25	R10	8 QUILLEN ST	1	8	2006	2	1855	C+	AV	164,500	05-JAN-15	144,000	1.14
ED05-076.09-02-23.00	25	R10	254 TRAFALGAR DR	1	13	2005	2	1848	C+	AV	141,800	23-JAN-15	145,000	.98
ED05-077.05-02-50.00	8	R10	15 KINGS HWY	1	5	1915	2	3868	B+	VG	251,700	27-JAN-15	308,000	.82
ED05-077.17-01-41.00	5	R10	824 MONROE TER	1	16	1959	1	1626	C+	AV	159,500	20-JAN-15	147,500	1.08
ED05-085.08-01-16.00	12	R10	1215 YEARSLEY DR	1	16	1963	1	1747	C+	GD	165,100	21-JAN-15	189,000	.87
LC05-068.10-01-11.00	16L	R10	437 EAST WIND DR	1	8	1994	2	1847	C+	AV	144,800	29-JAN-15	100,000	1.45

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February 2, 2015

Cheryl Bundek, AAS, Assessor
City of Dover
5 E Reed St.
P.O. Box 475
Dover, DE 19903-0475

The following is a listing of current activities and the status of each for the City of Dover Revaluation Project to date. Please note new items in bold:

I. Project Commencement

- September 11th – Project kick off meeting held with Melissa Baer, Annette Hart and Cheryl Russell in attendance. Topics discussed include the following:
  - Proposed project schedule was reviewed. A detailed project plan was also emailed as part of the kickoff documents provided.
  - The contract was reviewed in detail. Clarified topics included:
    - The data mailer was reviewed and an updated sample is attached. Mailing was tentatively scheduled for first week of October. A small initial mailing was recommended so any issues could be resolved prior to mailing the balance of the town.
    - Collection of data for income producing properties was discussed. It was decided that Income & Expense forms would be mailed out with a return date of October 31st.
  - Public relations was discussed.

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  - An initial press release would be issued (Melissa to submit sample).
  - A link to the Tyler video was also suggested.
  - A presentation prior to issuing values will be presented before council.
- September 16th – Melissa submits sample press kit and press releases. Also provided, the link to the Tyler video to determine if it could be launched from the City's website. Sample data mailer glossary submitted for consideration.
- October 10th – Zachary provides remote connection information and logins.

II. Data edits

- October 22nd – Melissa provides list of edits run on the residential file and results to review.

III. Residential Analysis and Review

- October 13nd – Debra Christy starts review of existing neighborhoods and recent sales.
- October 21st- Ryan Zuck received Residential Neighborhood GIS Map from Assessor and mailed to Debra.
- November 18- 20th – Debra Christy on site to drive the City of Dover to determine combination of existing neighborhoods.
- December 3rd- New neighborhood assignments are imported into Dover 2015.
- December 4th- Melissa updated residential Marshall and Swift cost calibrations into Dover 2015.
- December 8th – Dover 2015 land and building re-cost to continue with land analysis.
- **December 18th – Preliminary land values and building cost calibration completed.**
- **January 12th – January 16th – Debra Christy, Elyse Pare and Chris Gobin review and finalize residential file for Model generation.**

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IV. Residential Analysis and Review (continued)

- **January 17th – 18th – Melissa Baer generates and runs Residential Model for market and comparable property analysis for all Dover residential properties.**
- **January 19th- Residential Final Review continues. (Debra Christy, Elyse Pare and Chris Gobin.)**
- **February 3, 2015 - Residential NBHDS 1, 2, 3,4, 5 and 12 are turned over for Assessor Review.**

V. Commercial Analysis and Review

- October 20th – Steve Beccio starts review and validation of commercial industrial sales.
- November 17- 21st -Steve Beccio on site in Dover to review commercial land and sales.
- November 18th – December 1st - Steve Beccio updates income and commercial land tables in Dover 2015 based on income and expense report data received and sales analysis.
- December 05th - Commercial valuation review commences in neighborhoods C36.
- **December 5th – January 28th – Steve Beccio conducts commercial/exempt value review.**
- **January 29th - January 30th –Commercial NBHDS are turned over for Assessor Review.**

ACTION ITEMS:
CITY OF DOVER:

- Completed data edits in preparation of data inventory mailings.
- Provided any returned Income and Expense reports to Steve Beccio for analysis.
- Mailed out Property data inventory reports.
- **Review returned property inventory reports for corrective action.**
- **Assessor Review of Values.**

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ACTION ITEMS:

CLT:

- Completed Residential Neighborhood analysis.
- **Completed Residential land and sales analysis.**
- **Completed Commercial income and sales analysis.**
- **Melissa Baer creates Residential Model and Runs comparable properties.**
- **Completed Commercial value review.**
- **Complete Residential Value Review.**
- **Complete Commercial and Residential Value turnover.**
- **Conduct Informal Review Process.**

Respectfully Submitted,

M

Melissa Baer, CAE, CCMAII
Northeast Regional Manager

cc: Debra Christy

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CITY OF DOVER, CT

2015 REVALUATION PROJECT

TYLER STAFF

MELISSSA BAER – PROJECT SUPERVISOR

DEBRA CHRISTY - RESIDENTIAL APPRAISER

ELYSE PARE – RESIDENTIAL APPRAISER

CHRIS GOBIN – IAS SUPPORT/ RESIDENTIAL APPRAISER

STEVE BECCIO – COMMERCIAL APPRAISER

RYAN ZUCK – HEARING OFFICER

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City of Dover

2015 Revaluation Project Plan

Activity	From	To	Progress	Responsible Party
Project Commencement	9/11/14	9/11/14	100%	Melissa Baer
Data Mailers (mailed)	10/6/14	10/24/14	100%	City of Dover
Database Edits	9/29/14	10/22/14	100%	Melissa Baer
Valuation Analysis Land	11/17/14	12/19/14	100%	Debra Christy
Valuation Analysis Buildings	11/17/14	12/19/14	100%	Melissa Baer | Debra Christy
Valuation Analysis Income & Expense	10/20/14	11/28/14	100%	Steve Beccio
Market Modeling	12/01/14	12/19/14	100%	Melissa Baer
Review of Values - Residential	01/12/15	02/03/15	85%	Debra Christy | Elyse Pare
Review of Values – Commercial	12/05/14	01/30/15	100%	Steve Beccio
Assessor Review of Values	01/29/15	02/11/15	0%	Cheryl Russell
Mail Notices to Taxpayers	2/13/15	2/13/15	0%	City of Dover
Schedule Informals	2/16/15	2/20/15	0%	TBD
Conduct Informals	2/18/15	2/27/15	0%	Ryan Zuck
Informals Resolution	2/23/15	3/06/15	0%	Ryan Zuck
Project Completion	3/20/15	3/20/15	0%	Melissa Baer

Note: Staffing will be determined by availability based on commitments to other projects and may differ from the plan. All staff is subject to the approval of the Assessor.

CITY MANAGER'S MONTHLY REPORT



JANUARY 2015

Monthly Highlights

Customer Services

- In the month of January, we processed 4,729 credit card payments for the month totaling $931,532.27.

Human Resources

- Staff Training Sessions:
    - Pruning Negativity - two sessions offered total 12 employees attended.

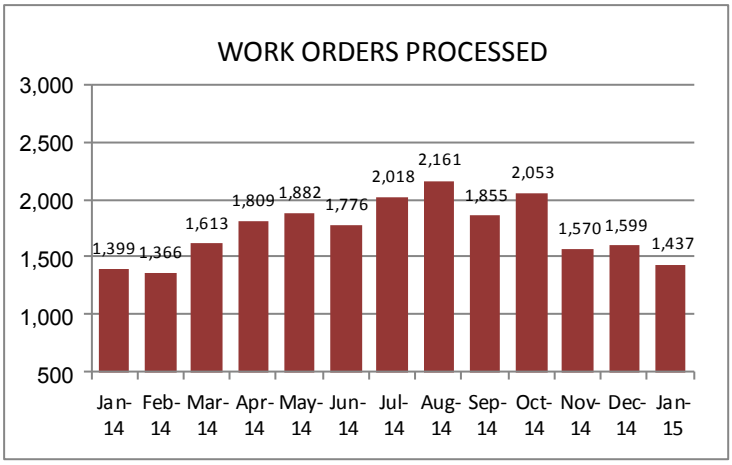
Library

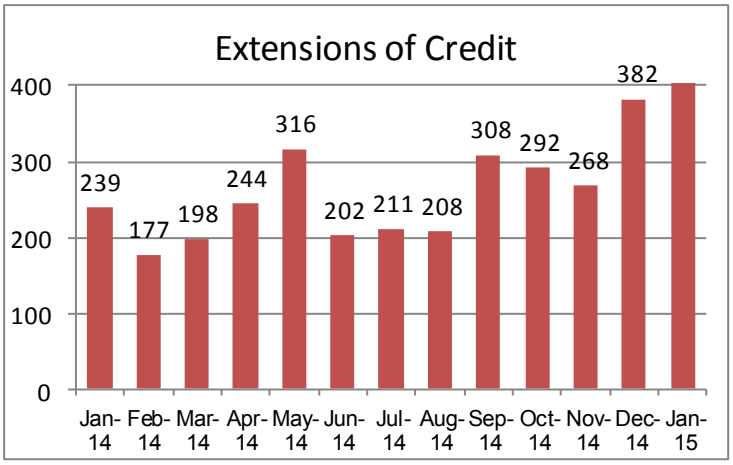
- 732 attended 76 programs for adults.
- 600 attended 30 programs for teens.
- 539 attended 27 programs for children.
- 23 volunteers completed 264 hours of service.
- 259 attended 49 programs/classes coordinated through the Job Center.

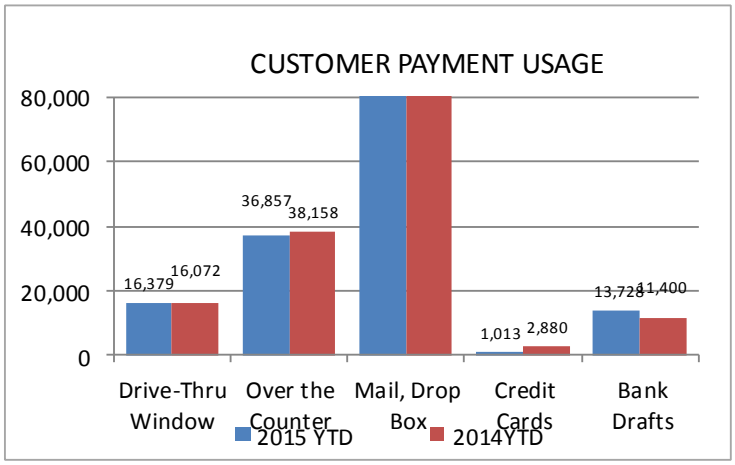
Public Works

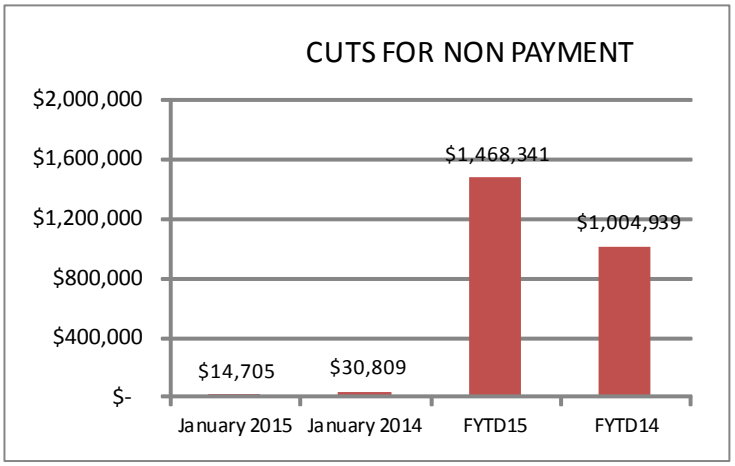
- Working on CIP and additional funding for future street program and other projects.

CUSTOMER SERVICES









Major Program Updates	Jan 2015	Jan 2014	Difference	FY 2015 Year-to-Date	FY 2014 Year-to-Date
Number of Customers Served	19,425	20,711	(1,286)	150,221	151,317
Final Bills	500	505	(5)	4,701	4,543
Estimated Bills	163	177	(14)	1,177	1,169
Penalties Posted	$ 16,285	$ 18,249	(1,964)	$ 125,899	$ 136,762
Extensions of Credit - Amount Extended	$ 96,169	$ 67,712	28,457	$ 575,382	$ 530,538
Balance Transfers	$ 901	$ 3,738	(2,836)	$ 17,642	$ 33,447
Utility Collections	$ 18,555	$ 15,392	3,163	$ 144,437	$ 162,837
Special Assessments	$ -	$ -	-	$ -	$ -
Miscellaneous Billings	$ 32,036	$ 114,094	(82,058)	$ 568,351	$ 912,096
CNP through Disconnect Collars	$ -	$ 7	(7)	-	166
Court Cases	-	-	-	-	-
Tamperings	-	-	-	-	-
Taxes Levied (includes carry forward)	$ 584,825	$ 446,301	138,524	$ 10,934,929	$ 10,910,356
Billing Adjustments	$ 4,524	$ 2,830	1,694	$ 285,644	$ 9,949
Total Taxes Collected	$ 37,370	$ 79,642	(42,273)	$ 10,668,593	$ 10,550,817
Taxes Outstanding	$ 551,979	$ 369,488	182,490	$ 551,979	$ 369,488
Payments in Lieu	$ 10,000	$ -	10,000	$ 330,532	$ -

HUMAN RESOURCES

Category	Jan 14	Feb 14	Mar 14	April 14	May 14	June 14	July 14	August 14	Sept 14	Oct 14	Nov 14	Dec 14	Jan 15	Total
Caucasian*	288	288	290	289	290	292	291	290	290	291	288	290	287	N/A
Minorities*	57	57	58	58	58	58	58	58	61	61	61	62	63	N/A
Hired	5	1	3	0	1	3	1	1	5	5	0	5	1	31
Terminated/ Resigned/ Retired/Other	3	1	0	1	0	1	2	2	2	4	3	2	3	24
Transferred/ Promoted	1	0	3	0	1	0	0	1	0	3	5	1	0	15
Jobs Posted	4	4	3	3	2	3	4	4	2	3	3	3	3	41
Workers Comp. Injuries	5	2	2	0	1	1	2	2	1	2	5	1	1	25
Workers Comp. Hours	116	0	128	125	51	130	86	160	51	22	32	2	17	920
Insurance Claims	5	2	4	4	6	4	0	1	4	1	1	5	4	41

Full-time Employees: 330 Part-time Employees: 20 (4 Pitts Center, 1 Recreation, 13 Library, 1 Customer Service, 1 Central Services)
-Numbers do not reflect, temporary, seasonal, relief fire dispatchers, committee or council members.

Positions Hired: Assistant City Manager

Positions Posted: Librarian II, (Library); Laborer II, (Grounds); Police Cadet, (Police), MEO I/II (Public Works)

Position Resigned/Retired: Administrative Assistant, Finance Department; Central Services Coordinator, Police Department; MEO I, Sanitation

Training Opportunities Provided: *Pruning Negativity*, two sessions offered total 12 employees attended

Unfilled/Open Positions by Department*

Unfilled/Open Positions By Department	Jan 14	Feb 14	Mar 14	April 14	May 14	Jun e 14	July 14	Aug 14	Sept 14	Oct 14	Nov 14	Dec 14	Jan 15
Electric	5	5	5	5	5	5	4	5	25	5	2	2	2
Public Works	13	13	13	13	11	10	11	11	12	11	12	12	13
Police	0	1	0	1	1	1	0	2	2	0	1	1	10
All Other Departments	6	5	5	5	4	2.5	4	3.5	4.5	5	5	3	3
Totals	24	24	23	24	21	18.5	20	21.5	23.5	21	20	18	28

**Not used for Budgeting Purposes*

[3]The following has been updated to reflected the Fiscal 20154-16 Budget

Electric: Electrical Engineer, Engineering & System Operations Superintendent

Public Works: Utility Maintenance Mechanic I/Wastewater, Motor Equipment Operator III (Sanitation), Civil Engineer l, Field Supervisor II (Grounds), Environmental Scientist, Water Treatment Plant Operator, Mechanic I, Public Works Inspector (Public Works), Laborer II (Grounds), Motor Equipment Operator I (Streets), Motor Equipment Operator II (Streets), Motor Equipment Operator III (Streets), Motor Equipment Operator I (Sanitation)

Police: Communication Operator, Cadets (6 part-time), Police Officers (5), Central Services Coordinator

All Other Departments: (2) Customer Service Clerk II (part-time); Librarian II, Administrative Assistant, (Finance)

Turnover Statistics

	2010	2011	2012*	2013 *	2014	2015
Total Turnover %	5.57	6.75	11.00	10.91	6.02	.86
Termination Turnover %	0.27	1.08	0.29	1.47	.57	--
Resignation Turnover %	2.12	4.05	5.21	5.01	2.29	.57
Retirement Turnover %	3.18	1.62	5.50	4.42	3.15	.57

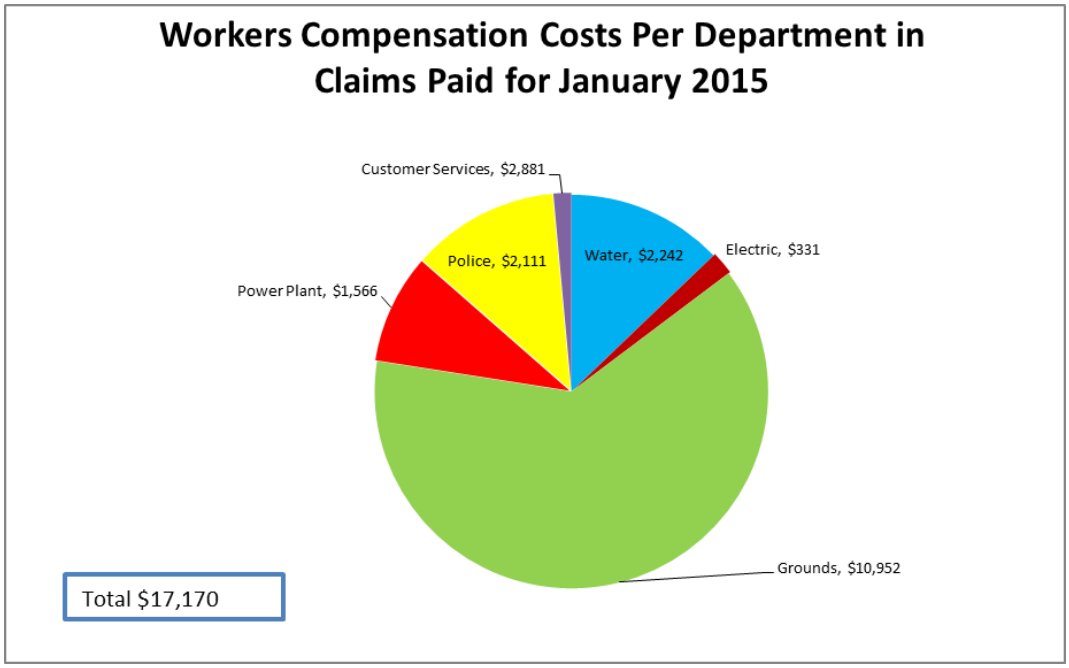
* Healthcare cost sharing implemented

** Healthcare cost sharing implemented for DOE

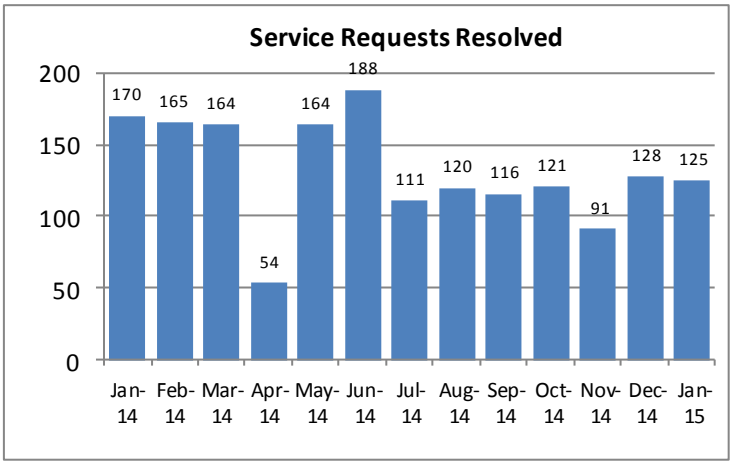
Average Employees

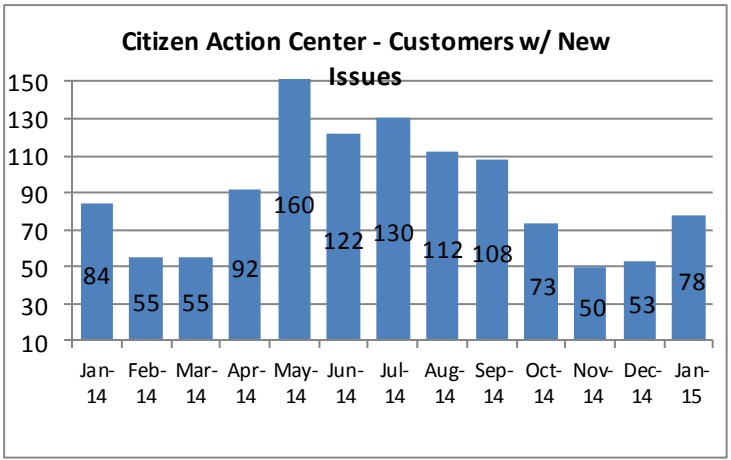
	2010	2011	2012*	2013*	2014
Total Number of Employees Separating from Service	21	25	38	37	21
Average Number of Full-time Employees	362	356	333	325	331
Average Number of Part-time Employees	16	15	12	14	18

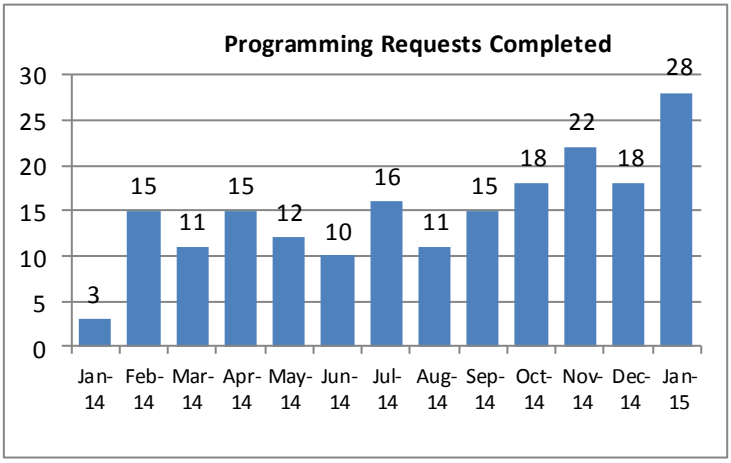
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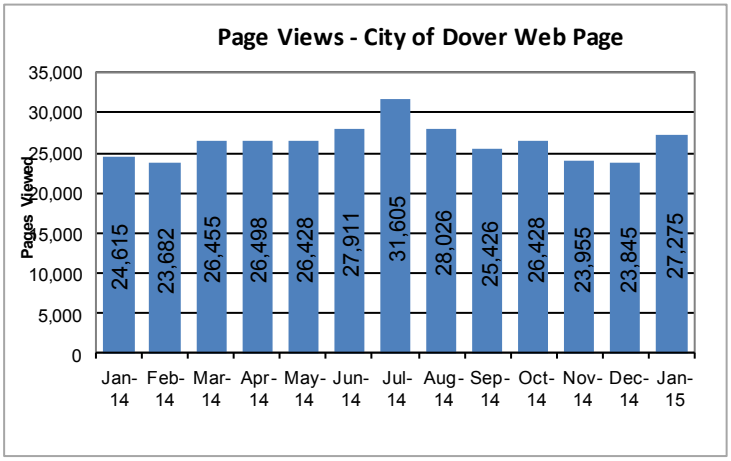


INFORMATION TECHNOLOGY





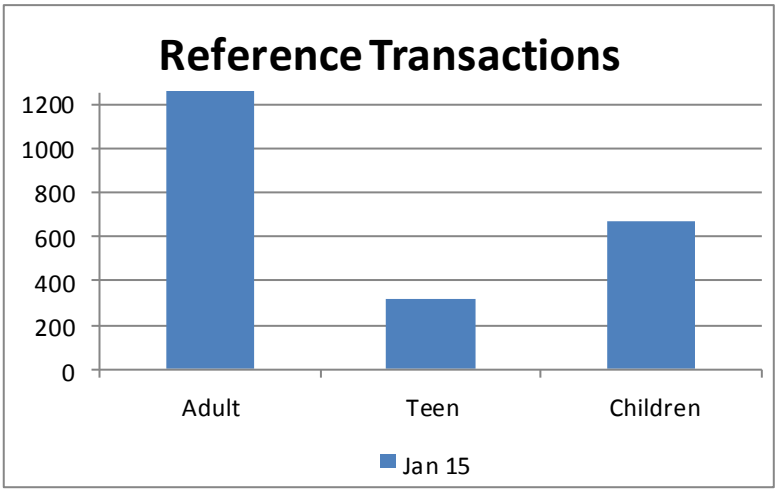




Performance Indicators	Current Month	Last Month	Same Month Last Year
iSeries Availability	100%	100%	100%
Server Availability	100%	100%	100%
AS/400 Connections *(concurrent/authorized users)*	N/A	N/A	N/A
PCs Supported	365	370	358
Scheduled PCs Replaced	-	-	-
Servers Supported	30	30	14
People Trained	18	21	12

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

LIBRARY



Adults – 1,576 Teens – 316 Children – 673

Circulation	Jan 15		FYTD 15		Jan 14		FYTD 14
Dover residents	19,299		147,035		20,510		152,183
Ebooks	2,238		13,809		1,562		9,528
Kent residents*	12,848		96,674		14,127		109,126
Non-county residents	1,917		14,581		2,399		17,074
Registrations							
Dover residents	357		2,577		323		2,587
Kent residents*	22		293		47		576
Non-county residents	4		44		3		54
Other							
Visiting Patrons	30,804		196,388		29,004		215,509
Meeting Room Usage	1,594		12,043		1,796		15,519
Photocopier Usage	1,139		7,372		629		8,626
Computer Printing Usage	4,465		21,392		2,044		18,435
Computer Users	4,833		33,389		4,404		33,510
Wireless Computer Users	1,727		11,980		1,365		8,943
Holds (Total)	7,033		46,793		6,689		55,728

***Breakout of Kent County Residential Statistics**

Circulation	Registrations
Harrington: 122	Harrington: 1
Milford: 72	Milford: 0
Smyrna: 834	Smyrna: 0
Outside City Limits: 11,820	Outside City Limits: 21

Total Registered Users: (Card Holders)

City: 26,307 Kent County: 13,012 Outside Kent County: 1,059

Other Points of Interest:

Inter/Interlibrary: 58 items loaned out
46 items borrowed

Technical services: 1,439 items added
3,195 items deleted

Volunteers: 264 hours of service completed

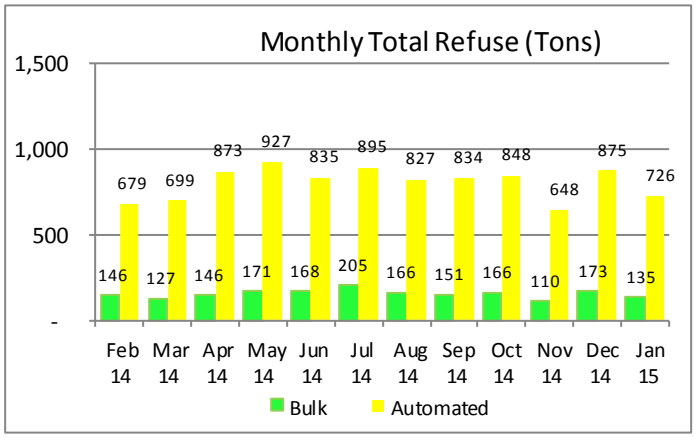
PUBLIC WORKS

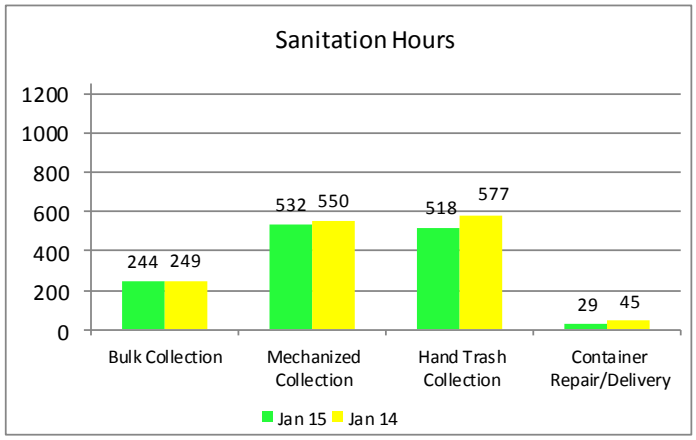
Administration

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





	JANUARY 15	FYTD 15	JANUARY 14	FYTD 14
Trips to DSWA Sandtown Landfill	179	1,290	197	1,502
Total Tonnage to DSWA	861.10	6,841.50	923.12	7,456.01
90-Gallon Containers Delivered	22	216	17	122
300-Gallon Containers Delivered	0	29	1	17
Total Man Hours-containers Delivered	29	234	45	245

CURBSIDE RECYCLING STATS	TOTAL # OF HOUSEHOLDS COLLECTED	TOTAL # OF ACCOUNTS	WEIGHT/LBS.	AVE. LBS.
January 2015	19,876	9,063	285,400	14.36

PUBLIC WORKS
continued

Streets	JANUARY 15	FYTD 15	JANUARY 14	FYTD 14
Signed Installed	32	127	24	192
Signs Repaired	23	58	0	41
Curbs Painted Yellow (feet)	0	626	12	1,245
New Post Installed	5	20	0	34
Storm Catch Basins Repaired	0	4	0	9
Storm Catch Basin Repairing (Hrs.)	0	56	0	41
Storm Catch Basins Cleaned	24	69	1,317	1,500
Storm Catch Basins Cleaning (Hrs.)	8	35	316	478
Hot Mix Patching (Tons)	0	0	0	0.50
Hot Mix Patching (Hrs.)	0	0	0	0
Cold Mix Patching Hrs.)	18	130	64	110
Concrete Work (Hrs)	6	103	0	237
Concrete Patching (Cubic Yards)	0	1	0	8
Ditch Work (Hrs).	0	3	0	0
Street and Alley Maintenance (Hrs)	28	259	168	656
Street Sweeping (Miles)	0	5,040	672	4,412
Street Sweeping (Cubic Yards)	0	1,162	212	1,118
Leaves Collected (Cubic Yards)	200	6,563	368	13,155
Leaf Collection (Miles)	105	3,501	825	4,235

Grounds

Total Work Orders = 3	General = 0	Arborist = 3

Arborist Crew	JANUARY 2015	JANUARY 2014
Trees Trimmed	11	47
Trees Removed	1	13

- Collected and chipped Christmas trees placed out by residents for disposal.
- Assisted crews during snow events.
- Trimmed 11 trees along sidewalk in front of Dover Park.

Beautification Crew

- Worked primarily picking up and chipping Christmas trees placed out for collection.
- Removed wreaths from City buildings.
- Assisted crews during snow events.

Mowing Crew

- Worked primarily picking up and chipping Christmas trees placed out for collection.
- Assisted Arborist crew with tree work and Christmas light removal.

PUBLIC WORKS continued

Geographic Information Systems (GIS)

Dover Fire Department	Created a new Fire Areas Grid that works with the Fire Run Book layout
	Created Data Driven Pages for the mapbook. Set up the Fire Run Book with Dover data
Electric Department	Create a AGOL Web Application for the Electric Department
Fire Marshal's Office	Also provided training to Tim and Matt
Fire Marshal's Office	Do requested layer maintenance and set up a collector application for data collection
Planning Department	Made mods to the DDD: Target Area map and recreated
	Area map. Converted both to JPG
Planning & Inspections	Attended the DDD dedication event
Public Works Department	Updated the Curbside Recycling Zones layer
	Created an 8.5"x11" map of the area around Well 7A for a CAF
	Update Public Work's Web Page
	Updated Public Works website and added a GIS page
Fire Marshal's Office	Created from scratch an ArcGIS report matching the form
	Created from scratch an ArcGIS report matching the formatting of the current
	CO Inspection Form (paper) to be used by the FM office
	Created from scratch an ArcGIS report matching the
	formatting of the current Fire Safety & Life Safety Inspection form (paper)

Fleet and Facilities Management

Fleet Maintenance

PM Work Orders Completed:	**15**	Number of Tire Repairs:	**3**	Number of Road Repairs:	**17**
Other Work Orders:	**61**	Repair Hours:	**115.8**	Road Repair Hours:	**3**
Total Work Orders**:**	**76**	Fabrication Hours:	**N/A**	Misc. Hours:	**N/A**
PM Hours: **64**					

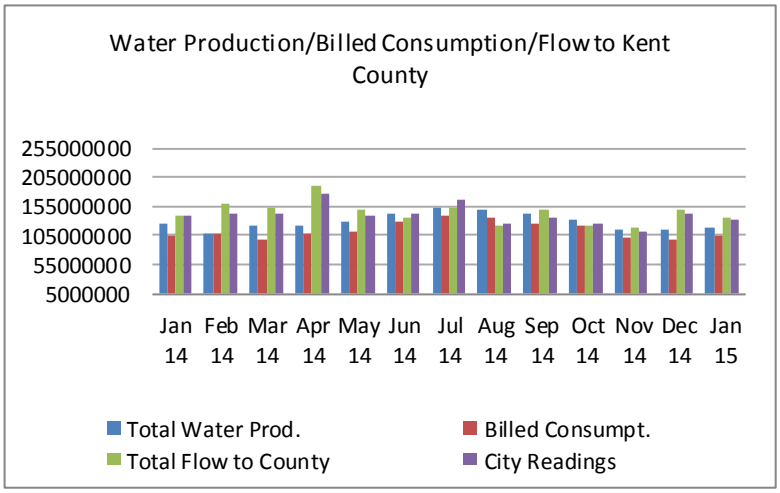
 # Of Scheduled PM's: 15
 # Of Scheduled PM's Completed: 15

Major Program Updates

MEASURE	January 2015	January 2014	DIFFERENCE
Fleet - Scheduled Preventative Maintenance appointments being kept *(Quantity and Percentage)*	15 out of 15 100%	4 out of 25 16 %	**+ 84.0 %**
Facilities Maintenance			
Facilities - Routine work orders completed within 5 days *(Quantity and Percentage)*	26 out of 26 100 %	20 out of 20 100 %	**+ 0 %**
Facilities - Emergency work orders completed within 2 days *(Quantity and Percentage)*	3 out of 3 100 %	3 out of 3 %	**+ 0 %**

PUBLIC WORKS
continued

Water/Wastewater



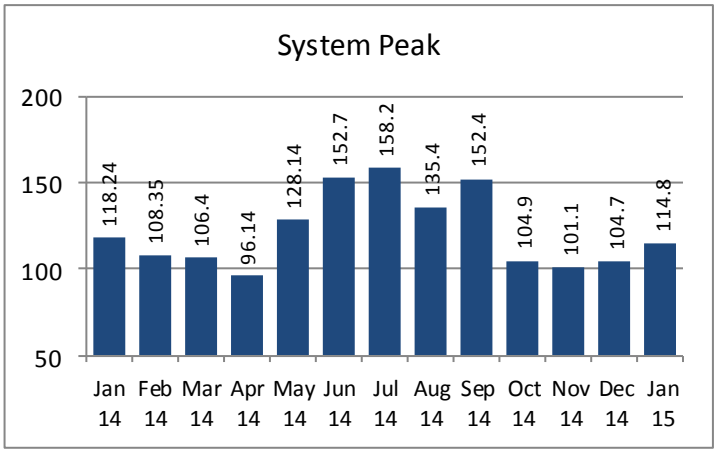
ENGINEERING SUMMARY

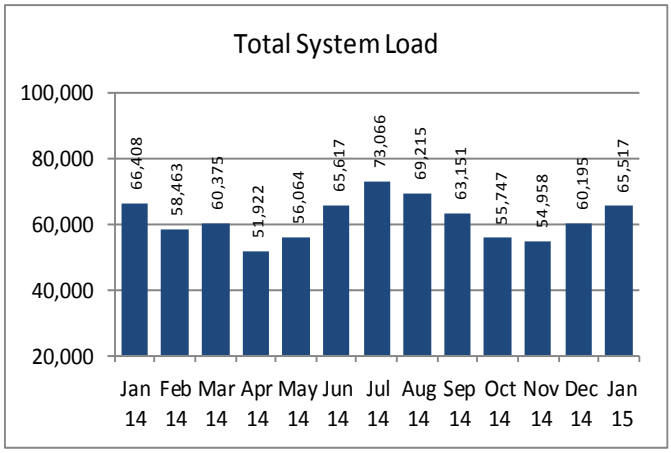
Major Program Updates	JANUARY 15	JANUARY 14	DIFF	FY15 YTD	FY14
State and Federal Violations	0 violations	0 violations	-	-	-
Water Quality Complaints	3	13	-10	62	57
Plan Review Completed Within 30 days of Submission	8 plans 100%	8 plans 100%	-	65	50

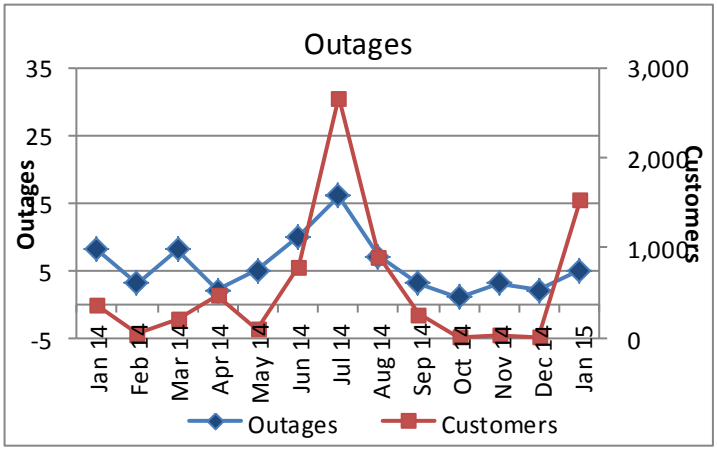
OPERATIONAL SUMMARY

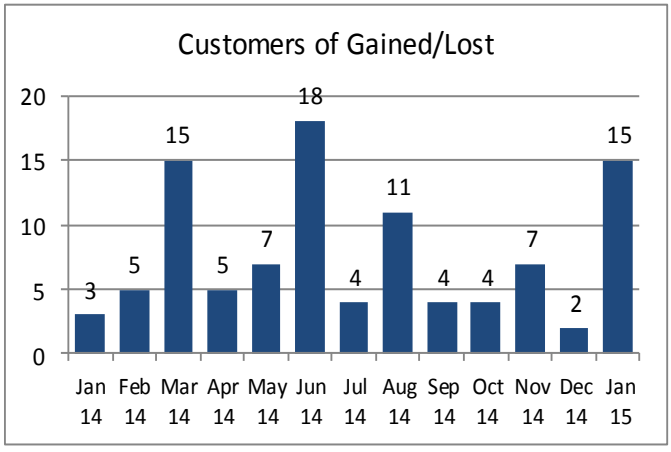
Task	JANUARY 15	JANUARY 14	CURRENT FY
Water Production - Daily Average	3,837,323	4,061,548	927,134,000
Average Field Response Time (goal is <30 minutes)	15.73	20.95	15.73
Water Mains Repaired	22	10	31
Water Service Lines Repaired	10	2	22
Wastewater Mains Repaired	4	5	6
Wastewater Service Lines Repaired	1	1	4
Sewer Lines Flushed - linear feet	37,489	71,988	831,973
Sewer Mains Videoed -linear feet	194	83	3,185
Total Fire Hydrants in Service	1,820	1,807	1,820
Total Water Meters in City Distribution System	14,270	14,174	14,270

ELECTRIC DEPARTMENT









Outages: 5 Customers: 1,530

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 15 YTD	FY 14	FY 13
46.99	67.81	50.74

Controllable Outages *Annual goal is less than 40*		**Average Response Time** *Goal is less than 30 minutes*	
Month	**Year-to-date**	**Month**	**Year-to-date**
4	20	29.2 Minutes	27.24 Minutes

PROGRAM UPDATES	JAN 15	JAN 14	FY15 YTD
Tree Trimming	390	300	2613
Number of Oil Releases	1	0	4
Lost Time Accidents – All Electric Utility Divisions	0	0	0
New Services	15	3	47

ELECTRIC DEPARMENT
continued

January 2015 Electric (EE Capitol Improvement Projects (CIP)		
Project Number	**Description**	**Update**
EE1312	General Scott Switchgear Replacement	Progress: Switchgear bids are awaiting Council approval in January 2015| FY15 budget is for design only
		Schedule: FY16 budget is for construction.
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 March 2015 weather permitting.
EE1443	GOTP Transmission Line Relocation	Progress: Review of steel pole construction | UCS Synergetic is preparing construction bid together & estimate | Temporary pole installation is complete.
		Schedule: Work activities are moving forward.
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: Started removal of secondary overhead conducts but had to re-energize to keep lights on south side of Charles Polk Road working. One pole transmission pole and anchors installed on Kesselring Property. Weather not cooperating.
		Schedule: Planning on relocation of underground once we have the weather co-operates.
EE1513	Town Point Distribution Feeders	Progress: Directional Boring contractor has begun conduit installation.
		Schedule: Project is under construction
EE1516	Chestnut Grove Subdivision	Progress: Power to subdivision switchgear complete. City of Dover Pump Station is energized. No other work can proceed in development without contractor installing conduit
		Schedule: Contractor responsible for conduit installation in development
EE1520	69kV Cable Replacement – North St. Substation	Progress: Currently investigating the cables placement & engineering design. Design is FY15 budget.
		Schedule: FY16 construction to begin.
EE1522	Garrison Oak Technical Park Infrastructure Phase 2	Progress: We completed work to Pump Station & installed the 750 splice boxes.
		Schedule: Work activities are moving forward however, weather is not cooperating.
EE1525 (Changed from EE1524)	Lenders Lake Apartments	Progress: Currently design is complete | Material is awaiting allocation | Fees have been established for Phase I
		Schedule: Work activities are moving forward | Contractor responsible for conduit installation in development

ELECTRIC DEPARTMENT
continued

EE1526	Playtex Addition	Progress: Right of Entry Permit approved. Surveyors have started. Temporary gate installed off William Street for access. Construction Plans are being finalized.
		Schedule: Changing daily with latest completion requested for summer of 2015 | permitting with Norfolk Southern Railway expected to take 6-8 months.
EE1527	DAFB Temporary Concrete Plant	Progress: Waiting on contractor to install conduit & set transformer pad.
		Schedule: Awaiting contractor to install conduit & transformer pad.
EE1529	W. Denney's Bridge Project - State of DE	Progress: Awaiting on State of Delaware to begin project
		Schedule: Awaiting State of Delaware | completion scheduled for 60 days after project starts
EE1531	Windstream DAFB/ College Road	Progress: Dark Fiber has been terminated by City's Contractor.
		Schedule: Make ready work for pole attachments along Kitts Hummock Road to be completed in March 2015.
EE1532	Dover Litho Pad Sites 1 & 2 - 1211/1225 N. DuPont Hwy	Progress: Design complete | Transformer set for site one and pad is set for awaiting transformer for site 2.
		Schedule: Completion scheduled for February 2015.
EE1533	DE State Police Generator Project	Progress: Design Complete| Project Request Form or Material allocation established.
		Schedule: Completion scheduled for April 2015.
EE1535	Eden Hill Lights Phase 1	Progress: Lights are being installed.
		Schedule: To be completed once additional lights are received & weather cooperates.
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: Not scheduled
EE1537	Kirby & Holloway Restaurant	Progress: Preliminary Design complete.
		Schedule: Not scheduled

City Planner's Monthly Report

Planning, Inspections & Recreation

JANUARY 2015



Planning, Inspections & Recreation Highlights

- **Downtown Development District**—On January 11, 2015 Dover received designation as a Downtown Development District. Governor Markell formally announced that the cities of Dover, Seaford and Wilmington were selected as the first Districts in Delaware with visits to each community. On January 13, 2015 Downtown Development District Event held at the community room of the Bayard Plaza building.
- **Day of Service** - Hosting 80 volunteers the Epsilon Iota Omega Charter of Alpha Kappa Alpha Sorority sponsored a Day of Service event the John W. Pitts Recreation Center on Monday, January 19th. The Day of Service project featured a clothing drive for Kent & Sussex County homeless shelters. The event was an overwhelming success and even drew in Senator Thomas Carper, Senator Chris Coons, and Dover Mayor Robin Christiansen.
- **Bike Plan & Pedestrian Plan Workshop**— As part of the process to draft the updated *Bicycle Plan* and *Pedestrian Plan* for the City of Dover, a Workshop was held on January 20th at the John W. Pitts Recreation Center hosted by the Bicycle & Pedestrian Sub–Committee and the Dover/Kent MPO.



Personnel and Training

⇒ On January 8, 2015 the Planning Office hosted a meeting of the American Council of Engineering Companies (ACEC) of Delaware: Kent County Partnering Committee to discuss coordination of activities with the engineering profession, recent updates to City Ordinances, and ideas for improvements to procedures.

⇒ Carolyn Courtney participated in Constant Contacts webinar focusing on posting *YouTube* promotional videos on January 20, 2015.

⇒ Wayne Voshell, Kristen Mullaney, Dawn Melson-Williams, Greg Akers, Tim Taraila, and Tim Mullaney attended the "Pruning Negativity" course for supervisors on January 21, 2015 or January 29, 2015.

Planning, Inspections & Recreation Revenue

Revenue Stream	FY '15 Budget		FY '15 Actual	
Business License	$1,460,000	$	1,392,125	95%
Trailer License	$23,000	$	19,796	86%
Building Permits	$565,000	$	348,870	62%
Cert. of Occupancy	$6,200	$	4,760	77%
Public Occupancy	$10,000	$	7,595	76%
Lodging House	$16,000	$	11,651	73%
Plumbing/Heating/Air	$75,000	$	41,888	56%
Sprinkler	$35,000	$	17,627	50%
Rental Inspection Fee	$345,000	$	236,127	68%
Miscellaneous	$30,000	$	24,860	83%
Fire Protection Fees	$31,000	$	19,305	62%
Vacant Building Reg.	$60,000	$	101,583	169%
Total P&I Revenue	**$2,656,200**	$	2,226,184.72	84%
Recreation	$148,800	$	76,835	52%

LOOKING FORWARD …..

The following activities are planned for February and will be reported in the February Monthly report:

- Downtown Development District Activities
- DRPS Award
- Prep for Spring 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 January 2015, Planning Staff was involved with review of 52 Permits and 16 Certificates of Occupancy permits. 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 research for future ordinance amendments related to the Recreational and Commercial (RC) zone and temporary activities.
- The Planning Office is also involved in the following studies and projects: City Recreational Needs Assessment, Restoring Central Dover Community Plan, and Transportation Improvement Districts.
- Staff presented a Draft of the Certified Local Government (CLG) Application to the Historic District Commission. The scheduled review in January with the Legislative, Finance & Administration Committee of City Council was deferred.

Comprehensive Plan Amendments 2015

In accordance with the approved procedure for annual amendments to the Comprehensive Plan, the Planning Office received in December 2014 a request to amend the Land Development Plan Map for the property at 801 North State Street. That request along with a staff initiated text amendment of Chapter 13 – Annexation Plan to remove the requirements for Cost-Revenue Analysis make up the Comprehensive Plan Amendments 2015. The PLUS review of these Amendments on January 28, 2015 was the first step in the review process.

New Dover High School Project (C-10-05/S-11-18)

Project work remains to complete the site improvements at the new Dover High School for the baseball/softball field areas, eastern areas of the site, tree plantings, and other site stabilization work. Temporary Certificates of Occupancy are in place with conditions and limitations on the authorized use of the high school building and the stadium and athletic field areas.

Construction Activity

- A Pre-Construction meeting with City Staff was held on January 30, 2015 for the 40,000 S.F. building addition project at the Energizer Personal Care Division-Playtex Products facility at 185 Saulsbury Road. (S-14-19)
- For the Leander Lakes Apartments project, site work continues on the stormwater management ponds and site grading for the 240 unit apartment complex to be located south of Forrest Avenue/Route 8 and west of Dover High Drive. The project also includes the construction of the next segment of Dover High Drive to connect to Tribbitt Street. Building Permits have been issued for Apartment Building 1 and Apartment Building 8 and the Community Center Building.
- The Planning Staff continues to participate in weekly 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 well underway for the Garrison Energy Center Phase 1(S-12-17). The Planning Office is awaiting 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.
- Site construction activities continue at the Uzin Utz Manufacturing facility at 200 Garrison Oak Drive (Lot 12 of the Garrison Oak Technical Park. (S-13-20)

BOARD AND COMMISSION ACTIVITY

Planning Commission

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

- **C-15-01 Professional Office at 15 Kings Highway NE**—Moved to grant conditional approval of the Conditional Use Site Plan for the property at 15 Kings Highway NE for professional offices.
- **C-15-02 Walk in the Light Church at 149 South Governors Avenue**—Moved to deny the Conditional Use Plan application for the use of the existing vacant tenant space located at 149 South Governors Avenue, Dover as a Place of Public Assembly (Church).
- **S-15-01 Lands at 598 North DuPont Highway**—Moved to approve the Waiver Request for the Elimination of Upright Curbing as associated with the Administrative Site Plan for the site improvements to include 683 SF +/- of new impervious surface for parking.
- **S-14-01 NBR Properties at 850 New Burton Road: Plan Revision**—Information presented regarding a plan revision to remove a drive aisle associated with the construction of a new office building. Revised Plan approved administratively.

Board of Adjustment

The Board of Adjustment met on January 21, 2015. The next regular scheduled meeting of the Board of Adjustment is scheduled for February 18, 2015. The following was considered:

- **V-14-14 800 North State Street, S&R LLC**—Variance approval was granted by the Board of Adjustment from the requirements of Article 5 §4.7 of the *Zoning Ordinance* related to the height and area of signage, and Article 5 §11 related to construction in the Flood Hazard Zone.
- **V-15-01 200 Garrison Oak Drive (Lot 12 Garrison Oak Technical Park) -** Variance approval was granted by the Board of Adjustment from the requirements of Article 5 §4.7 of the *Zoning Ordinance* to allow the increase in sign area for two (2) signs based on the wall area of no more than 4%.

Historic District Commission

The Historic District Commission met on January 15, 2014. The next Historic District Commission meeting is scheduled for February 19, 2015.

- **HI-15-02 Sign Permit #14-1609: Signage for Woodburn at 151 Kings Highway SW—** Moved to accept the Sign Permit as submitted and proposed thus granting approval of Architectural Review Certification even though Staff would say the sign material should be wood.
- **HI-15-03 Sign Permit #15-15: Signage at 6 South State Street—**Moved that Architectural Review Certification be granted to application HI-15-03 Sign Permit with the sign as revised to a maximum height of 5 feet 6 inches tall with the sign materials as identified in the proposal and indicated on the plan.
- **HI-15-04 Building Permit #15-19: Drive-thru ATM at PNC Bank -** Moved that Architectural Review Certification be granted to application HI-15-04 Building Permit with the condition that the applicant redesigns the trash container Dumpster enclosure (changing material).

COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

CDBG FY14 Projects

- ***Homeownership Assistance Program***
  Five (5) clients have been approved for the Dover First Start Program and are mortgage ready. Each client has been approved for $20,000 in down payment assistance to purchase eligible properties in the City of Dover. Five (5) clients have purchased properties using the Dover First Start Program. One (1) client is mortgage ready and shopping for a home.

- ***Dover Interfaith Mission for Housing***
  CDBG funds will be used for operations cost for the shelter.

- ***NCALL Research***
  NCALL has applied for the Implementation Grant for the Restoring Central Dover Initiative.

- ***Elizabeth W. Murphey School***
  CDBG funds will be used for the roof replacements for one building on the campus that services children that are at risk for homelessness. This project is completed.

Restoring Central Dover Initiative

NCALL has applied for the Implementation Grant for the Restoring Central Dover Initiative. The Steering Committee continues to meet.

Five (5) Year Consolidated Plan 2015-2019

The City's Planning Office has collaborated with Delaware State Housing Authority, New Castle County and the City of Wilmington to conduct statewide public hearings to determine the community development needs throughout the State. The public hearing for Dover was held on November 12th at the City of Dover Public Library moderated by the consulting firm Mullin and Lonergan. Multi-year grant applications are currently being accepted for the FY 15-19 program years for eligible projects and activities within the city. The application deadline is February 9th at 5:00pm.

Mayors Challenge to End Veterans Homelessness

The Mayor and Community Development staff attended a *Mayors Challenge to End Veterans Homelessness Roundtable Summit* at the HUD Philadelphia Field Office on December 2, 2014. The Summit featured panel discussions and brainstorming sessions ranging from building coalitions to available resources and supportive services to end veterans homelessness in your community.

The Mayor's working group held their own summit on January 22nd at the Del-Tech Community College Campus in Dover to End Veteran's Homelessness by December 2015. There were over 100 people in attendance that included Elected Officials, Housing Providers, HUD, the VA and local Housing Authorities.

Dangerous Buildings, Vacant Buildings & Demolitions

- *200 N. West Street*—The owners met with City Staff and have obtained a renovations permit. To date, the exterior of the property has been maintained, with renovations beginning within the interior.
- *1370 College Road*—The property was presented to the Dover City Council on October 25, 2014 as a dangerous building with the recommendation to have the structure demolished. The owners of the property appealed before City Council that they wished to keep the property and were willing to make all necessary repairs. City Council agreed with the homeowners and gave them 6 months to make repairs.
- *5 Welch Drive*—Notice was mailed to the lien holders to repair all code violations by December 21, 2014, or the property would be taken forward to City Council as a dangerous structure. Due to inclement weather, the Council Meeting for January 26, 2015 was cancelled and the property will be brought forward to Council on February 9, 2015.
- *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. The property is located in the Historic District and will be presented to the Historic District Commission on February 19, 2015 for permission to move forward with demolition.
- *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. No repairs have been made to the homes, the structures are scheduled to be presented to City Council on March 9, 2015.
- *110 S New Street*—This building was condemned by City Staff a couple of years ago and has been sitting vacant while the owners attempted to make repairs. All parties associated with the building agreed that it was not feasible to make the repairs and demolition should begin. The asbestos survey and the asbestos abatement have begin to make way for the demolition. The building demolition has begun.

- *Vacant Buildings*—During the month of January eleven (11) additional buildings were registered as vacant, and $1,250.00 in vacant building registration fees were collected.

Code Enforcement Activity—JANUARY

Case Type	# cases current month	# cases YTD	% staff initiated current month	% staff initiated YTD
No valid Rental Permit	4	4	25%	25%
No valid Building Permit	3	3	100%	100%
Tall grass and weeds	1	1	100%	100%
Unregistered vehicle	4	4	100%	100%
Abandoned vehicle	11	11	73%	73%
Annual Housing Inspection	89	89	96%	96%
Property Maintenance – Exterior	36	36	50%	50%
Electric Termination	7	7	100%	71%
Dover Code of Ordinances	15	15	80%	80%
Zoning	6	6	33%	33%
Total Cases	**176**	**176**		
Total # of Inspections For Month	**201**			



381 Rita Wilma Road

Fire Marshal's Office, Building Inspections & Licensing Summary

LIFE SAFETY	Jan 2015	July14-Jan15	Jan 2014	July13-Jan14
Inspections	**JAN 15**	**FYTD 15**	**JAN 14**	**FYTD 14**
Annual Fire/Life Safety Inspections	34	247	19	19
Fire/Code/DCO Complaints	29	350	39	39
Inspection Deficiencies from AFI	72	518	35	35
C/O & Acceptance Tests	20	71	7	7
Administrative Walk Thru	13	52	-	-
Accidental	$15,100	$100,100	$1,000	1,000,000.00
Incendiary	$0	$70,600	$0	$0
Undetermined	$5,450	$10,450	$0	$0
PERMITTING AND LICENSING				
Permits Issued	**JAN 15**	**FYTD 15**	**JAN 14**	**FYTD 14**
Administrative Permit	0	14	3	17
Building Addition/Renovation Permits	20	259	27	176
Building Permits	11	113	2	80
Demolition Permits	6	29	4	27
Fence Permits	2	57	4	49
Fire Prevention Permits	9	53	12	62
Mechanical Permits	20	178	22	192
Plumbing Permits	22	168	26	204
Sign Permits	19	126	21	144
Swimming Pool Permits	0	6	0	10
Business Licenses	25	888	33	962
Merchant Licenses	3	202	8	256
Contractor Licenses	18	544	22	640
Lodging House Licenses	45	46	18	49
Mobile Homes	4	285	17	217
Public Occupancy	236	288	113	298
Rental Dwelling	1968	2171	1614	2522
BUILDING INSPECTIONS				
Inspections	**JAN 15**	**FYTD 15**	**JAN 14**	**FYTD 14**
Building	282	2407	192	1934
Plumbing/Mechanical	274	1808	238	2252
Certificate of Occupancy	16	98	8	76

Fire Marshal's Office—At a Glance

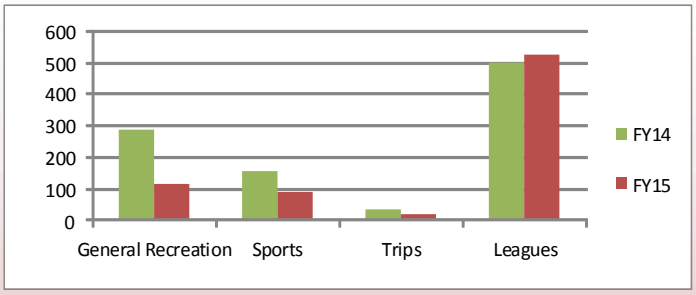
The Fire Marshal's Office is off to a busy start with the Annual Fire/Life Safety Inspection season and handling 12 small accidental fires throughout the month. It's going to be a busy year!

Recreation Division

City of Dover Parks & Recreation

Enrollment Summary

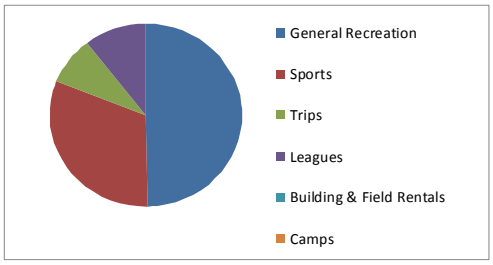
January 2014 verses January 2015



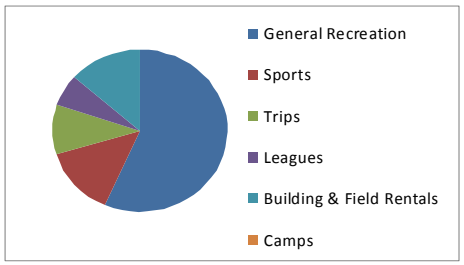


Category	FY14	FY15
General Recreation	290	115
Sports	157	91
Trips	36	17
Leagues	503	525
Camps	n/a	n/a

Revenue Breakdown: January 2015 verses January 2014



General Recreation	$2,355.50
Sports	$1,485.00
Trips	$400.00
Leagues	$500.00
Building & Field Rentals	$0.00
Camps	0



General Recreation	$3,169.00
Sports	$770.00
Trips	$555.00
Leagues	$350.00
Building & Field Rentals	$762.50
Camps	0





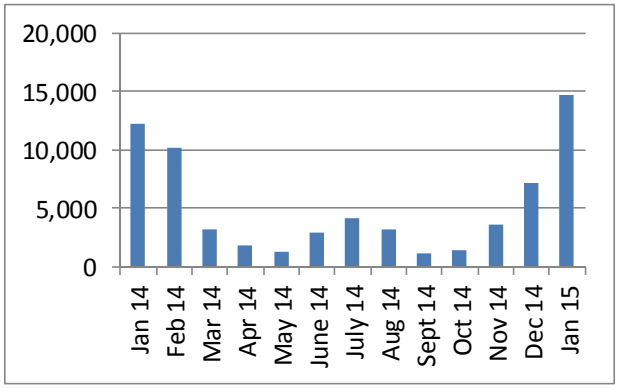




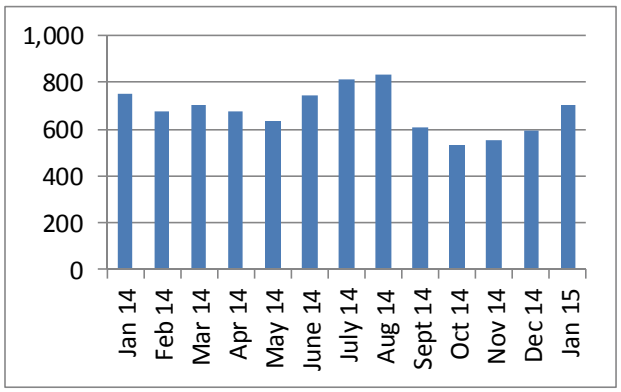


John W. Pitts Recreation Center – JANUARY 2015

Total Program Attendance



Facility Usage By The Hour



Facility Usage By The Hour	JAN 15		FYTD 15		JAN 14		FYTD 14
Open Gym	331		2,726		359		2,925.5
Fitness Classes	44.5		282		66		360.5
Leagues	267		550		245		513
Camps	0		731.5		0		555
Sports Classes	27.5		140		21		116.5
Meetings & Rentals	34		258		56.5		174
Enrichment Classes	0		8		1.5		53.5
Total Facility Usage Hours	704		4,695.5		749		4,698

Daily Program Attendance**	JAN 15		FYTD 15		JAN14		FYTD 14
Total	14,710		35,243		12,262		30,716
Open Gym	689		3,022		494		2,790
Fitness Classes	264		1,867		441		1,983
Leagues	11,895		20,830		9,125		18,620
Camps	0		1,141		0		1,308
Sports Classes	280		1,422		342		1,037
Meetings & Rentals	1,582		6,936		1,856		4,866
Enrichment Classes	0		25		4		112

Since our opening in late April 2008, we have had 365,710 guests at the John W. Pitts Recreation Center.

January Open Gym Registrations and Packages Sold

Packages Sold:	JAN	MTD	YTD	FYTD
Daily:	54	$162	164	$462
Individual Quarterly:	0	$45	7	$105
Individual Annual:	1	$50	2	$100
Family Quarterly:	1	$15	3	$75
Family Annual:	0	$0	0	$0
Revenue:		**$272**		**$742**

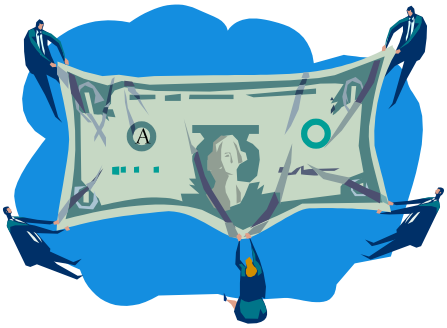


CITY OF DOVER
FINANCE AND PROCUREMENT & INVENTORY DEPARTMENTS
JANUARY 2015 - MONTHLY BUDGET REPORTS















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
JANUARY 2015

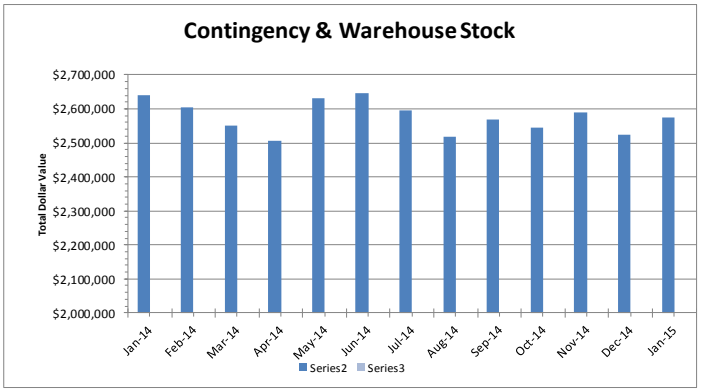
FINANCE DEPARTMENT ACTIVITY LEVELS

	FY14 YTD			FY15 YTD		
BANK TRENDS						
Number of Deposits Made (Hand, ACH & Wire, Lockbox)	3,714			4,107		
Total Amount of All Deposits	$ 73,153,166			$ 79,562,707		
PAYROLL						
	Hours	%	Amount	Hours	%	Amount
Gross wages per registers	**489,869**	**100.0%**	**$ 11,571,840**	**502,448**	**100.0%**	**$ 12,000,778**
Wages and Hours Worked						
Regular	406,315	82.9%	$ 8,815,730	405,416	80.7%	$ 8,979,690
All over time	21,037	4.3%	$ 873,185	20,153	4.0%	$ 835,734
Other Paid or Unpaid Wages and Hours						
Vacation	30,157	6.2%	$ 792,362	30,672	6.1%	$ 822,375
Sick	10,376	2.1%	$ 268,260	11,842	2.4%	$ 300,318
Terminal Leave - Retiree Vacation/Sick Payout	9,751	2.0%	$ 303,494	15,605	3.1%	$ 495,665
Comp Time	4,562	0.9%	$ 127,491	5,003	1.0%	$ 142,463
Personal	733	0.1%	$ 20,515	903	0.2%	$ 27,239
Leave Without Pay	2,915	0.6%	$ -	2,236	0.4%	$ -
Other (description below)	4,026	0.8%	$ 370,805	10,629	2.1%	$ 397,294

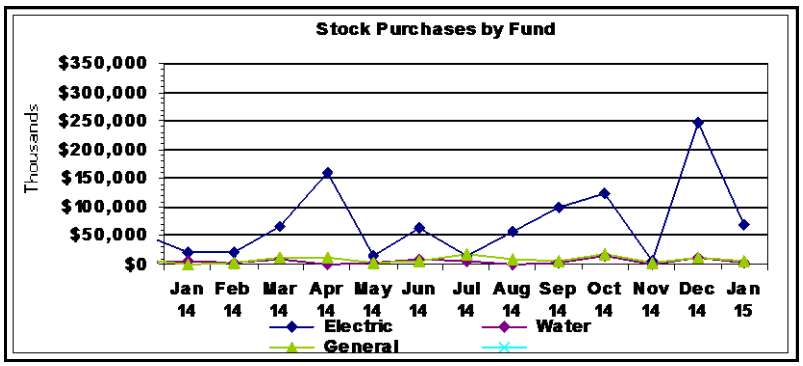
Other includes: pay adjustments, military differential pay, training, committee meetings, worker compensation tracking/adjustments, etc.

Other Activity						
Number of Pay Periods	15			15		
Number of Payroll Checks & Direct Deposits Issued	5,391			5,531		
Number of Pension Checks Issued	1,800			1,776		
Total Pension Benefits Paid - Defined Benefit Plan	$ 3,016,708			$ 3,032,548		
ACCOUNTS PAYABLE						
Number of Check Vouchers	3,363			3,350		
Number of EFT Vouchers	1,270			1,363		
Vouchers Dollar Amount Disbursed	$ 43,633,796			$ 45,541,029		

PROCUREMENT & INVENTORY ACTIVITY LEVELS



Value: $2,573,824 Line Items: 1,442



Fuel Use		
Unleaded:	10,371.7	gallons
Diesel:	6,198.3	gallons
Total Cost:	$ 31,244	

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

	Budget	Revised Budget	YTD	Balance	58% Budget
Beginning Balance	$ 3,393,000	$ 3,393,000	$ -	$ 3,393,000	0.0%
Revenues					
Court of Chancery Fees	1,023,000	1,023,000	553,400	469,600	54.1%
Fines & Police Revenues	1,288,800	1,293,800	599,338	694,462	46.3%
Franchise Fees	636,000	636,000	249,044	386,956	39.2%
Grants	623,500	623,500	194,835	428,665	31.2%
Intrafund Services	4,863,000	4,863,000	2,651,509	2,211,491	54.5%
Library & Recreation Revenues	670,400	670,400	443,159	227,241	66.1%
Licenses & Permits	2,814,200	2,814,200	2,391,959	422,241	85.0%
Property Taxes (Includes BID Revenue) (1)	11,099,200	11,099,200	11,125,685	(26,485)	100.2%
Miscellaneous Revenues	93,900	93,900	43,797	50,103	46.6%
Sanitation Revenues	2,595,600	2,595,600	1,504,875	1,090,725	58.0%
Other Miscellaneous Revenues					
Garrison Farm Rent Revenue	101,400	101,400	77,117	24,283	76.1%
Transfers-In from Special Funds & Utilities					
Municipal Street Aid Fund	663,900	663,900	498,468	165,432	75.1%
2014 Revenue Bond Proceeds	-	-	475,000	(475,000)	0.0%
Civil Traffic Penalties	500,000	500,000	280,161	219,839	56.0%
Transfer Taxes	1,250,000	1,250,000	1,095,906	154,094	87.7%
Verizon, Contingency and CI Reserves	4,000	4,000	50,000	(46,000)	1250.0%
Police Grants	124,000	124,000	39,878	84,122	32.2%
Water/Wastewater Fund	500,000	500,000	500,000	-	100.0%
Electric Fund	10,000,000	10,000,000	4,584,000	5,416,000	45.8%
Total Revenues	38,850,900	38,855,900	27,358,131	11,497,769	70.4%
Total Beginning Balance & Revenues	**$ 42,243,900**	**$ 42,248,900**	**$ 27,358,131**	**$ 14,890,769**	64.8%
Expenditures					
City Clerk & Council	$ 489,800	$ 493,300	$ 259,200	$ 234,100	52.5%
Mayor, City Manager & Human Resources	1,047,100	1,055,100	507,219	547,881	48.1%
Police & Police Extra Duty	14,698,600	14,986,900	8,508,568	6,478,332	56.8%
Public Services	4,551,700	4,558,800	2,426,208	2,132,592	53.2%
Engineering	192,600	193,700	21,577	172,123	11.1%
Procurement & Inventory, Facilities Mgmt., Vehicle Maint.	1,990,100	2,011,200	1,138,080	873,120	56.6%
Planning & Inspections	2,192,400	2,232,200	1,196,666	1,035,534	53.6%
Finance, Info Tech & Customer Services	2,716,100	2,733,200	1,579,762	1,153,438	57.8%
Library & Recreation	2,099,500	2,108,600	1,182,741	925,859	56.1%
Fire Department	716,100	716,100	431,074	285,026	60.2%
Assessor	309,500	309,500	149,663	159,837	48.4%
Contribution to DDP	70,000	70,000	35,000	35,000	50.0%
Miscellaneous Grant Expense	25,000	25,000	-	25,000	0.0%
Other Employment Expenses	500,000	109,900	-	109,900	0.0%
Insurance	724,800	724,800	335,008	389,792	46.2%
OPEB - Retiree's Health Care Contribution	1,636,500	1,636,500	939,417	697,083	57.4%
Police Pension Trust Contribution - State Grant	500,000	500,000	194,835	305,165	39.0%
Appropriation to Police Pension Fund	655,000	655,000	442,500	212,500	67.6%
Street Lights	774,500	774,500	454,139	320,361	58.6%
Debt Service	708,600	708,600	941,831	(233,231)	132.9%
Transfers Out					
Capital Projects Fund	2,196,000	2,196,000	2,196,000	-	100.0%
Total Expenditures	38,843,900	38,848,900	22,989,488	15,859,412	59.2%
Budget Balance - Working Capital	3,400,000	3,400,000	-	3,400,000	0.0%
Total Budget Balance & Expenditures	**$ 42,243,900**	**$ 42,248,900**	**$ 22,989,488**	**$ 19,259,412**	54.4%
Reserve Balances					
Contingency	$ 467,900	$ 467,900	$ 418,574		

(1) Property Taxes are the taxes billed and not cash received. The outstanding receivable balance as of 1/31/15 is $337,256 as compared to $367,104 in January 2014.

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

	Budget	Revised Budget	YTD	Balance	58% Budget
Beginning Balance - Water	$ 658,400	$ 658,400	$ -	$ 658,400	0.0%
Beginning Balance - Wastewater	$ (98,500)	$ (98,500)	$ -	$ (98,500)	0.0%
Beginning Balance - Kent County Treatment	$ 155,000	$ 155,000	$ -	$ 155,000	0.0%
	714,900	714,900	-	714,900	0.0%
Revenues					
Water Fees	4,616,400	4,616,400	2,825,268	1,791,132	61.2%
Wastewater Fees	3,706,800	3,706,800	2,177,301	1,529,499	58.7%
Kent County Treatment Fees	2,902,600	2,902,600	1,732,509	1,170,091	59.7%
Ground Water Inflow Adjustment	1,862,500	1,862,500	1,050,672	811,828	56.4%
Water Tank Leases	331,900	331,900	186,355	145,545	56.1%
Miscellaneous Service Fee	179,600	179,600	40,814	138,786	22.7%
Impact Fees - Water	472,700	427,900	170,072	257,828	39.7%
Impact Fees - Wastewater	427,900	472,700	150,152	322,548	31.8%
Total Revenues	14,500,400	14,500,400	8,333,143	6,167,257	57.5%
Total Beginning Balance & Revenues	**$ 15,215,300**	**$ 15,215,300**	**$ 8,333,143**	**$ 6,882,157**	54.8%
Expenses					
Water/Wastewater Operating Divisions					
Engineering & Inspection	$ 500,900	$ 502,400	$ 251,545	$ 250,855	50.1%
Water	485,300	488,600	214,196	274,404	43.8%
Water Treatment Plant	1,576,900	1,582,200	817,103	765,097	51.6%
Wastewater	974,100	974,700	430,216	544,484	44.1%
Construction	252,500	253,300	140,484	112,816	55.5%
Kent County Treatment	3,655,000	3,655,000	2,192,570	1,462,430	60.0%
Intrafund Service Fees	1,354,900	1,354,900	747,218	607,682	55.1%
OPEB - Retiree's Health Care Contributions	200,000	200,000	75,000	125,000	37.5%
Debt Service	1,152,000	1,152,000	612,008	539,992	53.1%
Other Employment Expenses	17,700	6,200	-	6,200	0.0%
Transfers Out					
General Fund	500,000	500,000	500,000	-	100.0%
Water I & E Fund	1,200,000	1,200,000	600,000	600,000	50.0%
Wastewater I & E Fund	1,800,000	1,800,000	900,000	900,000	50.0%
Total Expenses	13,669,300	13,669,300	7,480,340	6,188,960	54.7%
Budget Balances					
Budget Balance - Working Capital - Water	1,020,100	1,020,100	-	1,020,100	0.0%
Budget Balance - Working Capital - WW	(739,200)	(739,200)	-	(739,200)	0.0%
Budget Balance-Working Capital - KSA	1,265,100	1,265,100	-	1,265,100	0.0%
Total Budget Balances	1,546,000	1,546,000	-	1,546,000	0.0%
Total Budget Balances & Expenses	**$ 15,215,300**	**$ 15,215,300**	**$ 7,480,340**	**$ 7,734,960**	49.2%
Reserve Balances					
Contingency-Water	$ 107,700	$ 107,700	$ 105,027		
Contingency-Wastewater	$ 194,800	$ 194,800	$ 189,916		
Impact Fee Reserve - Sewer	$ 1,552,300	$ 1,552,300	$ 2,784,126		
Impact Fee Reserve - Water	$ 203,900	$ 203,900	$ 200,730		
Bond Coverage Ratio (Covenant 1.20)	4.29	4.29	4.45		

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

	Budget	Revised Budget	YTD	Balance	58% Budget
Beginning Balance	$ 9,253,600	$ 9,253,600	$ -	$ 9,253,600	0.0%
Revenues					
Sales to Customers	78,043,000	78,043,000	45,623,984	32,419,016	58.5%
Utility Tax	1,296,900	1,296,900	754,550	542,350	58.2%
Weyandt Hall Rents	200,000	200,000	115,496	84,504	57.7%
Miscellaneous Revenues	754,600	754,600	557,288	197,312	73.9%
Interest Earned	12,000	12,000	3,940	8,060	32.8%
Transfer from Rate Stabilization	2,000,000	2,000,000	-	2,000,000	0.0%
Total Revenues	82,306,500	82,306,500	47,055,258	35,251,242	57.2%
Total Beginning Balance & Revenues	**$ 91,560,100**	**$ 91,560,100**	**$ 47,055,258**	**$ 44,504,842**	51.4%
Expenses					
Power Supply & Generation					
Hedged Energy	$ 21,823,000	$ 21,823,000	$ 16,173,275	$ 5,649,725	74.1%
Power Supply Management	996,000	996,000	498,000	498,000	50.0%
Capacity Charges	9,958,900	9,958,900	5,617,031	4,341,869	56.4%
Dover Sun Park Energy	2,067,600	2,067,600	925,165	1,142,435	44.7%
Solar Renewal Energy Credits	378,600	378,600	214,392	164,208	56.6%
PJM Charges - Energy	11,499,800	11,499,800	4,159,292	7,340,508	36.2%
PJM Charges - Transmission & Fees	7,234,100	7,234,100	3,232,407	4,001,693	44.7%
Total Power Supply	53,958,000	53,958,000	30,819,562	23,138,438	57.1%
Plant Operations	6,141,100	6,141,100	3,312,290	2,828,810	53.9%
Generation Fuels	1,611,100	1,611,100	999,969	611,131	62.1%
Capacity Credits	(8,881,500)	(8,881,500)	(5,024,547)	(3,856,953)	56.6%
PJM Spot Market Energy	(2,232,800)	(2,232,800)	(1,953,276)	(279,524)	87.5%
PJM Credits	(486,700)	(486,700)	(384,880)	(101,820)	79.1%
Total Generation	(3,848,800)	(3,848,800)	(3,050,444)	(798,356)	79.3%
Total Power Supply & Plant	50,109,200	50,109,200	27,769,118	22,340,082	55.4%
Electric Operating Divisions:					
Transmission/Distribution	4,028,700	4,043,500	2,016,950	2,026,550	49.9%
Electrical Engineering	1,370,900	1,379,300	677,608	701,692	49.1%
Administration	636,600	632,400	332,225	300,175	52.5%
Meter Reading	267,600	268,600	205,824	62,776	76.6%
Systems Operations	686,300	696,500	391,443	305,057	56.2%
Intrafund Services	3,508,100	3,508,100	1,904,291	1,603,809	54.3%
Utility Tax	1,296,900	1,296,900	754,550	542,350	58.2%
OPEB Trust Contribution - Unfunded Liability	1,009,800	1,009,800	378,675	631,125	37.5%
OPEB - Retirees Health Care Contribution	513,300	513,300	192,488	320,812	37.5%
Interest on Deposits	20,000	20,000	10,289	9,711	51.4%
Green Energy Payment to DEMEC	130,000	130,000	76,044	53,956	58.5%
Accounts Receivable Write-Offs	200,000	200,000	200,000	-	100.0%
Other Employee Expenses	54,200	24,000	-	24,000	0.0%
Contractual Services RFP's	246,800	246,800	134,497	112,303	54.5%
Debt Service	3,297,000	3,297,000	1,987,722	1,309,278	60.3%
Transfers Out:					
General Fund	10,000,000	10,000,000	4,584,000	5,416,000	45.8%
Electric Improvement & Extension Fund	4,750,000	4,750,000	1,200,000	3,550,000	25.3%
Inventory Reserve	175,000	175,000	175,000	-	100.0%
Total Expenses	82,300,400	82,300,400	42,990,724	39,309,676	52.2%
Budget Balance - Working Capital	9,259,700	9,259,700	-	9,259,700	0.0%
Total Budget Balance & Expenses	**$ 91,560,100**	**$ 91,560,100**	**$ 42,990,724**	**$ 48,569,376**	47.0%
Reserve Balances					
Contingency Reserve	$ 826,000	$ 826,000	$ 821,415		
Insurance Reserve	$ 743,600	$ 743,600	$ 739,506		
Rate Stabilization Reserve	$ 8,583,000	$ 8,583,000	$ 10,494,131		
Bond Coverage Ratio (Covenant 1.25)	1.95	1.95	3.82		
Megawatt Hours Sold & Purchased					
Sales to Customers MWh (excluding Street Light MWh)	712,390	712,390	422,641		59.3%
Sales per MWh	$ 109.55	$ 109.55	$ 107.95		98.5%
Purchased/Generated MWh	741,522	741,522	447,406		60.3%
All In MWh Supply & Generation	$ 67.58	$ 67.58	$ 62.07		91.8%

City of Dover
Finance Department
Monthly Report – January 2015
General Capital Project Fund Summary

	Budget	Revised Budget	YTD	Balance	58% Budget
Beginning Balance - Projects	$ 117,100	$ 2,653,600	$ -	$ 2,653,600	0.0%
Revenues					
State Grant - Other	153,000	208,000	15,000	193,000	7.2%
Interest Earnings	-	-	6,575	(6,575)	0.0%
Transfer from General Fund for Projects	2,196,000	2,196,000	2,196,000	-	100.0%
2014 Loan Proceeds - PD/Fire/Streets	3,579,400	3,593,300	683,100	2,910,200	19.0%
Income from Sale of Assets	-	-	58,929	(58,929)	0.0%
Transfer from Parkland Reserve	-	104,000	104,000	-	100.0%
Total Revenues	5,928,400	6,101,300	3,063,604	3,037,696	50.2%
Total Beginning Balance & Revenue	**$ 6,045,500**	**$ 8,754,900**	**$ 3,063,604**	**$ 5,691,296**	35.0%
Expenditures					
Fire	$827,300	$827,300	$526,617	$300,683	63.7%
Grounds Maintenance	68,100	86,700	-	86,700	0.0%
Recreation	146,000	364,400	150,123	214,277	41.2%
Police	499,100	601,700	421,428	180,272	70.0%
Streets	3,956,400	5,917,900	1,446,663	4,471,237	24.4%
Sanitation	256,500	256,500	-	256,500	0.0%
Facilities Management	-	55,000	77	54,923	0.1%
Loan Issuance Costs	75,000	61,100	60,668	432	99.3%
Transfer to Capital Asset Reserve	-	330,500	-	330,500	0.0%
Transfer to Parkland Reserve	100,000	100,000	100,000	-	100.0%
Total Expenditures	5,928,400	8,601,100	2,705,576	5,895,524	45.6%
Budget Balance - Projects	117,100	153,800	-	153,800	0.0%
Total Budget Balance & Expenditures	**$ 6,045,500**	**$ 8,754,900**	**$ 2,705,576**	**$ 6,049,324**	44.8%
Reserve Balances					
Capital Asset Replacement Reserve	$ 512,300	$ 512,300	$ 522,404		
Parkland/Recreation	$ 200,800	$ 200,800	$ 215,043		

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

	Budget	Revised Budget	YTD	Balance	58% Budget
Beginning Balance - Water	$ 1,021,200	$ 7,490,100	$ -	$ 7,490,100	0.0%
Beginning Balance - Wastewater	$ 1,060,000	$ 5,597,400	$ -	$ 5,597,400	0.0%
Revenues					
Income from Sale of Assets	-	-	20,336	(20,336)	0.0%
Interest Earned	25,000	25,000	23,530	1,470	94.1%
Transfer from Operating Fund for Water	1,200,000	1,200,000	600,000	600,000	50.0%
Transfer from Operating Fund for Wastewater	1,800,000	1,800,000	900,000	900,000	50.0%
Transfer from Impact Fee Reserve - Wastewater	1,315,600	1,315,600	-	1,315,600	0.0%
Total Revenues	4,340,600	4,340,600	1,543,866	2,796,734	35.6%
Total Beginning Balance & Revenues	**$ 6,421,800**	**$ 17,428,100**	**$ 1,543,866**	**$ 15,884,234**	8.9%
Expenses					
Water	$ 1,336,900	$ 7,526,500	$ 1,120,885	$ 6,405,615	14.9%
Wastewater	3,273,200	7,757,300	1,618,835	6,138,465	20.9%
Water Treatment Plant	38,100	38,100	-	38,100	0.0%
Total Expenses	4,648,200	15,321,900	2,739,720	12,582,180	17.9%
Budget Balance - Working Capital - Water	858,700	1,138,000	-	1,138,000	0.0%
Budget Balance - Working Capital - Wastewater	914,900	968,200	-	968,200	0.0%
Total Budget Balances	1,773,600	2,106,200	-	2,106,200	0.0%
Total Budget Balances & Expenses	**$ 6,421,800**	**$ 17,428,100**	**$ 2,739,720**	**$ 14,688,380**	15.7%
Reserve Balances					
Capital Asset Replacement - Water	$ 522,700	$ 522,700	$ 515,183		
Capital Asset Replacement - Wastewater	$ 521,600	$ 521,600	$ 511,835		

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

	Budget	Revised Budget	YTD	Balance	58% Budget
Beginning Balance	$ 3,362,200	$ 5,963,100	$ -	$ 5,963,100	0.0%
Revenues					
Interest Earnings	24,800	24,800	3,747	21,053	15.1%
Transfer from Electric Revenue Fund	4,750,000	4,750,000	1,200,000	3,550,000	25.3%
Income from Sale of Assets	-	-	10,717	(10,717)	0.0%
General Service Billing	250,000	250,000	85,301	164,699	34.1%
Total Revenues	5,024,800	5,024,800	1,299,765	3,725,035	25.9%
Total Beginning Balance & Revenues	**$ 8,387,000**	**$ 10,987,900**	**$ 1,299,765**	**$ 9,688,135**	11.8%
Expenses					
Electric Generation	$ 2,240,000	$ 2,739,300	$ 1,205,336	$ 1,533,964	44.0%
Transmission/Distribution	1,033,000	1,804,200	602,178	1,202,022	33.4%
Electrical Engineering	1,663,100	2,800,200	481,840	2,318,360	17.2%
Total Expenses	4,936,100	7,343,700	2,289,354	5,054,346	31.2%
Budget Balance - Working Capital (Unaudited)	3,450,900	3,644,200	-	3,644,200	0.0%
Total Budget Balance & Expenses	**$ 8,387,000**	**$ 10,987,900**	**$ 2,289,354**	**$ 8,698,546**	20.8%
Reserve Balances					
Depreciation Reserve	$ 9,998,200	$ 9,998,200	$ 9,942,602		
Future Capacity Reserve	$ 10,148,700	$ 10,148,700	$ 10,092,398		

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

	Budget	Revised Budget	YTD	Balance	58% Budget
Beginning Balance	$ 78,900	$ 143,500	$ -	$ 143,500	0.0%
Revenues					
Grants Revenue	500,000	1,677,800	17,840	1,659,960	1.1%
Interest Earned	500	500	150	350	30.0%
Total Revenues	500,500	1,678,300	17,990	1,660,310	1.1%
Total Beginning Balance & Revenues	**$ 579,400**	**$ 1,821,800**	**$ 17,990**	**$ 1,803,810**	1.0%
Expenses					
Program Expenses - Del Dot	$ 500,000	$ 1,677,800	$ 38,400	$ 1,639,400	2.3%
Total Expenses	500,000	1,677,800	38,400	1,639,400	2.3%
Budget Balance - Working Capital	79,400	144,000	-	144,000	0.0%
Total Budget Balances & Expenses	**$ 579,400**	**$ 1,821,800**	**$ 38,400**	**$ 1,783,400**	2.1%

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

	Budget	Revised Budget	YTD	Balance	58% Budget
Beginning Balance	$ 77,200	$ 77,200	$ -	$ 77,200	0.0%
Revenues					
Grants Received	339,000	339,000	222,264	116,736	65.6%
Interest Earned	-	-	425	(425)	0.0%
Total Revenues	339,000	339,000	222,689	116,311	65.7%
Total Beginning Balance & Revenues	**$ 416,200**	**$ 416,200**	**$ 222,689**	**$ 193,511**	53.5%
Expenses					
Program Expenses/Supplies	$ 156,000	$ 154,000	$ 45,360	$ 108,640	29.5%
Computer Hardware	50,000	47,800	-	47,800	0.0%
Telephone/Fax	15,000	15,000	5,826	9,174	38.8%
Training/Conference/Food/Travel	32,000	32,000	3,400	28,600	10.6%
Consulting/Audit Fees	1,000	1,000	737	263	73.7%
Contractual services	6,000	10,200	3,389	6,811	33.2%
Operating Transfers - Out	124,000	124,000	39,878	84,122	32.2%
Total Expenses	384,000	384,000	98,590	285,410	25.7%
Budget Balance - Working Capital (Unaudited)	32,200	32,200	-	32,200	0.0%
Total Budget Balances & Expenses	**$ 416,200**	**$ 416,200**	**$ 98,590**	**$ 317,610**	23.7%

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

	Budget	Revised Budget	YTD	Balance	58% Budget
Beginning Balance	$ 17,300	$ 17,300	$ -	$ 17,300	0.0%
Revenues					
Grants Received	274,100	302,500	141,907	160,593	46.9%
Total Revenues	274,100	302,500	141,907	160,593	46.9%
Total Beginning Balance & Revenues	**$ 291,400**	**$ 319,800**	**$ 141,907**	**$ 177,893**	48.7%
Expenses					
Program Expenses/Supplies-State Grants	$ 28,000	$ 26,000	$ 16,178	$ 9,822	62.2%
Program Expenses/Supplies-Federal Grants	-	-	2,500	(2,500)	0.0%
Office Supplies	24,000	28,000	10,593	17,407	37.8%
Printing/Duplicating	8,900	14,000	5,254	8,746	37.5%
Postage	100	100	30	70	30.0%
Books	128,900	132,600	31,633	100,967	23.9%
Furniture	2,000	15,100	5,533	9,567	36.6%
Audio Visual Supplies	74,000	75,100	27,120	47,980	36.1%
Training/Conference/Food/Travel	3,500	3,500	2,360	1,140	67.4%
Contractual Services	-	900	-	900	0.0%
Office Equipment/Repairs & Maintenance	2,000	6,000	4,481	1,519	74.7%
Other Equipment - Purchases	2,700	1,200	687	513	57.3%
Total Expenses	274,100	302,500	106,369	196,131	35.2%
Budget Balance - Working Capital	17,300	17,300	-	17,300	0.0%
Total Budget Balances & Expenses	**$ 291,400**	**$ 319,800**	**$ 106,369**	**$ 213,431**	33.3%

City of Dover
Finance Department
Monthly Report – January 2015
CJC Grants/Aid

	Budget	Revised Budget	YTD	Balance	58% Budget
Beginning Balance	$ -	$ -	$ -	$ -	0.0%
Revenues					
Grants Received	31,800	31,800	10,549	21,251	33.2%
Total Revenues	31,800	31,800	10,549	21,251	33.2%
Total Beginning Balance & Revenues	**$ 31,800**	**$ 31,800**	**$ 10,549**	**$ 21,251**	33.2%
Expenses					
Contractual Services	$ 31,800	$ 31,800	$ 10,549	$ 21,251	33.2%
Total Expenses	31,800	31,800	10,549	21,251	33.2%
Budget Balance - Working Capital (Unaudited)	-	-	-	-	0.0%
Total Budget Balances & Expenses	**$ 31,800**	**$ 31,800**	**$ 10,549**	**$ 21,251**	33.2%

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

	Budget	Revised Budget	YTD	Balance	58% Budget
Beginning Balance	$ 41,000	$ 41,000	$ -	$ 41,000	0.0%
Revenues					
Grants Received	55,600	55,600	21,023	34,577	37.8%
Recreation Revenue	33,000	33,000	24,354	8,646	73.8%
Total Revenues	88,600	88,600	45,377	43,223	51.2%
Total Beginning Balance & Revenues	**$ 129,600**	**$ 129,600**	**$ 45,377**	**$ 84,223**	35.0%
Expenses					
Temporary Help/Benefits	$ 54,000	$ 54,000	$ 20,870	$ 33,130	38.6%
Program Expenses/Supplies	55,600	55,600	18,583	37,017	33.4%
Total Expenses	109,600	109,600	39,453	70,147	36.0%
Budget Balance - Working Capital (Unaudited)	20,000	20,000	-	20,000	0.0%
Total Budget Balances & Expenses	**$ 129,600**	**$ 129,600**	**$ 39,453**	**$ 90,147**	30.4%

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

	Budget	Revised Budget	YTD	Balance	58% Budget
Beginning Balance	$ -	$ 2,100	$ -	$ 2,100	0.0%
Revenues					
Grants Received	235,000	284,200	89,335	194,865	31.4%
Interest Earnings	-	-	55	(55)	0.0%
Total Revenues	235,000	284,200	89,390	194,810	31.5%
Total Beginning Balance & Revenues	**$ 235,000**	**$ 286,300**	**$ 89,390**	**$ 196,910**	31.2%
Expenses					
Current Year Closing Cost/Down Payment Program	$ 102,800	$ 103,000	$ 95,000	$ 8,000	92.2%
Current year Dover Interfaith Ministry	27,500	27,500	16,449	11,051	59.8%
Current Year MHDC Emergency Home Repair	-	100	28	72	28.0%
Current Year First State RC&D	-	1,900	1,853	47	97.5%
Current Year Elizabeth W Murphy School	50,000	51,200	-	51,200	0.0%
Current Year NCALL Research Inc.	7,700	10,000	-	10,000	0.0%
Current Year Milford Housing H/O Rehabilitation	-	3,000	2,933	67	97.8%
Current Year Salaries	47,000	87,500	24,176	63,324	27.6%
NSP Expense	-	-	674	(674)	0.0%
Total Expenses	235,000	284,200	141,113	143,087	49.7%
Budget Balance - Working Capital	-	2,100	-	2,100	0.0%
Total Budget Balances & Expenses	**$ 235,000**	**$ 286,300**	**$ 141,113**	**$ 145,187**	49.3%

Monthly Report

January 2015

Economic Development Office

2015-01

- Biweekly Calpine Calls
- Meeting with Dave Holden and tour of the downtown area to discuss mixed-use building and potential utilization of DDD funds
- Meeting with HR to discuss management responsibilities for AFSCME contract
- Met with representatives from Greyhound's safety administrators to discuss safety issues at proposed location for bus depot
- Attended Greater Kent Committee meeting and toured the new Dover High School
- Provided administrative building impact fee information to Calpine
- Met with representative from Calpine and Fred Neil, president of Wild Meadows Homeowners Association to discuss right-of-way issues behind the development
- Approved flooring upgrade in the DDP building
- Attended Kent County is Open for Business
- Provided DEDO with budget and population information for Dover
- Teleconference with Delaware Today regarding Garrison Oak Technology Park infrastructure and business progress
- Attended GOTP progress meeting with contractors
- Meeting with Mayor and representatives from Schwartz Center
- Attended *Restoring Central Dover* Meeting in Dover
- Conference call with Randy Cohen regarding potential greenhouse in East Dover
- Meeting with Diana Welch regarding Smithers
- Attended Central Delaware Chamber of Commerce Board Meeting
- Attended the unveiling of Kent Economic Profile
- Attended the awarding of Downtown Development District designation to Dover by Governor Markell
- Meeting with Alan Levin to discuss Energizer
- Called the Delaware Department of Labor to discuss Urban Furniture's need for employees
- Interview with Phil Feliciangeli to provide overview of the Downtown Development District grant
- Attended Kent County Tourism Board meeting
- Meeting with representatives from Delaware Tech, provided overview of city-wide economic development initiatives with special emphasis on the downtown
- Reviewed the vacant building list with Ed Perez
- Attended DEED meeting
- Attended meeting with Gregg Moore to review DDP issues

- Provided Mike Vanderslice, vice president of Environmental Alliance, information about Brownfields in Dover and DDD incentive information
- Attended the Economic Forecast Breakfast hosted by Central Delaware Chamber of Commerce
- Attended Community Garden meeting at Levy Court
- Attended DDP Economic Development Committee meeting
- Attended meeting at Tourism Office to discuss Downtown special event as part of Dover Days
- Attended Plant Managers meeting at Dover Downs
- Attended DAFB Honorary Commander orientation
- Property Loss Control meeting with Conner Strong
- Meeting Jenny Mabus and Lynne Schaefer to discuss expansion plans at Bayard Pharmacy
- Attended tribute to Gary Patterson at Legislative Hall
- Attended Military Affaire at Dover Air Force Base
- Met with City staff and Energizer representatives to discuss Clara Street issues
- Participated in City Hall video shoot for I Believe in Dover campaign
- Provided Barb DeHaven from DEDO information regarding utility rates and taxes in Dover
- Conference call with Calpine and Eastern Shore Natural Gas to finalize remediation of 200 yards behind homes at Wild Meadows
- Attended DDP Board meeting
- Follow up meeting with representatives from Energizer with City Manager and city staff
- Worked with DDP staff to develop incentive forms for DDD program
- Met with potential alternative insurance company for DDP insurances
- Arranged for repairs for E-ZPass building for ground wire and lighting issues
- Provided Councilman Hutchison with written overview of GOTP status regarding jobs and construction timelines

Measures:

- 1 Maintain an unemployment rate for the City of Dover that is lower than national and state averages

	2012-2013 Actual	2013-2014 Actual	2014 - 2015 Actual
Results	<10% unemployment rate in June 2013 7.5% - US Rate 6.9% - DE Rate 8.9% - City of Dover Rate June 2013 Actual	< 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 July 2014 5.6 % - US Rate 5.4 % - DE Rate 5.4% - City of Dover Rate December 2014 Actual

- 2 Monitor number of contacts with small businesses and with out-of-town companies interested in locating in Dover

	2012-2013 Actual	2013-2014 Actual	2014 - 2015 Actual
Results	≥20 contacts with potential small businesses; **18 contacts YTD** ≥11 contacts with out-of-town companies interested in locating in Dover **7 Contacts YTD**	≥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; **16 Contacts YTD** ≥11 contacts with out-of-town companies interested in locating in Dover **12 Contacts YTD**

2015_1 Downtown Dover Partnership

- Provided technical assistance to four (4) 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 fourteen (14) hours of Technical Assistance to merchants located in the Downtown Business Corridor
- Coordinated media (newspaper announcements), website and social media press releases of the City Goes Red Campaign scheduled for February First Friday in downtown Dover
- Teleconference with Kara Okonewski from Killen's Pond to discuss involvement in DDP Farmer's Market' 15 Program
- Met with Letitia Nichols, USDA Program, to discuss the AMS Grant Program
- Attended the Kent County Open for Business Forum

- Attended the DDP Marketing/Promotion Committee meeting
- Met with Sarah Zimmerman from First State Heritage Park to review the Calendar of events
- Telephone conference with Diane Laird from Delaware Economic Development office to discuss demographic information regarding the Hispanic/Latino population in Dover
- Attended the Downtown Development District Press Conference
- Attended the Delaware Governor's Commission on Hispanic Affairs – Economic Development Subcommittee Meeting
- Met with Fawna Shultie from Connor Strong, Inc. to discuss insurance liability for DDP Farmers' Market' 15
- Attended the DDP Social Media Marketing Subcommittee Meeting
- Attended the DDP Merchant's Meeting
- Attended the Restoring Central Dover Steering Committee Meeting to discuss Phase II of the Wells Fargo Regional Foundation Grant
- Met with Gary Chaffee, DDP Volunteer Parade Coordinator, to discuss logistics for the March 14th St. Patrick's Day Parade
- Met with Amy Mullen, DDP Volunteer Farmer's Market Manager, to discuss, update and review Farmer's Market Vendor Agreement forms and program materials
- Met with Cindy Small from Kent County Tourism Office, to discuss the Dover Days Brewfest Concept
- Corresponded with Dr. Michael Casson , Delaware State University Center for Economic Development and international Trade regarding the Inclusion Study
- Coordinated the logistics to disassemble the Christmas Tree and decorations at the Loockerman Way Plaza
- Teleconference with Rachel Baldini from First State Community Loan fund regarding loan referral for downtown business
- Completed and submitted the St. Patrick's Day Parade Assembly Permit
- Teleconference with Mike Miles, Delaware State Housing regarding parking permits
- Coordinated the logistics for SBA office to conduct a round table discussion with five downtown business owners regarding Government Contracting for Minority Businesses on January 22
- Teleconference with Ramon Ceballos, DELDOT, regarding the Delaware Department of Transportation Civil Rights Summit on January 29
- Met with Dr. Chandler and Engineering Students from Delaware Community Technical College to discuss the measurements for the project development of the Santa House

MONTHLY REPORT

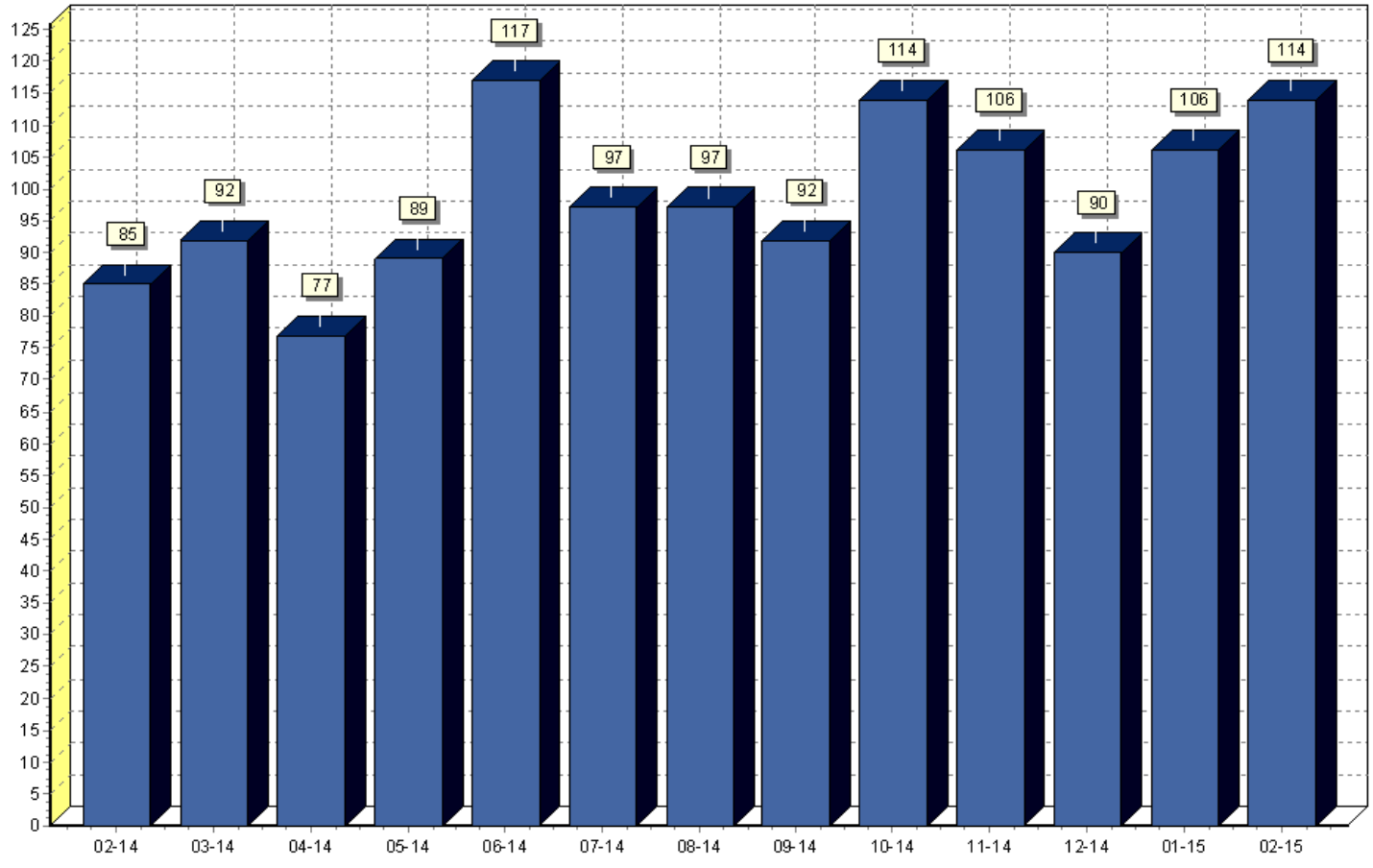


JANUARY 2015

Alarms by Month of Year

Date Range: From 2/1/2014 to 2/28/2015

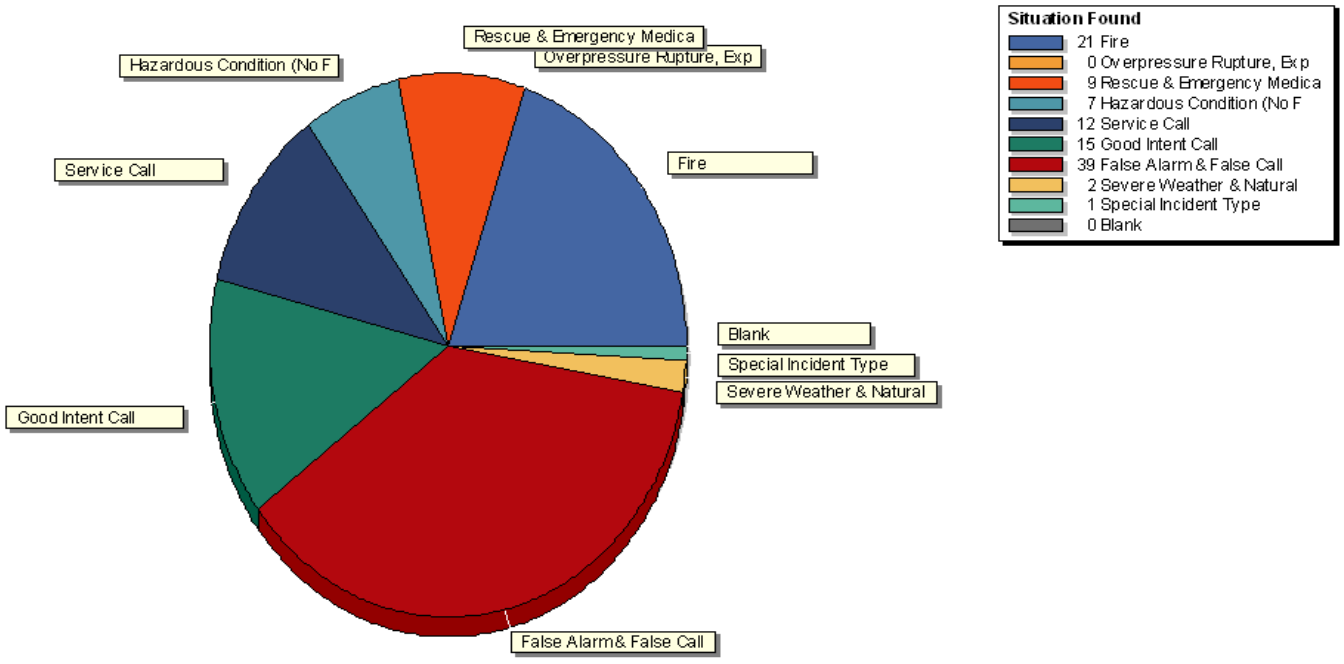
Dover Fire Department



Incidents by Situation Found

Dover Fire Department

Date Range: From 1/1/2015 to 1/31/2015



Incident Type Report (Summary)

Dover Fire Department

Date Range: From 1/1/2015 to 1/31/2015

Incident Type		Count	Pct of Incidents	Total Est Loss	Total Est Loss
1 Fire					
111 Building fire		2	1.89%	$0	0.00%
113 Cooking fire, confined to container		15	14.15%	$0	0.00%
118 Trash or rubbish fire, contained		1	0.94%	$0	0.00%
131 Passenger vehicle fire		1	0.94%	$0	0.00%
150 Outside rubbish fire, other		1	0.94%	$0	0.00%
154 Dumpster or other outside trash receptacle fire		1	0.94%	$0	0.00%
	Totals	**21**	**19.81%**	**$0**	**0.00%**
2 Overpressure Rupture, Explosion, Overheat(no fire)					
	Totals	**0**	**0.00%**	**$0**	**0.00%**
3 Rescue & Emergency Medical Service Incident					
311 Medical assist, assist EMS crew		1	0.94%	$0	0.00%
322 Motor vehicle accident with injuries		3	2.83%	$0	0.00%
352 Extrication of victim(s) from vehicle		4	3.77%	$0	0.00%
353 Removal of victim(s) from stalled elevator		1	0.94%	$0	0.00%
	Totals	**9**	**8.49%**	**$0**	**0.00%**
4 Hazardous Condition (No Fire)					
424 Carbon monoxide incident		2	1.89%	$0	0.00%
440 Electrical wiring/equipment problem, other		1	0.94%	$0	0.00%
441 Heat from short circuit (wiring), defective/worn		1	0.94%	$0	0.00%
443 Breakdown of light ballast		1	0.94%	$0	0.00%
445 Arcing, shorted electrical equipment		2	1.89%	$0	0.00%
	Totals	**7**	**6.60%**	**$0**	**0.00%**
5 Service Call					
500 Service Call, other		1	0.94%	$0	0.00%
511 Lock-out		1	0.94%	$0	0.00%
520 Water problem, other		1	0.94%	$0	0.00%
521 Water evacuation		1	0.94%	$0	0.00%
522 Water or steam leak		2	1.89%	$0	0.00%
550 Public service assistance, other		1	0.94%	$0	0.00%
551 Assist police or other governmental agency		1	0.94%	$0	0.00%
555 Defective elevator, no occupants		1	0.94%	$0	0.00%
561 Unauthorized burning		1	0.94%	$0	0.00%
571 Cover assignment, standby, moveup		2	1.89%	$0	0.00%
	Totals	**12**	**11.32%**	**$0**	**0.00%**
6 Good Intent Call					
600 Good intent call, other		7	6.60%	$0	0.00%
611 Dispatched & canceled en route		3	2.83%	$0	0.00%
622 No incident found on arrival at dispatch address		1	0.94%	$0	0.00%
650 Steam, other gas mistaken for smoke, other		1	0.94%	$0	0.00%
651 Smoke scare, odor of smoke		3	2.83%	$0	0.00%
	Totals	**15**	**14.15%**	**$0**	**0.00%**
7 False Alarm & False Call					
700 False alarm or false call, other		4	3.77%	$0	0.00%
710 Malicious, mischievous false call, other		1	0.94%	$0	0.00%
730 System malfunction, other		6	5.66%	$0	0.00%

Incident Type Report (Summary)

Dover Fire Department

Date Range: From 1/1/2015 to 1/31/2015

Incident Type		Count	Pct of Incidents	Total Est Loss	Total Est Loss
731 Sprinkler activation due to malfunction		1	0.94%	$0	0.00%
733 Smoke detector activation due to malfunction		3	2.83%	$0	0.00%
734 Heat detector activation due to malfunction		3	2.83%	$0	0.00%
743 Smoke detector activation, no fire - unintentional		14	13.21%	$0	0.00%
744 Detector activation, no fire - unintentional		3	2.83%	$0	0.00%
745 Alarm system activation, no fire - unintentional		3	2.83%	$0	0.00%
746 Carbon monoxide detector activation, no CO		1	0.94%	$0	0.00%
	Totals	**39**	**36.79%**	**$0**	**0.00%**
8 Severe Weather & Natural Disaster					
800 Severe weather or natural disaster, other		2	1.89%	$0	0.00%
	Totals	**2**	**1.89%**	**$0**	**0.00%**
9 Special Incident Type					
900 Special type of incident, other		1	0.94%	$0	0.00%
	Totals	**1**	**0.94%**	**$0**	**0.00%**
	Totals	**106**		**$0**	

Incident Run Log

Dover Fire Department

Date Range: From 1/1/2015 to 1/31/2015
Company: All Companies
Sorted by: Not selected

Date	FDID	Incident#	Alarm	###	Address	Suite	Type	Lgth
01/01/2015	30046	2015-000001	04:31		FIELDSTONE CT		Extrication of victim(s) from vehicle	1.4
01/01/2015	30046	2015-000002	11:58	1300	S FARMVIEW DR	A	Carbon monoxide incident	1.4
01/01/2015	30046	2015-000003	13:52	5	E REED ST		Smoke detector activation due to malfunction	0.3
01/01/2015	30046	2015-000004	18:29	244	GRINDING WHEEL DR		Smoke detector activation, no fire - unintentional	0.3
01/02/2015	30046	2015-000005	13:21	1450	N DUPONT HWY	0587	Good intent call, other	0.3
01/02/2015	30046	2015-000006	20:16	401	DOVEVIEW DR		Removal of victim(s) from stalled elevator	0.3
01/03/2015	30046	2015-000007	22:17	347	FREAR DR		Building fire	2.0
01/04/2015	30046	2015-000008	20:18	142	ROOSEVELT AVE		Carbon monoxide detector activation, no CO	0.6
01/05/2015	30046	2015-000009	07:00	120	S GOVERNORS AVE	A	Smoke detector activation, no fire - unintentional	0.4
01/05/2015	30046	2015-000010	09:48	43	S DUPONT HWY		Breakdown of light ballast	0.9
01/05/2015	30046	2015-000011	16:42	1572	N DUPONT HWY		Good intent call, other	0.5
01/05/2015	30046	2015-000012	20:09	401	DOVEVIEW DR		Defective elevator, no occupants	0.2
01/06/2015	30046	2015-000013	06:20	1	PAT LYNN DR		System malfunction, other	0.7
01/06/2015	30046	2015-000014	09:22		WEBBS LA & S STATE ST		Extrication of victim(s) from vehicle	0.7
01/06/2015	30046	2015-000015	10:52	1	PAT LYNN DR		System malfunction, other	0.4
01/06/2015	30046	2015-000016	21:03	216	MAHOGANY PL		Smoke detector activation, no fire - unintentional	0.3
01/07/2015	30046	2015-000017	05:03	400	COURT ST		System malfunction, other	0.7
01/07/2015	30046	2015-000018	16:29	429	S NEW ST		Smoke detector activation due to malfunction	0.3
01/07/2015	30046	2015-000019	23:04	640	S STATE ST		Smoke detector activation, no fire - unintentional	0.5
01/08/2015	30046	2015-000020	10:23	5	E REED ST		Heat detector activation due to malfunction	0.2
01/08/2015	30046	2015-000021	10:44	35	LOOCKERMAN PLAZA		Outside rubbish fire, other	0.2
01/08/2015	30046	2015-000022	13:36	1225	WALKER RD		Alarm system activation, no fire - unintentional	0.1
01/08/2015	30046	2015-000023	14:23	764	LEIPSIC RD		Medical assist, assist EMS crew	0.5
01/08/2015	30046	2015-000024	18:28	2030	PINE CABIN RD BLDG D		Cooking fire, confined to container	0.6
01/09/2015	30046	2015-000025	11:55	44	COURTSIDE DR	B	False alarm or false call, other	0.4
01/09/2015	30046	2015-000026	12:53	222	S DUPONT HWY		Service Call, other	0.7
01/09/2015	30046	2015-000027	17:56	305	N NEW ST		Water or steam leak	1.1
01/10/2015	30046	2015-000028	00:04	986	WHATCOAT DR		Smoke detector activation, no fire - unintentional	0.4
01/10/2015	30046	2015-000029	03:18	40	SAULSBURY RD		Sprinkler activation due to malfunction	0.4
01/10/2015	30046	2015-000030	13:30	421	ANN MOORE ST		Smoke detector activation, no fire - unintentional	0.4
01/11/2015	30046	2015-000031	11:03	137	WILLIS ROAD		Carbon monoxide incident	1.1
01/11/2015	30046	2015-000032	12:29	901	FOREST ST		Detector activation, no fire - unintentional	0.4
01/11/2015	30046	2015-000033	14:11	51	WEBBS LN	BB	Cooking fire, confined to container	0.5
01/11/2015	30046	2015-000034	18:09		Wyoming Mill Road		Passenger vehicle fire	0.6
01/11/2015	30046	2015-000035	22:12	10	FAIRWAY LAKES DR	N	Arcing, shorted electrical equipment	0.2
01/12/2015	30046	2015-000036	11:17	1706	N DUPONT HWY		Smoke detector activation, no fire - unintentional	0.3
01/13/2015	30046	2015-000037	04:22	240	BEISER BLVD		False alarm or false call, other	0.5
01/13/2015	30046	2015-000038	12:09	400	N BRADFORD ST		Water or steam leak	0.0
01/13/2015	30046	2015-000039	18:42	2	STEVENSON DR		Trash or rubbish fire, contained	2.1
01/13/2015	30046	2015-000040	23:37	283	KENTWOOD DR		Water problem, other	0.7
01/14/2015	30046	2015-000041	10:54	600	JEFFERIC BLVD		Smoke detector activation, no fire - unintentional	0.3
01/14/2015	30046	2015-000042	14:43	2030	GENERALS WAY	B	No incident found on arrival at dispatch address	0.6
01/14/2015	30046	2015-000043	17:13	1570	N DUPONT HWY		Smoke detector activation, no fire - unintentional	0.3
01/15/2015	30046	2015-000044	00:43	202	BAY TREE RD	A	Malicious, mischievous false call, other	0.5
01/15/2015	30046	2015-000045	12:52	129	FALMOUTH WAY		Unauthorized burning	0.3
01/15/2015	30046	2015-000046	19:17	61	N WEST ST		Smoke scare, odor of smoke	0.5
01/15/2015	30046	2015-000047	19:59	600	JEFFERIC BLVD		Cooking fire, confined to container	0.6
01/16/2015	30046	2015-000048	01:03	120	N STATE ST		Smoke detector activation, no fire - unintentional	0.3
01/16/2015	30046	2015-000049	19:34	9	WAYNE DR		Cooking fire, confined to container	0.9
01/16/2015	30046	2015-000050	19:46	1119	FORREST AVE		Cooking fire, confined to container	0.3
01/17/2015	30046	2015-000051	07:55	262	S DUPONT HWY		Special type of incident, other	0.2
01/17/2015	30046	2015-000052	08:38	121	PARK DR		Dispatched & canceled en route	0.0
01/17/2015	30046	2015-000053	17:50		S DUPONT HWY		Extrication of victim(s) from vehicle	0.5
01/17/2015	30046	2015-000054	21:53	411	S QUEEN ST		Cooking fire, confined to container	0.4
01/18/2015	30046	2015-000055	12:14	43	WASHINGTON ST		Cooking fire, confined to container	0.3
01/19/2015	30046	2015-000056	07:13		SCARBOROUGH RD		Arcing, shorted electrical equipment	0.5
01/19/2015	30046	2015-000057	16:05	305	ALDER RD		Cooking fire, confined to container	0.3
01/20/2015	30046	2015-000058	17:24	2	STEVENSON DR		Good intent call, other	0.1
01/20/2015	30046	2015-000059	18:24	1234	HARRISON DR		Cooking fire, confined to container	0.4

Date	FDID	Incident#	Alarm	###	Address	Suite	Type	Lgth
01/20/2015	30046	2015-000060	19:42	910	WHATCOAT DR		Cooking fire, confined to container	0.4
01/21/2015	30046	2015-000061	01:17	4110	S. dupont highway		Assist police or other governmental agency	0.3
01/21/2015	30046	2015-000062	13:46	17	SPRUANCE RD		Smoke detector activation, no fire - unintentional	0.3
01/21/2015	30046	2015-000063	17:29	974	S GOVERNORS AVE		Good intent call, other	0.3
01/21/2015	30046	2015-000064	23:30	950	Whatcoat drive		Cooking fire, confined to container	0.3
01/22/2015	30046	2015-000065	07:04	1570	N DUPONT HWY		Detector activation, no fire - unintentional	0.3
01/22/2015	30046	2015-000066	12:25	35	LOOCKERMAN PLAZA		Alarm system activation, no fire - unintentional	0.2
01/23/2015	30046	2015-000067	06:48	540	S DUPONT HWY		False alarm or false call, other	0.5
01/23/2015	30046	2015-000068	13:56	400	N DUPONT HWY	I	Good intent call, other	0.3
01/23/2015	30046	2015-000069	17:29	108	S GOVERNORS AVE		Dispatched & canceled en route	0.0
01/23/2015	30046	2015-000070	18:13	820	CARVEL DR	F	Smoke detector activation, no fire - unintentional	0.3
01/24/2015	30046	2015-000071	06:25	200	E CAMDEN WYOMING AVE		Cover assignment, standby, moveup	1.6
01/24/2015	30046	2015-000072	15:38	742	S GOVERNORS AVE		Cooking fire, confined to container	0.6
01/24/2015	30046	2015-000073	18:05	1200	N DUPONT HWY		System malfunction, other	0.1
01/24/2015	30046	2015-000074	18:26	51	WEBBS LN	K	Cooking fire, confined to container	0.4
01/24/2015	30046	2015-000075	22:31	768	WALKER RD		Heat detector activation due to malfunction	0.6
01/25/2015	30046	2015-000076	09:53	768	WALKER RD		Heat detector activation due to malfunction	0.3
01/26/2015	30046	2015-000077	03:39	400	COUNTRY DR		Dumpster or other outside trash receptacle fire	1.2
01/26/2015	30046	2015-000078	13:15	SR1	SR1 AND THE MAIN TOLL PLAZA		Extrication of victim(s) from vehicle	0.8
01/26/2015	30046	2015-000079	13:47	SR1	SR1 AND DAFB MAIN GATE	EXIT	Severe weather or natural disaster, other	0.3
01/26/2015	30046	2015-000080	14:10	SR1	SR1 AND DAFB MAIN GATE	EXIT	Severe weather or natural disaster, other	0.1
01/26/2015	30046	2015-000081	16:36	911	WILSON DR		Building fire	1.7
01/26/2015	30046	2015-000082	17:32		US 113 & SR 10 & SR1		Motor vehicle accident with injuries	0.2
01/26/2015	30046	2015-000083	17:43		SR1 & US 113 /SR 10		Motor vehicle accident with injuries	0.3
01/26/2015	30046	2015-000084	18:01	427	PHOENIX DR		Electrical wiring/equipment problem, other	1.0
01/27/2015	30046	2015-000085	00:09	311	MAIN ST		Cover assignment, standby, moveup	1.6
01/27/2015	30046	2015-000086	01:21	1570	N DUPONT HWY		System malfunction, other	0.4
01/27/2015	30046	2015-000087	08:54	21	N STATE ST		Smoke detector activation due to malfunction	0.1
01/27/2015	30046	2015-000088	09:37	220	MEADOW DR		Water evacuation	0.5
01/27/2015	30046	2015-000089	10:55	742	SLAUGHTER ST		Cooking fire, confined to container	0.6
01/27/2015	30046	2015-000090	15:48		CHESTNUT GROVE RD		Motor vehicle accident with injuries	0.2
01/27/2015	30046	2015-000091	20:08	29	STONEY DR		Smoke scare, odor of smoke	1.2
01/28/2015	30046	2015-000092	05:38	429	S NEW ST		Alarm system activation, no fire - unintentional	0.4
01/28/2015	30046	2015-000093	15:31	872	FOREST ST		System malfunction, other	0.2
01/28/2015	30046	2015-000094	15:38	15	LOOCKERMAN PLAZA		Smoke scare, odor of smoke	0.5
01/28/2015	30046	2015-000095	19:18	255	WEBBS LN	A	Heat from short circuit (wiring), defective/worn	0.4
01/29/2015	30046	2015-000096	13:21	102	W WATER ST		Good intent call, other	0.6
01/29/2015	30046	2015-000097	15:41	426	S NEW ST		Smoke detector activation, no fire - unintentional	0.1
01/30/2015	30046	2015-000098	08:12		SR1 & MAIN TOLL PLAZA		Good intent call, other	0.4
01/30/2015	30046	2015-000099	11:57	1200	N DUPONT HWY		Detector activation, no fire - unintentional	0.3
01/30/2015	30046	2015-000100	12:21	2030	GENERALS WAY	B	False alarm or false call, other	0.4
01/30/2015	30046	2015-000101	13:28	255	N DUPONT HWY		Public service assistance, other	0.3
01/30/2015	30046	2015-000102	15:57	100	HAMAN DR		Smoke detector activation, no fire - unintentional	0.3
01/30/2015	30046	2015-000103	21:26	333	N BRADFORD ST		Cooking fire, confined to container	0.5
01/30/2015	30046	2015-000104	22:48		FORREST AVE		Dispatched & canceled en route	0.0
01/31/2015	30046	2015-000105	22:22	200-	W LOOCKERMAN ST		Lock-out	0.3
01/31/2015	30046	2015-000106	22:29		BANK LA		Steam, other gas mistaken for smoke, other	0.1

Total Number of Incidents: 106
Total Length of Incidents: 53.1 Hours

NFIRS Response Times

Dover Fire Department

Date Range: From 1/1/2015 to 1/31/2015

Fractile Response Times — Based on Time of Alarm to Time Arrived on Scene

Fractile Response (Minutes)	Total Number of Calls	Total Calls	Percent of Calls	Cumulative Percent
0:00 - 0:59		4	3.77	3.77
1:00 - 1:59		5	4.72	8.49
2:00 - 2:59		6	5.66	14.15
3:00 - 3:59		3	2.83	16.98
4:00 - 4:59		13	12.26	29.25
5:00 - 5:59		15	14.15	43.40
6:00 - 6:59		4	3.77	47.17
7:00 - 7:59		23	21.70	68.87
8:00 - 8:59		11	10.38	79.25
9:00 - 9:59		1	0.94	80.19
10:00 - 10:59		8	7.55	87.74
11:00 - 11:59		5	4.72	92.45
12:00 - 12:59		2	1.89	94.34
13:00 - 13:59		2	1.89	96.23
14:00 - 14:59		3	2.83	99.06
15:00 - 15:59		0	0.00	99.06
16:00 - 16:59		0	0.00	99.06
17:00 - 17:59		1	0.94	100.00
18:00 - 18:59		0	0.00	100.00
19:00 - 19:59		0	0.00	100.00
20:00 - 20:59		0	0.00	100.00
21:00 - 21:59		0	0.00	100.00
22:00 - 22:59		0	0.00	100.00
23:00 - 23:59		0	0.00	100.00
24:00 - 24:59		0	0.00	100.00
25:00 - 25:59		0	0.00	100.00
26:00 - 26:59		0	0.00	100.00
27:00 - 27:59		0	0.00	100.00
28:00 - 28:59		0	0.00	100.00
29:00 - 29:59		0	0.00	100.00
30:00 - 30:59		0	0.00	100.00
31:00 - 31:59		0	0.00	100.00
32:00 - 32:59		0	0.00	100.00
33:00 - 33:59		0	0.00	100.00
34:00 - 34:59		0	0.00	100.00
35:00 - 35:59		0	0.00	100.00
36:00 - 36:59		0	0.00	100.00
37:00 - 37:59		0	0.00	100.00
38:00 - 38:59		0	0.00	100.00
39:00 - 39:59		0	0.00	100.00
40:00 - 40:59		0	0.00	100.00
41:00 - 41:59		0	0.00	100.00
42:00 - 42:59		0	0.00	100.00
43:00 - 43:59		0	0.00	100.00
44:00 - 44:59		0	0.00	100.00
45:00 - 45:59		0	0.00	100.00
46:00 - 46:59		0	0.00	100.00
47:00 - 47:59		0	0.00	100.00
48:00 - 48:59		0	0.00	100.00
49:00 - 49:59		0	0.00	100.00
	Total NFIRS Reports Evaluated	106	100.00	100.00
	Total Average	00:06:51		

FY 14-15 City Funded Account Balance Sheet

ACCOUNT	BUDGET	SPENT	BALANCE
Apparatus Repairs & Maintenance	$ 85,300.00	$ 44,732.74	$ 40,567.26
Building Maintenace Supplies	$ 1,500.00	$ 448.76	$ 1,051.24
Contractual Services	$ 10,500.00	$ -	$ 10,500.00
Electricity	$ 45,000.00	$ 26,264.48	$ 18,735.52
Gasoline	$ 20,000.00	$ 11,283.63	$ 8,716.37
Heating Expenses- Gas	$ 16,000.00	$ 4,840.83	$ 11,159.17
Medical Supplies	$ 1,000.00	$ -	$ 1,000.00
Office Supplies	$ 2,000.00	$ 357.31	$ 1,642.69
Other Equipment Repairs	$ 2,000.00	$ -	$ 2,000.00
Program Expenses	$ 37,000.00	$ 28,643.41	$ 8,356.59
Radio Repairs	$ 2,000.00	$ 528.75	$ 1,471.25
Safety & Security	$ 1,500.00	$ 476.47	$ 1,023.53
Small Tools	$ 4,500.00	$ 6,362.36	**$ (1,862.36)**
Telephone	$ 10,000.00	$ 5,008.31	$ 4,991.69
Training & Travel	$ 10,000.00	$ 4,285.00	$ 5,715.00
Uniforms & Firefighting Gear	$ 30,000.00	$ 30,199.19	**$ (199.19)**
Water/ Sewer	$ 3,000.00	$ 1,622.34	$ 1,377.66

Balance as of: 01/31/15

Robbins Hose Company # 1, Inc.
Profit & Loss Detail
January 2015

Type	Num	Name	Memo	Split	Amount	Balance
Ordinary Income/Expense						
Income						
City Quarterly Deposit						
Deposit	238284		3rd Quarter Deposit	City Fund A	70,325.00	70,325.00
Total City Quarterly Deposit					70,325.00	70,325.00
Total Income					70,325.00	70,325.00
Expense						
Apparatus Repairs & Maintenance						
Check	1256	Short's Marine	Invoice # 1124888- Boat Motor Repair	City Fund A	54.92	54.92
Check	1260	T & T Small Engines	Invoice # 70355- Cutters Edge flooded	City Fund A	60.80	115.72
Check	1260	T & T Small Engines	Invoice # 70358- Cutters Edge leaking oil	City Fund A	54.75	170.47
Check	1260	T & T Small Engines	Invoice # 70357- Cutters Edge- fuel line leaking	City Fund A	41.50	211.97
Check	1260	T & T Small Engines	Invoice # 70356- K-12 startre cord too short	City Fund A	11.60	223.57
Check	1265	Dover Automotive	Invoice # 695904	City Fund A	167.30	390.87
Total Apparatus Repairs & Maintenance					390.87	390.87
Electricity						
Check	1252	City of Dover Utility	Acct # 44343-32052	City Fund A	4,406.46	4,406.46
Check	1263	City of Dover Utility	Acct # 44255-31966	City Fund A	551.59	4,958.05
Total Electricity					4,958.05	4,958.05
Gasoline						
Check	1253	City of Dover	Unleaded fuel for Dec.	City Fund A	435.73	435.73
Check	1253	City of Dover	Bio-Diesel fuel for Dec.	City Fund A	1,257.10	1,692.83
Total Gasoline					1,692.83	1,692.83
Heating Expenses- Gas						
Check	1255	Chesapeake Utilities	Station 1 from 12/03 to 01/05/15	City Fund A	1,658.70	1,658.70
Check	1258	Chesapeake Utilities	Station 2 from 11/25 to 12/29	City Fund A	490.03	2,148.73
Total Heating Expenses- Gas					2,148.73	2,148.73
Office Supplies						
Check	1253	City of Dover	Dec. Postage charges	City Fund A	29.10	29.10
Check	1257	Windswept	Fire Map lamination	City Fund A	19.00	48.10
Check	1266	Patrick Smith	Certified Letter	City Fund A	5.14	53.24
Total Office Supplies					53.24	53.24
Program Expenses						
Check	1264	City of Dover	City of Dover Commercial	City Fund A	0.00	0.00
Total Program Expenses					0.00	0.00
Telephone						
Check	1253	City of Dover	Verizon Dec. charges	City Fund A	289.91	289.91
Check	1253	City of Dover	Cavalier Dec. charges	City Fund A	26.87	316.78
Check	1254	Verizon Wireless	Services from Nov. 21 to Dec. 20	City Fund A	490.19	806.97

Robbins Hose Company # 1, Inc.
Profit & Loss Detail
January 2015

Type	Num	Name	Memo	Split	Amount	Balance
Deposit			ReImbursement for Chiefs phone upgrade	City Fund A	-80.00	726.97
Check	1262	Chief Technologies, LL	Web Hosting and Chief Messaging	City Fund A	342.00	1,068.97
Total Telephone					1,068.97	1,068.97
Training & Travel Expenses						
Check	1259	International Academie	EFD Certification Reinstatement- Gregory Parsell	City Fund A	30.00	30.00
Check	1261	Aetna Hose Hook & La	Combat Ready Firefighter Training	City Fund A	200.00	230.00
Total Training & Travel Expenses					230.00	230.00
Uniforms						
Check	1251	Charles Boyer	Invoice # 219147	City Fund A	325.60	325.60
Check	1251	Charles Boyer	Invoice # 219148	City Fund A	92.80	418.40
Total Uniforms					418.40	418.40
Water/Sewer						
Check	1252	City of Dover Utility	Acct # 44345-32054	City Fund A	77.00	77.00
Check	1252	City of Dover Utility	Acct # 44341-32050	City Fund A	38.47	115.47
Check	1263	City of Dover Utility	Acct # 44253-31964	City Fund A	33.47	148.94
Total Water/Sewer					148.94	148.94
Total Expense					11,110.03	11,110.03
Net Ordinary Income					59,214.97	59,214.97
					59,214.97	**59,214.97**

ANNUAL APPRECIATION BANQUET

SATURDAY, JANUARY 31, 2015

The Dover Fire Department held its annual appreciation banquet Saturday, January 31, 2015. Several awards were presented and members were recognized for their dedication and service to the citizens of Dover.

Dispatcher of the Year: Jake Shepherd

Top 10 Responders: Robert Sossich, Tom Trader, Roger Wolfgang, Dave Knight, Daniel Godwin, Mike Nitsch, Kevin Fountain, Carleton Carey Jr., Brandon Naylor, Sean Byron

Life Saving Award: Daniel Godwin

Chief's Award: Michael Loblanco

Firefighter of the Year: Michael O'Connor III

Fireman of the Year: Tom Trader

25 Years of Service: Donald Bates and David Carey

City Assessor's Office

MEMO

TO: Mayor & Council

FROM: Cheryl A. Bundek, AAS

RE: Property Assessment Appeal Dates

I request the following dates and times be established for the 2015 Property Assessment Appeals.

May 26, 2015 - May 29, 2015 9:00 A.M. until 4:00 P.M.

June 01, 2015 – June 05, 2015 9:00 A.M. until 4:00 P.M.

One evening – if needed

The hearing times are subject to change.

If you have any questions, please feel free to contact the Assessor's Office.

CITY OF DOVER ORDINANCE # 2015-05

2014-2015 BUDGET ORDINANCES - SECOND AMENDMENT

BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE CITY OF DOVER, IN COUNCIL MET:
The amount hereinafter named aggregating Forty Three Million Three Hundred Ninety Nine Thousand dollars ($43,399,000) or so much thereof as may be necessary are hereby appropriated from current revenues and other funds for the use by several departments of the Municipal Government for the fiscal year beginning July 1, 2014 and ending June 30, 2015:

GENERAL FUND
REVENUES AND BUDGET FOR 2014-2015

	2014/15 BUDGET	2014/15 REVISED
BEGINNING BALANCE	$ 3,393,000	$ 4,361,500
REVENUES		
FINES AND POLICE REVENUE	629,300	629,300
INVESTMENT INCOME	40,000	40,000
LIBRARY REVENUES	71,600	71,600
KENT COUNTY BOOK REIMBURSEMENT	450,000	490,000
BUSINESS LICENSES	1,460,000	1,460,000
PERMITS AND OTHER LICENSES	1,354,200	1,354,200
MISCELLANEOUS CHARGES	53,900	53,900
POLICE EXTRA DUTY	659,500	659,500
PROPERTY TAXES	11,049,200	11,049,200
BID REVENUE	50,000	50,000
RECREATION REVENUE	148,800	148,800
FRANCHISE FEE	636,000	636,000
SANITATION FEES	2,595,600	2,595,600
RENT REVENUE - GARRISON FARM	101,400	101,400
COURT OF CHANCERY FEES	1,023,000	1,023,000
REVENUES SUBTOTAL	20,322,500	20,362,500
INTERFUND SERVICE RECEIPTS		
INTRAFUND SERVICE RECEIPTS WATER/WASTEWATER	1,354,900	1,371,100
INTRAFUND SERVICE RECEIPTS ELECTRIC	3,508,100	3,588,200
INTERFUND SERVICE RECEIPTS SUBTOTAL	4,863,000	4,959,300
GRANTS		
POLICE RELATED	124,000	124,000
POLICE PENSION GRANT	500,000	500,000
GREEN ENERGY GRANT	98,500	98,500
MISCELLANEOUS GRANTS	25,000	25,000
GRANTS SUBTOTAL	747,500	747,500
TRANSFERS FROM		
TRANSFER TAX	1,250,000	1,250,000
MUNICIPAL STREET AID	663,900	664,200
CIVIL TRAFFIC PENALTIES	500,000	500,000
WATER/WASTEWATER	500,000	500,000
ELECTRIC	10,000,000	10,000,000
OTHER RESERVES INCLUDING CONTINGENCY	4,000	54,000
TRANSFERS FROM SUBTOTAL	12,917,900	12,968,200
TOTAL REVENUES	38,850,900	39,037,500
TOTALS	**$ 42,243,900**	**$ 43,399,000**

2014-2015 BUDGET ORDINANCES - SECOND AMENDMENT (CONTINUED)

GENERAL FUND - EXPENDITURES AND BUDGET BALANCE

DEPARTMENT EXPENSES	2014/15 BUDGET	2014/15 REVISED
CITY CLERK	$ 383,200	$ 386,700
COUNCIL	106,600	106,600
TAX ASSESSOR	309,500	319,100
FIRE	716,100	716,100
GROUNDS MAINTENANCE	1,123,800	1,130,100
LIBRARY	1,393,100	1,422,000
RECREATION	706,400	710,800
LIFE SAFETY	504,800	534,600
CODE INFORCEMENT	418,400	420,500
PLANNING	444,100	449,400
INSPECTIONS	602,100	614,400
ECONOMIC DEVELOPMENT	223,000	223,000
POLICE	13,986,100	14,324,400
POLICE EXTRA DUTY	712,500	712,500
STREETS	665,100	676,200
SANITATION	2,248,000	2,225,200
CITY MANAGER	592,500	595,900
INFORMATION TECHNOLOGY	728,700	733,800
FINANCE	947,100	966,800
PUBLIC SERVICES - ADMINISTRATION	514,800	517,700
FACILITIES MANAGEMENT	677,800	690,400
PUBLIC WORKS - ENGINEERING	192,600	193,700
PROCUREMENT & INVENTORY	535,600	538,700
FLEET MAINTENANCE	776,700	791,300
CUSTOMER SERVICES	1,040,300	1,044,600
HUMAN RESOURCES	379,700	384,300
MAYOR	74,900	74,900
DEPARTMENT SUBTOTALS	31,003,500	31,503,700
OTHER EXPENSES		
DEBT SERVICE	708,600	708,600
CONTRIBUTION TO DDP	70,000	70,000
MISCELLANEOUS GRANT RELATED EXPENSES	25,000	25,000
INSURANCE	724,800	724,800
RETIREES HEALTH CARE	1,636,500	1,636,500
OTHER EMPLOYMENT EXPENSES	500,000	109,900
POLICE PENSION FUND - STATE GRANT	500,000	500,000
POLICE PENSION FUND - UNFUNDED LIABILITY	655,000	655,000
UNCOLLECTIBLES - TRASH AND OTHER	50,000	50,000
STREET LIGHTS	774,500	774,500
OTHER EXPENSE SUBTOTAL	5,644,400	5,254,300
TRANSFERS		
TRANSFER TO CAPITAL FUND - PROJECTS	2,196,000	2,196,000
APPROPRIATION TO THE POLICE PENSION FUND	-	100,000
APPROPRIATION TO THE GENERAL PENSION FUND	-	543,000
TRANSFER TO CAPITAL ASSET RESERVE	-	60,000
TRANSFER TO CONTINGENCY RESERVE	-	300,000
TRANSFER TO PARKLAND RESERVE	-	25,000
TRANSFERS SUBTOTAL	2,196,000	3,224,000
TOTAL EXPENDITURES	38,843,900	39,982,000
CURRENT YEAR BALANCE	3,400,000	3,417,000
TOTALS	**$ 42,243,900**	**$ 43,399,000**

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

ADOPTED: *

2014-2015 BUDGET ORDINANCES - SECOND AMENDMENT (CONTINUED)

GOVERNMENTAL CAPITAL PROJECTS FUND
REVENUES AND BUDGET FOR 2014-2015

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

The amount hereinafter named aggregating Eight Million, Seven Hundred Fifty Five Thousand, Nine Hundred Dollars ($8,755,900) or so much thereof as may be necessary are hereby appropriated from current revenues and other funds for the use by several departments of the Municipal Government for the fiscal year beginning July 1,2014 and ending June 30, 2015:

REVENUES

	2014/15 BUDGET	2014/15 REVISED
BEGINNING BALANCE	$ 117,100	$ 2,324,100
BEGINNING BALANCE - LIBRARY PROJECT	-	330,500
REVENUES		
STATE GRANTS - OTHER	153,000	208,000
PROPOSED BOND/BANK PROCEEDS - Street	2,661,100	2,675,000
LEASE PURCHASE OF FIRE AND POLICE EQUIPMENT	918,300	918,300
TRANSFER FROM GENERAL FUND FOR PROJECTS	2,196,000	2,196,000
TRANSFER FROM PARKLAND RESERVE	-	104,000
TOTAL REVENUES	5,928,400	6,101,300
TOTAL BEGINNING BALANCE AND REVENUES	**$ 6,045,500**	**$ 8,755,900**

EXPENSE SUMMARY

DEPARTMENT EXPENSES	2014/15 BUDGET	2014/15 REVISED
FIRE	$ 827,300	$ 827,300
GROUNDS MAINTENANCE	68,100	86,700
RECREATION	146,000	284,400
POLICE	499,100	601,700
STREETS	1,370,300	470,300
STREETS - GARRISON FARM INFRASTRUCTURE	2,586,100	5,447,600
SANITATION	256,500	256,500
CENTRAL SERVICES	-	55,000
BOND/LOAN ISSUANCE COST	75,000	61,100
DEPARTMENT SUBTOTAL	5,828,400	8,090,600
TRANSFERS & MISCELLANEOUS EXPENSES		
TRANSFER TO PARKLAND RESERVE	100,000	180,000
TRANSFER TO CAPITAL ASSET RESERVE	-	330,500
TRANSFERS & MISCELLANEOUS SUBTOTAL	100,000	510,500
TOTAL EXPENSES AND TRANSFERS	5,928,400	8,601,100
CURRENT YEAR BALANCE	117,100	154,800
TOTALS	**$ 6,045,500**	**$ 8,755,900**

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

ADOPTED:

2014-2015 BUDGET ORDINANCES - SECOND AMENDMENT (CONTINUED)

GENERAL FUND CONTINGENCY
CASH RECEIPTS/REVENUES AND BUDGET FOR 2014-2015

BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE CITY OF DOVER, IN COUNCIL MET:
The amount hereinafter named aggregating Four Hundred Sixty Nine Thousand Two Hundred dollars ($469,200) or so much thereof as may be necessary are hereby appropriated from current revenues and other funds for the use by several departments of the Municipal Government for the fiscal year beginning July 1, 2014 and ending June 30, 2015:

CASH RECEIPTS

	2014/15 BUDGET	2014/15 REVISED
BEGINNING BALANCE	$ 466,000	$ 467,300
INTEREST EARNED	1,900	1,900
TRANSFER FROM GENERAL FUND	-	300,000
TOTALS	**$ 467,900**	**$ 769,200**

EXPENSE SUMMARY

	2014/15 BUDGET	2014/15 REVISED
TRANSFER TO OPERATING ACCOUNT	$ -	$ 50,000
CARRY FORWARD TO NEXT YEAR	467,900	719,200
TOTALS	**$ 467,900**	**$ 769,200**

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

ADOPTED: *

2014-2015 BUDGET ORDINANCES - SECOND AMENDMENT (CONTINUED)

GENERAL CAPITAL ASSET RESERVE

CASH RECEIPTS/REVENUES AND BUDGET FOR 2014-2015

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

The amount hereinafter named aggregating Nine Hundred Fourteen Thousand dollars ($914,000) or so much thereof as may be necessary are hereby appropriated from current revenues and other funds for the use by several departments of the Municipal Government for the fiscal year beginning July 1, 2014 and ending June 30, 2015:

CASH RECEIPTS

	2014/15 BUDGET	2014/15 REVISED
BEGINNING BALANCE	$ 509,800	$ 521,000
RECEIPTS		
INTEREST EARNINGS	2,500	2,500
TRANSFER FROM GENERAL CAPITAL PROJECT FUND	-	330,500
TRANSFER FROM GENERAL FUND	-	60,000
TOTAL RECEIPTS	2,500	393,000
TOTALS	**$ 512,300**	**$ 914,000**

EXPENSE SUMMARY

	2014/15 BUDGET	2014/15 REVISED
CARRY FORWARD TO NEXT YEAR	$ 512,300	$ 914,000
TOTALS	**$ 512,300**	**$ 914,000**

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

ADOPTED: *

2014-2015 BUDGET ORDINANCES - SECOND AMENDMENT (CONTINUED)

PARKLAND/RECREATION RESERVE
CASH RECEIPTS/REVENUES AND BUDGET FOR 2014-2015

BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE CITY OF DOVER, IN COUNCIL MET:
The amount hereinafter named aggregating Three Hundred Ninety Nine Thousand Seven Hundred Dollars ($399,700) or so much thereof as may be necessary are hereby appropriated from current revenues and other funds for the use by several departments of the Municipal Government for the fiscal year beginning July 1, 2014 and ending June 30, 2015:

OPERATING REVENUES

	2014/15 BUDGET	2014/15 REVISED
PRIOR YEAR BALANCE	$ 203,800	$ 218,700
GENERAL CAPITAL FUND APPROPRIATION	100,000	180,000
GENERAL FUND APPROPRIATION	-	25,000
INTEREST INCOME	1,000	1,000
TOTALS	**$ 304,800**	**$ 424,700**

OPERATING EXPENSES

	2014/15 BUDGET	2014/15 REVISED
CURRENT YEAR BALANCE	304,800	424,700
TOTALS	**$ 304,800**	**$ 424,700**

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

ADOPTED: *

2014-2015 BUDGET ORDINANCES - SECOND AMENDMENT (CONTINUED)

MUNICIPAL STREET AID FUND
CASH RECEIPTS/REVENUES AND BUDGET FOR 2014-2015

BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE CITY OF DOVER, IN COUNCIL MET:
The amount hereinafter named aggregating Six Hundred Sixty Four Thousand Three Hundred dollars ($664,300) or so much thereof as may be necessary are hereby appropriated from current revenues and other funds for the use by several departments of the Municipal Government for the fiscal year beginning July 1, 2014 and ending June 30, 2015:

CASH RECEIPTS

	2014/15 BUDGET	2014/15 REVISED
BEGINNING BALANCE	$ 100	$ 100
STATE GRANT - OPERATIONS	663,900	664,200
TOTALS	**$ 664,000**	**$ 664,300**

BUDGET SUMMARY

	2014/15 BUDGET	2014/15 REVISED
TRANSFER TO GENERAL FUND - OPERATIONS	$ 663,900	$ 664,200
CURRENT YEAR BALANCE	100	100
TOTALS	**$ 664,000**	**$ 664,300**

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

ADOPTED: *

2014-2015 BUDGET ORDINANCES - SECOND AMENDMENT (CONTINUED)

WATER/WASTEWATER FUND
REVENUES AND BUDGET FOR 2014-2015

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

The amount hereinafter named aggregating Fifteen Million Eight Hundred Four Thousand Nine Hundred dollars ($15,804,900) or so much thereof as may be necessary are hereby appropriated from current revenues and other funds for the use by several departments of the Municipal Government for the fiscal year beginning July 1, 2014 and ending June 30, 2015:

	2014/15 BUDGET	2014/15 REVISED
BEGINNING BALANCE - WATER	$ 658,400	$ 763,600
BEGINNING BALANCE - WASTEWATER	(98,500)	87,500
BEGINNING BALANCE - KCSA	155,000	453,400
TOTAL BEGINNING BALANCES	714,900	1,304,500
BASE REVENUE		
WATER FEES	4,616,400	4,616,400
WASTEWATER FEES	3,706,800	3,706,800
WASTEWATER ADJUSTMENT FEES	2,902,600	2,902,600
GROUNDWATER INFLOW ADJUSTMENT	1,862,500	1,862,500
WATER TANK SPACE LEASING	331,900	331,900
SEWER IMPACT FEES	427,900	427,900
WATER IMPACT FEES	472,700	472,700
INTEREST - WATER	9,000	9,000
INTEREST - WASTEWATER	14,000	14,000
MISCELLANEOUS SERVICE FEE	156,600	156,600
TOTAL REVENUES	14,500,400	14,500,400
TOTAL BEGINNING BALANCES AND REVENUES	**$ 15,215,300**	**$ 15,804,900**

2014-2015 BUDGET ORDINANCES - CONTINUED
WATER/WASTEWATER FUND EXPENSES AND BUDGET BALANCES

	2014/15 BUDGET	2014/15 REVISED
DIRECT EXPENSES		
ENGINEERING & INSPECTION	$ 500,900	$ 502,400
WATER CONSTRUCTION	252,500	253,300
WATER DEPARTMENT	485,300	488,600
WATER TREATMENT PLANT	1,576,900	1,582,200
WASTEWATER DEPARTMENT	974,100	974,700
DIRECT EXPENDITURE SUBTOTAL	3,789,700	3,801,200
OTHER EXPENSES		
DEBT SERVICE - WATER	534,100	534,100
DEBT SERVICE - WASTEWATER	617,900	617,900
RETIREES HEALTH CARE	200,000	200,000
OTHER EMPLOYMENT EXPENSES	17,700	6,200
KENT COUNTY TREATMENT CHARGE	3,655,000	3,655,000
INTRAFUND SERVICE FEES	1,354,900	1,371,100
OTHER EXPENSES SUBTOTAL	6,379,600	6,384,300
TRANSFER TO		
GENERAL FUND FROM WATER	250,000	250,000
GENERAL FUND FROM WASTEWATER	250,000	250,000
WATER IMP AND EXT	1,200,000	1,200,000
WASTEWATER IMP AND EXT	1,800,000	1,800,000
TRANSFER TO SUBTOTAL	3,500,000	3,500,000
TOTAL EXPENSES	13,669,300	13,685,500
CURRENT YEAR BALANCES		
CURRENT YEAR BALANCE WATER	1,020,100	1,113,300
CURRENT YEAR BALANCE WASTEWATER	(739,200)	(557,400)
CURRENT YEAR BALANCE KCSA	1,265,100	1,563,500
CURRENT YEAR BALANCE SUBTOTALS	1,546,000	2,119,400
TOTAL CURRENT YEAR BALANCES AND EXPENSES	**$ 15,215,300**	**$ 15,804,900**

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

ADOPTED: *

2014-2015 BUDGET ORDINANCES - SECOND AMENDMENT (CONTINUED)

WATER/WASTEWATER IMPROVEMENT & EXTENSION FUND
CASH RECEIPTS/REVENUES AND BUDGET FOR 2014-2015

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

The amount hereinafter named aggregating Seventeen Million, Four Hundred Forty Four Thousand, Eight Hundred dollars ($17,444,800) or so much thereof as may be necessary are hereby appropriated from current revenues and other funds for the use by several departments of the Municipal Government for the fiscal year beginning July 1, 2014 and ending June 30, 2015:

CASH RECEIPTS

	2014/15 BUDGET	2014/15 REVISED
PRIOR YEAR BALANCE - WATER	$ 1,021,200	$ 7,588,800
PRIOR YEAR BALANCE - WASTEWATER	1,060,000	5,500,400
TOTAL BEGINNING BALANCES	2,081,200	13,089,200
RECEIPTS		
TRANS FROM OPERATING FUND FOR WATER	1,200,000	1,200,000
TRANS FROM OPERATING FUND FOR WASTEWATER	1,800,000	1,800,000
TRANSFER FROM WASTEWATER IMPACT FEE RESERVE	1,315,600	1,315,600
INTEREST INCOME	25,000	40,000
TOTAL RECEIPTS	4,340,600	4,355,600
TOTALS	**$ 6,421,800**	**$ 17,444,800**

EXPENSE SUMMARY

EXPENSES	2014/15 BUDGET	2014/15 REVISED
WATER	$ 1,336,900	$ 7,526,500
WASTEWATER	3,277,200	7,757,300
WATER TREATMENT PLANT	38,100	38,100
TOTAL EXPENSES	4,652,200	15,321,900
CURRENT YEAR BALANCE - WATER	858,700	1,244,200
CURRENT YEAR BALANCE - WASTEWATER	910,900	878,700
CURRENT YEAR BALANCE SUBTOTALS	1,769,600	2,122,900
TOTALS	**$ 6,421,800**	**$ 17,444,800**

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

ADOPTED: *

2014-2015 BUDGET ORDINANCES - SECOND AMENDMENT (CONTINUED)

WATER/WASTEWATER CAPITAL ASSET RESERVE
CASH RECEIPTS/REVENUES AND BUDGET FOR 2014-2015

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

The amount hereinafter named aggregating One Million Forty One Thousand Six Hundred Dollars ($1,041,600) or so much thereof as may be necessary are hereby appropriated from current revenues and other funds for the use by several departments of the Municipal Government for the fiscal year beginning July 1, 2014 and ending June 30, 2015:

CASH RECEIPTS

	2014/15 BUDGET	2014/15 REVISED
BEGINNING BALANCE - WATER	$ 514,000	$ 508,500
BEGINNING BALANCE - WASTEWATER	512,900	507,300
TOTAL BEGINNING BALANCES	1,026,900	1,015,800
RECEIPTS		
INTEREST EARNINGS - WATER	8,700	8,700
INTEREST EARNINGS - WASTEWATER	8,700	8,700
2013 BONDS UNUSED COST OF ISSUANCE FUNDS WATER	-	5,300
2013 BONDS UNUSED COST OF ISSUANCE FUNDS WASTEWATER	-	3,100
TOTAL RECEIPTS	17,400	25,800
TOTALS	**$ 1,044,300**	**$ 1,041,600**

EXPENSE SUMMARY

	2014/15 BUDGET	2014/15 REVISED
CURRENT YEAR BALANCE - WATER	$ 522,700	$ 522,500
CURRENT YEAR BALANCE - WASTEWATER	521,600	519,100
CURRENT YEAR BALANCE SUBTOTALS	1,044,300	1,041,600
TOTALS	**$ 1,044,300**	**$ 1,041,600**

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

ADOPTED: *

2014-2015 BUDGET ORDINANCES - SECOND AMENDMENT (CONTINUED)

WATER/WASTEWATER IMPACT FEE RESERVE
CASH RECEIPTS/REVENUES AND BUDGET FOR 2014-2015

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

The amount hereinafter named aggregating Three Million Twenty Seven Thousand Nine Hundred Dollars ($3,027,900) or so much thereof as may be necessary are hereby appropriated from current revenues and other funds for the use by several departments of the Municipal Government for the fiscal year beginning July 1, 2014 and ending June 30, 2015:

CASH RECEIPTS

	2014/15 BUDGET	2014/15 REVISED
BEGINNING BALANCE - WATER	$ 200,500	$ 200,200
BEGINNING BALANCE - WASTEWATER	2,820,000	2,776,400
TOTAL BEGINNING BALANCES	3,020,500	2,976,600
RECEIPTS		
INTEREST EARNINGS - WATER	3,400	3,400
INTEREST EARNINGS - WASTEWATER	47,900	47,900
TOTAL RECEIPTS	51,300	51,300
TOTALS	**$ 3,071,800**	**$ 3,027,900**

EXPENSE SUMMARY

	2014/15 BUDGET	2014/15 REVISED
TRANSFER TO I & E FUND FROM WASTEWATER IMPACT FEES	$ 1,315,600	$ 1,315,600
CURRENT YEAR BALANCE - WATER	203,900	203,600
CURRENT YEAR BALANCE - WASTEWATER	1,552,300	1,508,700
CURRENT YEAR BALANCE SUBTOTALS	1,756,200	1,712,300
TOTALS	**$ 3,071,800**	**$ 3,027,900**

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

ADOPTED: *

2014-2015 BUDGET ORDINANCES - SECOND AMENDMENT (CONTINUED)

WATER/WASTEWATER CONTINGENCY RESERVE
CASH RECEIPTS/REVENUES AND BUDGET FOR 2014-2015

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

The amount hereinafter named aggregating Two Hundred Ninety Nine Thousand two Hundred dollars ($299,200) or so much thereof as may be necessary are hereby appropriated from current revenues and other funds for the use by several departments of the Municipal Government for the fiscal year beginning July 1, 2014 and ending June 30, 2015:

CASH RECEIPTS

	2014/15 BUDGET	2014/15 REVISED
BEGINNING BALANCE - WATER	$ 105,900	$ 104,700
BEGINNING BALANCE - WASTEWATER	191,500	189,400
TOTAL BEGINNING BALANCES	297,400	294,100
RECEIPTS		
INTEREST EARNINGS	5,100	5,100
TOTAL RECEIPTS	5,100	5,100
TOTALS	**$ 302,500**	**$ 299,200**

BUDGET SUMMARY

	2014/15 BUDGET	2014/15 REVISED
CURRENT YEAR BALANCE - WATER	107,700	106,500
CURRENT YEAR BALANCE - WASTEWATER	194,800	192,700
CURRENT YEAR BALANCE SUBTOTALS	302,500	299,200
TOTAL EXPENSES AND CURRENT YEAR BALANCES	**$ 302,500**	**$ 299,200**

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

ADOPTED: *

2014-2015 BUDGET ORDINANCES - SECOND AMENDMENT (CONTINUED)

ELECTRIC REVENUE FUND

REVENUES AND BUDGET FOR 2014-2015

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

The amount hereinafter named aggregating Eighty Eight Million Nine Hundred Ten Thousand Three Hundred dollars ($88,910,300) or so much thereof as may be necessary are hereby appropriated from current revenues and other funds for the use by several departments of the Municipal Government for the fiscal year beginning July 1, 2014 and ending June 30, 2015:

	2014/15 BUDGET	2014/15 REVISED
BEGINNING BALANCE	$ 9,253,600	$ 6,603,800
BASE REVENUE		
DIRECT SALES TO CUSTOMER	78,043,000	78,043,000
UTILITY TAX	1,296,900	1,296,900
MISCELLANEOUS REVENUE	624,600	624,600
RENT REVENUE	200,000	200,000
GREEN ENERGY	130,000	130,000
INTEREST EARNINGS	12,000	12,000
TRANSFER FROM RATE STABILIZATION	2,000,000	2,000,000
TOTAL REVENUES	82,306,500	82,306,500
TOTALS	**$ 91,560,100**	**$ 88,910,300**

2014-2015 BUDGET ORDINANCES - CONTINUED
ELECTRIC FUND EXPENSES AND BUDGET BALANCE

	2014/15 BUDGET	2014/15 REVISED
EXPENSES		
POWER SUPPLY	$ 21,823,000	$ 21,823,000
SOLAR ENERGY	2,067,600	2,067,600
SOLAR RENEWAL ENERGY CREDITS	378,600	378,600
POWER SUPPLY MANAGEMENT	996,000	996,000
PJM CHARGES - ENERGY	11,499,800	11,499,800
PJM CHARGES - TRANSMISSION & FEES	7,234,100	7,234,100
CAPACITY CHARGES	9,958,900	9,958,900
SUB-TOTAL POWER SUPPLY	53,958,000	53,958,000
PLANT OPERATIONS	6,141,000	6,141,100
GENERATIONS FUELS	1,611,100	1,611,100
PJM SPOT MARKET ENERGY	(2,232,800)	(2,232,800)
PJM CREDITS	(486,700)	(486,700)
CAPACITY CREDITS	(8,881,500)	(8,881,500)
GENERATION SUBTOTAL	(3,848,800)	(3,848,800)
POWER SUPPLY & GENERATION SUBTOTAL	50,109,200	50,109,200
DIRECT EXPENDITURES		
TRANSMISSION/DISTRIBUTION	4,028,700	4,044,500
ELECTRICAL ENGINEERING	1,370,900	1,374,300
ADMINISTRATION	636,600	637,400
METER READING	267,600	267,600
SYSTEMS OPERATIONS	686,300	696,500
DIRECT EXPENDITURE SUBTOTALS	6,990,100	7,020,300
OTHER EXPENSES:		
UTILITY TAX	1,296,900	1,296,900
ALLOW FOR UNCOLLECTIBLES	200,000	200,000
CONTRACTUAL SERVICES	246,800	246,800
RETIREES HEALTH CARE	513,300	513,300
OTHER EMPLOYMENT EXPENSES	54,200	24,000
OPEB UNFUNDED LIABILITY	1,009,800	1,009,800
GREEN ENERGY PAYMENT TO DEMEC	130,000	130,000
INTRAFUND SERVICE FEES	3,508,100	3,588,200
INTEREST ON DEPOSITS	20,000	20,000
INVENTORY WRITE OFFS	175,000	175,000
DEBT SERVICE	3,297,000	3,297,000
OTHER EXPENSES SUBTOTAL	10,451,100	10,501,000
TRANSFER TO		
IMPROVEMENT & EXTENSION	4,750,000	4,750,000
GENERAL FUND	10,000,000	10,000,000
TRANSFER TO SUBTOTAL	14,750,000	14,750,000
TOTAL EXPENSES	82,300,400	82,380,500
CURRENT YEAR BALANCE	9,259,700	6,529,800
TOTALS	**$ 91,560,100**	**$ 88,910,300**

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

ADOPTED: *

2014-2015 BUDGET ORDINANCES - SECOND AMENDMENT (CONTINUED)

ELECTRIC UTILITY IMPROVEMENT AND EXTENSION FUND
CASH RECEIPTS/REVENUES AND BUDGET FOR 2014-2015

BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE CITY OF DOVER, IN COUNCIL MET:
The amount hereinafter named aggregating Ten Million, Nine Hundred Sixty Seven Thousand Three Hundred Dollars ($10,967,300) or so much thereof as may be necessary are hereby appropriated from current revenues and other funds for the use by several departments of the Municipal Government for the fiscal year beginning July 1, 2014 and ending June 30, 2015:

CASH RECEIPTS

	2014/15 BUDGET	2014/15 REVISED
BEGINNING BALANCE	$ 3,362,200	$ 5,942,500
RECEIPTS		
TRANSFER FROM ELECTRIC	4,750,000	4,750,000
GENERAL SERVICE BILLING	250,000	250,000
INTEREST EARNINGS	24,800	24,800
TOTAL RECEIPTS	5,024,800	5,024,800
TOTALS	**$ 8,387,000**	**$ 10,967,300**

EXPENSE SUMMARY

EXPENSES	2014/15 BUDGET	2014/15 REVISED
ELECTRIC GENERATION	$ 2,240,000	$ 2,739,300
TRANSMISSION AND DISTRIBUTION	1,061,700	1,804,200
ELECTRICAL ENGINEERING	1,663,100	2,800,200
TOTAL EXPENSES	4,964,800	7,343,700
CURRENT YEAR BALANCE	3,422,200	3,623,600
TOTALS	**$ 8,387,000**	**$ 10,967,300**

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

ADOPTED: *

2014-2015 BUDGET ORDINANCES - SECOND AMENDMENT (CONTINUED)

ELECTRIC UTILITY CONTINGENCY RESERVE
CASH RECEIPTS/REVENUES AND BUDGET FOR 2014-2015

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

The amount hereinafter named aggregating Eight Hundred Twenty Five Thousand dollars ($825,000) or so much thereof as may be necessary are hereby appropriated from current revenues and other funds for the use by several departments of the Municipal Government for the fiscal year beginning July 1, 2014 and ending June 30, 2015:

CASH RECEIPTS

	2014/15 BUDGET	2014/15 REVISED
BEGINNING BALANCE	$ 820,100	$ 819,100
RECEIPTS		
INTEREST EARNINGS	5,900	5,900
TOTAL RECEIPTS	5,900	5,900
TOTALS	**$ 826,000**	**$ 825,000**

EXPENSE SUMMARY

	2014/15 BUDGET	2014/15 REVISED
CURRENT YEAR BALANCE	826,000	825,000
TOTALS	**$ 826,000**	**$ 825,000**

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

ADOPTED: *

2014-2015 BUDGET ORDINANCES - SECOND AMENDMENT (CONTINUED)

ELECTRIC UTILITY DEPRECIATION RESERVE
SOURCES AND USE OF FUNDS FOR 2014-2015

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

The amount hereinafter named aggregating Ten Million Fifteen Thousand Three Hundred dollars ($10,015,300) or so much thereof as may be necessary are hereby appropriated from current revenues and other funds for the use by several departments of the Municipal Government for the fiscal year beginning July 1, 2014 and ending June 30, 2015:

CASH RECEIPTS

	2014/15 BUDGET	2014/15 REVISED
BEGINNING BALANCE	$ 9,898,000	$ 9,915,100
INTEREST EARNINGS	100,200	100,200
TOTALS	**$ 9,998,200**	**$ 10,015,300**

BUDGET SUMMARY

	2014/15 BUDGET	2014/15 REVISED
CURRENT YEAR BALANCE	9,998,200	10,015,300
TOTALS	**$ 9,998,200**	**$ 10,015,300**

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

ADOPTED: *

2014-2015 BUDGET ORDINANCES - SECOND AMENDMENT (CONTINUED)

ELECTRIC UTILITY FUTURE CAPACITY RESERVE
SOURCES AND USE OF FUNDS FOR 2014-2015

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

The amount hereinafter named aggregating Ten Million One Hundred Thirty Six Thousand Nine Hundred dollars ($10,136,900) or so much thereof as may be necessary are hereby appropriated from current revenues and other funds for the use by several departments of the Municipal Government for the fiscal year beginning July 1, 2014 and ending June 30, 2015:

CASH RECEIPTS

	2014/15 BUDGET	2014/15 REVISED
BEGINNING BALANCE	$ 10,076,200	$ 10,064,400
INTEREST EARNINGS	72,500	72,500
TOTALS	**$ 10,148,700**	**$ 10,136,900**

BUDGET SUMMARY

	2014/15 BUDGET	2014/15 REVISED
CURRENT YEAR BALANCE	10,148,700	10,136,900
TOTALS	**$ 10,148,700**	**$ 10,136,900**

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

ADOPTED: *

2014-2015 BUDGET ORDINANCES - SECOND AMENDMENT (CONTINUED)

ELECTRIC UTILITY INSURANCE STABILIZATION RESERVE
SOURCES AND USE OF FUNDS FOR 2014-2015

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

The amount hereinafter named aggregating Seven Hundred Forty Two Thousand Eight Hundred dollars ($742,800) or so much thereof as may be necessary are hereby appropriated from current revenues and other funds for the use by several departments of the Municipal Government for the fiscal year beginning July 1, 2014 and ending June 30, 2015:

CASH RECEIPTS

	2014/15 BUDGET	2014/15 REVISED
BEGINNING BALANCE	$ 738,300	$ 737,500
INTEREST EARNINGS	5,300	5,300
TOTALS	**$ 743,600**	**$ 742,800**

BUDGET SUMMARY

	2014/15 BUDGET	2014/15 REVISED
CURRENT YEAR BALANCE	743,600	742,800
TOTALS	**$ 743,600**	**$ 742,800**

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

ADOPTED: *

2014-2015 BUDGET ORDINANCES - SECOND AMENDMENT (CONTINUED)

ELECTRIC UTILITY RATE STABILIZATION RESERVE
SOURCES AND USE OF FUNDS FOR 2014-2015

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

The amount hereinafter named aggregating Ten Million Five Hundred Forty One Thousand Five Hundred dollars ($10,541,500) or so much thereof as may be necessary are hereby appropriated from current revenues and other funds for the use by several departments of the Municipal Government for the fiscal year beginning July 1, 2014 and ending June 30, 2015:

CASH RECEIPTS

	2014/15 BUDGET	2014/15 REVISED
BEGINNING BALANCE	$ 10,507,300	$ 10,465,800
INTEREST EARNINGS	75,700	75,700
TOTALS	**$ 10,583,000**	**$ 10,541,500**

BUDGET SUMMARY

	2014/15 BUDGET	2014/15 REVISED
TRANSFER TO ELECTRIC FUND	$ 2,000,000	$ 2,000,000
CURRENT YEAR BALANCE	8,583,000	8,541,500
TOTALS	**$ 10,583,000**	**$ 10,541,500**

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

ADOPTED: *

2014-2015 BUDGET ORDINANCES - SECOND AMENDMENT (CONTINUED)

WORKERS COMPENSATION FUND
CASH RECEIPTS/REVENUES AND BUDGET FOR 2014-2015

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

The amount hereinafter named aggregating One Million Six Hundred Twenty Four Thousand Four Hundred dollars ($1,624,400) or so much thereof as may be necessary are hereby appropriated from current revenues and other funds for the use by several departments of the Municipal Government for the fiscal year beginning July 1, 2014 and ending June 30, 2015:

OPERATING REVENUES

	2014/15 BUDGET	2014/15 REVISED
PRIOR YEAR BALANCE	$ 1,135,000	$ 1,123,300
INTEREST INCOME	10,600	10,600
PREMIUM FROM CITY	490,500	490,500
TOTALS	**$ 1,636,100**	**$ 1,624,400**

OPERATING EXPENSES

	2014/15 BUDGET	2014/15 REVISED
PROGRAM EXPENSES/SUPPLIES - CLAIMS	$ 450,000	$ 450,000
INSURANCE	92,600	92,600
BANK FEES	600	600
STATE OF DEL - SELF INSURANCE TAX	37,000	37,000
CONTRACTUAL SERVICES	57,000	57,000
TOTAL EXPENSES	637,200	637,200
CURRENT YEAR BALANCE	998,900	987,200
TOTALS	**$ 1,636,100**	**$ 1,624,400**

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

ADOPTED: *

2014-2015 BUDGET ORDINANCES - SECOND AMENDMENT (CONTINUED)

LIBRARY GRANT FUND
CASH RECEIPTS/REVENUES AND BUDGET FOR 2014-2015

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

The amount hereinafter named aggregating Three Hundred Twenty Six Thousand two Hundred dollars ($326,200) or so much thereof as may be necessary are hereby appropriated from current revenues and other funds for the use by several departments of the Municipal Government for the fiscal year beginning July 1, 2014 and ending June 30, 2015:

OPERATING REVENUES

	2014/15 BUDGET	2014/15 REVISED
BEGINNING BALANCE	$ 17,300	$ 44,800
STATE GRANT	274,100	278,900
FEDERAL GRANT	-	2,500
TOTALS	**$ 291,400**	**$ 326,200**

OPERATING EXPENSES

	2014/15 BUDGET	2014/15 REVISED
FURNITURE	$ 2,000	$ 15,100
OFFICE SUPPLIES	24,000	28,000
PRINTING/DUPLICATING	8,900	14,000
AUDIO VISUAL SUPPLIES	74,000	75,100
BOOKS	128,900	132,600
PROGRAM EXPENSES/SUPPLIES	28,000	29,900
POSTAGE	100	100
TRAINING/CONF/FOOD/TRAV	3,500	3,500
CONTRACTUAL SERVICES	-	900
OFFICE EQUIPMENT/REPAIRS & MAINT	2,000	6,000
COMPUTER HARDWARE	2,700	-
OTHER EQUIP - LEASE	-	1,200
SUBTOTAL EXPENSES STATE GRANTS	274,100	306,400
PROGRAM EXPENSES/SUPPLIES	-	2,500
SUBTOTAL EXPENSES FEDERAL GRANTS	-	2,500
CURRENT YEAR BALANCE	17,300	17,300
TOTALS	**$ 291,400**	**$ 326,200**

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

ADOPTED: *

2014-2015 BUDGET ORDINANCES - SECOND AMENDMENT (CONTINUED)

POLICE GRANTS FUND
CASH RECEIPTS/REVENUES AND BUDGET FOR 2014-2015

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

The amount hereinafter named aggregating Six Hundred Eight Thousand Five Hundred dollars ($608,500) or so much thereof as may be necessary are hereby appropriated from current revenues and other funds for the use by several departments of the Municipal Government for the fiscal year beginning July 1, 2014 and ending June 30, 2015:

OPERATING REVENUES

	2014/15 BUDGET	2014/15 REVISED
BEGINNING BALANCE	$ 77,200	$ 172,100
STATE AND FEDERAL GRANTS	339,000	436,400
TOTALS	**$ 416,200**	**$ 608,500**

OPERATING EXPENSES

	2014/15 BUDGET	2014/15 REVISED
CADET PROGRAM SALARIES AND BENEFITS	-	17,900
POLICE EQUIPT & PROG SUPP	156,000	317,900
TECHNOLOGY EQUIPMENT	50,000	47,800
CELL PHONE CHARGES	15,000	15,000
TRAINING	32,000	45,000
AUDIT FEES	1,000	1,000
CONTRACTUAL SERVICES	6,000	10,200
SUBTOTAL EXPENSES	260,000	454,800
OPERATING TRANSFERS-OUT	124,000	124,000
SUBTOTAL FINANCING USES	124,000	124,000
CURRENT YEAR BALANCE	32,200	29,700
TOTALS	**$ 416,200**	**$ 608,500**

The above budget represents the combination of all State & Federal Grants.

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

ADOPTED: *

2014-2015 BUDGET ORDINANCES - SECOND AMENDMENT (CONTINUED)

CDBG FUND
CASH RECEIPTS/REVENUES AND BUDGET FOR 2014-2015

BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE CITY OF DOVER, IN COUNCIL MET:
The amount hereinafter named aggregating Two Hundred Eighty Six Thousand Three Hundred dollars ($286,300) or so much thereof as may be necessary are hereby appropriated from current revenues and other funds for the use by several departments of the Municipal Government for the fiscal year beginning July 1, 2014 and ending June 30, 2015:

OPERATING REVENUES

	2014/15 BUDGET	2014/15 REVISED
BEGINNING BALANCE	$ -	$ 2,100
STATE AND FEDERAL GRANTS	235,000	284,200
TOTALS	**$ 235,000**	**$ 286,300**

OPERATING EXPENSES

	2014/15 BUDGET	2014/15 REVISED
Prior year Closing cost/down payment program	-	200
Prior year MHDC home repair	-	2,000
Prior year Elizabeth W Murphey School	-	1,200
Prior year Ncall Research Inc.	-	2,300
Prior year Milford housing H/O rehab	-	3,000
Current year closing cost/down payment program	102,800	102,800
Current year Dover interfaith ministry	27,500	27,500
Current year Elizabeth W Murphey school	50,000	50,000
Current year Ncall Research Inc.	7,700	7,700
Current year salaries	47,000	87,500
TOTAL EXPENDITURES	235,000	284,200
CURRENT YEAR BALANCE	-	2,100
TOTALS	**$ 235,000**	**$ 286,300**

The above budget represents the combination of all State & Federal Grants.

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

ADOPTED: *