REGULAR COUNCIL MEETING
AGENDA

DECEMBER 8, 2014 - 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 COUNCILWOMAN WILLIAMS

AGENDA ADDITIONS/DELETIONS

* **CONSENT AGENDA**

Those items on the Council Agenda which are considered routine and non-controversial shall be marked with an asterisk (*) and will be acted upon by a single roll call vote of the Council. There will be no separate discussion of these items unless a member of Council so requests, in which event the matter shall be removed from the Consent Agenda and considered a separate item.

1. ADOPTION OF MINUTES

* **A. COUNCIL WORKSHOP OF NOVEMBER 12, 2014**

B. SPECIAL COUNCIL MEETING OF NOVEMBER 17, 2014

* **C. REGULAR COUNCIL MEETING OF NOVEMBER 24, 2014**

2. CERTIFICATE OF CONGRATULATIONS - DOVER CR RAIDERS JR. PEE WEE POP WARNER FOOTBALL - EASTERN REGIONAL CHAMPIONS

3. RESOLUTION NO. 2014-15/PRESENTATION - CITY OF DOVER GOLD MEDAL - GALE E. VOSHELL

4. PUBLIC HEARING - CABLE FRANCHISE RENEWAL

5. PUBLIC HEARING/FINAL READING OF PROPOSED ORDINANCE #2014-23 - REZONING REQUEST FOR PROPERTY LOCATED AT 603 WEST DIVISION STREET

THE FIRST READING OF THE PROPOSED ORDINANCE WAS ACCOMPLISHED DURING THE COUNCIL MEETING OF OCTOBER 27, 2014. COPIES ARE AVAILABLE AT THE ENTRANCE OF THE COUNCIL CHAMBERS.

A. PROPERTY LOCATED AT 603 WEST DIVISION STREET, CONSISTING OF TWO (2) PARCELS (16,538 S.F +/- AND 14,465 S.F. +/-), OWNED BY WEST DIVISION HOLDINGS, LLC. THIS PROPERTY IS CURRENTLY ZONED M (MANUFACTURING), SUBJECT TO COZ-1 (CORRIDOR OVERLAY ZONE) AND THE PROPOSED ZONING IS C-3 (SERVICE COMMERCIAL), SUBJECT TO COZ-1 (CORRIDOR OVERLAY ZONE) (TAX PARCEL: ED-05-076.08-01-19.00-000 AND ED-05-076.08-01-19.01-000, FOURTH COUNCIL DISTRICT; PLANNING REFERENCE: Z-14-03)

* **6. DOVER HUMAN RELATIONS COMMISSION REPORT - OCTOBER 28, 2014**

A. DHRC COMMITTEE MEETING REPORTS
B. UPDATE - DIVERSITY, RESPECT & HARASSMENT AWARENESS TRAINING FOR CITY OF DOVER EMPLOYEES
C. REVIEW OF RE-ENTRY OPPORTUNITY PROGRAM LETTER TO CITY COUNCIL
D. DISCUSSION - DHRC 2015-2018 STRATEGIC PLAN
E. COMMISSION MEMBERS' ANNOUNCEMENTS

* **7. LEGISLATIVE, FINANCE, AND ADMINISTRATION COMMITTEE REPORT - NOVEMBER 24, 2014**

A. DOVER HUMAN RELATIONS COMMISSION - REQUEST FOR AUTHORIZATION AND FUNDING TO ATTEND REV. DR. MARTIN LUTHER KING, JR. PRAYER BREAKFAST AND TO PLACE AN ADVERTISEMENT IN THE SOUVENIR BOOKLET

(Committee recommended acceptance of the Mayor's offer to place a full page advertisement in the 2015 Rev. Dr. Martin Luther King, Jr. Prayer Breakfast souvenir booklet on behalf of the Mayor, Council, and Dover Human Relations Commission)

B. REPORT OF THE AD HOC FINANCIAL AND OPERATIONAL ADVISORY COMMITTEE

(Committee took no action on this item)

* **8. MONTHLY REPORTS - OCTOBER 2014**

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

9. GRANT-IN-AID POLICY CLARIFICATION

10. LETTER OF SUPPORT - HEALTHY PLANNING COALITIONS GRANT

* **11. APPOINTMENTS/REAPPOINTMENTS RECOMMENDED BY MAYOR CHRISTIANSEN**

A. DOVER FOURTH OF JULY CELEBRATION COMMITTEE - TERMS TO EXPIRE MAY 2015

A-1. GREG PATTERSON, PRESIDENT/VICE CHAIRMAN
A-2. MAYOR ROBIN R. CHRISTIANSEN, CHAIRMAN (EX-OFFICIO MEMBER)
A-3. BRAD HOLDEN, VICE-PRESIDENT
A-4. DONNA MITCHELL, TREASURER/SECRETARY
A-5. ANN MARIE TOWNSHEND, STAFF LIAISON
A-6. SUSAN BETTS
A-7. SARAH ZIMMERMAN *(TO FILL THE EXPIRED TERM OF ELAINE BRENCHLEY)*
A-8. ANDREA MAUCHER
A-9. KAREN NICKERSON

B. PROPERTY MAINTENANCE CODE BOARD OF APPEALS - CHARLES MARTIN (REPRESENTATIVE - LOCAL REAL ESTATE) - TERM TO EXPIRE MAY 2015

12. COUNCIL MEMBERS' ANNOUNCEMENTS

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COUNCIL WORKSHOP

A Council Workshop was held on November 12, 2014 at 6:00 p.m. with Councilman Hare presiding in the absence of Council President Bonar. Council members present were Mr. Anderson, Mr. Dixon, Mr. Slavin, and Mr. Hutchison. Mr. Perza and Mrs. Williams were absent. Council staff members present were Police Chief Bernat, Mrs. Mitchell, Mrs. Townshend, Mr. Koenig, Deputy Fire Chief Hall, and Mrs. McDowell. Mayor Christiansen was also present. City Solicitor Rodriguez was absent.

AGENDA ADDITIONS/DELETIONS

By unanimous consent, the agenda was approved as presented.

LOOKING AT THE CITY'S OBJECTIVES FOR THE FUTURE

Mr. Hutchison stated that he requested the workshop in order for members to have a better understanding of the City's future and the ability to work more closely with City staff. He felt that it would provide members the opportunity to reevaluate and assess the accomplishments of the past year and establish short and long-term goals. He expressed his opinion that the City's unfunded liability was of great concern and that members needed to establish a clear and defined plan to address this. He thanked all employees of the City of Dover for their contribution to the City's success and their accomplishments during the past year.

Mr. Scott Koenig, City Manager, stated that the City is a growing organization and had been for many years, and when the economy contracted, the City experienced an increase in requests for service. He noted that the total spending package for the current year's budget was approximately $130M, which was a decrease due to the completion of the new Dover Library and a decrease in the actual costs of purchasing power during the past few years. Mr. Koenig assured members that staff had worked very hard to maintain personnel-related expenses, noting that such expenses last year totaled $32M and the net increase for these expenses for the current fiscal year totaled $16,000. He indicated that by adding the costs associated with the American Federation of State, County, and Municipal Employees (AFSCME) contract, there would be a total increase of approximately $100,000 for a workforce of 348 employees.

Mr. Koenig felt very fortunate that the City of Dover decided to get into the electric utility business several years ago, since this affords the City options that other municipalities do not have, such as transferring revenues, leveraging for collection of outstanding bills, etc. Although it was a great decision, he explained that it requires constant attention and the ability to change with the market.

Mr. Harry Maloney, Electric Director, reviewed Electric Department objectives for the next three (3) years. In regard to strategy objectives, he advised members that the City of Dover utility is an integrated electric utility providing electric services that the citizens of the City want and need. He indicated that the Department constantly strives to understand the needs of its customers, develop services and prices to meet those needs, deliver the highest service quality in the region and assures customers a reliable electric supply that is priced competitively with neighboring utilities.

In terms of capital project objectives, Mr. Maloney indicated that, in order to maintain a sound, reliable electric utility, Generation and Distribution would continue to develop Capital Improvement Projects. He advised members that those projects would include distribution upgrades, replacing

old backyard overhead construction, much of which had been changed to front yard underground lines, as well as continuing to upgrade the 69kV distribution loop. He indicated that the City had a very strong distribution system built since 2003, although there were a few more things that were necessary to make it more reliable, such as the recently completed Horsepond Substation project. Mr. Maloney explained that this was now a three (3) breaker substation; therefore, any one (1) line outage would not cause that part of the City to lose power. In regard to the power plant, he indicated that maintenance and capital improvements for Unit 3 and Van Sant generating equipment would be continued as required to keep the units reliable and extend their life for at least the next 10 to 20 years. He reminded members that Units 1 and 2 were slated for retirement in the next couple of years.

In reference to energy supply objectives, Mr. Maloney explained that Dover's generation had more unique and detailed objectives, including starting an energy supply investigation on how to deal with load growth, the retirement of Units 1 and 2, and the forthcoming Greenhouse Gas initiative, known as Clean Power Plant Rules, by the Department of Natural Resources and Environmental Control (DNREC) and the Environmental Protection Agency (EPA). It was Mr. Maloney's opinion that an open-minded investigation should produce a positive energy supply plan recommendation by the Summer or Fall of 2016, noting that time must be allowed for the EPA to promulgate their rules. He explained that this supply plan would be a living document that can be adjusted for changing markets, noting that the ultimate objective of the electric utility is to be an environmental steward and leader in supplying energy needs of the community by working in a close relationship with DNREC to get a sound, long-range plan and build accordingly. He indicated that these supply needs can be met by wind, solar, renewables, and energy efficiency programs.

Mr. Maloney stated that there were two (2) aspects to reliability objectives, with the first involving distribution and customer outage rates. He indicated that the utility would continue with system upgrades, as mentioned previously, and improvements to maintain or lower the outage rate for the system compared to national averages for utilities the size of Dover. Mr. Maloney explained that the City of Dover does very well on its outage rate. Mr. Maloney noted that the City of Dover fared much better than Vineland, New Jersey, the area he previously served, during a recent windstorm. While entire line crews were brought into Vineland, Dover only experienced a minor problem. Mr. Maloney explained that the second reliability objective related to a Reliability First Audit in the Spring of 2016, when paperwork would be checked against standards that the federal government passed in 2003. He advised members that small utilities, such as Dover's, are audited every six (6) years, and the last audit was performed in 2010. To prepare for the 2016 audit, Mr. Maloney recommended hiring a reliability consultant to perform an internal audit and ensure that staff does not miss anything. He advised members that the utility business was changing; new standards were being passed and standards adjusted constantly.

In regard to staffing objectives, Mr. Maloney stated that the Electric Department administration was understaffed to handle the objectives stated. He indicated that he planned to hire the staff needed to handle the upcoming operations and projects and to have a personnel succession plan. Noting that he had already worked 34 years in another location, Mr. Maloney indicated that he would be with the City long enough to get the system up and obtain staff to ensure there would be someone "who can fall in right behind me." He stated that the succession plan would hopefully stop the future

long-term absence of a director and supervisory staff. Mr. Maloney advised members that the skill sets lost over last four (4) years were a large step backward and explained that he was trying to recreate things and ask questions of staff. He thanked existing staff for keeping the utility running on a level keel and for their helpfulness. He cautioned members that there were " a lot of mine fields out there" and a lot of new tasks which would require good guidance and leadership in order to have "successfully low cost and reliable utility operations now and in the future."

In terms of budget objectives, Mr. Maloney advised members that the utility would submit and manage all operation and power supply budgets to meet the goals of low-cost service to its customers and maintain a level transfer of funds to the City's General Fund.

Responding to Mayor Christiansen regarding engineering staff, Mr. Maloney confirmed that there had been difficulty filling open positions, including a supervisor and an engineer. Although these positions were advertised, there had been no interest. It was his belief that qualified candidates were not interested due to the low salary offered, explaining that in the private sector, competitive salaries for those with this level of experience would easily be in the six (6) figure range. Mr. Maloney had been attempting to downsize the jobs and planned to hire new engineers fresh out of college.

In response to Mr. Hutchison, Mr. Maloney reminded members that City Council had already committed to retiring Units 1 and 2 in June 2017. It was his understanding that the City had not performed overhauls on these units and, as a result, if the steam turbines were opened, he estimated that it would cost approximately $500,000-$600,000 and extensive issues would be found. He confirmed that it would not be beneficial to put the units back together.

Responding to Mr. Hare's questions regarding Unit 3 and Van Sant, Mr. Maloney noted that the City had invested and maintained Unit 3 and that some ideas were being considered that would solve some long-term start-up situations and he felt that the Unit was "in pretty good shape." If additional funds were dedicated to upgrading efficiency and design to meet new clean power plant rules, Mr. Maloney felt that Unit 3 should be able to operate another 15 years. He estimated that those costs could be as much as $1M; however, buying a new or replacement unit would cost the City much more. He confirmed that Unit 3 and Van Sant were considered peaking units and only operated on an as-needed basis. Once Calpine was running at 100%, Mr. Maloney stated that the dispatch model indicated that Unit 3 would remain in the market.

Mr. Hare questioned if investing in those two (2) plants and hiring personnel would cost the City less than hiring an outside agency to run them. Responding, Mr. Maloney stated that if the City were willing to take on the headaches, it could be done; however, he stated that the salary for superintendents of plants of that magnitude are in the $150,000 range. Mr. Hare stated that it currently costs the City approximately $8M per year to man and operate the plants, noting that the City continues to pay capital expenses for the plants. Mr. Maloney advised members, without divulging contract information, that Mrs. Donna Mitchell, Treasurer/Controller, and Mr. Koenig had requested him to review that possibility as part of the power supply study.

In regard to reviewing the City's goals and objectives for the next three (3) years, Mr. Koenig reminded members that for the past several years the City had focused on contracting the budget, determining ways to reduce costs, etc. He felt that although staff had done a good job in this regard, from an infrastructure and baseline budget standpoint, the reality was that the City was coming to a crossroads where it would be necessary to make significant investments. Reiterating that workforce issues were being worked on, Mr. Koenig stated that several individuals would soon be eligible to retire; therefore, the workforce would be changing over the next three (3) to five (5) years. The older, more experienced workforce would be leaving and new staff would be hired. Although this would bring challenges, Mr. Koenig explained that it would also bring opportunities. He stated that the City is approximately 85% unionized and, working in a unionized environment, it would be important for the City to focus on union contracts during negotiations. Mr. Koenig explained that long-term goals must be established to outline what is desired from the workforce and union contracts. He indicated that this would allow for the City to have a plan prior to beginning negotiations, reminding members that $32M was a significant portion of the overall City budget and that he was constantly being asked if there is any way to reduce the workforce and those costs. If it were the City's desire to significantly reduce the workforce, Mr. Koenig stated that members would need to either get out of or privatize some operations. He explained that minor changes of this nature, such as the idea of consolidating fire dispatch operations to the Kent County 911 Center, would provide a small savings of 5% - 8%; however, it would not cause a significant decrease and would most likely be temporary in nature since there are other needs in the system, such as infrastructure expenses.

Mr. Koenig indicated that infrastructure expenses include costs for maintaining substations and the 69kVdistribution loop. Referring to economic development and its importance in creating jobs, he explained that although the City is competitive with residential electric rates, it is not as competitive with commercial electric rates. As the City moves forward, Mr. Koenig felt it necessary for members to discuss this issue since they had focused on residential rates in the past and there is a need for growth in the City. In order to balance the budget, he stated that the City needs to continue to grow and he suggested that members focus on posturing the City to become a growing, more business friendly City. Mr. Koenig stated that this would help recruit businesses, a workforce that is available to support business development, electric investments, etc. Noting that the City would be retiring Units 1 and 2, Mr. Koenig reminded members that the City had been considering a purchase power agreement; however, another option would be for the City to build a replacement plant, or form a partnership to build a replacement plant, which would require a $30M-$50M investment. He indicated that there were big investments to consider and big decisions to be made.

Regarding the issue of facilities, Mr. Koenig stated that the City recently built a new recreation center and library; therefore, he did not anticipate any significant modifications necessary in the near future. However, he noted that City Hall and 5 East Reed Street are aged buildings. As such, Mr. Koenig suggested that members consider what action would be necessary to replace these buildings in the next three (3) to ten (10) years and that consideration also be given to the replacement, renovation, or relocation of the City warehouse on Pear Street and the Electric Administration Building, which would be large dollar items.

Looking at the City's basic infrastructure, Mr. Koenig reminded members that staff was requested to increase the street program and as a result, funding in the budget increased from as low as $200,000 a few years ago to $900,000 in the current budget. In Fiscal Year 2006 or 2007, staff advised members of the need to budget $1.5M for the road network to keep it in a 20-year cycle. Mr. Koenig stated that the engineers were beginning to redo that study to obtain a more accurate estimate; however, he felt confident that the estimate would be more than $1.5M because of the cost of gasoline, which influences the cost of asphalt, as well as the increase in labor costs. He noted that the City's roadways had deteriorated over the last few years and that when there are hard winters, such as last year, that deterioration is accelerated.

Regarding the water and sewer utilities, Mr. Koenig stated that there had been much discussion regarding the impact of the Calpine Project and that the day that Calpine "flips the switch," they will become the City's largest water customer by tenfold, and will dominate the City's water utility. He assured members that staff was preparing to adjust the system to accommodate Calpine's needs, was confident with the system's reaction, had been making improvements to the system, and would continue to do so after Calpine becomes a customer. Mr. Koenig felt that in the future there would be room for revenue growth in the water and sewer utilities. He noted that the City's rates were substantially lower than those of surrounding competitors, whether private, municipal, or stand alone; therefore, the market would allow for an increase in the City's rates. In addition, Mr. Koenig noted that there was a need to consider interconnections, sell more water, transfer water, etc., in order to grow the utility and the services offered by the utility, which are actions that must be taken over a period of time and not overnight. He stated that Tidewater Utilities had become one of the City's largest and best customers through interconnection agreements because they surround the City and are purchasing water from the City and reselling it to customers in their service territory. He felt it important for the City to continue this partnership in the future.

Regarding the City's wastewater, Mr. Koenig stated that it would be necessary for the City to make improvements to the water plant, implement pipe replacement projects (removing or relining cast iron pipe) and, when talking about business growth, it would be necessary for the City to ensure the infrastructure is ready to be expanded or is expanded in concert with growth. As an example, he stated that if the City receives a Downtown Development District designation and a large office complex or other large project is developed, it would be necessary to expand or replace the downtown infrastructure to accommodate that type of growth. He stated that the costs for these improvements would be thousands of dollars, and in some cases these would be multi-million dollar projects.

Mr. Koenig stated that the City had not considered large stormwater projects for many years; however, the City was currently conducting a study on the Tar Ditch. He indicated that the City and the State, including the Delaware Department of Transportation, had been "passing the buck" on who was responsible for the flooding problem on Water Street. At this time, he stated that the City was in the preliminary design stage and, upon its conclusion, an amount would be generated and the City would need to decide whether the City would initiate the project or pull in additional partners. He indicated that this would be a multi-million dollar project and would likely affect whether Bayhealth will expand or contract their footprint downtown in the future.

Mr. Koenig explained that the City must be aware of and solve problems associated with the projects mentioned since they are very integral to not only how the downtown functions, but how the community functions. He indicated that the City had the benefit of being a state capital and, as such, receives benefits from those outside the community. He stated that the City and the Downtown Dover Partnership (DDP) had recently been successful in obtaining additional State funding for the North Street projects and additional requests were being submitted. He stressed the importance for the City to work closely with State legislators to persuade them to invest in the State capital and for the City to deliver projects.

Mr. Koenig reviewed recent changes to various departments throughout the City, noting that the Public Works Department had been through a large transition over the last few years, including no longer staffing certain positions and changes in operations. He stated that the Department is now focusing on accreditation and explained that accreditation is important because it adds a level of professionalism and requires staff to focus on the constant improvement of services.

Mr. Koenig stated that the Electric and Public Works Departments have large revenue streams, a large number of employees, 24/7 operations, large vehicle purchases, etc., and services are affected when there are cutbacks in funding. As an example, he stated that there had been cutbacks in the Grounds Department and, being observant of issues throughout the community, he personally was not happy with the results. He explained that the flower program was important to the City and its staff, residents, businesses, and visitors.

Mr. Koenig advised members that the new Library had become a very unique facility, explaining that it was not only a new building, but more of a cultural center than the library had been in the past, and the Library Director had been charged with developing ways to keep it at full capacity as much as possible. He explained the various uses of the Library and that staff was trying to develop ways to offset costs through sponsorships, donations, etc.

Referring to the Planning Department, Mr. Koenig stated that staff was under constant pressure regarding code enforcement and explained its necessity in order to maintain the quality of life in Dover. He stated that staff had been very aggressive with demolitions and suggested that this continue, since it helps solve problems in the City. He stated that the Downtown Development District is a unique opportunity for the City and hoped it would serve as a catalyst to improving the downtown, not only aesthetically, but also for jobs and housing. He noted that there are many problems concentrated in the downtown area that are costing the City and expressed his hope that such a designation would resolve some issues for the City.

Mr. Koenig stated that the Customer Services Department had challenges during the past few years, particularly due to the recent economy. He stated that residents do not want to pay their taxes, electric bills, etc., and that the staff must take the necessary action to collect outstanding bills owed. Staff does a very good job to resolve problems, although this requires a lot of effort. Mr. Koenig indicated that there had been long wait times for those calling Customer Services due to problems with the phone tree and a reduction in personnel. He explained the efforts had been made to get customers who have difficulty paying their bills to do so through establishing payment plans and by automatic account debits. Mr. Koenig stated that not everyone is comfortable with this, so staff has

to try to make them comfortable to gravitate toward the lowest cost for the City to collect bills. He stated that some customers prefer to pay their bill in person and get a receipt, noting that some do not like mailing their payment to Wilmington.

In regard to metering, Mr. Koenig stated that this is integrated with Customer Services, and the water, sewer, and electric utilities, noting that staff would like to utilize smart meters; however, as indicated previously, many changes are occurring at the policy level and the City needs to be sure the timing is right in order to receive credit for those improvements.

Referring to the Tax Assessor's Office, Mr. Koenig stated that the City was currently going through reassessment and explained its importance. He stated that the IT Department had been an area of change and that an information technology strategic plan had not been accomplished for several years due to the lack of funding. However, he stated that the City was reaching the point where technology improvements are necessary to maximize manpower. With respect to Parks and Recreation, Mr. Koenig stated that there had been discussions about giving consideration to the City getting out of the Parks and Recreation business. Since the City is currently in that business, he stated that the decision must be made as to whether or not the City continues and/or develops partnerships. He indicated that members must determine what should be done to maximize the quality of life and at the same time minimize the City's cost. He noted that there had been discussions with the YMCA as well as Kent County regarding the possibility of partnerships. He stated that members would soon be reviewing the Parks and Recreation Needs Assessment.

Mr. Koenig stated that the majority of people who call his office are making simple requests, such as having a curb painted, but they are all very interested in the quality of life that is available in the City of Dover. He stated that for several years, the City had provided a very high level quality of life for a relatively low cost. Mr. Koenig reminded members that staff had submitted requests for a tax increase the past few years and reiterated the need for this, explaining that if it were not done at some point, the City would be left behind on some opportunities since it is necessary to spend money in some areas in order to maintain or accelerate the quality of life. He felt that it was evident that a tax increase would ultimately be necessary.

Referring to the Human Resources Department, Mr. Koenig stated that during the past few years, staff had focused on educating new hires about the City. In becoming City Manager, he realized that although each department understands the operations of their department, they do not understand how the City works as an organization. He stressed that the City is a good employer, had been for several years, and that the City would continue to be a good employer.

Mr. Koenig stated that his goal, as City Manager, is for the City to attract residents and businesses that will contribute to the community and he felt this would require the City to increase the property tax rate since there are costs that can no longer be ignored. As previously discussed, he encouraged consideration of reviewing State legislation related to a hotel tax. He explained that if the City obtained authorization at the State level, this would provide an alternative to consider and whether the City chooses to exercise that option would be a different issue. He stated that staff was also determining what the trash rate would be if customers were paying for everything related to trash, including vehicle maintenance and replacement. This concept would be presented to members for consideration during the next budget process.

In addition, Mr. Koenig suggested that members review the possibility of establishing an "inclining block" water rate. He explained that customers who are absent for one (1) month are billed a $2.50 customer charge, which is substantially different from customers of a private water system; therefore, staff would be reviewing the City's rate structures for the water utilities. In regard to legislation that could affect the City, Mr. Koenig noted that during the Council Retreat last year, Mr. Slavin questioned how the City could improve energy efficiency. Mr. Koenig stated that the Delaware Electric Cooperative does a great job of managing their load and efficiencies; therefore, going forward, staff would be meeting with the Cooperative to determine how the City can help itself in load efficiency and management, since this would provide the City an opportunity to save money in the future. In regard to the "inclining block" water rate, Mr. Koenig explained that under this system, the more that is used, the more a customer pays. He explained that the purpose of such a rate is to encourage customers to be conscious of how their processes work. He advised members that actual water production had decreased in general over the last 25 years; however, the number of meters in the system had at least tripled. He explained that there is a lot of expense in servicing meters; therefore, to progress the rates, he felt the City should consider an "inclining block" water rate, which would lead to an "inclining block" sewer rate.

Mr. Koenig stated that the concepts mentioned needed to be discussed at the policy level as well as the implementation level. He noted that he specifically did not review the Police Department since he felt that Department would want to discuss their objectives for the future directly.

Responding to Mr. Hutchison regarding infrastructure needs, Mr. Koenig stated his desire to have approximately $1.5M-$2M set aside each year to address street maintenance/capital improvements; $1M for pipe replacement in the water system; $1M to address Inflow and Infiltration (I&I) in the sewer system; and $1M-$2M, or possibly higher, for the electric system. He stated that this would result in multi-million dollars every year for system regeneration or maintenance. Should it be necessary to build a new facility, Mr. Koenig noted that these amounts would be increased accordingly. Regarding the City's facilities, he suggested that the City hire an architect and establish a working group to lay out the facilities. Mr. Koenig reminded members that during discussions held a few years ago regarding City Hall, the estimated expenses were $10M-$15M for a new facility. He stated that other options had been discussed, such as renovating 5 East Reed Street, merging 5 East Reed Street with the Library, etc., which Mr. Koenig felt would cost significantly less than a new facility, suggesting that those costs would range from $3M-$15M, depending on the option selected. Mr. Koenig stated that one (1) of biggest challenges for the City was adequate parking in the downtown area. Although he did not feel that there was currently a parking problem in the downtown area, he stated that the elimination of parking spaces would cause overflow onto the streets, which had the potential to create a parking problem.

Mr. Anderson questioned the costs associated with addressing some of these issues if the City chose to issue bonds. Responding, Mrs. Mitchell stated that a $10M bond issue would have annual bond costs (annual debt service) of $1M, equating to approximately 10%. She stated that the source of the revenues would be each individual fund that has the debt service, explaining that if the debt service were through the Electric Revenue Fund, it would be electric revenues, if it were through the General Fund, it would be whatever revenue is received, which, although not required, should be obtained from tax revenue.

In response to Mayor Christiansen, Mrs. Mitchell stated that any debt for the enterprise funds should be related to the enterprise fund; therefore, if the expense is not something that is contributing to the enterprise funds, it should be General Fund debt, which is paid through tax revenue and/or other General Fund revenues. As an example, she explained that when the City built the new Library and Police Department, this was solely General Fund debt; however, if the City were to build a new Administration Building, there could be an allocation of that debt among the three (3) funds, since the service departments housed within the Administration Building (Human Resources Department, City Manager, etc.) serve all three (3) funds. She stated that in accordance with the City Charter, the City has a maximum general obligation debt for the General Fund in the amount of 1/4 of 1% of the assessed property values (currently at $7.6M), which cannot be exceeded in a year without a referendum. Under no circumstances can the debt be more than 5% of the assessed value (approximately $30M).

Mr. Anderson indicated that he had received numerous complaints regarding the business environment and accessibility and questioned if staff had considered economic green initiatives that attempt to provide a "one-stop shop" whereby an individual would go to a single department to obtain a packet with all information that would be needed, including economic development, and be assigned a staff contact to provide assistance in completing all requirements, obtaining electric service and licenses, understanding incentives, receiving recommendations for additional resources from a small business development center, etc. Responding, Mr. Koenig stated that the City was not currently set up to accommodate such an idea. With reference to development applications, he explained that the City's difficulties are with agencies that are out of the City's control, such as the Kent Conservation District and the Delaware Department of Transportation (DelDOT), which creates challenges to the "one-stop shop" concept. He stated that there are options that could be considered, such as requesting that the City become its own delegated agency under stormwater, which would have benefits as well as a downside, since additional staff would be required. Although a fee structure could be developed to offset the costs, Mr. Koenig stated that it would be a major undertaking and one that the City had not previously been involved in. In regard to DelDOT issues, he stated that DelDOT maintains a lot of roadways within City limits, although they may not be required to do so. He cautioned that there could be a scenario whereby DelDOT would turn over maintenance of certain routes to the City, which would alleviate the need for certain DelDOT permits.

Regarding small business interactions, Mr. Koenig stated his feeling that the City does a good job in this respect; however, he suggested that members may wish to talk to the Director of Planning and Community Development as well as the Economic Development Director. He advised members that property owners get frustrated when they are not able to simply move into a building without meeting requirements, such as installation of fans or HVAC. Mr. Koenig stated that there are steps that can be taken that could help, noting that staff had requested the DDP to include consulting fees in their budget next year. Although a "one-stop shop" could never be realized for the City, he had encouraged the City to become involved in these processes as soon as possible. Unfortunately, he stated, some tenants or business owners wait to involve the City or act against staff's advice, then call members of Council, the Levy Court, or State legislators regarding their situation because they have not taken staff's direction.

In response to Mr. Dixon, Mr. Koenig stated that a lot of the problems for the City relate to old buildings; however, some problems are related to the type of use desired.

Mayor Christiansen stated that it had been his observation that staff goes above and beyond to accommodate those who wish to bring business to Dover, knowing that this is the desire of City Council. It was his feeling that there is a maintenance of standards requirement that the City needs to follow to provide safe and workable structures for the businesses that will be using them. He stated the importance of assuring that buildings are in compliance with the Dover Code and, although some individuals may complain, he explained that repairs/improvements are required by staff in an effort to protect those investing their money in these buildings. He felt that every effort is made by all City departments to accommodate individuals when possible, and when it is not possible, the requirements relayed by staff are to protect investors.

It was Mr. Slavin's opinion that the cuts made to the City's budget had been felt by all to the point where the City's previous service levels and expectations had been lowered and citizens were no longer happy. As a result of budget cuts during the past several years, he questioned the total amount of deferred maintenance to roads, buildings, the fleet of vehicles, etc. Although Mr. Koenig stated that this amount was not known, Mrs. Mitchell noted that for the Water and Sewer Funds, the CIP included $500,000 each, $1M total, for vehicles each year and that the pump stations and wells amounted to another $1M. For the Electric Fund, she stated that $3M had been budgeted each year just for the power plant and another $3M for vehicles and projects for Transmission and Distribution. Referring to Mr. Koenig's response to Mr. Hutchison regarding the costs of infrastructure needs, she clarified that these amounts would be much higher if all maintenance were considered.

Mr. Slavin questioned if annual maintenance efforts on items such as streets and sidewalks in the last three (3) to five (5) years had been "chipped away at" or added to the deferred maintenance. Responding, Mr. Koenig stated that the City had added to the deferred maintenance for these types of items and, although the City had improved pipe replacement for the water infrastructure over the last few years, it was not meeting the industry standard of 1% of total mileage. However, he noted that the City had not had problems, such as breakage or aggressive soil, in its system; the primary problem with the City's water system had been unlined cast iron. Mr. Koenig felt that this would be the same with the City's sewer system in that, although progress had been made, the City was not up to industry standards. He advised members that the City's water, wastewater, and electric systems do not have substantial breakage or infrastructure failing on a consistent basis. Although there had been some sewer failures in the Towne Point area, which the City was beginning to address with pipe replacement, Mr. Koenig stated that on a day-to-day basis, there were not system failures across the City. In addition, he stated that there may be one (1) or two (2) water breaks, sewer backups, or pipes collapsing, but that there are not situations where several of these occur on a daily basis. He noted that there had been several mechanical failures, in some cases due to age, which were being addressed through the maintenance program. He felt that the City had made progress during the past few years and that this progress needed to continue to be improved. Regarding the City's vehicle fleet, Mr. Koenig confirmed that some replacements were delayed; however, he did not feel that these delays had caused any issues.

Mr. Slavin noted that not only does the City have issues regarding its unfunded pension liability, the City also has another unfunded liability due to the deferred maintenance. He stated that when level funding is provided year after year, services are affected, whether it is crime, maintenance of streets, etc. When the budget cuts began a few years ago, he felt that members thought that the economy would be better today and that the needs could be addressed by the City. Unfortunately, he stated that these cuts and deferrals seemed to be the norm and that consideration needed to be given to how the City will be managed in getting expectations and service delivery back up. In the past, members of staff and City Council did a good job in cutting expenses; however, he felt that the City was now seeing stress factors as a result of those cuts. Mr. Slavin noted that members had the option to simply hope that existing revenues would perform better or could take action to increase existing revenues, create new revenues, export revenues (non-property owners and non-residents who put stress on the City and take services), or consider a combination of these options. He suggested that City Council give the City Manager clear instructions regarding their desires in preparing the next budget.

Responding to Mayor Christiansen in regard to the City's responsibilities to the unfunded liabilities, Mrs. Mitchell stated that, as previously explained, there are new Government Accounting Standards Board (GASB) standards that need to be implemented and that the City's actuary was currently working on the unfunded liability amounts for both the general and police pensions. She stated that medical benefit amounts for Other Post-Employment Benefits (OPEB) were also being worked on. She announced that because of extra funding from the carry-forward balance that had been put in each year, funding for the general pension had increased from 40% to 60%, noting that the industry standard was 70%-80%. Due to the City's current funding level, Mrs. Mitchell had been advised that the City could maintain the same funding level and reduce the amortization period for paying down the liability from 21 years to 15 years. She stated that the annual required contribution would be approximately $2.9M and the City budgeted $3.1M in the current year's budget. She stated that this amount represented 48% of payroll because there is less payroll going into that plan since its been closed. Mrs. Mitchell noted that the police plan was 63% funded and the annual required contribution would be $800,000-$900,000. Regarding OPEB, she stated that the City was currently 15% funded and that this amount would be higher now but was unknown since the study had not yet been completed. She reminded members that the City was 5% funded in 2012. Mrs. Mitchell stated that currently the City's liabilities totaled $147M and assets totaled $58M, for a net difference of $89M. When this information was last reported to Council, the City's liabilities totaled $157M and assets were $40M, for a difference of $117M. Based on these amounts, she noted that the City's unfunded liabilities had decreased substantially and that the City had done a good job in handling this matter. She mentioned that it would be necessary to establish a policy for funding the City's pension and liabilities and that this policy would be presented to City Council in the near future for their consideration.

In response to Mr. Hutchison, Mrs. Mitchell stated that there was a possibility for the City to eliminate the unfunded liability within the next 15 years or so; however, she explained that a lot of assumptions were involved, such as interest rate returns. She stated that, due to the volatility of the market, this possibility could change. Mr. Hutchison suggested that staff and City Council focus on reducing and ultimately eliminating the unfunded liability, as well as focusing on the infrastructure needs.

Regarding the unfunded liability, Mr. Slavin reminded members that this was not the result of any mismanagement but rather the result of GASB standards being instituted and their strict rules on reporting unfunded liability. He noted that staff had now indicated that there were two (2) additional standards being instituted this year that could affect these amounts as they are reported today. Responding, Mrs. Mitchell stated that the amounts she previously provided included the new GASB rules. As it was explained to her by the actuary, Mrs. Mitchell stated that if there are 20 years of pensions remaining to be paid and only 10 years put away as assets, the municipal bond rate would have to be used for the last 10 years since this is unfunded. The assumption used would be 4%, rather than 7%, which would raise the liability. As long as the City is funding the annual required contribution, the City would not be required to bifurcate that interest rate; therefore, it would remain at 7%, which had been included in the amounts provided.

Responding to Mr. Hare regarding Mr. Koenig's previous statement that problems in the downtown area were costing a lot of money, Mr. Koenig explained that the City spends a significant amount of money on police protection, code enforcement, etc., for a relatively small segment of the population who are unwilling to control themselves. Noting that the City was in the process of redeveloping its core because of the degradation of the quality of life in that portion of the City, he stated that a significant amount of money was being spent to improve the quality of life in a relatively small portion of the City. Mr. Koenig stated that the City does not spend a lot of money on improving the quality of life in other areas of the City, although money is spent on maintaining the quality of life.

In response to Mr. Hare regarding the value of performing property assessments, Mr. Koenig explained the importance of maintaining the City's assessments since this provides fairness across the City. Although there are costs involved in reassessments, he stated that there are costs for not completing a reassessment and he felt it is worth the money to keep assessments current rather than keeping the money and allowing values to be outdated. Mr. Hare requested that staff provide the total assessment of property in the previous two (2) reassessments.

Responding to Mr. Hare regarding the employees and positions within the City, Mr. Koenig stated that not all 348 positions are exactly what is needed for the City. He stated that, as City Manager, he does not run the City entirely but administrates the budget, explaining that there are three (3) to four (4) businesses within the City government and it was his opinion that the City does a good job running those businesses. Mr. Hare noted that staff had indicated the need for additional employees and, since not all 348 positions are needed, he questioned the possibility of moving those employees that are not needed in a certain position to a position that is needed. Responding, Mr. Koenig stated that the composition of the workforce is an ever-changing mosaic.

Responding to Mr. Hare, Mrs. Mitchell stated that the $300,000 settlement for the lawsuit related to grievances filed by employees of the Police Department was paid from the Contingency Reserve and explained that it would be necessary to replenish those funds in the next budget year. She advised members that the City would not be receiving any insurance monies.

Mr. Koenig felt that the City needed to be aggressively optimistic, explaining that the City had gone through a downturn in the economy and was experiencing service delivery issues. He was pleased with the workforce and their dedication and noted that the City is a good employer. It was his opinion that people are happy to do business with the City of Dover and that the City provides an excellent quality of life.

Mrs. Kim Hawkins, Human Resources Director, thanked members of City Council for voting in favor of providing employees an extra holiday at Christmas.

Mr. Dixon stated that references were made to problems with a section of the City and expressed his feeling that the drug problem was City-wide. He suggested that the City should be referred to as one (1) community.

Police Chief Bernat reviewed the various accomplishments of the Dover Police Department during the past year, stating that the Police Department met the request of Parkway Academy Central for a School Resource Officer (SRO), thanks to Council, making the school safer for both students and faculty. The Department was also able to civilianize two (2) Sex Offender Unit positions, which would save the City money. Chief Bernat advised members that the police prosecution project had been successful in keeping officers on the street versus going into court. Three (3) large events had been held at Dover International Speedway, two (2) NASCAR races and the Firefly Music Festival, all with minimal issues. In Chief Bernat's opinion, the Department's social media platform, which was developed during the current year, was one (1) of the premiere networks compared to any police department in the State of Delaware. In addition, he advised members that Dover's officers worked more than 14,000 extra duty hours, which were paid at the overtime rate; however, he emphasized that this did not reflect true overtime costs. He explained that extra duty was funded from outside sources, such as businesses or grants, that allow officers to work extra because they are asked to do so. Chief Bernat stated that the City would have a serious problem if the officers chose to be home with their families rather than performing this work and asked that members not get "upset" when they review police officers' paychecks at the end of the year and "get that mixed up with overtime." Chief Bernat stated that earlier in the day, he and Mayor Christiansen had a prescription drug box put up so that individuals are able to drop off unused prescription drugs for proper disposal, which he felt would help with some of the prescription pill issues being experienced in the City. He advised members that the Department had three (3) officers in the Delaware State Police Academy who started on September 8, 2014 and would be graduating in February 2015 and noted that the Department was busy preparing for reaccreditation on December 14, 2014. A new State-wide Computer-Aided Design (CAD) system, purchased by the State at a cost of over $1M, began November 3, 2014, so the Department had been very busy with that and Chief Bernat advised members that some unavoidable civilian overtime usage was associated with this.

In regard to the Department's future, Chief Bernat stated that the Police Department was very good at reactive policing in terms of responding to alarms or reports of robberies or burglaries. Often patrol officers have a quick response time and can solve the issue right then and there; however, if they are not able to do so, the City's detectives are very good and clearance rates for robberies are approximately 80%, compared to the national average of 38%. Chief Bernat indicated that burglary

clearance rates for the City are 70%, compared to the national average of 13%; however, he felt the Department should be better at proactive policing and that an analyst would help in this regard. He expressed concern regarding recent retirements, noting that over the past three (3) years 14 officers had retired, the Chief's Assistant retired after 26 years of experience, the Records Administrator retired after 22 years, and three (3) records Clerks retired after 20 years; therefore, there was a lot of rotation through the Police Department. He assured members that staff was doing fine; however, he explained that an additional 11 officers were currently eligible for retirement and a total of 23 officers could retire within the next year. Chief Bernat stated that there were 92 officers on the force and thanked Council for authorizing a strength of 92. He indicated that he had done research and found that, with a population of approximately 37,000 citizens, there is a ratio of 2.49 officers per 1,000 residents in Dover. He noted that the Salisbury, Maryland Police Department had 2.63 officers per 1,000 residents and if the City of Dover had the same ratio as Salisbury, there would be 98 officers on staff. Chief Bernat noted that these figures were from 2012 and that Salisbury added 10 officers and four (4) dispatchers in 2014. He indicated that Annapolis, Maryland had 111 officers and a ratio of 2.83 officers and if Dover had this ratio, there would be 105 officers on the force. He stated that Wilmington, Delaware had a ratio of 4.26, and if Dover had this ratio, the City would have 158 police officers. Chief Bernat emphasized that Dover handles a lot of crime, just as these agencies do, and the agencies that he referenced all had similar policing to the City of Dover. He expressed concern that it would hurt the City to lose 14 officers within a year. He felt the City should start hiring police officers to get up to some of the numbers mentioned, although he declined to specify a number. As Chief of Police, he stated his opinion that the City should be "in front of the eightball, not behind it."

Chief Bernat advised members that he accompanied the Mayor and Councilman Slavin on a walk of Loockerman Street to Queen Street on Friday, November 7, 2014, and common themes were loiterers, alcohol violations, panhandlers, noise, and people urinating in the alleys. He felt that these problems could be curbed through the use of cadets. Chief Bernat stated that he and the Mayor met with Mr. Bill Neaton, Economic Development Director, and the Downtown Dover Partnership (DDP) Parking and Safety Committee and Mr. Neaton suggested the use of cadets. The Chief indicated that Councilman Hutchison, while serving as Mayor from 2000 - 2002, had used cadets, which worked out "great." He indicated that Sergeant Randy Robbins and Master Corporal Jeff Melvin, who presently serve in the Department, were formerly cadets, as was Justin Galloway, who was currently a State trooper. Chief Bernat felt that the cadet program was a great platform for these officers and would be great for the City because the pay of a cadet, at $12.00 per hour would be 25% the rate of a police officer and benefits would not be paid. He advised members that there was a demand from residents for a police presence; however, he noted that there was also a serious drug problem, which led to the question of whether resources should be allocated for officers to walk up and down the street to make residents feel safe. Chief Bernat felt this could be accomplished with cadets, walking in pairs, noting that these individuals must be 18-21 years of age and would be college students who want to become police officers. The Chief explained that he began his career as a seasonal officer in Bethany Beach in 1987 at the age of 20 and, as a result, he knew for sure that he wanted to become a police officer. He indicated that he had developed costs for this proposal for consideration by the Legislative, Finance, and Administration Committee on December 8, 2014 and requested the support of Council members.

Chief Bernat explained that during the weekend of August 23-24, 2014, there were two (2) murders, the first on Saturday night and the second on early Sunday morning. He stated that last week there were four (4) shootings over a weekend, leaving victims hospitalized, and this was a major concern. He indicated that in the past the Department had always taken officers from community policing and put them on the road to make sure there were 12 officers on the road per shift. Chief Bernat advised members that when there are 12 officers on a shift, some officers may be on vacation/sick leave. In addition, he indicated that the Family and Medical Leave Act (FMLA) "hits the Department hard," noting that the State Police have the same issue and the State allows both male and female officers 12 weeks leave. He noted that officers may also be in training, which was important since, as previously mentioned, 14 officers had retired within three (3) years. For this reason, the Department had done something new by taking three (3) motorcycle officers and forming a Street Crimes Task Force whose main priority would be drugs and guns, noting that all violations would be looked at. Chief Bernat indicated that the downtown area would be focused on, not because it is the downtown area but because that is the area where "hot spots" are located through crime mapping, and resources would be allocated to the hot spots. He stated that his goal was to start arresting violators, and creating an environment where they do not feel comfortable in the City of Dover. He felt that a message must be sent by "hitting them where they have not been traditionally hit in the past" using special units. Chief Bernat stated that patrol is the backbone of the Police Department and it is important to ensure that patrols are manned, noting that patrol officers show up to large fights. He indicated that Councilman Bonar had an opportunity over the past weekend to experience what these fights look like and was very vocal about this. *[City Clerk's Office Note: During the City Council meeting held on November 10, 2014, Councilman Bonar read a prepared statement in to the record regarding rising crime problems in the City.]* Chief Bernat indicated that officers see these types of events every day and night. He informed members that the City of Dover has a "great" police force that is very motivated and dedicated. He commented that officers were well aware of Council's generosity to the police force and thanked Council for this; however, he felt that the City must be prepared for the future, and that one (1) way to prepare would be to have more officers ready and available. He advised members of his belief that when he retires, some officers who are not promoted to the Chief's position might leave.

Responding to Mr. Hutchison regarding the existence of a drug education program in the school system, Chief Bernat stated that the Gang Resistance and Education and Awareness Training (GREAT) Program is offered at William Henry Middle School at the sixth grade level. He noted that the Department formerly had two (2) officers in this program, which was offered to both fifth and sixth graders; however, one (1) of the officers was removed from the program last year. He stated that there were three (3) additional School Resource Officers (SROs). Chief Bernat indicated that he would like to offset some of these costs by civilianizing SROs but did not wish to do so at this time, since the Department was preparing for reaccreditation next month. He felt that civilianizing SROs might be possible after reaccreditation, although it was his opinion that legislation would be needed. He reminded members that legislation had been necessary to civilianize the Sex Offender Unit officers, so this could be done, and he felt that there may be other functions that could be considered after this.

Mr. Hutchison stressed the importance of drug education, because once young people get involved in heroin or other drugs, it is too late. He felt that the City needed to be proactive on education in the school system. Chief Bernat concurred, but reminded members that officers were needed to educate, and he noted that there was a serious heroin problem. He stated that he and Deputy Chief Marvin Mailey walked around downtown last month and talked to many people in the New Street area who said that the former Police Athletic League (PAL) basketball program was the best program that the Police Department had; however, the program requires officers. Chief Bernat stated that years ago the Police Department had officers to spare and could provide their own training academy; however, there was no way this could be accomplished now, in view of the demands for extra duty alone. Chief Bernat stated that some Council members and some City management become upset about extra duty; however, he expressed pride in those officers who step forward to work these hours, noting how difficult it would be for him, as Chief of Police, to force employees to work extra duty. He expressed his opinion that the "millennium crowd" does not want to work; but the officers he has are willing and he was very happy with them.

Mr. Anderson questioned where the City was in terms of FBI-recommended staffing levels and the Bartel formula (best practice recognized by the FBI for workload assessments). Responding, Chief Bernat stated that he did not have this information with him but explained that a workload assessment would be completed soon. He indicated that the last time this was discussed, the recommended level was approximately 105 officers but he was unsure of the numbers at this time.

Mr. Anderson stated that 105 officers would be around the range of the City of Annapolis' force. Responding, Chief Bernat stated that the authorized strength in Annapolis was 105 in 2012; however, Annapolis was currently authorized at 119 and had a current rate of 114.

Mr. Anderson questioned the positive and negative potential effects of the retirements Chief Bernat had mentioned. Responding, Chief Bernat stated that one (1) way to combat retirements in the City as a whole would be the Deferred Retirement Option Plan (DROP) program which would allow employees to technically retire and collect on their pensions, which would be directed to a separate fund. He explained that the employees would continue to work; however, the City and the employee would no longer contribute to the pension. He noted that a provision could also be included that would not allow for additional raises, etc. He stated that this would not be a simple fix and legislation would be required; however, he estimated that if he participated in such a program and indicated that he would leave the City in two (2) years, the City would save $30,000 - $40,000 on him. The City would also be made aware that they would need to replace him in two (2) years.

Mr. Anderson stated that he heard that this program had worked very well in some places but had functioned poorly in other places, like Philadelphia, Pennsylvania, noting that such a program would have to be structured carefully. He inquired if volunteer civil patrols had been considered on weekends, etc. to help out. In response, Chief Bernat stated that he did not feel comfortable with the liability of that aspect, noting that there could be vigilantes.

Mr. Anderson felt that this could be controlled by the Police Department.

Mayor Christiansen expressed his disapproval of this concept.

Mr. Hare stated that he had no problem with extra duty for police officers and did not care how much officers made as long as extra duty was not costing the City money.

Chief Bernat advised members that over one-third of the City's employees work at the Police Department, which is a 24-hour building with only one (1) custodian. He felt that additional help would be needed, at some point, on at least a part-time basis. He stated that it would be hard to get contractors that would pass a background check and this had been an issue in the past.

Mr. Bill Neaton, Economic Development Director and Executive Director for the Downtown Dover Partnership, expressed his endorsement of Chief Bernat's remarks, noting that the Police Department had been exceptionally responsive to the needs in the downtown area. He explained that, over the last six (6) years, the DDP had spent a lot of money revitalizing the downtown area, which showed both physically and by the jobs created in the area, and that the City could not let the element that was starting to take over to do so in this area. Mr. Neaton stated that the DDP had met with the Mayor, Police Chief, and several merchants who requested a meeting because they were concerned about safety and security. He noted that the Police Chief was very responsive to the needs of the downtown, and the DDP appreciated this. Mr. Neaton endorsed the cadet program and expressed his belief that this was a program that would greatly benefit the downtown area. He stated that those who think, as citizens of Dover, that they are immune to crime are not. He noted that in the last two (2) weeks, he had personally been involved in two (2) incidents, one (1) in which he arrived at the scene of a shooting at a liquor store and one (1) involving a young man with a motorcycle who threw a bag of narcotics under Mr. Neaton's car while being pursued by the police. Mr. Neaton expressed his wish to be sure that the downtown area, as the heart of the City, was safe for everyone and stated that he would do anything he could to make it so. He encouraged members to support the cadet program and increase the levels of the police force, as requested by Chief Bernat, and that provisions be made for trained police officers to replace those who are retiring.

Mayor Christiansen stated that there would be an increased police presence in downtown Dover with the opening of a police substation in the Cen-Del Building, and noted that this presence would assist those working downtown.

Mr. Neaton stated that the DDP would be providing this space within the Cen-Del building.

Mr. Mark Hall, Deputy Fire Chief and Fire Chief Elect for 2015 (pending Council approval), 135 Continental Drive, stated that the Fire Department had looked at a full replacement of air packs and also, along with the Police Department, replacing radios. He explained that the Department was looking at selling the old police boat that was given to the Fire Department and replacing it with a Zodiac-type boat, which would be better suited for Silver Lake. He advised members that the Fire Department would meet next week regarding an emergency response plan for the Garrison Oak project, which would entail fire response, compliance space, high-angle rescue, etc. Mr. Hall indicated that in FY 2016, the Fire Department was looking at replacing Engine No. 3, which currently had the most maintenance problems. The Department also wished to upgrade or replace

the Station 1 and Station 2 cameras, which would benefit the Fire Department, Police Department, as well as the City. He stated that it was unknown what would be happening with the Firefly Music Festival at Dover International Speedway; however, it was Mr. Hall's belief that this may be a multi-weekend event in 2016. He also noted that the holding of the Punkin Chunkin event in Dover was still not confirmed. Mr. Hall stated that this required a lot of manpower for volunteer firefighters, indicating that a big concern was recruitment and retention of volunteers since Dover was the only state capital in the U.S. with an all-volunteer fire department. He stated that the Department was working with the Mayor on this issue, noting that the Mayor had approached the Department about recruiting new members from colleges and high schools and discussed retention programs for younger members of the department. Mr. Hall also informed members that the Department was looking at the possibility of replacing the command vehicle that is used 24-7 either next year or the following year.

By unanimous consent, the meeting adjourned at 8:06 p.m.

William F. Hare
Acting Council President

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SPECIAL COUNCIL MEETING

A Special Council Meeting was held on November 17, 2014 at 5:00 p.m. with Council President Bonar presiding. Members present were Mr. Anderson, Mr. Dixon, Mr. Hare, and Mr. Hutchison. Mr. Perza, Mr. Slavin, and Mrs. Williams were absent

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

AGENDA ADDITIONS/DELETIONS

Mr. Bonar reminded members that the meeting was being held with less than seven (7) days notice in order to comply with election law deadlines.

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

SETTING OF DATES AND SELECTION OF POLLING PLACE FOR SPECIAL THIRD DISTRICT ELECTION

Council President Bonar reminded members that former Councilman Sean Lynn had been elected as State Representative for the 31st District and the State Board of Canvass had certified this election. Mr. Bonar indicated that it was incumbent upon Council to set a date for a special election to fill the remainder of Mr. Lynn's Third District Council term, which would expire May 8, 2017. Mr. Bonar stated that Deputy City Solicitor William Pepper and staff had been consulted, and staff recommended that the date of the election be set for Tuesday, December 30, 2014. Mr. Bonar reviewed a memorandum from Mrs. Traci McDowell, City Clerk, dated November 17, 2014, regarding Special Election - Third (3rd) District Council Vacancy, which included recommended dates for accepting filing petitions, voter registration close, and administration of the oath of office. Mr. Bonar noted that staff recommended the use of the former Dover Public Library, 45 South State Street, as the polling place for the Special Election.

Mr. Anderson moved to open discussion, noting that he did not favor the recommended action and, without objection, Council discussed this agenda item.

Members were provided with an opinion from Mr. William Pepper, Deputy City Solicitor, dated November 13, 2014, which stated that the period between the creation of the vacancy and the annual meeting in 2015 would be six (6) months and three (3) days and set forth two (2) options: 1) to commit to swear the winner of the April election into office before the six (6) month period expires; and 2) to hold a special election to fill the balance of Mr. Lynn's term between December 6, 2014 and January 5, 2015.

Mr. Anderson stated that both options had merit because there were more than two (2) years left in the term; however, he felt that it would make sense from a public policy standpoint to consider the second option in regard to the money that would be spent. He advised members that he had been involved in a special election during the holiday season in the past and this did not work out well. Mr. Anderson stated that an election at this time of year was not good for the citizens because it was

very hard to get any messages out, the turnout is dismally low, and the public is not well served for the money spent. He indicated that the City had received an opinion which would allow for an election date that would coincide with the regularly scheduled election and he felt that this should be considered. Mr. Anderson acknowledged that there were varying opinions and felt both had merit; however, if there were any choice from a public policy point of view, he felt it vital to examine each and every option. He stated that if Council decided that a special election was needed for legal reasons, he was opposed to it being held this year and that it should be scheduled for the new year, otherwise it would be extraordinarily hard to accomplish and difficult to find staffing. Mr. Anderson stated that it would be easier for voters to pay attention if the election were scheduled early in the new year, possibly the first Tuesday of the year.

Mr. Hare reminded Council that there were two (2) options and stated that it was the job of the City Solicitor's Office to give Council the options, not what the Solicitor's Office thinks should be done, noting that both options were within the law. He indicated that the City was not in a position to spend $6,000 for a special election and then spend an additional $6,000 on another election. He did not feel that the City would be "hurting" if the seat were vacant until the next election or that the citizens of Dover would have a problem understanding that the April election would include filling one (1) vacant seat for an additional two (2) years, as well as electing four (4) year Council representatives, noting that the press would communicate this. Mr. Hare stated that if spending the additional funds and putting Clerk's Office staff through additional work could be avoided, he felt the City would be better off having the election as planned, in April. He indicated that the winner of the vacant seat would be sworn in three (3) or four (4) days early to be within the six (6) month time frame, noting that members had been sworn in early before. Mr. Hare did not see the logic in having a special election during the Christmas holiday.

Responding to Mr. Hutchison, Mr. Bonar stated that State representatives are sworn in on January13, 2015; however, he stated that Mr. Lynn's appointment was already effective, since taking the oath of office was a formality. He reminded members that Mr. Lynn had formally resigned from Council, and began being paid as the Representative of the 31st District effective on the date of the election.

Mr. Hutchison noted that if Council followed the date of Mr. Lynn's taking the oath of office, the City would be well within the time limits and no special election would be required.

Mr. Bonar noted that Mr. Lynn had resigned, and this was what "set the clock in motion."

Mr. Bonar stated that the earliest an election could be held would be December 6, 2014 and the latest would be January 5, 2015. From a personal standpoint, he indicated that he did not care when the election would be held; however, if Council could facilitate the election taking place and filling this seat, he felt that Council needed to do so. Mr. Bonar indicated that he did not have a problem with waiting until the regular municipal election in April to fill the vacancy and swearing in the new member a few days early, if this met the City's legal obligation and was the will of Council.

In response to Mr. Bonar, Mrs. McDowell advised members that December 6, 2014 was the earliest date the election could be held according to the requirement to schedule the election no sooner than 30 days and no later than 60 days from the vacancy; however, she explained there were State laws that require advertising the vacant position for 20 days and staff was now 11 days behind in the election process.

Mr. Hare moved to hold the election on April 21, 2015 and swear in the individual who wins the seat a few days early to be within the time limits, as was one (1) of the options presented by the City Solicitor's Office. The motion was seconded by Mr. Anderson and carried by a unanimous roll call vote.

Mr. Bonar stated that the election would be scheduled to coincide with the regular municipal election for City Council that takes place in April and the swearing in would take place a few days prior to the regular swearing in.

Responding to Mr. Bonar, Mrs. McDowell advised members that the filing deadline for Mayor would be January 30, 2015 (the last working day in January, at 4:30 p.m.) and the filing deadline for Council representatives would be February 13, 2015 (the second Friday in February).

By unanimous consent, the meeting adjourned at 5:13 p.m.

TRACI A. McDOWELL
CITY CLERK

All orders, ordinances, and resolutions adopted by City Council during their Special Meeting of November 17, 2014 are hereby approved.

ROBIN R. CHRISTIANSEN
MAYOR

/TM
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REGULAR COUNCIL MEETING

The Regular Council Meeting was held on November 24, 2014 at 7:30 p.m. with Council President Bonar presiding. Council members present were Mr. Anderson, Mr. Dixon, Mr. Slavin, and Mr. Hutchison. Mr. Perza, Mrs. Williams, and Mr. Hare were absent.

Council staff members present were Police Chief Bernat, Mrs. Mitchell, Mrs. Melson-Williams, Fire Chief Carey, City Solicitor Rodriguez, and Mrs. McDowell. Mayor Christiansen was also present. Mrs. Townshend and Mr. Koenig were 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. Samuel Arost, 806 Woodcrest Drive, explained that he had been trying for the past two and one-half (2 ½) years to get the street fixed on Buttner Place. He noted that the road floods when it rains and it is difficult to see the hole, noting he had hit both the hole and a drain pipe. Mr. Arost advised members that he had spoken with City staff and elected officials and they all tell him that it is being studied. He stated the City had painted white lines around the hole but had not cleaned the culvert out so that the water can drain properly. Mr. Arost provided members with an e-mail response, dated November 12, 2014, from the Office of Senator Brian Bushweller regarding this issue, as well as photographs of the roadway ***(Exhibit #1)***.

Mr. Greg Mazzotta, 37 Cantwell Drive, stated that he is a Senior Baldrige Examiner and offered to assist the City in improving its organizational processes through the Quality Award Program.

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. Dixon and unanimously carried.

Mr. Slavin moved for approval of the Consent Agenda, seconded by Mr. Hutchison and carried by a unanimous roll call vote (Perza, Williams, and Hare absent).

ADOPTION OF MINUTES - SPECIAL COUNCIL MEETING OF NOVEMBER 10, 2014

The Minutes of the Special Council Meeting of November 10, 2014 were unanimously approved by motion of Mr. Slavin, seconded by Mr. Hutchison and bore the written approval of Mayor Christiansen.

ADOPTION OF MINUTES - REGULAR COUNCIL MEETING OF NOVEMBER 10, 2014

The Minutes of the Regular Council Meeting of November 10, 2014 were unanimously approved by motion of Mr. Slavin, seconded by Mr. Hutchison and bore the written approval of Mayor Christiansen.

PROPOSED RESOLUTION NO. 2014-14/PRESENTATION - SEAN M. LYNN

The City Clerk read proposed Resolution No. 2014-14 in recognition of Mr. Lynn.

By motion of Mr. Slavin, seconded by Mr. Dixon, Council unanimously adopted Resolution No. 2014-14, as follows:

WHEREAS, Sean M. Lynn was sworn into office as Councilman of the Third District on May 9, 2011 and served with distinction until November 6, 2014 and, during his three and one-half years of service to the citizens of Dover, Sean M. Lynn served as Chair of the Legislative, Finance, and Administration Committee and the Civilian Pension Board and as a Member of the Safety Advisory and Transportation Committee, the Utility Committee, the Construction Code Board of Appeals, the Dover Public Library Advisory Commission, the Downtown Dover Partnership, and the Police Pension Board; and

WHEREAS, throughout his tenure, Sean M. Lynn brought energy and passion to the consideration and deliberation of complex problems encountered in municipal government, paying particular attention to the implications and consequences of decisions made, and taking a special interest in the individuals and groups whose concerns might otherwise have gone unnoticed; and

WHEREAS, Sean M. Lynn demonstrated empathy and the ability to consider diverse points of view, serving as both a tireless advocate for residents and a sympathetic and supportive voice for the City's workforce, and displayed tenacity and the courage to adhere to his convictions.

NOW, THEREFORE, BE IT RESOLVED that the Mayor and Council congratulate Sean M. Lynn on his election as State Representative for the 31st District, recognize that he will be sorely missed, express their sincere appreciation to him and his family for the dedicated years of service and personal sacrifices made on behalf of the City of Dover, and wish him and his family success in all future endeavors.

BE IT FURTHER RESOLVED that the Mayor and Council direct the City Clerk to make this resolution a part of the permanent records of the City of Dover as a lasting symbol of appreciation and gratitude to Sean M. Lynn.

ADOPTED: NOVEMBER 24, 2014

Mayor Christiansen presented Mr. Lynn with the Resolution, a Dover Cup, and a key to the City. He noted that he was fortunate to have served on City Council with Mr. Lynn's father, Pat Lynn.

Mr. Bonar stated that it had been a pleasure to work with Mr. Lynn on Council and that he had brought new ideas, a willingness to negotiate, and suggestions for improvements.

Mr. Lynn introduced his family and thanked them for allowing him the opportunity to serve and for standing by his side as he served on Council. He also thanked City staff, whom he depended upon on a daily basis; his colleagues on Council, who were able to peaceably and amicably debate the issues, even when they disagreed; and the residents of the Third Council District for giving him the opportunity to serve. Mr. Lynn especially thanked Mr. Perza who worked with him to craft a compromise which resulted in the naming of Martin Luther King, Jr. Boulevard. He noted that this was one of the things he was most proud of accomplishing while on City Council.

PARKS, RECREATION, AND COMMUNITY ENHANCEMENT COMMITTEE REPORT - NOVEMBER 10, 2014

The Parks, Recreation, and Community Enhancement Committee met on November 10, 2014 with Chairman Dixon presiding.

Agenda Additions/Deletions

At the request of Mr. Anderson, without objections, members added Item #5 - Public Comments.

First State National Monument - Wayside Planning for The Green

Mr. Russ Smith, Superintendent of the First State National Monument, familiarized members with the National Monument, which is Delaware's first national park. He explained that the First State National Monument was created by President Obama in March 2013 and includes the Woodlawn tract, consisting of 1,100 acres in northern New Castle County; the New Castle Green and Court House; and The Green in Dover. Mr. Smith reviewed a presentation, entitled "Destination Dover - Wayside Planning for The Green," and noted that The Green was the setting for Delaware's ratification of the U.S. Constitution. He advised members that it was difficult for visitors to realize that they had arrived at The Green and to recognize its significance. As a result, Mr. Smith stated that it was proposed to install interpretive markers on the main route from the Visitor Center and next to the State House, with a clear view of The Green and in sight of the Golden Fleece Tavern, which would avoid an impact on buildings surrounding The Green. He referred to a map depicting the location of the proposed markers and explained that the First State National Monument had a preservation easement over The Green, was the caretaker of The Green, and did not want to impose on it. Mr. Smith reviewed two (2) proposed Wayside Exhibits (signs) that would create a First State destination point for visitors and interpret The Green and Delaware's ratification of the U. S. Constitution.

Responding to Mr. Caldwell, Mr. Smith stated that the goal would be to direct visitors to the Delaware State Archives and Visitor Center for the First State Heritage Park and assured members that there was adequate parking in the area; therefore, he did not anticipate any concerns from area residents or business owners.

At the suggestion of Mayor Christiansen, Mr. Smith agreed to have the proposal reviewed by the Friends of Old Dover to assure the accuracy of the information proposed for the exhibits. Mayor Christiansen noted that improvements had been made to Constitution Place, the area extending from Loockerman Street to Water Street, with the original intention of recognizing the ratification of the U.S. Constitution and suggested that this area also be utilized.

Concurring with Mayor Christiansen, Mrs. Horsey indicated that she worked on the 1987 Constitution Place project as a member of the Friends of Old Dover and continues to serve as a member of this organization. She noted that one of the City's former mayors, who was in office at the time the project was underway, is also a member of the Friends of Old Dover. Mrs. Horsey confirmed that the Friends of Old Dover would be very interested in reviewing the text proposed for the Wayside Exhibits and joining as a partner in this endeavor.

The Committee recommended approval of the proposed Wayside Exhibits for The First State National Monument, stipulating that there be outreach to the members of the Friends of Old Dover.

By consent agenda, Mr. Slavin moved for approval of the Committee's recommendation, seconded by Mr. Hutchison and carried by a unanimous roll call vote (Perza, Williams, and Hare absent).

Attack Addiction (Margie Pruett)

Members were previously provided documentation entitled "Addiction 101 (from NIH, 'Letter From the Director,' by Nora D. Volkow, M.D.)", and "Addiction Facts from The Science of Addiction: Drugs, Brains, and Behavior". In addition, they were provided information regarding the Good Samaritan Law, as found on the Attack Addiction website: www.attackaddiction.com.

Ms. Margie Pruett, Coach/Director/Chair of the Kent County Chapter of Attack Addiction, advised members how important the City of Dover and Kent County are to her and that, as a lifelong resident, she had seen many changes in these areas, some good and some bad. She noted the huge impact that drugs have had on the community and that, currently, heroin, in particular, was consuming the lives of many young adults who were expected to be the leaders of tomorrow. Ms. Pruett explained the impact addicts have on families, friends, and the community and the difficulty in obtaining much needed help for addicts and the exorbitant expenses involved.

Currently, Ms. Pruett stated, there is only one (1) State run detox center in Delaware, which is located in New Castle County and is often filled to capacity. She explained the importance of having a facility available for individuals in need of detoxification when they are ready for help and the ramifications of any delay in this regard. Ms. Pruett advised members of the high cost of help, even for those who have insurance coverage.

Ms. Pruett stated that Mr. Michael Delacort, Special Agent in charge of the Drug Enforcement Agency for Delaware and Pennsylvania, had recently indicated that only 30% of those individuals addicted to heroin or opiates ever recover and that a part of the solution is prevention. She advised members that Attack Addiction was founded in an effort to help people by Mr. and Mrs. Keishter, a couple residing in New Castle County, whose son overdosed in 2012 from heroin. As indicated by Mr. Keishter, Ms. Pruett stated that one (1) of the most important missions of Attack Addiction is to remove the stigma of addiction, explaining that addicts are sick people trying to get better, not bad people trying to become good. In addition, she advised members that, during his weekly message on October 3, 2014, Governor Jack Markell discussed ongoing efforts to address drug addiction and its impact on families in Delaware. He stated that "by treating addiction as the disease that it is rather than just as a crime to be punished, we will save lives and we will put more people on the road to recovery that allows them to contribute their talents to our State and this will keep Delaware moving." As a beginning, Ms. Pruett stated that the Governor had made funds available to build a detox center in Sussex County to serve both Kent and Sussex Counties and, although the center would not be able to accommodate all addicts in these counties, it was a start.

Ms. Pruett announced that the Attack Addiction group in New Castle County had invited Kent County to form its own chapter of the group and that the first official meeting was scheduled for November 18, 2014 in Room 220 of the Kent County Levy Court building located on Bay Road in Dover. All those interested were invited to attend. She stated that the Kent County Chapter would have two (2) objectives: 1) to be an educational group; and 2) to serve as advocates.

Ms. Pruett advised members of her personal interest in addiction and desire to help. She explained that, although he was raised in a middle class family by a father who was very attentive and a participant in his son's activities, such as Little League, and a mother who was very supportive and encouraging, her grandson is a heroin addict. She noted that her grandson attended Sunday school and church regularly, had the love and support of his extended family, including four (4) grandparents, aunts, uncles, and cousins, who could be thought of as a "model family". Ms. Pruett stated that one day he made the choice to use heroin and, because of that choice, his life and his whole family would be impacted forever.

Mr. Anderson thanked Ms. Pruett for contributing to a very important discussion and questioned what the City could do to encourage the attraction and expansion of treatment in Kent County. He noted that he was familiar with the waiting list for a detox facility and indicated that some were being forced to go out of state to find such a facility. Responding, Ms. Pruett stated that a presentation was also made to Kent County Levy Court in hopes that they may also take action to address these needs. In an effort to bring a rehabilitation center to Kent County, she suggested the possibility of partnering with Bayhealth Medical Center to set aside a section of that facility to serve as a rehabilitation center. Ms. Pruett explained the exorbitant costs of providing rehabilitation services, noting that she knew of a family with

outstanding health care insurance who spent over $100,000 beyond what their insurance had paid for rehabilitation services. She advised members that some individuals had lost their homes because they used every resource they had to save their child's life from the disease of addiction.

Mr. Hutchison stated that the most important issue in dealing with drug addiction begins with education. He felt that the State of Delaware, working with the school system and local municipalities, could assist with education, explaining that most of those who become drug addicts do so as a result of peer pressure, since they consider drugs a recreational opportunity, which is a tragedy. Having served 25 years in law enforcement, Mr. Hutchison stated that he had witnessed the effects of drugs on individuals, as well as their family members and the community. He reiterated that the State of Delaware could do a better job with education and the creation of facilities to assist addicts.

Mr. Bernard Miller advised members that he operates a program called Dog Pound Boxing Club for the youth in the community for the reasons mentioned by Ms. Pruett. As a recovered addict, he expressed his belief in prevention, explaining his feeling that once an individual becomes addicted, it's too late. Mr. Miller stressed the importance of working with the youth and teaching them about self-worth and the effects of positive action and "belonging".

Mr. Dixon thanked Ms. Pruett for providing members with information regarding this matter and requested that she bring forward any suggestions or additional information that may be further considered by the City.

Proposed Amendment to the 2014 Community Development Action Plan

Mrs. Tracey Harvey, Planner I, reviewed a request to amend the 2014 Action Plan to reallocate $3,931.76 from the Community Development Block Grant (CDBG) funding awarded to the City from the Delaware State Housing Authority to the Homeownership Assistance Program. She stated that the amount represented the balance in the City's line of credit that was not drawn down before the City became an Entitlement Community, thus, receiving its own allocation directly.

Ms. Harvey explained that approval of staff's request would reallocate the funding to the Homeownership Assistance Program, due to the high demand for homeownership assistance to afford first time homebuyers the opportunity to purchase affordable housing in the City. In addition, she noted that the additional funding could not be distributed to any of the remaining FY14 projects due to cap requirements and exceeding grant requests. Mrs. Harvey stated that the Dover Interfaith Mission for Housing and the National Council on Life and Labor Research (NCALL) were public service activities that could not exceed the 15% cap required by the U. S. Department of Housing and Urban Development (HUD) regulations and that the Elizabeth Murphey School could not receive additional funding that would exceed their original grant request. Therefore, since the Homeownership Assistance Program was eligible to receive additional funding, staff requested authorization to

reallocate the remaining funds to this program. Mrs. Harvey stated that, as of Friday, November 7, 2014, 60% of the funds had been drawn from the Homeownership Assistance Program.

Staff recommended awarding $3,931.76 in CDBG funding to provide additional funding for the FY2014 Homeownership Assistance Program.

Mr. Anderson questioned the status of the home repair for the Milford Housing Development Corporation (MHDC). Responding, Mrs. Harvey stated that the program was funded in FY 13; however, since certain time limit standards were not being met, it was not funded in FY 14 and the additional funding was reallocated to the Homeownership Assistance Program. She noted that the Requests for Proposals (RFPs) for next year would be sent out in January 2015.

The Committee recommended amending the 2014 Action Plan to reallocate $3,931.76 in Community Development Block Grant (CDBG) funding to provide additional funding for the FY2014 Homeownership Assistance Program, as recommended by staff.

By consent agenda, Mr. Slavin moved for approval of the Committee's recommendation, seconded by Mr. Hutchison and carried by a unanimous roll call vote (Perza, Williams, and Hare absent).

Update - CDBG Program

Mrs. Tracey Harvey, Planner I, reviewed the status of FY2014 Community Development Block Grant (CDBG) Projects - November 2014. Members were previously provided with a table depicting the status of the program funds spent for FY2014.

Mrs. Harvey announced that on Wednesday, November 12, 2014, at 5:30 p.m. at the Dover Public Library, staff would be conducting the first public hearing for the FY2015 City of Dover Consolidated Plan to determine the needs of the community.

Responding to Mr. Anderson regarding how those interested could receive information and provide input on community needs, Mrs. Harvey stated that a Housing and Community Needs Survey was available on the City's website and could be completed by those interested. She noted that the public hearing would be open to everyone and additional workshops were scheduled for later in the year.

Update - Recreation Needs Assessment

Mrs. Ann Marie Townshend, Director of Planning and Community Development, advised members that staff was in the process of gathering the data obtained from over 500 surveys received (both online and paper) in response to the Recreation Needs Assessment. Once compiled and reviewed, she stated that recommendations would be developed and she hoped to have a solid draft to present to members in December 2014.

Mr. Dixon relayed his appreciation to staff for their work on this project and explained the importance of providing positive activities, particularly for the youth in the community. Understanding that there was a need for funds to provide such activities, he noted that there were many in the community that would not be able to pay and requested that this be considered. Responding, Mrs. Townshend stated that Mr. Steve Pickering, City Sports Coordinator, met with Dr. Michael Thomas, Superintendent of the Capital School District, to discuss the possibility of working with school counselors regarding youth basketball leagues. She explained that the idea would be for counselors to refer one (1) to two (2) families per school for significant fee reduction. Mrs. Townshend indicated the importance of having some type of fee, such as $10, which should be manageable, since it would demonstrate a commitment. She stated that staff also recently discussed the possibility of a multi-child discount, although this could not be instituted for the upcoming basketball leagues since some registrations had already been received and it was felt that such a change could not occur midway through the process. Mrs. Townshend explained that a multi-child discount was already offered for the City's camps and provided relief to those families with multiple children. In addition, she advised members that the YMCA has a program where no one is turned away for a membership; however, participants are required to provide a substantial amount of information. Mrs. Townshend explained that it was important that the City not to take on more than can be handled; therefore, she has had discussions with the YMCA to understand their process for possible implementation for the City.

Mrs. Townshend advised members that surveys received clearly indicated that the vast majority of those who completed surveys, including those residing both inside and outside the City, felt that non-residents should pay a higher fee than City residents. As a result, staff had been discussing some type of non-resident surcharge. She stated that if the City were able to discount programs, this would be offset by asking those who are not paying City tax dollars to pay more to help support those costs.

Referring to recreation needs, Mr. Anderson stated that several constituents had relayed concerns regarding the Boys and Girls Club moving. Having many questions and concerns, he questioned the possibility of members of Council organizing some type of workshop where staff could participate by responding to their questions and concerns. Responding, Mrs. Townshend suggested that such a workshop be held in conjunction with the Boys and Girls Club. She advised members that although the Boys and Girls Club would be moving, they would remain in the area and it was her understanding that they planned to make transportation available.

Public Comments

Mr. Bernard Miller provided members a brochure regarding the Dog Pound Boxing Club. He advised members that since he moved into Capital Park in 2005, he had been concerned about activities in the neighborhood. As an ex-professional fighter, he converted his garage into a little gym for the neighborhood kids, teaching them boxing techniques and offering refreshments. Mr. Miller stated that, initially, there

were up to 15 children in his garage while drug dealers were working the streets in his neighborhood. He stated that his garage became a magnet for the children and was utilized for a year. Later, as a member of the South Side Baptist Church, Mr. Miller was permitted to utilize their building for this purpose and, as a result, the program expanded. He advised members that two (2) of the children he helped get "off the street" are now professional boxers: 1) John Bowman, who has an 8-0 record and will be competing at the Chase Center on November 21, 2014 and; 2) Lamont Singletary, who has a 7-1 record. In addition to boys, Mr. Miller stated that he was introduced to a female in trouble who was made to join the Club. During her time with the Club, he trained her and she had since become the Pennsylvania State Golden Glove Champion.

Mr. Miller explained the importance of "preventive maintenance" and offering a variety of activities. He stated that his desire to help the youth came after his son passed away at 19 years of age from muscular dystrophy. Taking all his assets, he invested in USA Boxing and now rents a building in Bryan Business Park and offers this program free of charge. Due to the incidents occurring in the streets, Mr. Miller opened it up to younger children (5-6 year olds) and found that these children love attention and incentives.

As a result of the success of the program, and with the assistance of former State Representative Donna Stone, Mr. Miller stated that he is now able to receive funds for financial assistance (through the Cen-Del Foundation). He requested the City to provide aid in obtaining financial assistance, noting that he would not be able to continue the operation without help in this regard. Referring to the brochure provided to members, Mr. Miller stated that Councilwoman Williams, through Aid in Dover, assisted in its preparation. He suggested that members visit the facility to witness the assistance provided and the effect it has on the youth. Mr. Miller again indicated that he would appreciate assistance to allow for the program to continue and help the youth in the community.

Mr. Anderson stated his appreciation for the work provided by Mr. Miller and noted its importance to the community. He questioned how long the fund with the Cen-Del Foundation had been open. Responding, Mr. Miller stated that it was opened in June/July 2014 and that one (1) donation, in the amount of $100, had been received thus far. Mr. Anderson suggested the possibility of CDBG funding and that further discussions regarding this take place at a later time.

By consent agenda, Mr. Slavin moved for acceptance of the Parks, Recreation, and Community Enhancement Committee Report, seconded by Mr. Hutchison and carried by a unanimous roll call vote (Perza, Williams, and Hare absent).

ELECTION OF OFFICERS - ROBBINS HOSE COMPANY - YEAR 2015 FIRE LINE OFFICERS

The Fire Line Officers of the Robbins Hose Company are elected annually on the third Monday of November. Members were provided the results from the November 17, 2014 Robbins Hose Company Election for consideration as follows:

Fire Chief	-	Mark Hall
Deputy Fire Chief	-	Carleton Carey Jr.
First Assistant Chief	-	David Carey
Second Assistant Chief	-	Glenn Whitt
Third Assistant Chief	-	Duane Reeder
Fourth Assistant Chief	-	Benjamin Smetana
First Fire Line Captain	-	Michael O'Connor III
Second Fire Line Captain	-	William Kelly II

By consent agenda, Mr. Slavin moved for acceptance of the Fire Line Officers for Robbins Hose Company No. 1 for the Year 2015, as submitted, seconded by Mr. Hutchison and carried by a unanimous roll call vote (Perza, Williams, and Hare absent).

FIRST READING OF PROPOSED ORDINANCE #2014-24 - REZONING REQUEST FOR PROPERTIES LOCATED AT 21 AND 27 SAULSBURY ROAD AND 983 FOREST STREET, OWNED BY FAITHWORK, LLC

A request was received to rezone properties located at 21 and 27 Saulsbury Road and 983 Forest Street, owned by Faithwork, LLC. These properties are currently zoned C-PO (Commercial and Professional Office) and are subject to the COZ-1 (Corridor Overlay) and the proposed zoning is IO (Institutional and Office) and subject to the COZ-1 (Corridor Overlay Zone).

Prior to amending the zoning ordinances and zoning map of the City of Dover, a public hearing is required. Staff recommended referral to the Planning Commission on December 15, 2014 and that a Public Hearing be set for January 12, 2015 at 7:30 p.m., at which time the Final Reading and Council action will take place.

By motion of Mr. Slavin, seconded by Mr. Hutchison, Council unanimously referred the request to the Planning Commission and set a public hearing for January 12, 2015 at 7:30 p.m.

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

AN ORDINANCE AMENDING THE ZONING ORDINANCE AND ZONING MAP OF THE CITY OF DOVER BY CHANGING THE ZONING DESIGNATION OF PROPERTIES LOCATED AT 21 AND 27 SAULSBURY ROAD AND 983 FOREST STREET.

COUNCIL MEMBERS' ANNOUNCEMENTS

Mr. Hutchison advised members that Kent County Levy Court presented the City of Dover Police Department with a donation in excess of $20,000.

Mr. Slavin wished Mr. Bonar an early happy birthday.

Mayor Christiansen reminded members of the Home for the Holidays celebration to be held on Thursday, December 4, 2014 at 5:00 p.m. with activities at the library, the tree lighting ceremony in front of City Hall, and caroling and Santa's arrival at the Santa Claus house downtown. He also noted that First Friday events would be held on December 5, 2014 and the Christmas Parade would be held on Saturday, December 6, 2014.

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

Meeting adjourned at 7:47 p.m.

TRACI A. McDOWELL
CITY CLERK

All orders, ordinances, and resolutions adopted by City Council during their Regular Meeting of November 24, 2014, are hereby approved.

ROBIN R. CHRISTIANSEN
MAYOR

/TM
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Exhibit
Exhibit #1 - E-mail from the Office of Senator Brian Bushweller, dated November 12, 2014, regarding street repairs for Buttner Place, as well as photographs of the roadway, submitted by Mr. Samuel Arost

EXHIBIT #1

Regular Council Meeting of 11-24-2014

XFINITY Connect **musicsam@comcast.net**

± Font Size -

RE: Contact Brian Form submitted on Brian Bushweller, State Senator

From : Glenn Shipley (LegHall) <Glenn.Shipley@state.de.us> Wed, Nov 12, 2014 06:02 PM

Subject : RE: Contact Brian Form submitted on Brian Bushweller, State Senator

To : 'musicsam@comcast.net' <musicsam@comcast.net>

Hi Mr. Arost –

Thank you for your email and for again sharing this ongoing concern.

Following receipt of your email, our office reached out to the City of Dover to see if we could get an update from them on this matter. As you correctly noted in your email, this is a City street and it is up to the City Council and the Dover Public Works Department to address this issue.

According to the information that we received earlier today, the City is aware of the issue and they have proposed that a study be conducted to determine the cause and possible remedies. Currently, however, funding has not yet been allocated for this study to move forward. While the study would help to determine the remedies, funding would also need to be identified for any possible solution as well.

If you would like to pursue this further, we would recommend that you may want to follow up with your City Councilmembers. Below, I have listed their names and phone numbers if you should wish to reach out to them:

- Councilman David Anderson (Home: 302-747-1971 or Office: 302-736-7006)
- Councilman Wallace Dixon (Home: 302-736-0304 or Office: 302-736-7006)

I hope that this information is helpful, and thank you again for contacting us about this issue.

Glenn Shipley
Legislative Assistant
Office of Senator Brian J. Bushweller
(302) 744-4035 - Dover
(302) 739-7770 - Dover Fax
glenn.shipley@state.de.us

This message and any attachments may contain confidential or privileged information and are intended only for the use of the intended recipients of this message. If you are not the intended recipient of this message, please notify the sender by return email, and delete this and all copies of this message and any attachments from your system. Any unauthorized disclosure, use, distribution, or reproduction of this message or any attachments is prohibited and may be unlawful.

Contact Brian form has been submitted on Brian Bushweller, State Senator.

First Name: Samuel

Last Name: Arost

Email: musicsam@comcast.net

Address (Street, City, State, Zip): 806 Woodcrest Drive

Subject: street repair

Message, comments or questions::
Sir, I have tried for more than 2 yrs to get the street fixed on Buttner Place and Walker Rd, coming out of the power plant. After a heavy rain the water accumulates to several inches in a tornup hole in the asphalt, and can hide debris that can cause damage to your car or tires. The water cannot go down because the sewer is blocked.

I have talked, on many occasions to the City of Dover, including engineer Jason Lyons, Sharon Duka, and even mayor Carey. At times I was shunted back to the State, saying it was the State's problem. Turns out it is Dover's problem.

I have sent email pictures to councilman? Anderson, and no reply.

Not only does it cause a traffic jam at 3:30 when the power plant employees leave, but I suffered damage to a tire last spring costing $27.00 to fix.

In the 2 yrs that I have been fighting this battle, twice, twice,twice, your city crews have come along and painted arrows on the street that can't be seen when the water fills up.

I noticed that the park area on Park Drive between Loockerman and Division st. is getting new sidewalks. And I see sidewalks around the town getting fixed.

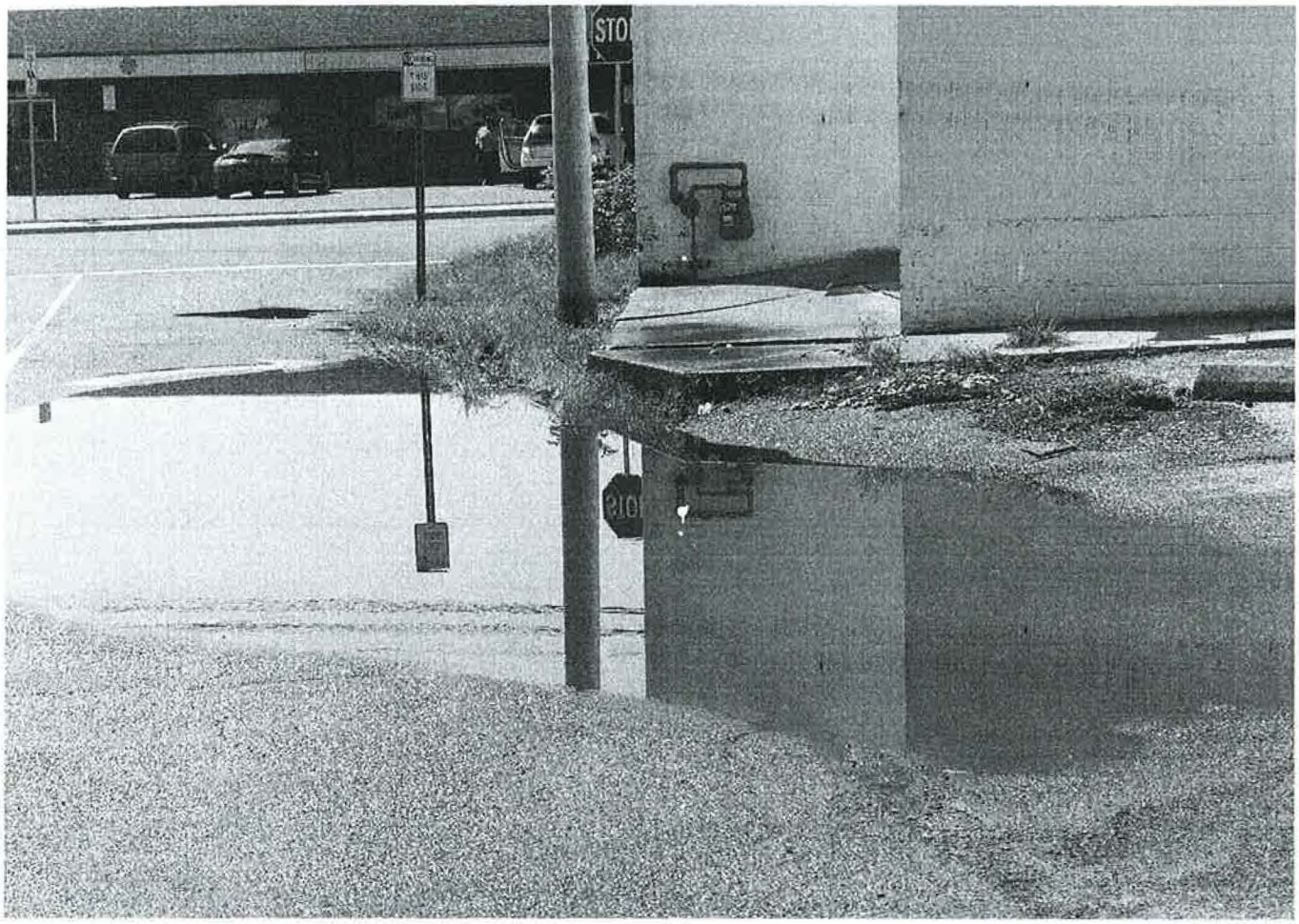
Recently, I was told that you may have the solution.

Why is this less important when it is causing a traffic hazard?

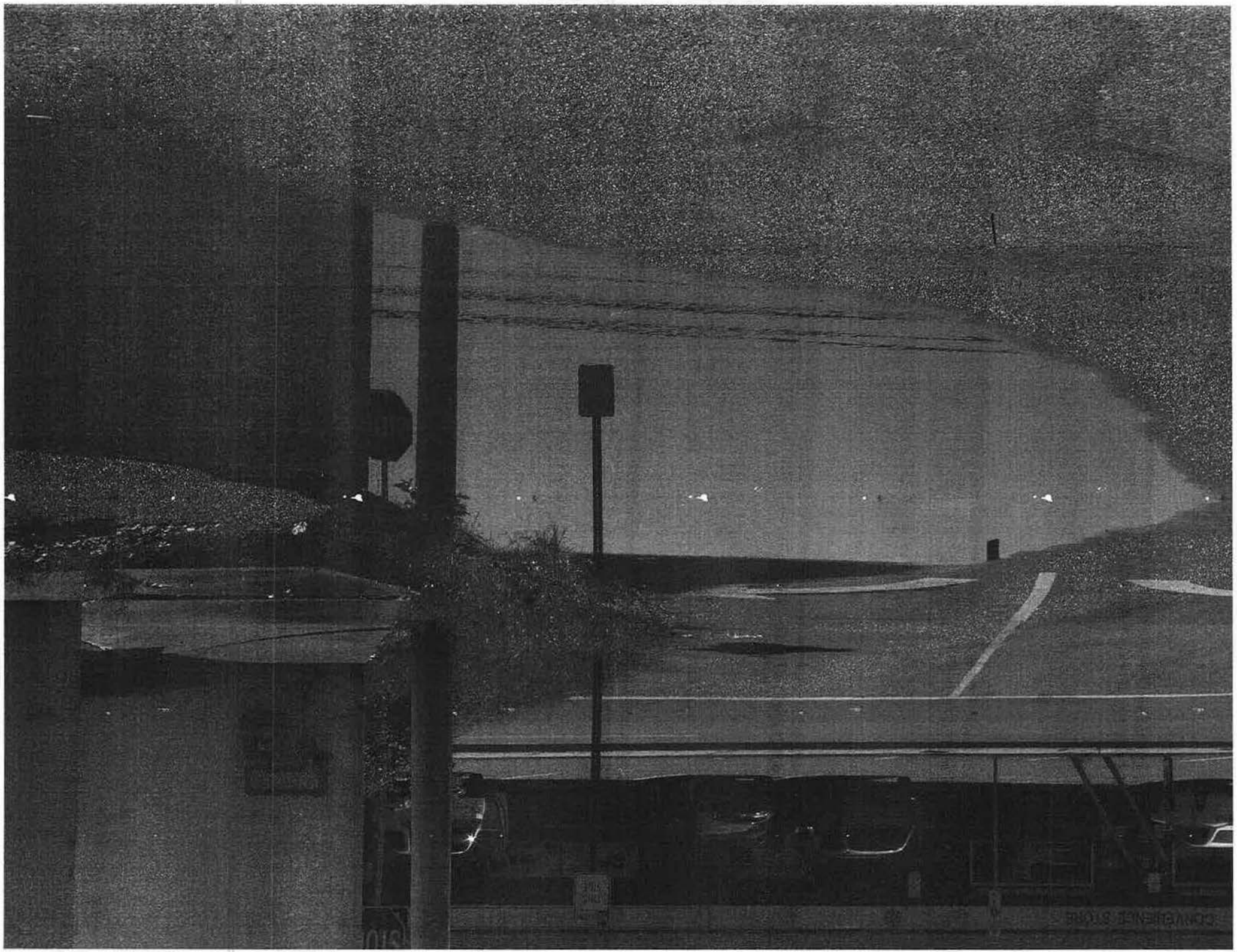
Please see if you can get someone to move on this issue.

Sam Arost

User Information
IP Address: 108.36.210.4
User-Agent (Browser/OS): Mozilla/5.0 (Windows NT 6.1; WOW64; rv:32.0) Gecko/20100101 Firefox/32.0
Referrer: http://bushwellersenate.com/?page_id=208



After a moderate rain,
1st or 2nd day.




GOB



CERTIFICATE OF CONGRATULATIONS

The Mayor and Council of the City of Dover do hereby present this Certificate of Congratulations to

Coach Danny Waite & The Dover CR Raiders Jr. Pee Wee Pop Warner Football Team

For your hard work and dedication on winning the Mid Atlantic Division III Championship.

The City of Dover extends its congratulations on this very memorable event.

December 8, 2014

ROBIN R. CHRISTIANSEN
MAYOR

DAVID L. BONAR
COUNCIL PRESIDENT

COUNCIL RESOLUTION NO. 2014-15

WHEREAS, *on December 17, 2013, an eastbound vehicle on West North Street near the intersection of West Street, driven by an 82-year-old female, left the roadway and became immobilized on the railroad tracks; and*

WHEREAS, *while driving past the area, Mr. Gale E. Voshell noticed the vehicle on the tracks with its lights on. Unsure whether the vehicle was occupied, he became concerned and returned to the scene and observed the railroad crossing gates go down, heard a train whistle, and saw the train approaching from the north; and*

WHEREAS, *Mr. Voshell rushed to help the elderly operator from the vehicle and ushered her away from the railroad tracks. When they had attained a distance of approximately 20 feet from the vehicle, Mr. Voshell shielded the victim from flying debris and possible explosion as the train struck the rear of the car, propelling the car down the tracks and destroying it. Mr. Voshell's quick thinking and courageous actions saved the victim from injury and averted what could have been a tragic loss, and he deserves special recognition by the governing body of this City.*

NOW, THEREFORE, BE IT RESOLVED *that the Mayor and Council recognize that Mr. Voshell risked his own life to save the life of another, and in recognition of his heroic actions, the Mayor and Council award Mr. Gale E. Voshell a City of Dover Gold Medal and direct the City Clerk to make this Resolution a part of the permanent records of the City of Dover.*

ADOPTED:

ROBIN R. CHRISTIANSEN
MAYOR

DAVID L. BONAR
COUNCIL PRESIDENT

PETITION TO AMEND AND ZONING DISTRICT
Public Hearing before the
Dover City Council
December 8, 2014

Applicants/Owners:	West Division Holdings LLC
Address:	603 West Division Street
Location:	North side of West Division Street, immediately west of the railroad tracks
Tax Parcel ID #:	ED05-076.08-01-19.00-000 ED05-076.08-01-19.01-000
Size:	31,003 SF +/-
Present Use:	Vacant
Proposed Use:	Car Dealership
Comprehensive Plan Designation:	Industrial and Public Utilities
Present Zoning:	M (Manufacturing Zone)/COZ-1 (Corridor Overlay Zone)
Proposed Zoning:	C-3 (Service Commercial Zone)/COZ-1 (Corridor Overlay Zone)
Reason for Request:	To allow for auto dealership
File Number:	Z-14-03
Ordinance Number:	2014-23

Existing Property
The property is currently zoned M (Manufacturing Zone) and subject to the COZ-1 (Corridor Overlay Zone). The subject property consists of two parcels of land adjacent to the railroad tracks. The westernmost parcel has a one-story frame building and a concrete block shed. Five Star Limousine was formerly located at this location.

Surrounding Land Uses:
The subject property is surrounded by other light industrial and service uses. The property is immediately west of the railroad tracks. Property to the north and east is zoned C-3 and M. This is an area where properties have been rezoned from M to C-3 over time.

Comprehensive Plan:
The *2008 Comprehensive Plan* depicts the subject area in question as Industrial and Public Utilities land use classification on Map 12-1: Land Development Plan Map. The C-3 zoning classification is consistent with the Residential Medium Density land use classification.

Request for C-3 (Service Commercial Zone)
The following description of the C-3 zoning district is provided from Article 3 §15 of the *Zoning Ordinance.*

Section 15. - Service commercial zone (C-3).

15.1 *Uses permitted.* In a service commercial zone (C-3), no building or premises shall be used, and no building or part of a building shall be erected, which is arranged, intended, or designed to be used, in whole or in part, for any purpose, except the following:

(a) Service establishments.

(b) Personal service establishments.

(c) Business, professional or governmental offices.

(d) Retail uses accessory to a permitted use.

(e) Drive-throughs accessory to a permitted use.

(f) Wholesale, storage, and warehousing establishments.

(g) Indoor recreation and amusement establishments.

(h) Motor vehicle, boat, or farm equipment sales or service, subject to the following regulations:

(1) The minimum lot size for such establishments shall be 20,000 square feet, and the minimum street frontage shall be 150 feet.

(2) Entrance and exit driveways shall have an unrestricted width of not less than 16 feet, shall be located not nearer than ten feet from any property line and shall be so laid out as to avoid the necessity of any vehicle leaving the property to back out across any public right-of-way or portion thereof.

(3) Vehicle lifts or pits, dismantled and disabled automobiles and all parts or supplies shall be located within a building enclosed on all sides.

(4) All service or repair of motor vehicles, other than such minor servicing as change of tires or sale of gasoline or oil, shall be conducted in a building fully enclosed on all sides. This requirement shall not be construed to mean that the doors to any repair shop must be kept closed at all times.

(5) The storage of gasoline or flammable oils in bulk shall be located fully underground in accordance with applicable provisions of the National Fire Protection Association Code.

(6) No fuel pumps shall be located nearer than 15 feet to any street line.

(7) Fuel pumps shall not be permitted closer than 100 feet from a property line of any school, day care, church, hospital, nursing home, or place of public assembly designed for the simultaneous use and occupancy by more than 100 persons.

(i) Manufacturing, assembling, converting, altering, finishing, cleaning or any other processing of products for sale on or off the premises, provided that not more than 25 persons shall be engaged in such activity; and provided further, that any such use shall be subject to the performance standards procedure as set forth in article 5, section 8.

(j) Mini-storage facilities, subject to the following regulations:

(1) No unit shall be placed within 30 feet of a residential property line.

(2) No outside storage, except for recreational vehicles, boats, or personal automobiles when parked in specifically approved locations. Parking for these vehicles shall not count toward the required parking set forth in subsection (e) below.

(3) No individual unit may be used for retail, garage sale or any other commercial activities.

(4) No storage of flammable, explosive, corrosive or other hazardous products may occur in the individual unit.

(5) Parking must be provided at a ratio of one space for each 25 rental units, plus a minimum of three spaces for an office outside of the enclosure.

15.2 *Conditional uses.* The following uses are permitted, conditional upon the approval of the planning commission in accordance with the procedures and subject to the general conditions set forth in article 10, section 1:

(a) Crematory, subject to the following requirements:

(1) The building lot line upon which a crematory is to be established shall be located at least 100 feet from any residential zone.

(2) Where adjacent to residential zones, all landscape buffers shall be required. The buffer shall consist of a landscape screen no less than six and one-half feet high. All landscaping shall be properly maintained throughout the life of the use on lot.

(3) Loading operations shall be conducted within a completely enclosed building. Location of loading doors shall be at the side or rear of the building.

(4) The crematory shall comply with the Delaware Incinerator Regulations. A copy of the approved air pollution permit issued by the State of Delaware Department of Natural Resources and Environmental Control shall accompany the application for a certificate of occupancy.

15.3 *Enclosed buildings.* All permitted uses and all storage accessory thereto, other than offstreet parking, shall be carried on in buildings fully enclosed on all sides, except for outdoor eating areas associated with restaurants and outdoor sales areas approved by the city planner.

Recommendation of the Planning Staff and Planning Commission:
Staff supports the rezoning request from M to C-3, with the continuation of the COZ-1. The request is consistent with the *Comprehensive Plan* and several of the former M-zoned properties in the area have been rezoned to C-3 in recent years. The request for the rezoning will not affect the character of the neighborhood.

The staff recommendation was made prior to hearing public comments of surrounding landowners and residents. Following a public hearing before the Planning Commission with no members of the public speaking in favor of or in opposition to the proposed rezoning, Planning Commission voted unanimously to recommend that City Council approve the rezoning request as submitted. An excerpt from the draft minutes is provided below.

Excerpt from the DRAFT Minutes of the Planning Commission Meeting of November 17, 2014:

1) Z-14-03 603 West Division Street – Public Hearing and Review for Recommendation to City Council on a Rezoning Application of two parcels consisting of 16,538 SF ± and 14,465 SF ±. The properties are zoned M (Manufacturing Zone) and are subject to the COZ-1 (Corridor Overlay Zone). The proposed zoning is C-3 (Service Commercial Zone) and to be subject to the COZ-1 (Corridor Overlay Zone). The property is on the north side of West Division Street just west of the railroad tracks. The owner of record is West Division Holdings, LLC. Property Address: 603 West Division Street. Tax Parcel: ED-05-076.08-01-19.00-000 and ED-05-076.08-01-19.01-000. Council District 4.

Representatives: Mr. Larry Thompson, R&R Commercial Realty; Mr. Souleymame Dious

Mrs. Townshend stated that this application is for rezoning of two parcels of land located at 603 West Division Street. Currently, it is a vacant property. There is a structure on the parcel to the west. The current zoning classification is M (Manufacturing Zone) and is subject to the COZ-1 (Corridor Overlay Zone). The proposed zoning classification is C-3 (Service Commercial Zone) and it would remain subject to the COZ-1 (Corridor Overlay Zone). The Comprehensive Plan shows this area as industrial and public utilities. The C-3 (Service Commercial Zone) zoning classification is consistent with this land-use classification. They have actually seen quite of few parcels of property in this general area and other areas of the city re-zoned from M (Manufacturing Zone) to C-3 (Service Commercial Zone). In their recent work with the business community, they have actually discussed eliminated the M (Manufacturing Zone) and looking to re-zone properties within the M (Manufacturing Zone) to either C-3 (Service Commercial Zone) or IPM (Industrial Park Manufacturing Zone) depending on what is surrounding it and what the use is. The re-zoning from M (Manufacturing Zone) to C-3 (Service Commercial Zone) is actually consistent with the way they have been looking at things and the way they have been moving in recent years.

The M (Manufacturing Zone) does not allow an automobile dealership; the new zoning classification would. There are a number of advisory comments to the applicant once the re-zoning application is complete, whether it's approved or not. In order to open the business the applicant will have a number of things that they will need to do both on the City's end and with DelDOT. The applicant is aware of those requirements.

Mr. Cregar questioned that once the zoning that the Commission will be recommending to City Council takes place the applicant will still have to do site planning for whatever they want to put

on the property? Responding to Mr. Cregar, Mrs. Townshend stated yes, it may end up being an Administrative Site Plan but there would still be Site Plan requirements.

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

Mr. Cregar moved to recommend approval to City Council for Z-14-03 603 West Division Street given the area and the look of how that area is changing, C-3 (Service Commercial Zone) seems to make a lot of sense for rezoning, seconded by Mr. Holt and the motion was unanimously carried 7-0 with Dr. Jones and Colonel Welsh absent.

City of Dover

Department of Planning & Inspections

Application No.: Z-14-03



Plan Title: 603 West Division Street
Location: West Division Street, west of railroad tracks
Plan Type: Rezoning
Tax Parcels: ED-05-076.08-01-19.00-000 & ED-05-076.08-01-19.01-000
Current Zoning: M and COZ-1
Proposed Zoning: C-3 and COZ-1
Owners: West Division Holdings, LLC
Date: 10/21/14

Legend

- Dover Parcels
- Zoning
- Subject Parcels

N W E S

0 165 330 660 Feet

CITY OF DOVER

DEVELOPMENT ADVISORY COMMITTEE

APPLICATION REVIEW COMMENTARY

STAFF D.A.C. MEETING DATE: OCTOBER 30, 2014

CITY OF DOVER Electric & Public Works Departments

APPLICATION: **603 WEST DIVISION STREET**

FILE #: **Z-14-03**

REVIEWING AGENCY: **City of Dover**

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

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

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

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

CITY AND STATE CODE REQUIREMENTS

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

1. Our office has no objection to the rezoning of: ED-05-076.08-01-19.00-000 and ED-05-076.08-01-19.01.000

RECOMMENDATIONS SUGGESTED AS CONDITIONS OF APPROVAL TO MEET CODE OBJECTIVES

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

1. None.

ADVISORY COMMENTS TO THE APPLICANT

ELECTRIC / WATER / WASTEWATER

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

SANITATION / STORMWATER / STREETS / GROUNDS

1. None

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

CITY OF DOVER

DEVELOPMENT ADVISORY COMMITTEE

APPLICATION REVIEW COMMENTARY

D.A.C. MEETING DATE: October 29, 2014

D E L D O T

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APPLICATION: 603 West Division Street
FILE#: Z-14-03 REVIEWING AGENCY: DelDOT

CONTACT PERSON: Julio F. Seneus PHONE#: 760-2145

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

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

CITY & STATE CODE REQUIREMENTS:

1. The Department has no comments for the proposed rezoning.

RECOMMENDATIONS SUGGESTED AS CONDITIONS OF APPROVAL TO MEET CODE OBJECTIVES:

ADVISORY COMMENTS TO THE APPLICANT:

- The Department will thoroughly review the existing and/or the proposed entrance along West Division to ensure that vehicle queuing will not occur on the railroad track.

- In order to be issued a Letter of No Objection (LONO), the department will require the applicant to provide the proper forms, fees, and plans.

- A Traffic Impact Study (TIS) will be required if the proposed business exceeds 50 VPH (vehicle per Peak Hour) or 400 VPD (vehicle per day). When the study is completed, DelDOT will review it and send recommendations of the improvements to Kent County. The improvements contained in the study will be implemented by the developer per DelDOT's discretion. Please, contact Mr. Troy Brestel at (302) 760-2167 or via e-mail at Troy.Brestel@state.de.us to set up a scoping meeting for this project.

- A pre-submittal meeting with the applicant will be required, if the proposed development generates 200 vehicles per day (VPD).

- The existing sidewalks along the site frontage will need to be upgraded or repaired to meet ADA compliancy.

- The applicant is required to obtain a utility permit from the DelDOT Central District for this project prior to performing any construction works within the right-of-way.

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

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

CITY OF DOVER
DEVELOPMENT ADVISORY COMMITTEE
APPLICATION REVIEW COMMENTARY
November 2014

APPLICATION: 603 West Division Street

FILE #: Z-14-03

REVIEWING AGENCY: *Kent Conservation District*

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

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

CITY AND STATE CODE REQUIREMENTS:

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

ADVISORY COMMENTS TO THE APPLICANT:

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

FINAL READING

CITY OF DOVER
PROPOSED ORDINANCE #2014-23

AN ORDINANCE AMENDING THE ZONING ORDINANCE AND ZONING MAP OF THE CITY OF DOVER BY CHANGING THE ZONING DESIGNATION OF TWO (2) PARCELS OF PROPERTY LOCATED AT 603 WEST DIVISION STREET

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

WHEREAS, it is deemed in the best interest of zoning and planning to change the permitted use of two (2) parcels of property described below from M (Manufacturing Zone) and subject to the COZ-1 (Corridor Overlay Zone) to C-3 (Service Commercial Zone) and subject to the COZ-1 (Corridor Overlay Zone).

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

1. That from and after the passage and approval of this ordinance the Zoning Map and Zoning Ordinance of the City of Dover have been amended by changing the zoning designation from M (Manufacturing Zone) and subject to the COZ-1 (Corridor Overlay Zone) to C-3 (Service Commercial Zone) and subject to the COZ-1 (Corridor Overlay Zone) on two (2) parcels of property located at 603 West Division Street, on the north side of West Division Street just west of the railroad tracks, consisting of 16,538 S.F.$^{+/-}$ and 14,465 S.F.$^{+/-}$, owned by West Division Holdings, LLC.
   (Tax Parcel: ED-05-076.08-01-19.00-000 and ED-05-076.08-01-19.01-000; Planning Reference Z-14-03)

ADOPTED: *

S:\ORDINANCES\2014\DRAFT\Ordinance #2014-23 Rezoning - 603 West Division Street-Final Reading.wpd

Actions History
12-08-2014 - Scheduled for Public Hearing/Final Reading at City Council
11-17-2014 - Review - Planning Commission
10-27-2014 - First Reading at City Council

Draft

DOVER HUMAN RELATIONS COMMISSION

The Dover Human Relations Commission (DHRC) meeting was held on October 28, 2014 at 5:15 p.m. with Chairman Wilson presiding. Members present were Mr. Henderson, Ms. Hicks (arrived at 5:18 p.m.), Mr. McGiffin, Mr. Ruane, Mr. Roach (arrived at 5:18 p.m.), Mrs. Sadusky (arrived at 5:18 p.m.), Ms. Smith, and Ms. Stewart.

AGENDA ADDITIONS/DELETIONS

Mr. Wilson requested the removal of Item 2B - Updates, State of Delaware Human Relations Commission Liaison and Item 4 - Recommendation of DHRC Liaisons to Dover Public Library.

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

DHRC Committee Meeting Reports

Mr. Wilson requested Ms. Smith to begin with her overview of the Communications Committee report, noting that she had another commitment.

By unanimous consent, members considered DHRC Committee Meeting Reports in reverse order.

Communications Committee

Ms. Smith, Chair, reviewed the Communications Committee Meeting report, dated Thursday, October 13, 2014. She informed members that she and Ms. Stewart had examined the DHRC page on the City's website and felt that improvements were needed to catch users' attention. She advised members that in considering how to clearly communicate the missions, message, and value of the DHRC, the Committee encountered conflicts in the message of the City of Dover DHRC Strategic Plan 2015-2018. This led to questions regarding whether the DHRC would handle complaints and whether it would focus on City workers only. If the DHRC would serve constituencies beyond City workers, Ms. Smith stated that the Committee was uncertain of the identities of these constituencies and what the DHRC's message to them would be. She indicated that the Committee felt these questions needed to be answered before a branding plan could be developed. Ms. Smith shared suggestions for additions to the DHRC portion of the website, including a message from the Chair and a link to allow users to sign up (include name and email address) for blasts, events, newsletters, and links to partnering organizations when these relationships are created in the future. She stated that other communication ideas included an electronic newsletter similar to the Dover Public Library's newsletter, a letter of invitation to potential DHRC partnership organizations, press releases to the media, and submission of opinions to newspapers by commissioners (after providing them to the DHRC for their review and approval).

Responding to Ms. Smith, Mr. Wilson confirmed that members of the press receive notifications of DHRC meetings.

Ms. Smith shared the Committee's ideas for suggested first steps for the Communications Committee, including following up on the Diversity, Respect and Harassment Awareness training recently organized for City of Dover employees by the City's Human Resources Department, determining if there were human rights and diversity issues in the City of Dover government, surveying the community regarding their perception of the DHRC, and providing a forum for City

employees in order to determine their views on needs. Ms. Smith stated that the Communications Committee was unsure if some of these suggestions would overlap with the responsibilities of other committees.

Mr. Wilson thanked Ms. Smith and Ms. Stewart for their efforts. He stated that there would be a meeting of all committee chairs to ensure that they were all on the same page, on target, and that their functions would mesh with the Strategic Plan and assured members that their questions would be answered.

Mr. Ruane complimented Ms. Smith on the Committee's report. He questioned if Objective D.1 of the Strategic Plan, relating to providing an update on the Commission's activities, progress, and accomplishments to the Dover City Council, had been examined and Ms. Smith confirmed that this would be part of the Committee's responsibility and would work synergistically with the newsletter, since information delivered to City Council would also be delivered to the public.

Mr. Ruane noted that the DHRC enabling legislation required a quarterly report to Council and the Strategic Plan assigned this task to the Communications Committee, although the report would come from the Chair.

Mr. Ruane stated that there would be overlap between committees, for example, in regard to the City's recent employee diversity training, as this would be one of the subjects of an assessment and evaluation by the Government Policy, Programs, and Practices Committee. In regard to Objective C.1, "Define when a diversity, inclusion and or a human relations issue exists and specify the types of these issues that will be accepted by the Commission; and, identify and implement a process for receiving and responding to such issues by taking action to correct or improve the situation," Mr. Ruane noted that it remained an objective of the Commission as a whole to deal with that challenge. It was his understanding that this would not be handled in the form of a complaint document.

Mr. Wilson stated that this point could be raised by the Government Policy, Programs, and Practices Committee. He expressed the need to coordinate all committees and requested those committees presenting verbal reports to provide them in print so that the information would be specifically included in the record.

Education Committee Report

Members were provided the Education Committee Report, entitled, "City of Dover Human Relations Commission Strategic Plan" ***(Attachment #1)***. Mr. Henderson, Chair, reviewed the report, stating that he and Mrs. Sadusky addressed Objective B.4, in regard to the external education process for the public, and Objective D.3, relating to an internal education process and program for City Council, the City administration, and the members of the DHRC. Mr. Henderson indicated that one of the best ways to educate people is through communication about the various issues that cause division. The Education Committee suggested that forums, workshop, and annual observances should be initiated to communication. In regard to forums, Mr. Henderson noted that some events were already in place and the DHRC could take advantage of this. He stated that workshops could provide both external and internal education and could be similar to the City's recent Diversity,

Respect and Harassment Awareness training. He indicated that, due to the large number of issues pertaining to cultural diversity, this could be an ongoing process. He explained that such training could be led by experts in the community, noting that some members of the DHRC, including Ms. Smith and Mr. Wilson, had experience in this area. Referring to annual observances, Mr. Henderson suggested that the DHRC honor various and diverse groups by inviting representatives to participate in annual observances, which could be held both internally and externally.

Mr. Henderson indicated that differences can be overcome through the education process and that showing how much people have in common would bridge gaps. He stressed that it would be key for education to be an ongoing process and suggested looking at resources available in the local community.

Mr. Wilson noted that the Education Committee report tied in very strongly with the Communication Committee and that it would be necessary for all members to work together on all the initiatives being developed.

Mr. Ruane concurred that the information being presented by the various committees was dovetailing. He noted that the Government Policy, Programs, and Practices Committee had struggled with the objective concerning conflict resolution and had deferred discussing it due to their feeling that they were not educated enough to move forward at this time. He hoped that the Education Committee would address and identify a resource to educate the Committee on this topic. Mr. Ruane stated that he did not have some of the knowledge or skills needed to meet some of the objectives in the Strategic Plan and DHRC statutes, such as conflict resolution, how to conduct a workshop, etc., and suggested members jot down those objectives where training was needed. He noted that it would also be important to ask Council if opportunities should be provided to educate City Council on topical areas. Mr. Ruane suggested that Council be invited to DHRC sessions and felt it important to keep Council in the learning curve.

Mr. Wilson acknowledged the need for training for members of the DHRC but expressed his opinion that most workshops should be open to the public since there were others in need of education, for example, individuals who want to obtain jobs but do not know how to apply or present themselves in a correct manner.

Mrs. Sadusky reminded members that, during the Commission meeting held on September 23, 2014, Mr. Ken Abraham, Dover Interfaith Mission for Housing (DIMH), reviewed a presentation on the DIMH Re-Entry Opportunity Program. Referring to Mr. Wilson's comment regarding the importance of assistance for those seeking jobs, Mrs. Sadusky questioned if Mr. Wilson intended that the DHRC become involved in these types of programs. Responding, Mr. Wilson stated that some individuals need to understand how to access not only jobs but Social Security, Veterans Administration services, transportation, etc. He suggested, if workshops were held, that the DHRC think beyond its own members and City Council and consider the general public. He felt that the public should be informed when workshops were available since they could also learn through their attendance.

Ms. Smith suggested that the DHRC partner with other organizations in regard to these workshops. The DHRC's name could be included so that the public would understand the branding and message of the Commission. A part of the value that the DHRC would bring to the community would be to help all people have access to this type of training.

Mr. McGiffin stated that the DHRC, because of its affiliation with the City, would be able to attract attention to training that its partners may not be able to.

Mr. Wilson reminded members that, during the DHRC meeting held on September 23, 2014, Ms. Michelle Hughes, Head of Adult Services, Dover Public Library, provided information regarding the Dover Public Library Changing America Exhibit to be held from January 7 - February 20, 2015 and invited members to serve on a steering committee to develop public programs around the exhibit. Mr. Wilson expressed his opinion that the DHRC may have "dropped the ball" in partnering with the Dover Public Library on this exhibit and stated his hope that this would not happen again in terms of not following through on volunteer opportunities. He felt that when the DHRC commits to a partnership, it would be important to ensure that there are objectives, criteria, and strategies to do so.

Responding to Ms. Smith as to whether partnering with the library was a lost opportunity, Mr. Wilson stated that it was not.

Community Engagement Committee

Mr. Roach, Chair, advised members of the need for the community to understand who the DHRC is and what the Commission does. In his experience, people in the community typically want to know "who you are and what can you do for me," and this must be determined in order for the community to "buy in" and bridge the gap. He noted that there was no one present at the current DHRC meeting from the community and expressed his opinion that it was an individual and collective responsibility of the Commission members to bring people to listen and give input, rather than assuming what is needed. Mr. Roach felt that the DHRC could not offer anything until it is known what is and is not needed and that determining community needs is the first priority. He advised members that he had spoken with Mr. Darryl Tingle, Executive Director, Greater Dover Boys and Girls Club, about the upcoming closing of the Boys and Girls Club in Mr. Roach's community and the process of closing the facility had been slowed down. Mr. Roach explained that he did this as a member of the community who saw a need for kids, rather than as a DHRC commissioner; however, he felt that commissioners should identify to their communities that commissioners have resources available outside those of a typical person in the community. In regard to resource linkage, Mr. Roach stated that it was hard to speak to someone about employment when their basic needs for food and shelter were not being met. He felt it important to find out which churches have relevant programs, where there are soup kitchens, etc., and that this information be made accessible, other than through the newspaper and internet, which may not be available to many. Mr. Roach suggested that commissioners hold individual forums, possibly in churches, basements, local Boys and Girls Clubs, etc., where they could sit down with people in their community to gain information.

In terms of getting the DHRC's message out, Mr. Roach suggested the use of social media, including a DHRC webpage with biographies for each commissioner which would allow the community to know them. Information on other important topics could also be provided to the community, such as informing residents about the importance of registering to vote.

Ms. Hicks stressed the necessity of commissioners being visible and speaking to the community, noting that there are many low-income housing developments in the City. She stressed that commissioners must "plant a seed," make themselves known, and prove that they are involved. Ms. Hicks stated that it should be known that the DHRC is here to make an effort to bring change, which starts with each community, indicating that this must be accomplished gradually through effective communication. She encouraged the use of technology and cell phone messaging.

Responding to Ms. Smith regarding how the DHRC would use text messaging, Mr. Roach clarified that the intent would be to use text messaging to communicate with leaders of community organizations, such as the principal of Dover High School, to ask them to announce DHRC events. The goal would be to engage the community, build relationships, and then educate.

Government Policy, Programs, and Practices Committee

Mr. Ruane, Chair, stated that the Government Policy, Programs, and Practices Committee met on October 9th and again on October 16th with Mr. Wilson present. The Committee focused on Objective A.1, "Work to ensure that the City of Dover has and utilizes policies, programs, ordinances, organizational practices, specialized resources and appropriately trained employees to support diversity, inclusiveness and cultural competency in its organization and services," but members felt that some parts of Objectives A.2, related to building on the DHRC's partnership with the Dover Police Department, and C.3, in regard to reviewing City ordinances, could also be partly addressed during an assessment that was planned by the Committee in regard to Objective A.1. He reiterated that the Committee did not address Objective C.4, regarding intergroup and community conflict; however, they recognized that it needed to be addressed.

Mr. Ruane reviewed the Preliminary Draft Work Plan for Completing Long-Term Objective A.1 of the Strategic Plan 2015-2018, dated October 16, 2014, noting that the subject of the work plan was to assess the City of Dover government, structure, organization, employees, and officials. He explained that the Committee recommended, when looking at the internal diversity and inclusiveness of the City of Dover, that the City be asked from the top down what was being done to promote such inclusion and to combat social exclusion in the community. This would go beyond looking at the City in terms of recruitment and diversity of its employee base to asking whether there is adequate programming to address things like homelessness, unemployment, etc., that exclude people from the mainstream. Mr. Ruane stated that the Committee's major emphasis would be on the City structure and the City as an organization and those who would be evaluated would be advised. The Committee planned to meet with the Mayor, City Council, and City Manager to explain the objectives and obtain their agreement for the leadership in the City government to work with the Committee as it does the assessment.

Mr. Ruane explained that an excerpt from *Reinventing Diversity: transforming organizational community to strengthen people, purpose, and performance,* by Howard J. Ross, would be used to develop an assessment of the City, noting that Chapter 12, "Creating Cultures that Work" provided a series of questions which the Committee felt could easily be adapted for the DHRC's purposes. Mr. Ruane encouraged members to review Chapter 12, noting that the author had performed these types of surveys with organizations throughout the country. He cautioned members that the assessment was a very large task and there was a question as to whether resources were available to accomplish it. Mr. Ruane indicated that it would be necessary to ask City leadership if the DHRC had the option to use outside resources, such as academic resources, etc. He stated that a timetable for the assessment would have to be determined in relation to the objectives of other committees.

Mr. Wilson expressed the desire to put something in print that would put a halt to the questions "who are we, what are we doing, and how will we do it" in relation to the DHRC. He requested that the Government Policy, Programs, and Practices Committee develop a firm definition of diversity and, taking into consideration all of the information that had previously been provided by the Commissioners, define the role and responsibilities of the commission and commissioners, if possible before December 1st.

Responding, Mr. Ruane stated that some of this had been accomplished, noting that a definition of diversity was included in the Strategic Plan. If someone asked a DHRC member what they are promoting and what diversity means, it was Mr. Ruane's hope that the answer would be drawn from the material in the Strategic Plan that the DHRC had accepted and adopted.

In response to Mr. McGiffin Mr. Wilson confirmed that it was his desire to have a single document with a small, easily digestible description of what the DHRC means by diversity, the role of the Commission, and the role of individual commissioners.

Referring to the recommendations in regard to the DHRC Authority and Complaint Process/Formulation of Complaint Process and Form provided by Mr. Nicholas Rodriguez, City Solicitor, during the September 23, 2014 DHRC meeting, Mr. Henderson stated that he had a better understanding of what he could not do as a commissioner, as communicated by the City Solicitor, than what he could, noting that he would continue to work on this. He stated that the DHRC Strategic Plan was "brilliant" but complicated.

Mr. Wilson suggested that each Committee develop one (1) project, perhaps for the months of January and February, to test their ability to work together and solidify the responsibilities of the chair and committee. He felt that this could be tested through an activity, event, or workshop. He noted that the Strategic Plan was complicated, but if each committee looked at what they, as well as the other committees, were being charged with, the Commission could move forward.

Mr. Ruane expressed frustration with the struggle that members were expressing as a result of the information provided by the City Solicitor. He stated his opinion that the complaint issue was "behind us" and his hope that this would be perceived as an open rather than a closed door. He stated that the DHRC had opportunities to influence policy, programs, and behavior. He emphasized that the DHRC members were not case workers and he wished to promote their ability to influence City government, which would create opportunities.

Mr. Wilson stated that he did not wish to belittle the needs of community members in need of assistance, suggesting that the DHRC could have references in print, or resource people available for those who communicate needs. He indicated frustration that the DHRC would not be receiving complaint forms but felt that members should think beyond the box of what the City Solicitor had said. He stressed the importance of moving forward with the Strategic Plan and with new ideas to help all people within the community.

Mr. McGiffin explained that the City Solicitor was charged with encouraging the City to avoid risk. He advised members that the City Solicitor typically tells the City what it cannot do and rarely tells the City what it should do; this was the message that was conveyed. Mr. McGiffin stated that Mr. Rodriguez had indicated that using a complaint form would incur risk; therefore, in Mr. Rodriguez's opinion members of the DHRC could do what they wished, so long as they did not do what they were told not to do.

Ms. Smith stated that members appreciated the efforts of Mr. Ruane and the Government Policy, Programs, and Practices Committee. She understood Mr. Ruane's frustration and stated that she did not feel that the issue was as much about a complaint form as about clarity. She felt that some of the terminology being used was not clear in terms of how members were communicating what they were feeling and experiencing.

Mr. Wilson concurred that members wished to obtain clarity and reiterated his request that the Government Policy, Program, and Practices Committee perform their assignment as soon as possible.

Responding, Mr. McGiffin expressed confidence that he could accomplish this task.

Updates

Diversity, Respect & Harassment Awareness Training for City of Dover Employees

Mr. Wilson requested members to provide their comments regarding the Diversity, Respect & Harassment Awareness Training recently provided to City of Dover employees to the City Clerk's Office by November 7, 2014 and asked the Clerk's Office to pass them to Mr. Ruane to be used by the Government Policies, Programs, and Practices Committee. He indicated that these comments should not be released to Council or the public until finalized.

Clarifying, Mr. Ruane asked members to put their thoughts regarding the training sessions in writing; however, he noted that this training would be only a small piece of what was hoped to be a larger diversity program and process in the City. The Committee wished to examine the City's whole recruitment process, and observations from the training session would be incorporated in the full report to be provided to the City.

Review of Re-entry Opportunity Program Letter to City Council

Mr. Wilson referred to the letter from Mrs. Kim Hawkins, Human Resources Director dated October 8, 2014 , regarding the Re-entry Program/Dover Interfaith Mission/Ken Abraham. He stated

that Mrs. Hawkins had clearly indicated that the City's recruitment process is a professional and legal process that is the responsibility of Mrs. Hawkins and the City. Mr. Wilson stated that the Commission had no voice in this matter.

Mr. Wilson reminded members that Item 2B - Updates, State of Delaware Human Relations Commission Liaison and Item 4 - Recommendation of DHRC Liaisons to Dover Public Library were removed from the agenda. However, Mr. Wilson advised members that, after much discussion in the Government Policy, Programs, and Practices Committee meeting, it was recommended that a DHRC liaison to the State of Delaware Human Relations Commission (SHRC) not be designated as this was deemed unnecessary. He stated that the DHRC would interact with the SHRC on an as-needed basis, as determined by the DHRC, and the SHRC realized this. These interactions would include, but not be limited to, providing information on DHRC events, programs, and workshops and seeking information that may benefit the DHRC mission and objectives as well as coordinating information needed for community support. Referring to the recommendation of DHRC Liaisons to Dover Public Library, Mr. Wilson stated that the Government, Practices, and Policies Committee recommended that no DHRC liaison be designated for the Dover Public Library. Mr. Wilson informed members that Commissioner Ruane serves on the Dover Public Library Foundation; however, he stressed the need for commissioners to be committed, as district representatives, to library assistance.

Discussion - DHRC 2015-2018 Strategic Plan

Mr. Ruane stated his feeling that the DHRC was off to a good start with Committee meetings and suggested that when a meeting is held with the committee chairs, efforts could be coordinated and the next steps for the committees could be formulated. He reminded members that there were objectives for the DHRC as a whole, including objectives about funding for the DHRC and how to develop additional resources for the Commission itself. Mr. Ruane felt that Strategic Plan Objectives C.1, C.2, D.4, and D.5 would present challenges for the Commission.

As Chair of the Government Policy, Programs, and Practices Committee, Mr. Ruane requested that another member be added to this Committee, noting that the Committee consisted of himself and Mr. McGiffin and he felt that there should be at least three (3) members.

Mr. Henderson offered to serve on this Committee.

Mr. Roach requested the input of all members in regard to the Community Engagement Committee.

Mr. Wilson thanked all committee chairs for their reports and stated that he would like to meet with the chairs before January. He requested that chairs email suggested dates for this purpose before November 22, 2014. Mr. Wilson stated that it was desired for chairs to provide information on what they are doing as a committee, and then open the discussion for everyone to be involved. He noted that all members were invited to attend the meetings with the chairs. He felt that one (1) or two (2) community events should be put on to let people know that the DHRC was present and active. Mr. Wilson reminded members that Rev. Dr. Martin Luther King, Jr. Day was coming up and questioned what would be done for these special days in 2015, and how the DHRC could be effective in that regard.

Ms. Smith suggested that the DHRC not only have a table but be on the platform for the Alpha Phi Alpha Rev. Dr. Martin Luther King, Jr. Prayer Breakfast, scheduled to be held at the Modern Maturity Center, and make its presence known in terms of saying and doing something that day in front of the community.

Mr. Roach suggested making an announcement regarding a community workshop at the event. Responding, Mr. Wilson stated that it would be up to Mr. Roach as the chair of the Community Engagement Committee how the DHRC would work with the Alpha Phi Alpha Fraternity at the Breakfast.

Mr. McGiffin indicated that he works with experts in the field of housing discrimination that are charged to do community outreach. He offered to make available a program on housing discrimination, if deemed appropriate. He stated that this would not involve a cost as long as there was a free location and a flexible time slot.

Mr. Roach suggested the possibility of providing information about the DHRC at the Prayer Breakfast and soliciting community input, which could include a brief community survey on diversity.

Mr. Wilson suggested that the particulars of Mr. Roach's recommendation be worked out before December so that information could go into the event program, noting that money would be needed to advertise in the program.

Commission Members' Announcements

Mr. McGiffin advised members that the State was investigating the facilities of the Family Court in Dover and Georgetown which, he stated, were woefully insufficient, and the Chief Justice had an initiative to actively consider consolidating these courts in a location that would straddle the county line, such as Milford. Family Court would be taken out of Dover, which Mr. McGiffin felt would be a great disservice to anyone who uses it, particularly the poorer segment of the community, and a huge mistake. He informed members that this change was not imminent and could take years, but he felt that members should be conscious of this and be prepared to do something if and when the time comes.

Mr. Ruane provided members with an article from The News Journal, entitled "Kent group to support families, friends of gays," dated October 20, 2014, and an information sheet regarding Parents and Friends of Lesbians and Gays (PFLAG) ***(Attachment #2)***. He explained that PFLAG was trying to establish a new chapter in Dover and met for the first time last week. Mr. Ruane attended the meeting and felt that the organization was off to a good start in formulating their goals and agenda. He advised members that there were existing groups in Rehoboth and Wilmington and a need for one (1) in Kent County for parents who are finding out for the first time that their child is gay or lesbian and struggling with how to continue to love their child. Mr. Ruane stated that this support group would meet again on November 18, 2014 and indicated that the Community Engagement Committee may wish to have outreach to this group, which could be helpful to someone in this situation.

Mr. Ruane provided members with an article from The News Journal, entitled "How Delaware's racial mix is changing," dated October 22, 2014, noting that this was part of a continuing series regarding changing demographics in Delaware counties, as well as a graphic depicting the diversity index for Kent County, Delaware, from the USA Today website (www.usa.today.com) ***(Attachment #3).*** Mr. Ruane felt that this information might be helpful to all members, particularly the Community Engagement Committee, in understanding the current status of diversity in the area. He advised members that The News Journal would follow up on November 2, 2014 with information regarding the impact of the demographics.

Ms. Smith advised members that she serves on the governor-supported Commission on Early Education and the Economy and felt that this Commission lacked adequate diversity. She questioned if members had knowledge of anyone with a Hispanic or Asian background who might be able to serve on this Commission since these populations were not represented. She indicated that those on the Commission were mainly CEOs of major corporations, banking institutions, etc., and that appointments were very selective. As a member of the Commission, Ms. Smith had worked with many major corporations and visited several early childhood education centers. She expressed her hope that the DHRC could talk about the significance of diversity, not only in terms of adults, but how children could be taught to embrace diversity.

Mr. Wilson expressed his hope that members would get a chance to visit some of the programs and institutions in their districts, such as the Dover Interfaith Mission for Housing, to examine the operations and needs in regard to diversity. He encouraged members to look at their districts in terms of community engagement and consider which entities they should visit that would go along with the Strategic Plan.

By unanimous consent, the meeting adjourned at 7:00 p.m.

Cecil C. Wilson
Chairman

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Attachments

Attachment #1 - Education Committee Report - City of Dover Human Relations Commission Strategic Plan
Attachment #2 - An article entitled "Kent group to support families, friends of gays," dated October 20, 2014, and a PFLAG Information Sheet
Attachment #3 - An article entitled "How Delaware's racial mix is changing," dated October 22, 2014, and a graphic depicting the diversity index for Kent County, DE

City of Dover Human Relations Commission Strategic Plan.

Our objective is to create and implement an external education process and program that better encourages an understanding of diversity, inclusion, human relations, issues, and conflict management. This would help foster a greater understanding of inclusion and fairness in the city. Ultimately, our goal provides the Dover City Council Administration and members of the Commission a better understanding of diversity, inclusion, and human relation issues; providing us with skills to effectively cultivate a greater understanding of inclusion and fairness in the city of Dover.

It is the opinion of the education committee of the Dover Human Relations Council that communication is vital towards eliminating barriers which divide various peoples. The following processes should be initiated to best encourage internal and external communication:

1. Forums: A moderated forum provides the opportunity for individuals of different backgrounds to have an open dialogue about community concerns, cultural diversity, and other relevant issues. (external education)

2. Workshops: Invite experts and community leaders to conduct educational sessions on conflict management and human relations. Resources could include professors from various universities, civil rights leaders, authors, politicians and religious leaders. Another valuable workshop resource could be a member of the Delaware State Human Relations Commission. (external education)

3. Annual Observances: In conjunction with annual observances honoring various and diverse groups (i.e. Women's History month, African American history month, Asian Pacific American month, Native American Heritage Month, National Hispanic Heritage month etc.) the commission could invite representatives to speak on the uniqueness and contribution each group, in their diversity have provided for the city of Dover and our country. United States. (internal education)

At minimum, each group should have the opportunity to address the City of Dover, city administration, and members of a Commission for internal education once a year. The forums, annual workshops, and annual observances would more than meet the needs of providing external education.

Submitted by Commissioner Lynn Sandusky and Commissioner Theodore Henderson.

McDowell, Traci

From: generuane <generuane@verizon.net>
Sent: Tuesday, October 21, 2014 1:46 PM
To: Cecil C. Wilson; McDowell, Traci
Subject: I suggest sending this info to the Dover Commission

Kent group to support families, friends of gays



Beth Miller, The News Journal *8:37 p.m. EDT October 20, 2014*

(Photo: SUBMITTED)

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Linda Gregory said she kept hearing the same comments during the Delaware Pride Festival, held in Dover this year for the first time.

She was there representing the Rehoboth chapter of Parents, Families and Friends of Lesbians & Gays. Many who stopped by asked why there was no chapter in Kent County.

Starting Tuesday, there will be. A Dover-based group hosts its first meeting at 6 p.m. at the Dover Library.

"We host a myriad of phone calls from people in crisis all the time," said Gregory, who lives in Milton. "We have kids who are coming out to their parents and we have parents whose kids have come out and they don't know what to do."

Many said they would not be able to attend meetings in Rehoboth or Wilmington, which has had a chapter for more than 20 years.

The fledgling group has the support of three Dover churches – Christ Church, The People's Church, and the Unitarian Universalists congregation.

"We're hoping by bringing these kinds of things here to Dover and Central Kent County that we can continue to open dialogue and be more pastoral and more concerned about all of our neighbors, not just some of our neighbors," said Jon Rania, a gay man who serves as lay ministry associate at Christ Church. "You have to understand with something like this, you're not just dealing with an adult or young adult struggling with their own sexuality, but also the family and friends that may not know how to respond or support their loved one or friend."

A recent anti-bullying summit at Polytech High School confirmed for Gregory the need for a Kent County group.

She expects to see the wide range of situations she has seen while launching other similar groups.

"We've had some who have cried through the whole meeting, we've had families where one parent is on board and one is not, and we've had some who have tippy-toed in."

Contact Beth Miller at (302) 324-2784 or bmiller@delawareonline.com. Follow on Twitter @BMiller57 or on Facebook.

PFLAG Information Sheet

PFLAG promotes the health and well-being of lesbian, gay, bisexual and transgender persons, their families and friends through: **support,** to cope with an adverse society; **education,** to enlighten an ill-informed public; and **advocacy,** to end discrimination and to secure equal civil rights. Parents, Families and Friends of Lesbians and Gays (PFLAG) provides opportunity for dialogue about sexual orientation and gender identity, and acts to create a society that is healthy and respectful of human diversity.

"PFLAG" is **Parents, Families and Friends of Lesbians and Gays**. We are a national support, education and advocacy organization for lesbian, gay, bisexual and transgender (LGBT) people, their families, friends and allies. With 200,000 members and supporters, and local affiliates in more than 500 communities across the U.S. and abroad, PFLAG is the largest grassroots-based family organization of its kind. PFLAG is a non-profit organization and is not affiliated with any religious or political institutions.

PFLAG **supports** LGBT people, their families and friends locally and nationally by providing PFLAG chapter helplines, support group meetings and resources. PFLAG also **educates** families and communities on sexual orientation, gender identity and LGBT issues. Local PFLAG chapters educate their communities through a variety of projects while PFLAG National continues to provide fair and accurate information about LGBT people, their loved ones, and the unique challenges they face. PFLAG also **advocates** for equal rights for lesbian, gay, bisexual and transgender people on local, state, and national levels.

PFLAG members come from all walks of life. We are straight, we are gay and we are bisexual. We are transgender. We are moms and dads, siblings, grandparents, aunts and uncles, friends, children and allies. We come from large cities and small towns. We live in rural areas. We are people of color. We come from all economic backgrounds. We come from all faith traditions. We are disabled. We are youth and we are elderly. Our membership and our leadership are diverse, but what we have in common is our commitment to grow beyond false and harmful perceptions of LGBT people, to educate our communities, and to stand up for full equal rights and protections for LGBT people.

Strategic Goals

One: Build the capacity of our organization at every level so that we may have all the resources, in the form of information, people and funding, necessary to move forward in our work with the greatest possible effect. http://community.pflag.org

Two: Create a world in which our young people may grow up and be educated with freedom from fear of violence, bullying and other forms of discrimination, regardless of their real or perceived gender identity or sexual orientation or that of their families.

Three: Make our vision and our message accessible to the broadest range of ethnic and cultural communities, ending the isolation of families with gay, lesbian, bisexual, and transgender family members within those communities.

Four: Work toward full inclusion of gay, lesbian, bisexual and transgender persons within their chosen communities of faith.

Five: Create a society in which all GLBT persons may openly and safely pursue the career path of their choice, and may be valued and encouraged to grow to their full potential in the workplace.

Six: Create a society in which all gay, lesbian, bisexual and transgender persons may enjoy, in every aspect of their lives, full civil and legal equality and may participate fully in all the rights, privileges and obligations of full citizenship in this country.

Some PFLAG Topics:

- Family Acceptance
- Health and Reparative Therapy
- Relationship Recognition and Marriage
- Safe Schools
- Workplace Fairness, including Military
- Hate Crimes Prevention and Radical Right Organizations

PFLAG-Rehoboth *pflagrehobothbeach@gmail.com* *302-841-1339*

How Delaware's racial mix is changing

Jeff Montgomery, The News Journal*9:42 a.m. EDT October 22, 2014*

- **Beginning Nov. 2, The News Journal will look at how Delaware has been enriched by its diversity.**
- **By 2060, forecasters say odds of bumping into someone of same race/ethnicity less than 1-in-3.**
- **More than 193,000 Hispanics will live in Del. by 2060 - 2.6 times higher than today**
- **"White Only" population of New Castle County will be 9 percent lower than today**

Northernmost Delaware's racial and ethnic mix now appears headed toward parity by the year 2060 with the diversity now found in Philadelphia or the Dallas and Houston areas, new population projections show.

The change would be part of a projected century-long trend that already has made it more likely than not that any random encounter in Kent or New Castle counties, or in the state as a whole, will involve a person of a different racial or ethnic group.

USA Today commissioned a nationwide demographic analysis to produce similar assessments for every county in the nation, using a 0-to-100 Diversity Index scale that reflects the random chance of meeting someone different. By 2060, forecasters concluded, nationwide odds of bumping into someone of the same race or ethnicity will be less than 1 in 3.

Even rural areas that as recently as 1960 were virtually all white are changing dramatically. Relatively rural spots like Cecil and Dorchester counties in Maryland or Cumberland County, N.J., along Delaware Bay are now expected to have populations even more diverse than New Castle County's 50 year's hence.

"You can see the direction that things are heading," said Edward C. Ratledge, a University Delaware professor and director of the Center for Applied Demography and Survey Research. "It's the same thing throughout the country. It's a more diverse population than ever. The question is: What does it say about the point when the minorities are a majority."

According to the projections, Delaware will rank as the 15th most-diverse state in the country by 2060, with New Castle County's racial and ethnic mix rising to the top 6 percent of counties nationwide. In contrast, Sussex County – once the state's most racially mixed – began trailing in diversity in the 1980s and 1990s as largely white resort-area and retirement populations swelled; it is expected to still have a 64 percent white population in 2060.

Forecasts for the rest of the Delmarva Peninsula are similar, if less extreme. They quickly lead to questions about how the population will blend, or not blend, below the broad-brush county-level statistics, and how areas and neighborhoods will look in a state where racial and ethnic segregation is a fact of life.

Among the more-prominent forecasts:

• The state's overall white population will drop from 71 percent in 2010 to 59 percent in 2060, with non-Hispanic whites expected to become a minority.

• The number of Hispanic residents in Delaware will be more than 2.6 times higher than today, growing from nearly 8 percent currently to 15 percent, with the more-than 193,000 statewide Hispanic total in 2060 exceeding the entire 2010 population of either Sussex County or Kent County.

• About 6.6 times more residents will identify themselves as being of two or more races.

• Although the number of black residents will increase by nearly 53 percent, their share of the statewide population will move only from 22 to 24 percent.

• The number of residents identifying themselves as Asian or American Indian will increase, but not as fast as other racial and ethnic groups. The state's Asian population will decline as a percentage of the total from 3.2 percent in 2010 to 2.8 percent in 2060.

No group will increase faster than Hispanic residents, expected to account for about 16 percent of New Castle and Sussex County's population by 2060, twice the present share. And no group will decline more rapidly than non-Hispanic white residents, already in the minority in some areas, including Colonial School District.

Kent and New Castle counties are among the 11 percent of counties nationwide where the Diversity Index already has crossed the 50 percent threshold. By 2060, both will be among the 13.8 percent of counties with a 67 percent or greater "hyperdiversity."

Wicomico and Worcester counties in Maryland, where Salisbury and Ocean City lie, respectively, will cross that same hyperdiversity line between 2050 and 2060.

In nearby Lancaster County, Pennsylvania, the chances of encountering a non-white resident were only 3 percent in 1960. Now the odds are nearly 30 percent, and by 2060 will move to just better than even, though still trailing the country.

Poll: How do you think Delaware will adjust to growing diversity in th...

American Indian residents, led by Delaware's Nanticoke Indian tribe members, and Pacific Islanders remain at only a fraction of a percent of the population.

Sussex County, more diverse than the rest of the state in 1960, lost ground by 1990 as the pace of Baby Boomer retirements and better off white residents moved in. Although the poultry industry's expansion fed a huge growth in laborers through immigration, especially from Guatemala, overall diversity in Sussex is not expected to cross the 50 percent mark before 2030.

But already densely-populated New Castle County will grow far more slowly than the rest of the state, with increases in other groups coming at the expense of those identifying themselves solely as white.

By 2060, the "White Only" population of New Castle County will be 9 percent lower than today – the only group expected to decline in absolute numbers in Delaware.

The total for black residents will increase significantly in absolute numbers, but that group's share of the total will grow more slowly than the multi-racial and Hispanic groups.

"There are questions about what the impacts of increased diversity are going to be in pretty much every major institution," said Barrett A. Lee, who directs the sociology department and Population Research Institute at Penn State University. "What are the consequences for local economies, politics, health care? How are increases in diversity going to affect things like civic engagement, or relations among racial or ethnic groups?"

Rural Kent County resident and small business owner Deborah J. Torrijos heartily agrees with predictions that Hispanic residents will increase their share of Delaware's population over the next 50 years, but considers the estimates low.

"Too conservative," says Torrijos, a legal and health care interpreter. "I believe that the numbers now are inaccurate, and that there actually are more Hispanics here than the Census counted."

"I think acceptance in the general population has grown," Torrijos added. "There are always people who are reluctant to accept different cultures or languages. It depends on what circles that day you're running in. To be honest, I still encounter some bigotry or insensitivity of culture from people who say 'You should speak English.'"

Delaware's Indo-Asian population, concentrated in northern Delaware, began to grow in the early 1970s as student enrollments from that country increased at the University of Delaware.

"The number of people from southern Asia has really grown in the last 8 to 10 years, and the community support has gotten better," said Gopal Bhagia, a leading member of the Indo-American Association of Delaware. "We're recognized now within the local communities that we work with. That recognition has increased tremendously."

The Census Bureau uses "Asian" as an umbrella term to take in those with heritages ranging from Pakistan and India to China, the Philippines, Japan and Malaysia. Likewise for the less-obvious factors that seem to prop up the white population, a category that includes citizens of Middle Eastern and North African descent.

In practice, Indian-Americans and Indian immigrants accounted for about 41 percent, or 12,000, of the state's roughly 30,000-member Asian population on average between 2008 and 20012 according to the Census Bureau. Those from China represented about 11 percent, Filipino another 7 percent.

Delaware lies in the heart of the region that is becoming "increasingly multi-hued, multi-lingual, multi-ethnic," according to a study on nationwide trends led by Penn State's Barrett Lee and released in late 2012.

"The most diverse communities in the U.S. are disproportionately western, southern, and coastal metropolitan areas and their principal cities and suburbs," the report noted. It added that the trend is both pervasive and a regular source of "debate, if not rancor."

Lee said separately: "We don't know if there will be a lot of unresolved issues. We don't have a crystal ball to figure out if increased diversity is going to lead to more conflict and competition for resources."

While immigration already is a frequently mentioned issue, Lee added, much more is at work.

"Many people think it's all about immigration. But even if there was some reason, or if we could magically turn off the immigration faucet today, the population would still become more and more diverse over time," Lee said, "partly because much of the increasing diversity is due to natural increases within those groups."

Contact Jeff Montgomery at 463-3344 or jmontgomery@delawareonline.com.

Source: http://www.delawareonline.com/story/news/local/2014/10/21/racial-parity-will-transform-delaware/17702071/

The complete USA Analysis can be viewed at:

http://www.usatoday.com/topic/c9aea8ab-939a-4e71-b601-fe7164498251/changing-face-of-america/

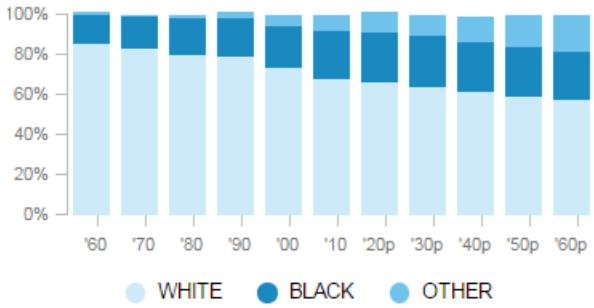
Kent County, Del.

DIVERSITY INDEX: 52

Population: 162,310

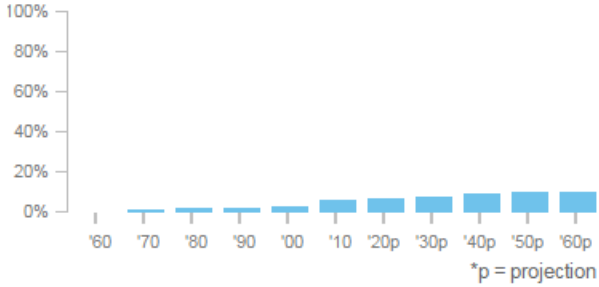
Race breakdown

"Other" includes any other groups counted in that year.



Hispanic share

Hispanics can be of any race.



0

http://www.usatoday.com/longform/news/nation/2014/10/17/diversity-race-ethnicity-change-100-years/16211133/

The Diversity Index shows on a scale from 0 to 100 the chance that two random people are different by race and ethnicity.

Kent County in 2010—White 68% Black 24% Other 8% Diversity Index--52

Kent County in 2060—White 57% Black 24% Other 19%---Diversity index--67

See complete nationwide analysis at: http://www.usatoday.com/topic/c9aea8ab-939a-4e71-b601-fe7164498251/changing-face-of-america/

LEGISLATIVE, FINANCE, AND ADMINISTRATION COMMITTEE

The Legislative, Finance, and Administration Committee meeting was held on November 24, 2014, at 6:01 p.m. with Chairman Slavin presiding. Members present were Mr. Anderson, Mr. Hare, and Mr. Sudler. Mr. Shevock was absent. Members of Council present were Council President Bonar (arrived at 6:02 p.m.), Mr. Dixon (arrived at 6:15 p.m.) and Mr. Hutchison. Mayor Christiansen was also present.

AGENDA ADDITIONS/DELETIONS

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

Dover Human Relations Commission - Request for Authorization and Funding to Attend Rev. Dr. Martin Luther King, Jr. Prayer Breakfast and to Place an Advertisement in the Souvenir Booklet

Annually, the Zeta Rho Lambda Chapter of the Alpha Phi Alpha Fraternity sponsors a Rev. Dr. Martin Luther King, Jr. Prayer Breakfast. During the October 28, 2014 Dover Human Relations Commission (DHRC) meeting, members discussed the possibility of attending the Prayer Breakfast on January 19, 2015 and placing an advertisement in the souvenir booklet.

Mr. Slavin advised members that Mr. Cecil Wilson, Chairman of the DHRC, had submitted an amendment to his original request earlier in the day, asking that the Committee consider only the request for funding to place an advertisement in the souvenir booklet. Mr. Slavin stated that the cost for a full page advertisement would be $125.

Mayor Christiansen informed members that funds were available in the Mayor's automobile account, since he only utilizes the City vehicle for out-of-town trips, which are rare. He noted that Mrs. Donna Mitchell, Controller/Treasurer, had confirmed his ability to transfer funds within the accounts in the Mayor's budget. Mayor Christiansen offered to take responsibility for placing a full page advertisement in the souvenir booklet on behalf of the Mayor, Council, and DHRC.

Mr. Hutchison stated that he strongly embraced and supported this request, and expressed his pride in the DHRC and their commitment to this event.

Mr. Hare moved to recommend acceptance of the Mayor's offer to place a full page advertisement in the 2015 Rev. Dr. Martin Luther King, Jr. Prayer Breakfast souvenir booklet on behalf of the Mayor, Council, and Dover Human Relations Commission. The motion was seconded by Mr. Anderson and unanimously carried.

Mr. Anderson expressed his gratitude to the Mayor for his offer to place the advertisement.

Mr. Slavin encouraged all members of Council to attend the prayer breakfast.

Report of the Ad Hoc Financial and Operational Advisory Committee

Council President Bonar read the following statement into the record:

Some months ago, I asked for Council's permission to establish a president's advisory counsel on city finances and organization.

This group that was appointed met several times, suffered the resignation of one eminently qualified member, but has, nonetheless, come up with significant information that I wanted to share with you this evening.

The City of Dover, although we are lucky to have reserves to cover it, continues down a path that within a few years will lead us to significant financial distress, unless we as Council take drastic, if not almost draconian, actions to reverse some of the financial perils that we have facing us in the future.

As of now, it is estimated that our budget will continue to be stressed because we have allowed ourselves to go for years without a meaningful tax increase or a significant reduction in our spending. We have tried every way possible by reductions in force and consolidation of positions and we've done a fairly decent job holding our own, but we have avoided taking on the 'sacred cows' that in some people's view permeate city government spending.

We have an unfunded pension liability of more than $120 million. We have water lines, sewer lines, and roads that need to be repaired and maintained. We have to decide whether or not we can continue to provide some of the services to our residents that we now do, or perhaps privatize them or make them enterprise funds and run them like a business is run. That would require a significant change in attitude and direction from a service-oriented city to one that runs its varied departments like a business, covering expenses while making a profit to enhance our ability to improve our facilities.

In our view, we have redundant fire and police dispatching operations that may, in my view, need to be revamped. The Kent County 911Center is equipped and willing to absorb our emergency dispatch centers with no reduction in effectiveness.

We have a trash collection system that is absolutely second to none and we provide this service at a reasonable cost and do things for our residents that most other cities do not do. If you want a sofa removed, put it out and we pick it up for free. If you have an old refrigerator, put it out and we get rid of it for you. In many cities, that service alone would cost you $50 or $100, and the question is, do we continue to provide that service or begin to charge for it.

Our overtime is running out of control and we must reign it in. Our Police Department alone racks up a half million dollars or more a year in overtime. Some of it, in the view of the Committee, could be eliminated by going back to eight hour shifts. Working our current schedules with 12 hour shifts is simply costing us too much money.

These are all items that are obviously open for debate and discussion. Do we continue to provide a parks and recreation service? In my view, that's a necessity for the youth of our City, but the fact of the matter is that it really isn't a necessity, it is a service that we as a City provide.

We have a city manager form of government, with a mayor's position that has only authority over the police department and a veto if needed. We need to put that department, as well as every other department, I believe, under the city manager if we are going to continue with a strong city manager form of government.

It's been said we need to put a million dollars a year away for our streets, water and sewer systems and we've not been putting money away for that. There is another two or three million dollars a year that we're avoiding, rather than being responsible and preparing for emergencies while keeping our systems up to date. In today's society there is no excuse for brown water to keep cropping up when it rains heavily, we flush the lines, or there's a big fire in town. While the water is still safe to drink, (there is no question about that because public health has said so) it is still brown and it does stain the laundry of some of our citizens, and there is absolutely no excuse for that.

Our planning and zoning process, in my view, is a hindrance on how we attract new businesses in town. Taking three to six months or more to get approvals and proceed with a project, in my view, is inexcusable. We've talked about it for a half a decade, that I'm aware of. If a developer comes in, they should be able to walk out the door with a clear cut list to follow, one that tells him/her (a) whether or not he can do a project and (b) sets out clear steps that he/she must follow to get it accomplished. I haven't seen concrete examples of that being done. It should be as simple as one, two, three; follow the roadmap and you can get your business or development up and running and here's how you do it. That, in my view, is being business friendly.

Now I will admit that being part of this body sometimes has challenges and there are changes that need to be made. Change can be difficult and painful or it can be painless if we work together as a team. Don't tell me repeatedly that change can't come. It's time, in our view, to take on some of these 'sacred cows' before they come back to kick us in the teeth. It's up to us, as members of Council, to be willing to do that and not just talk about it.

> In the view of some members of this Financial and Operational Advisory Committee, within three to five years, this City will be faced with a situation in which it has a paramount financial problem, and it is not beyond the realm of possibility that within a decade or less, we could be facing the same peril some other cities have suffered and had to declare bankruptcy. I, for one, do not want to see that happen in the City of Dover, and I certainly hope that none of us do. I am confident that none of you do.
>
> This has been an interesting process with this Committee. We lost the former Controller General because of the way we have to do business, because we are transparent here in city government. I believe that is a positive thing on our behalf, but there are some ways that we have to do business that preclude us from getting things done that might be a little bit [easier] to accomplish otherwise.
>
> I thank you very much for the opportunity. This Committee will be disbanded and we will continue to look at some of the suggestions that they bring forward to us. We would appreciate all members of Council's input into the financial future of our City.

Responding to Mr. Slavin, Council President Bonar confirmed that the statement was from him and not the Committee.

Mr. Slavin voiced his observation that he was appointed to this Committee more than six (6) months ago and was never notified of a meeting or conversation and did not believe any documents had been circulated that had any kind of recommendation from Committee members. Mr. Slavin stated his appreciation for the work of the Committee and requested the City Clerk to compile a list of the Committee's meeting dates and provide the Committee's meeting minutes for his review.

Mr. Anderson thanked Council President Bonar for establishing this Committee to take on some of these tough issues and to look at the City's government structure, noting his belief that these issues needed discussion. He expressed his hope that the Ad Hoc Committee would provide a report for members of the Legislative, Finance, and Administration Committee to dissect and act on. Mr. Anderson felt this report could be an important part of discussions if the City was to move forward so that the Committee's efforts would not "end up like a lot of others."

Responding, Council President Bonar stated his appreciation for Mr. Anderson's comments and his belief that the members of the Ad Hoc Committee would probably be able to provide a report.

Mr. Anderson advised Council President Bonar that there were people who would volunteer to help the Committee if needed.

Mr. Sudler expressed concern regarding Council President Bonar's comment pertaining to parks and recreation in regard to the City's youth. Mr. Sudler stated his belief that parks and recreation is a service which is a necessity for the City's youth. He felt it important to show the City's youth that the City is going to invest in them and indicated that failure to invest in the youth may result in a negative outcome in the future.

Mr. Hare noted that Council President Bonar did not mention the Electric Department and stated that the City's electric utility was created years ago to keep the tax base low; however, he felt that keeping the electric rates low and reducing the income of the electric utility had now become the priority. Mr. Hare expressed his opinion that members should address the electric utility and determine whether or not it was time for the City to get out of the electric business.

In regard to the Police Department, Mr. Hare stated that he was unsure whether the City would need fewer officers if eight (8) hour shifts were used rather than 12-hour shifts. It was his belief that the Police Department was currently operating with approximately 11 officers on a shift; therefore, going to eight (8) hour shifts would allow for three (3) shifts of 11 officers. Mr. Hare noted that Police Chief Paul Bernat had requested increasing the number of officers to provide more floating officers and to fill gaps as they occur with retirements. Mr. Hare suggested that if this request were embraced, $500,000 in overtime could be used to pay for additional officers and hopefully eliminate overtime. He informed members that he participated in a ride-along with the police from 6:30 p.m. to 6:30 a.m. on Friday, November 21, 2014 and saw quite a bit of what went on, noting that the officers that he accompanied exhibited extreme professionalism. Mr. Hare stated that they were called to Mapleton Square Apartments during his ride-along and had to go back to the same apartment 30 minutes later, stating that he was unsure what would have been done if something else had occurred in another part of Dover during this time. He indicated that he did not know whether eight (8) hour shifts or more officers would be the answer; however, he noted that the City of Salisbury, Maryland, had 120 police officers. Mr. Hare agreed that this should be looked at, as well as the electric utility, and the unions, which he did not believe were "sacred cows." He stated that the City's payroll had continued to rise over the past three (3) years because Council wanted to "be nice to everyone and not lay off anybody." Mr. Hare felt that if unions were granted their requests and then asked to provide a list of names of employees that would be laid off as a result, or if employees were laid off as a result of union activity, the unions might "perk up a little bit." He felt that everything should be looked at comprehensively, including those concerns mentioned by Mr. Bonar.

Mayor Christiansen echoed Mr. Anderson's request for a formal report from the Committee. He also thanked members of the Ad Hoc Committee and Council President Bonar for presenting the Committee's concerns "about kicking the can down the road." Mayor Christiansen expressed his opinion that the City should be creative and aggressive in looking at innovative revenues and doing what needed to be done, maybe a bit at a time, to maintain City services that citizens have become accustomed to. He felt that perhaps the City should start charging an amount for refrigerators or couches that are put out on the street. Mayor Christiansen stated his concern that if the City goes too far, it could result in illegal dumping on lots in the City and erode the City's neighborhoods. He noted that other cities that charge fees to remove refrigerators, couches, and other debris are confronting this issue. Mayor Christiansen stated his belief that the City should take a long, hard look at all of the items presented in the report of the Ad Hoc Committee and expressed gratitude that the Committee had the courage to bring this information forward.

Responding to Mayor Christiansen's comments, Mr. Sudler stated that, as a manager of Mishoe Cove, LLC, he was charged for putting out refrigerators and carpeting in excess of eight (8) feet by eight (8) feet. He expressed his opinion that, in doing business with apartment managers, it would show good faith if the City continued the system that was in place. He was unsure whether the City wanted to change the dimensions but stated his belief that the current system worked.

Mr. Hutchison expressed his opinion that, at this time, it was extremely important for the Mayor, Council, City Manager, and every department head and employee in the City to realize that they all had a responsibility in this and would have to look at the total picture, analyze it, and come back with a plan. Mr. Hutchison stated that it was clear to him that there was no way that the City of Dover could continue to move forward without addressing the unfunded liability issue. He noted that the City had the resources and ability to address its financial problems, but it would require everyone working together to come up with solutions, emphasizing that "you can't keep spending what you don't have."

Council President Bonar stated that the purpose of the Ad Hoc Committee was to open dialogue, which he thought had been accomplished, noting that members of Council seemed to have an awareness of things that were previously overlooked. He reminded members that a new budget cycle would be beginning very soon, noting that Mrs. Donna Mitchell, Controller/Treasurer, was already working with the various City departments to develop spending ideas for the next fiscal year. In addition, Mr. Bonar stated that significant revisions in the way the City does business must be incorporated in the next budget. He indicated that, in developing the next budget, the City must "take the bull by the horns" by getting spending under control, raising revenue, and consolidating where possible, while continuing to provide the current level of service. Mr. Bonar noted that the City's Police Department was second to none but that there was always room for improvement. He stated that improvements may be difficult and members may disagree; however, difficult decisions would have to be made to do what is best for the whole. Mr. Bonar stated that he would be willing to sacrifice his council seat if it would mean Council doing the right thing and putting the City on the right financial path for the future. He reiterated that the City would be in dire financial straits in the next few years unless Council takes action to turn things around.

The Committee took no action on this item.

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

Meeting adjourned at 6:27 p.m.

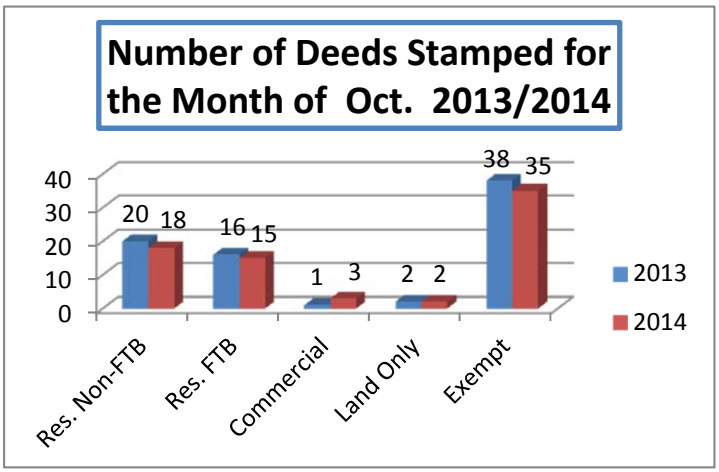
Timothy A. Slavin
Chairman

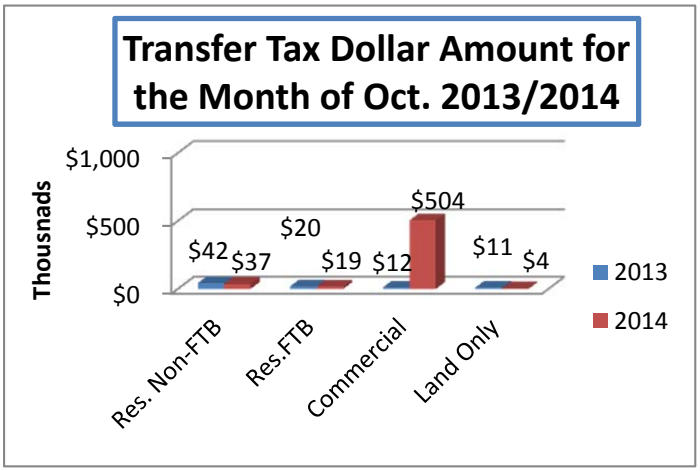
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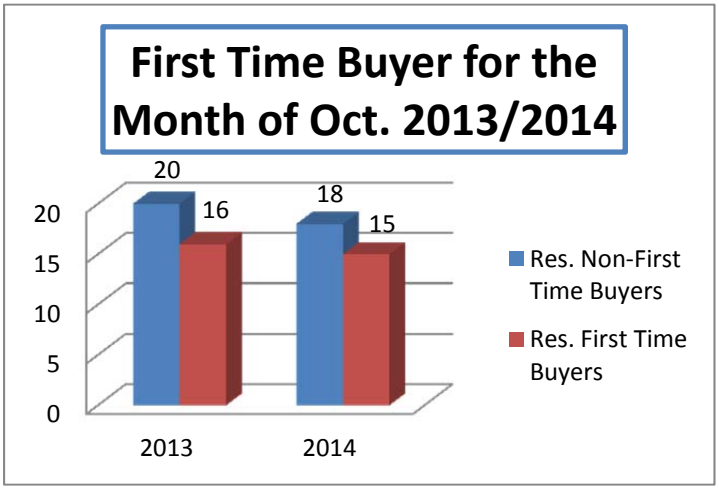
Monthly Report
October 2014

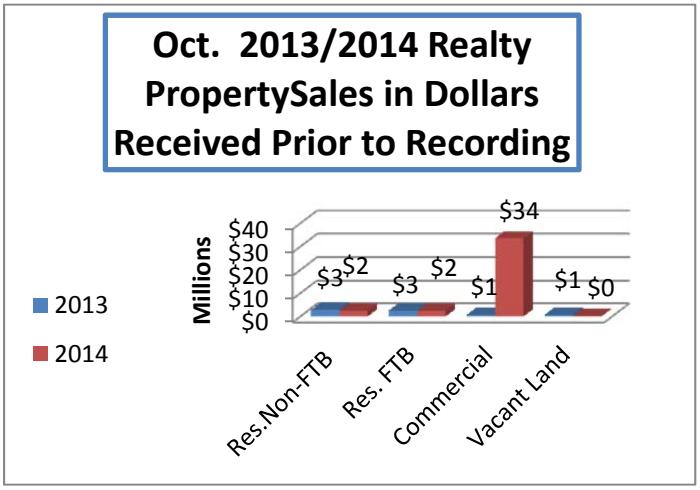


Office of City Assessor









Major Updates

	August - 14	September - 14	October - 14
Assessment Change	**$1,154,000**	**$3,597,800**	**$488,700**

Residential Sales Ratio Report

Sales in Study	Total Assessed Value	Total Sale Price	Ratio	PRD
12	**$2,266,000**	**$2,141,901**	**1.05**	**1.01**

Ratio – Assessed Value divided by Sale Price.

PRD – Mean – A PRD above 1.03 tends to indicate assessment regressivity – high valued properties are under appraised relative to low valued properties. A PRD below .98 tends to indicate assessment progressivity – high valued properties are relatively over appraised.

Points of Interest

Scanning & Filing

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

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

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

2015 Revaluation

- Tyler Technologies is reviewing the Income and Expense Reports for Commercial Properties, which had been mailed out the beginning of October.

- Please see attached Project Status report from Tyler Technologies

Assessor's Office

Supplemental Billing:

Supplemental bills were mailed out totaling $16,060.87

Delinquent Taxes:

First Sheriff Sale Notifications were mailed out the beginning of October 2014.

CITY OF DOVER
SALES RATIO REPORT

PARID	NBHD	LUC	ADDRESS	UNITS	STYLE	YRBLT	STORIES	SFLA	GRADE	CDU	TOTAL APPR	SALE DT	PRICE	ASR
ED05-057.17-01-49.00	16F	R10	12 GRISTMILL DR	1	8	1990	2	1669	C+	AV	150,700	24-OCT-14	120,000	
ED05-067.13-01-25.00	3A	R10	26 S PRESTWICK CT	1	14	1975	1	2020	C+	AV	244,000	09-OCT-14	200,000	
ED05-067.16-02-33.00	11A	R10	625 LAKEWOOD PL	1	14	1946	1	835	C	AV	128,300	21-OCT-14	125,000	
ED05-067.19-04-13.00	26	R10	130 MATTERHORN DR	1	5	2005	2	3096	B	AV	247,400	10-OCT-14	216,001	
ED05-067.20-02-54.00	11A	R10	525 N GOVERNORS AVE	1	14	1955	1	1156	C+	AV	147,200	27-OCT-14	145,000	
ED05-068.09-01-81.00	8B	R10	631 VENUE DR	1	13	2000	2	2049	A-	GD	202,300	01-OCT-14	189,000	
ED05-068.15-04-73.00	25A	R10	293 TEA PARTY TRL		13	2014	2	1782	B-	AV	166,700	08-OCT-14	154,900	
ED05-076.03-04-40.00	26C	R10	337 GILLIBROOK LN	1	6	2007	2	2888	B+	GD	233,100	06-OCT-14	225,000	
ED05-076.03-04-52.00	26C	R10	417 BEUVALE LN	1	5	2008	2	2884	B+	GD	246,300	10-OCT-14	260,000	
ED05-076.09-02-51.00	25	R10	452 NORTHDOWN DR	1	5	2005	2	2744	C+	AV	195,600	15-OCT-14	170,000	
ED05-077.11-02-66.00	13A	R10	663 ROBERTA AVE	1	5	1967	2	1544	C+	FR	135,500	10-OCT-14	172,000	
ED05-085.11-01-45.00	12	R10	162 TURNER DR	1	5	1968	2	1526	C+	AV	168,900	03-OCT-14	165,000	

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F: 888.329.2587

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October 23, 2014

Cheryl Russell, 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 tentatively scheduled for first week of October. A small initial mailing is recommended so any issues can 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 will 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

- **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.**

IV. Commercial Analysis

- **October 20th – Steve Beccio starts review and validation of commercial industrial sales.**

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ACTION ITEMS:

CITY OF DOVER:

- **Complete data edits in preparation of data inventory mailings.**
- **Provide any returned Income and Expense reports to Steve Beccio for analysis.**

CLT:

- **Continue Residential and Commercial neighborhood and sales analysis.**

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

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	0%	City of Dover
Database Edits	9/29/14	10/22/14	100%	Melissa Baer
Valuation Analysis Land	9/29/14	10/31/14	0%	Debra Christy
Valuation Analysis Buildings	9/29/14	10/31/14	0%	Debra Christy
Valuation Analysis Income & Expense	10/20/14	11/14/14	0%	Steve Beccio
Market Modeling	10/27/14	11/7/14	0%	Melissa Baer
Review of Values - Residential	11/10/14	12/5/14	0%	Debra Christy
Review of Values – Commercial	11/17/14	12/12/14	0%	Steve Beccio
Assessor Review of Values	12/8/14	1/23/15	0%	Cheryl Russell
Mail Notices to Taxpayers	2/2/15	2/2/15	0%	City of Dover
Schedule Informals	2/3/15	2/18/15	0%	TBD
Conduct Informals	2/9/15	2/20/15	0%	Ryan Zuck
Informals Resolution	2/16/15	2/27/15	0%	Ryan Zuck
Project Completion	3/13/15	3/13/15	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



OCTOBER 2014

Monthly Highlights

Customer Services

- In the month of October, we processed 4,536 credit card payments for the month totaling $1,038,991.48.

Human Resources

- Held diversity and harassment training.

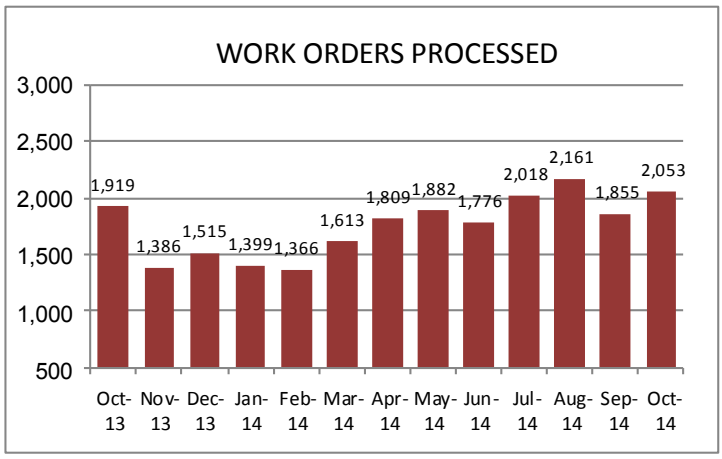
Library

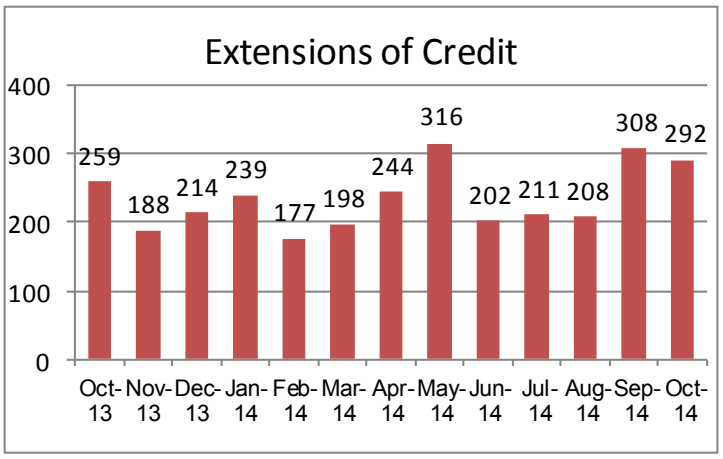
- 572 attended 60 programs for adults.
- 742 attended 18 programs for teens.
- 872 attended 39 programs for children.
- 33 volunteers completed 322.5 hours of service.
- 202 attended 46 programs/classes coordinated through the Job Center.

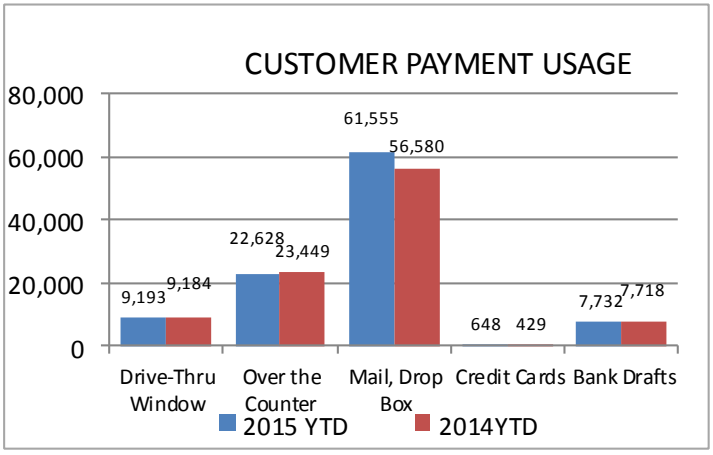
Public Works

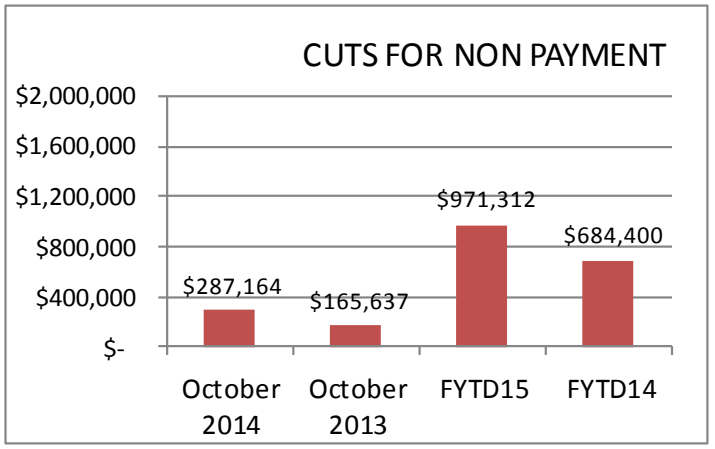
- Working on CIP and additional funding for future street program and other projects.

CUSTOMER SERVICES









Major Program Updates	Oct 2014	Oct 2013	Difference	FY 2015 Year-to-Date	FY 2014 Year-to-Date
Number of Customers Served	20,125	19,755	370	88,564	90,974
Final Bills	777	676	101	3,059	2,960
Estimated Bills	175	163	12	780	672
Penalties Posted	$ 27,509	$ 23,562	3,946	$ 78,343	$ 77,565
Extensions of Credit - Amount Extended	$ 107,308	$ 107,065	244	$ 318,241	$ 363,206
Balance Transfers	$ 5,314	$ 9,113	(3,800)	$ 13,385	$ 21,367
Utility Collections	$ 24,205	$ 26,647	(2,442)	$ 90,896	$ 105,413
Special Assessments	$ -	$ -	-	$ -	$ -
Miscellaneous Billings	$ 44,805	$ 277,567	(232,762)	$ 259,303	$ 545,304
CNP through Disconnect Collars	$ -	$ 29	(29)	-	123
Court Cases	-	-	-	-	-
Tampering's	-	-	-	-	-
Taxes Levied (includes carry forward)	$ 861,931	$ 754,458	107,473	$ 10,929,717	$ 10,894,436
Billing Adjustments	$ 215	$ 7,884	(7,669)	$ 280,706	$ 7,548
Total Taxes Collected	$ 185,546	$ 166,619	18,927	$ 10,533,823	$ 10,306,261
Taxes Outstanding	$ 676,600	$ 595,723	80,877	$ 676,600	$ 595,723
Payments in Lieu	$ -	$ -	-	$ 284,800	$ 284,800

HUMAN RESOURCES

Category	Oct 13	Nov 13	Dec 13	Jan 14	Feb 14	Mar 14	April 14	May 14	June 14	July 14	August 14	Sept 14	Oct 14	Total
Caucasian*	284	285	287	288	288	290	289	290	292	291	290	290	291	N/A
Minorities*	56	55	56	57	57	58	58	58	58	58	58	61	61	N/A
Hired	4	1	3	5	1	3	0	1	3	1	1	5	5	33
Terminated/Resigned/ Retired/Other	1	1	0	3	1	0	1	0	1	2	2	2	4	18
Transferred/Promoted	1	0	0	1	0	3	0	1	0	0	1	0	3	10
Jobs Posted	2	0	2	4	4	3	3	2	3	4	4	2	3	36
Workers Comp. Injuries	2	2	1	5	2	2	0	1	1	2	2	1	2	23
Workers Comp. Hours	110	48	120	116	0	128	125	51	130	86	160	51	22	1147
Insurance Claims	2	1	4	5	2	4	4	6	4	0	1	4	1	38

Full-time Employees: 332 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.

Position Hired: Nursery Person II; Storekeeper/Buyer (part-time); Inspector I, Code Enforcement; SORE Officers (2)

Transferred/Promoted: Inspector I to Inspector II, Fire Marshal's office; Inspector I Code Enforcement to Inspector I Fire Marshal's Office; Public Works Inspector II to Construction Manager

Positions Posted: Evidence Technician, Assistant Library Director, Groundworker

Position Resigned/Retired: Police Officer (2), Assistant Library Director, Mechanic I

Recruitment Information (Positions closed in October)

Position	Total	Female	Male	Unknown	Black	White	Hispan-ic	Asian/Pacific Islander	American Indian/Alaskan Native	Unknown	In Dover	Out Dover
SORE Agents (Sex Offender Registry Agents)	12	1	11	-	7	5	-	-	-	-	5	7
Police Evidence Technician	35	21	11	3	9	20	2	-	1	3	24	11
Groundworker (Electric)	44	-	44	-	29	14	1	-	-	-	15	29
Field Supervisor II (Grounds)	7	1	6	-	4	1	-	-	-	2	-	7

Unfilled/Open Positions by Department*

Unfilled/Open Positions By Department	Oct 13	Nov 13	Dec 13	Jan 14	Feb 14	Mar 14	April 14	May 14	Jun e 14	July 14	Aug 14	Sept 14	Oct 14
Electric	5	5	5	5	5	5	5	5	5	4	5	5	5
Public Works	15	15	14	13	13	13	13	11	10	11	11	12	11
Police	1	1	1	0	1	0	1	1	1	0	2	2	0
All Other Departments	7.5	6.5	5	6	5	5	5	4	2.5	4	3.5	4.5	5
Totals	28.5	27.5	25	24	24	23	24	21	18.5	20	21.5	23.5	21

**Not used for Budgeting Purposes*

***The following has been updated to reflected the Fiscal 2014-15 Budget**

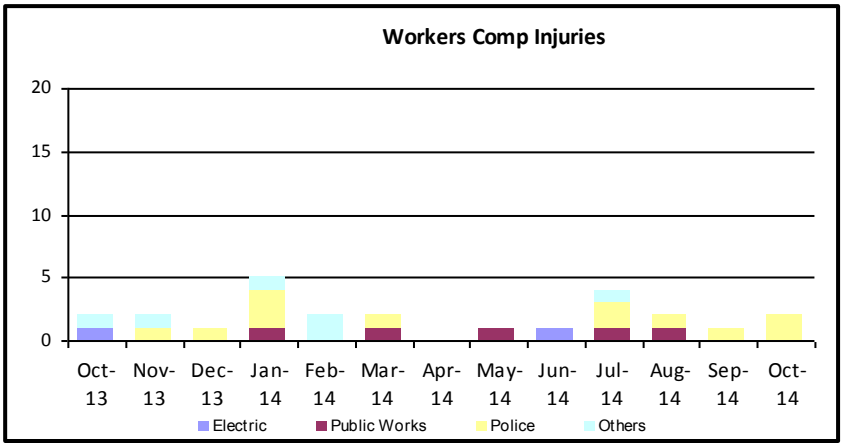
Electric: Electrical Engineer, (3) Lineman 1st Class, Engineering & System Operations Superintendent

Public Works: Utility Maintenance Mechanic II/Wastewater, Motor Equipment Operator III (Streets), (2) Motor Equipment Operators II (Grounds), Motor Equipment Operator III (Sanitation), Civil Engineer I, Field Supervisor II (Grounds), Environmental Scientist, Water Treatment Plant Operator, Mechanic I, Inspector II (Public Works)

All Other Departments: Fire Dispatcher; Assistant City Manager; Residential Assessment Technician, (2) Customer Service Clerk II (part-time) Assistant Library Director

Training Opportunities Provided: *Providing Extraordinary Customer Service* offered through NPELRA, three sessions offered total 32 employees attended; *Enhancing Managerial and Communication Skills* offered through EAP, one session offered 16 employees attended.

HUMAN RESOURCES
continued



Electric: 0 Public Works: 0 Police: 2 All Other Depts.: 0

Turnover Statistics

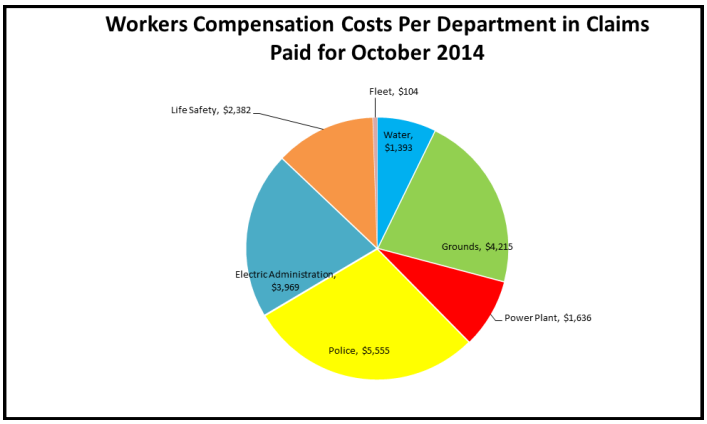
	2010	2011	2012*	2013 *	2014
Total Turnover %	5.57	6.75	11.00	10.91	4.59
Termination Turnover %	0.27	1.08	0.29	1.47	0
Resignation Turnover %	2.12	4.05	5.21	5.01	2.01
Retirement Turnover %	3.18	1.62	5.50	4.42	2.87

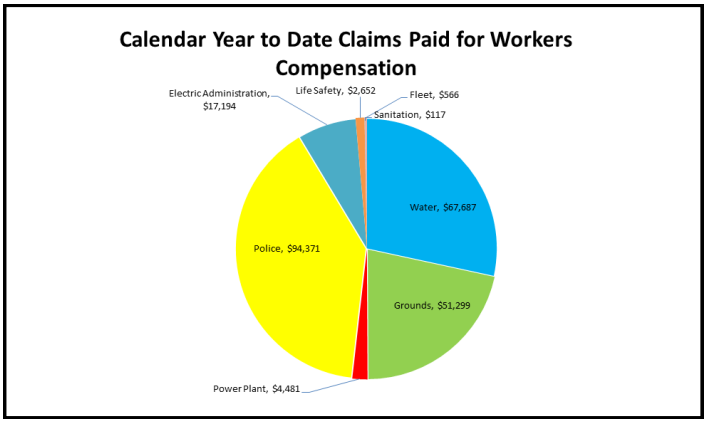
* Healthcare cost sharing implemented
** Healthcare cost sharing implemented for DOE

Average Employees

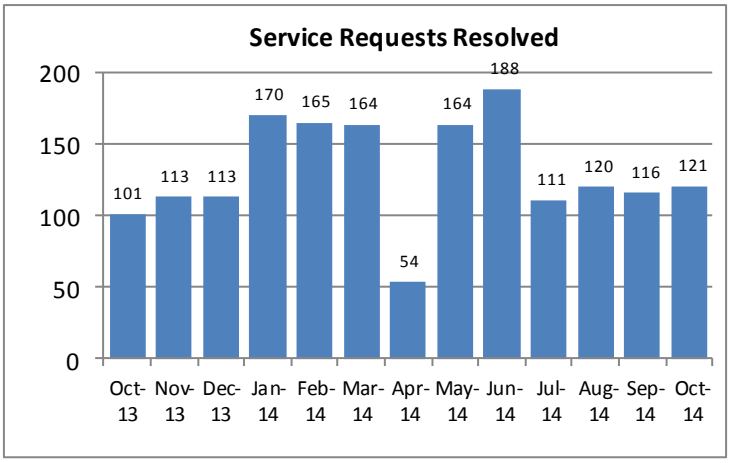
	2010	2011	2012*	2013*	2014
Total Number of Employees Separating from Service	21	25	38	37	16
Average Number of Full-time Employees	362	356	333	325	331
Average Number of Part-time Employees	16	15	12	14	18

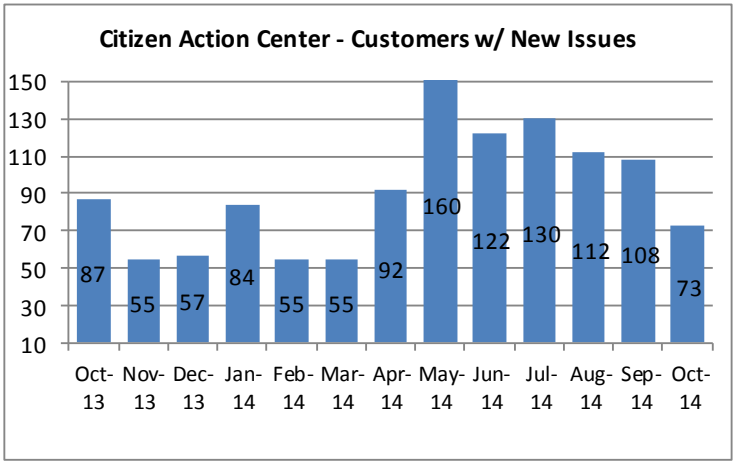
* Healthcare cost sharing implemented

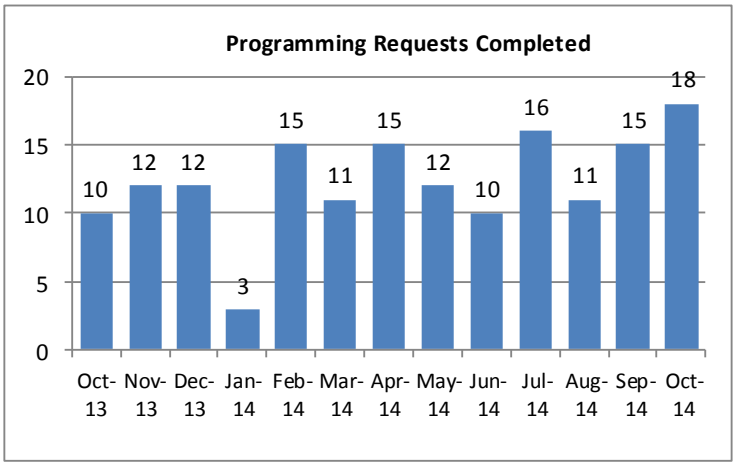


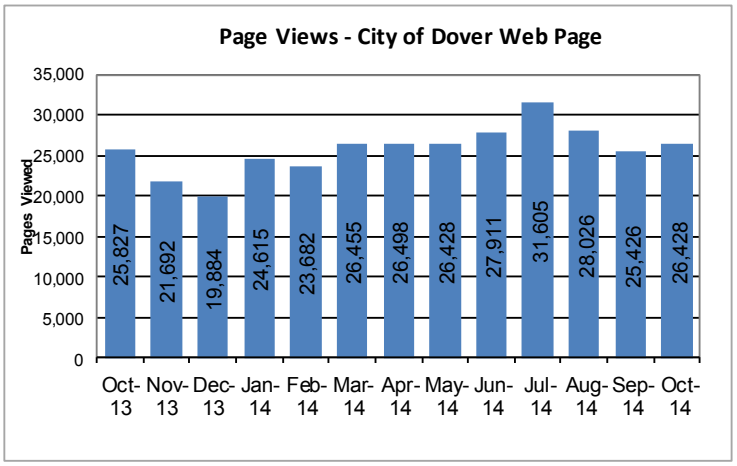


INFORMATION TECHNOLOGY





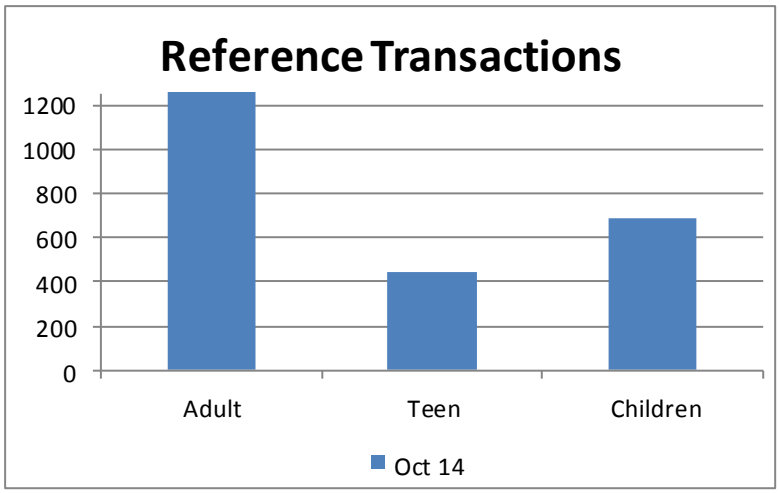




Performance Indicators	Current Month	Last Month	Same Month Last Year
iSeries Availability	100%	100%	100%
Server Availability	100%	100%	100%
AS/400 Connections *(concurrent/authorized users)*	N/A	N/A	N/A
PCs Supported	365	364	351
Scheduled PCs Replaced	-	-	-
Servers Supported	30	19	19
People Trained	15	11	16

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

LIBRARY



Adults – 1,690 Teens – 446 Children – 687

Circulation	Oct 14		FYTD 15		Oct 13		FYTD 14
Dover residents	21,113		90,085		22,905		90,133
Ebooks	1,922		7,637		1,369		5,344
Kent residents*	14,026		58,990		15,790		67,033
Non-county residents	2,430		8,772		2,249		10,308
Registrations							
Dover residents	340		1,623		435		1,736
Kent residents*	43		193		38		466
Non-county residents	2		25		6		43
Other							
Visiting Patrons	29,429		111,628		48,515		134,620
Meeting Room Usage	2,044		6,662		2,824		8,890
Photocopier Usage	1,246		4,420		1,215		5,873
Computer Printing Usage	3,363		12,090		3,091		11,664
Computer Users	5,107		19,988		5,126		20,476
Wireless Computer Users	1,742		6,904		1,196		5,088
Holds (Total)	6,825		28,304		6,698		29,702

***Breakout of Kent County Residential Statistics**

Circulation	Registrations
Harrington: 205	Harrington: 4
Milford: 119	Milford: 2
Smyrna: 818	Smyrna: 7
Outside City Limits: 12,884	Outside City Limits: 30

Total Registered Users: (Card Holders)

City: 25,392 Kent County: 12,923 Outside Kent County: 1,021

Other Points of Interest:

Inter/Interlibrary: 94 items loaned out
50 items borrowed

Technical services: 3,110 items added
243 items deleted

Volunteers: 322.5 hours of service completed

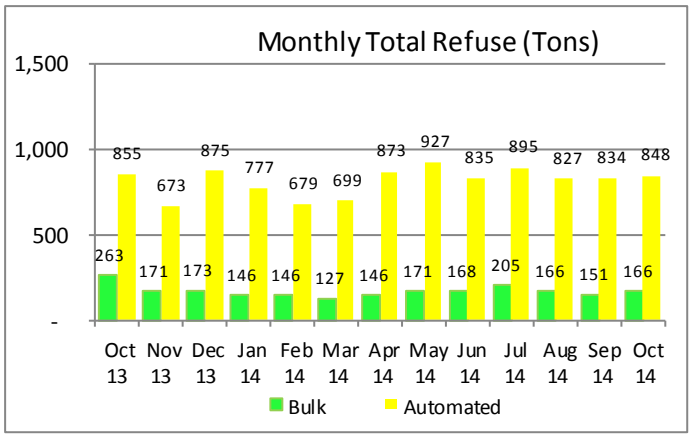
PUBLIC WORKS

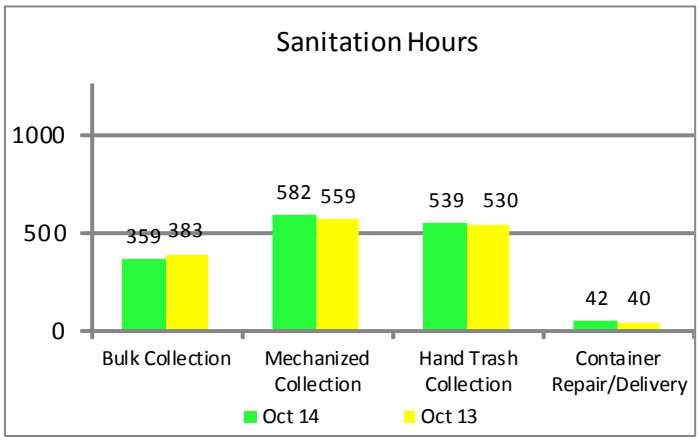
Administration

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





	OCTOBER 14	FYTD 15	OCTOBER 13	FYTD 14
Trips to DSWA Sandtown Landfill	195	759	236	918
Total Tonnage to DSWA	1,013.97	4,092.62	1,117.91	4,642.06
90-Gallon Containers Delivered	36	157	24	79
300-Gallon Containers Delivered	3	26	14	16
Total Man Hours-containers Delivered	42	159	40	154

CURBSIDE RECYCLING STATS	TOTAL # OF HOUSEHOLDS COLLECTED	TOTAL # OF ACCOUNTS	WEIGHT/LBS.	AVE. LBS.
October 2014	20,463	9,003	304,600	14.68

PUBLIC WORKS
continued

Streets	OCTOBER 14	FYTD 15	OCTOBER 13	FYTD 14
Signed Installed	17	148	27	118
Signs Repaired	17	47	15	53
Curbs Painted Yellow (feet)	0	1,306	174	5,609
New Post Installed	2	31	5	24
Storm Catch Basins Repaired	4	13	0	1
Storm Catch Basin Repairing (Hrs.)	14	65	0	1
Storm Catch Basins Cleaned	30	130	304	361
Storm Catch Basins Cleaning (Hrs.)	12	66	76	187
Hot Mix Patching (Tons)	0	1	0	236
Hot Mix Patching (Hrs.)	0	0	0	283
Cold Mix Patching Hrs.)	4	12	33	197
Concrete Work (Hrs)	18	209	108	273
Concrete Patching (Cubic Yards)	0	21	0	0
Ditch Work (Hrs).	29.0	60	14	90
Street and Alley Maintenance (Hrs)	96	264	184	696
Street Sweeping (Miles)	287	5,192	703	5,092
Street Sweeping (Cubic Yards)	126	1,302	184	1,030
Leaves Collected (Cubic Yards)	1,038	1,038	1,300	1,300
Leaf Collection (Miles)	435	435	1,358	1,358

Grounds

Total Work Orders = 12	General = 7	Arborist = 15

Arborist Crew	OCTOBER 2014	OCTOBER 2013
Trees Trimmed	15	27
Trees Removed	12	15

- Winterized the irrigation systems including the Library root garden.
- Began working on the Christmas lights.
- Worked two days on the alleys in Edgehill area.

Beautification Crew

- Began pulling annual beds to get ready for planting tulips and other bulbs.
- Took the hanging baskets down.
- Checked in the bulb order at the Warehouse.
- Added the leaf compost to annual beds that needed it.
- Began planting bulbs after edging, tilling and raking.

Mowing Crew

- Most of the mowing ended around October 22nd.
- Hauled 8 pickup loads of leaf compost to flower beds to till in before planting bulbs.
- Began planting bulbs in the flower beds.

PUBLIC WORKS continued

Geographic Information Systems (GIS)

- Created and printed various posters for Economic Development Office, Public Works and Dover Public Library.
- Created and exported various reports for Public Works and Planning & Inspections..
- Worked on creating the Downtown Development District Boundary with Planning Director.
- Converted multiple documents from PDF to Word and vice versa for various members of the Public Works Department.
- Created a Leaf Zone Pickup Status layer that is updated daily to show progress throughout the week
- Created more ArcGIS Online maps for Internal & External use and put them on the ArcGIS Online City of Dover Map Portal.
- Created an Operations Dashboard to track various aspects of Concrete Sidewalk Repairs.
- Worked with Kent County to acquire Parcel Annotations for our maps.
- Created and maintained various GIS layers such as Parcels, Rentals, Curbside Recycling, Fleet Maintenance, Trash Notices, Stump Removal, Concrete & Hotmix, etc.
- Created and printed various maps for the Public Works, Planning & Inspections, City Manager's Office, Tax Assessor's Office and Economic Development.

Fleet and Facilities Management

Fleet Maintenance

PM Work Orders Completed: **25**
Other Work Orders: **58**
Total Work Orders**: 83**
PM Hours: **138**

Number of Tire Repairs: **12**
Repair Hours: **164**
Fabrication Hours: **15**

Number of Road Repairs: **12**
Road Repair Hours: **12**
Misc. Hours: **4**

 # Of Scheduled PM's: 19
 # Of Scheduled PM's Completed: 13

Major Program Updates

MEASURE	October 2014	October 2013	DIFFERENCE
Fleet - Scheduled Preventative Maintenance appointments being kept *(Quantity and Percentage)*	13 out of 19 68.42% Winter is upon us and vehicles are destined to have problems as the temperatures drop. If you have noticed problems with your vehicle and haven't made time to schedule for repairs, now is the time.	27 out of 28 96.43%	**- 28.01 %**
Facilities Maintenance			
Facilities - Routine work orders completed within 5 days *(Quantity and Percentage)*	24 out of 24 100 %	32 out of 32 100%	**- 0 %**
Facilities - Emergency work orders completed within 2 days *(Quantity and Percentage)*	8 out of 8 100 %	1 out of 1 100 %	**-0 %**

PUBLIC WORKS
continued

Water/Wastewater

ENGINEERING SUMMARY

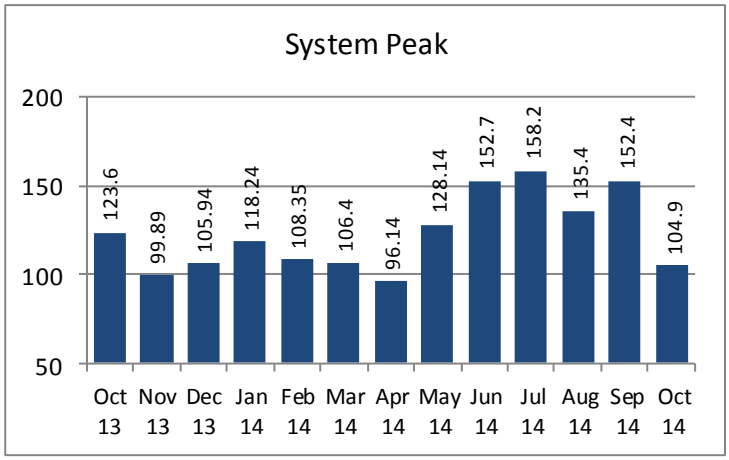
Major Program Updates	OCTOBER 2014	OCTOBER 2013	DIFF	FY15 YTD	FY14
State and Federal Violations	0 violations	0 violations	-	-	-
Water Quality Complaints	13	10	+3	57	41
Plan Review Completed Within 30 days of Submission	141 plans 100%	13 plans 100%	+1	43	36

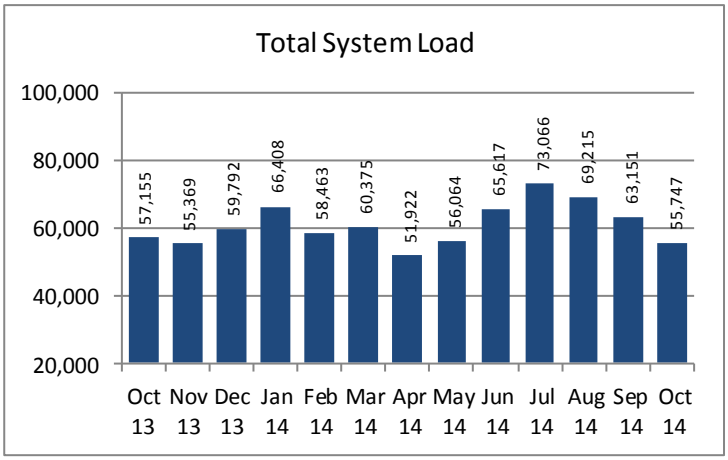
OPERATIONAL SUMMARY

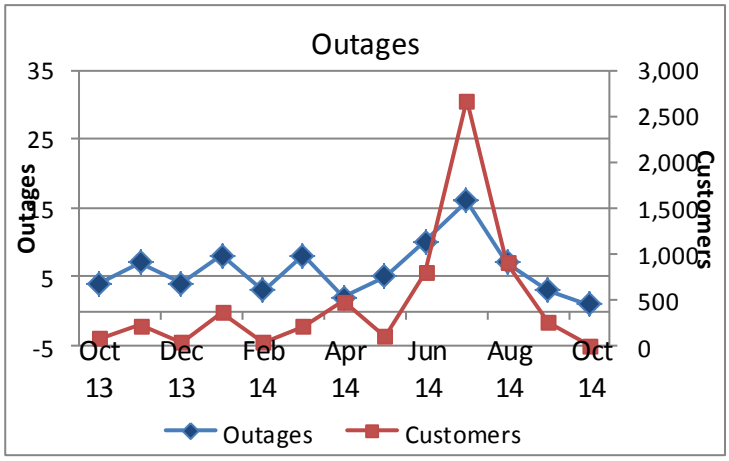
Task	OCTOBER 14	OCTOBER 13	CURRENT FY
Water Production - Daily Average	4,290,065	4,309,774	579,156,000
Average Field Response Time (goal is <30 minutes)	17.16	18.06	18.00
Water Mains Repaired	1	1	2
Water Service Lines Repaired	2	0	7
Wastewater Mains Repaired	1	0	1
Wastewater Service Lines Repaired	2	0	2
Sewer Lines Flushed - linear feet	47,561	82,066	562,144
Sewer Mains Videoed -linear feet	129	2,102	361
Total Fire Hydrants in Service	1,820	1,807	1,820
Total Water Meters in City Distribution System	14,260	14,159	14,260

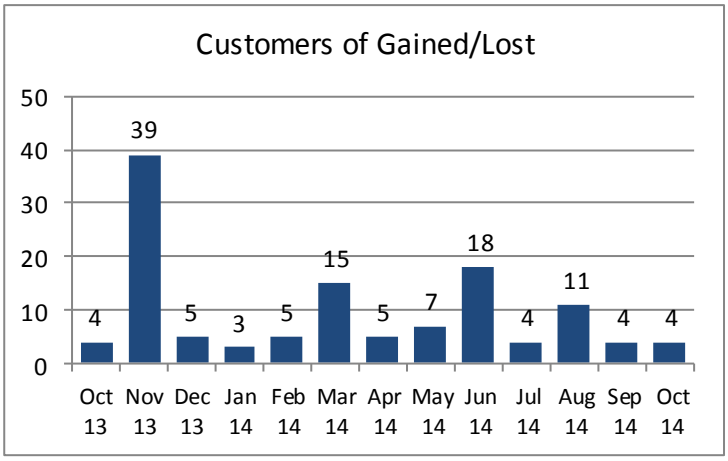
PUBLIC UTILITIES

Electric









Outages: 1 Customers: 1

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
53.54	50.74	54.53

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**
1	15	7.0 Minutes	20.61 Minutes

PROGRAM UPDATES	OCT 15	OCT 14	FY15 YTD
Tree Trimming	428	224	1425
Number of Oil Releases	0	1	2
Lost Time Accidents – All Electric Utility Divisions	0	1	0
New Services	4	4	23
Major Goals Completed in the Past Two Months			

City Planner's Monthly Report

Planning, Inspections & Recreation

OCTOBER 2014

City of Dover Parks & Recreation

Planning, Inspections & Recreation Highlights



- **Noodles & Company—**Opened a Dover location at 1037 North DuPont Highway.
- **Recreational Needs Assessment** - Our final workshop was more successful in bringing out Council and members of the public. Survey was concluded on October 15th, with 506 surveys completed. Staff is now working to compile the data for reporting purposes.
- **Velvet L. Bowen** was hired as a Inspector I/Code Enforcement Officer effective October 27, 2014.



Personnel and Training

⇒ **Job Shadowing**—In an effort to learn more about how the City of Dover works, Staff has been participating in a Job Shadowing program. Ann Marie Townshend shadowed Perry Sammons of the Sanitation Division of the Public Works Department on October 16, 2014.

⇒ Jason Osika was promoted from Inspector I/Deputy Fire Marshal to Inspector II/Deputy Fire Marshal effective October 27, 2014.

⇒ Matthew Brown was transferred from Inspector I/Code Enforcement Officer to Inspector I/ Deputy Fire Marshal effective October 27, 2014.

⇒ Wayne Voshell attended training sessions of "Providing Extraordinary Customer Service" and "Enhancing Managerial Interpersonal Skills."

⇒ Planning Staff (Ann Marie, Dawn, Bill and Tracey) attended the DE/MD APA Regional Conference in Newark, Delaware on October 28th and 29th, 2014 learning about various planning and development related projects and activities in the region.

Planning, Inspections & Recreation Revenue

Revenue Stream	FY '15 Budget		FY '15 Actual (YTD)	
Business License	$1,460,000	$	1,382,879	95%
Trailer License	$23,000	$	18,038	78%
Building Permits	$565,000	$	198,837	35%
Cert. of Occupancy	$6,200	$	2,960	48%
Public Occupancy	$10,000	$	800	8%
Lodging House	$16,000	$	483	3%
Plumbing/Heating/Air	$75,000	$	20,488	27%
Sprinkler	$35,000	$	7,224	21%
Rental Inspection Fee	$345,000	$	6,704	2%
Miscellaneous	$30,000	$	15,410	51%
Fire Protection Fees	$31,000	$	14,235	46%
Vacant Building Reg.	$60,000	$	81,233	135%
Total P&I Revenue	**$2,656,200**	$	1,749,290.85	66%
Recreation	$148,800	$	34,656	23%

LOOKING FORWARD …..

The following activities are planned for November and will be reported in the November Monthly report:

- ***Youth Basketball Sign Ups***
- ***Air Conditioning at JWP***

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 October 2014, Planning Staff was involved with review of 77 Permits and 18 Certificates of Occupancy permits (2014 calendar year total of 825 Permits and COs compared to 774 for 2013). 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.
- 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 is working on gathering the resume information for the Certified Local Government (CLG) application from the Historic District Commission members.
- The Planning Office worked extensively on the research, data gathering, and preparation of the application for the application for the Delaware Downtown Development Districts program. The GIS Division also assisted in the development of maps for the application.

- On October 27, 2014 City Council adopted Resolution #2014-13 in support of the Application for Designation as a Downtown Development District. The Application from the City of Dover was submitted to the State to meet the November 1st filing deadline.
- Ordinance #2014-18 with Staff Amendment #1 was adopted by City Council on October 27, 2014. This series of Text Amendments to the Zoning Ordinance for the Planning Neighborhood Design Option provisions relates to buffers and bulk standards. The requirement for a forty (40) foot perimeter buffer for the development was eliminated and the setback requirements were revised for certain housing unit types. (MI-14-12)
- Ordinance #2014-20 was adopted by City Council on October 8, 2014. This Text Amendment to the Zoning Ordinance pertains to the Site Development Plan review procedures as related to increases in impervious surfaces. (MI-14-14)

- Planning Staff attended the Delaware Population Consortium meeting on October 16 and the DPC Annual Meeting on October 30, 2014. . The Consortium, following review population and demographic adopted the yearly projections for each county and selected municipalities including Dover. The Population Projection Series covers 2010-2040. The DPC estimates the population of Dover to be 37,540 people (as of July 1, 2014).



New Dover High School Project (C-10-05/S-11-18)

Construction activities related to completing the site improvements continued in October at the new Dover High School project site. Temporary Certificates of Occupancy with conditions and limitations on the authorized use of the high school building and the stadium and athletic field areas were extended through November 15, 2014. The TCO are expected to be extended through the end of the calendar year as construction activity continues with the site areas of the campus. A project coordination meeting is scheduled for November 6, 2014 with the District, City Departments, and State agencies involved in the construction process. Staff will conduct the next series of inspections in December. Project work remains for the baseball/softball field areas, eastern areas of the site, tree plantings, and other site stabilization work.

Construction Activity

- 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 (Foundation only) were issued for two apartment buildings and a Building Permit was issued for the Community Center building in October.

- A Pre-Construction Meeting with City Staff was held on October 9, 2014 for the New Showroom and Service Building for Winner Ford at 591 South DuPont Highway (Site Plan S-14-02). Demolition and Building Permits for the project were also issued in October.

- The Planning Staff continues to participate in bi-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 resubmission of the Administrative Site Plan (S-14-20) for the addition of a Fuel Oil Tank; the proposal remains under review with the technical review agencies.

- 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) A variance regarding fence height was approved by the Board of Adjustment in October (V-14-12).

BOARD AND COMMISSION ACTIVITY

Planning Commission

The Planning Commission did not met on October 20, 2014. The next Planning Commission meeting is scheduled for November 17, 2014.

Board of Adjustment

The Board of Adjustment met on October 15, 2014. The next regular scheduled meeting of the Board of Adjustment is scheduled for November 19, 2014. The following applications were considered:

- **V-14-11 Variance at 1084-1086 South State Street**—Variance approval was granted by the Board of Adjustment for parking as it relates to the maximum allowed parking for the proposed use.
- **V-14-12 Variance at 200 Garrison Oak Drive**—Variance approval was granted by the Board of Adjustment to specifically allow a 6 foot (in height) fence to be built in the front yard of the property and that the variance also include, that the fence can be located up to including 20 feet into the setback or 40 feet from the property line.
- **V-14-10 Appeal Application at South Side of Lafferty Lane**—At the request of the applicant, the Board of Adjustment deferred consideration of the appeal from the October 15, 2014 meeting to the November 19, 2014 meeting.

Historic District Commission

The Historic District Commission did not met on October 16, 2014. The next Historic District Commission meeting is scheduled for November 20, 2014.

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. Two (2) clients have purchased properties using the Dover First Start Program and three (3) clients are mortgage ready and preparing to go under contract.
- ***Dover Interfaith Mission for Housing***
  CDBG funds will be used for operations costs for the shelter.
- ***NCALL Research***
  CDBG funds will be utilized for pre-purchase homeownership counseling services for up to ten (10) Dover residents.
- ***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 currently under bid review.
- ***Restoring Central Dover Initiative***
  The Draft Plan has been submitted to the Steering Committee for review and comments.
- **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 hearings have been scheduled for early November and will be moderated by the consulting firm Mullin and Lonergan.

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 some minor interior work occurring.
- *409 South DuPont Highway*—Notice was sent to the owner to have repairs made or the property will go forward to City Council on April 14, 2014 to have Council declare it dangerous. The owner of the property has obtained a structural engineer's report and has submitted plans to renovate the structure.
- *640 Nimitz Road*—15 day notice sent to owners to repair or demolish the structure by June 8, 2014. On June 25th, Council declared the structure dangerous and ordered the property owner to repair or demolish the structure by July 25, 2014. The Demolition bid has been awarded to Gateway Construction. The abatement of the asbestos will occur in October, with demolition occurring together.
- *238 N. New Street*— The demolition of the home was completed.
- *803 Westview Terrace*—A lien search has been ordered for the property. Notice sent to all lien holders to make the pool safe or the City will have it demolished. On August 25th, the Dover City Council declared the pool dangerous and ordered it repaired or demolished by September 25, 2014. Carrington Mortgage gained control of the property in October and had the pool made safe and brought it into code compliance.
- *231 Mifflin Road*—A lien search has been ordered for the property. Notice sent to all lien holders to make the pool safe or the City will have it demolished. On August 25th, the Dover City Council declared the pool dangerous and ordered it repaired or demolished by September 25th. No repairs have been made, the City is proceeding with bids for demolition. Carrington Mortgage gained control of the property in October and has ordered that the pool be made safe and brought into code compliance. Staff will re-check in November.
- *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.

- *Vacant Buildings*—During the month of October, twenty eight (28) additional buildings were registered as vacant, and $3,500.00 in vacant building registration fees were collected.

Code Enforcement Activity—OCTOBER

Case Type	# cases current month	# cases YTD	% staff initiated current month	% staff initiated YTD
No valid Rental Permit	1	148	100%	96%
No valid Building Permit	5	74	78%	69%
Tall grass and weeds	22	920	73%	85%
Unregistered vehicle	2	28	100%	86%
Abandoned vehicle	10	84	50%	74%
Annual Housing Inspection	18	290	78%	86%
Property Maintenance – Exterior	8	502	38%	75%
Electric Termination	28	266	89%	95%
Dover Code of Ordinances	47	608	64%	69%
Zoning	6	96	67%	73%
Total Cases	**147**	**3016**		
Total # of Inspections For Month	**296**			

Fire Marshal's Office, Building Inspections & Licensing Summary

LIFE SAFETY				
Inspections	**OCT 14**	**FYTD 15**	**OCT 13**	**FYTD 14**
Annual Fire/Life Safety Inspections	14	199	65	442
Fire/Code/DCO Complaints	41	280	17	515
Inspection Deficiencies from AFI	30	416	30	310
C/O & Acceptance Tests	12	39	7	73
Administrative Walk Thru	8	31	-	-
Accidental	$10,000	$49,500	$6,000	$142,450.00
Incendiary	$10,000	$100.00	$0.00	$44,600.00
Undetermined	$0	$0	$50,000	$271,000.00
PERMITTING AND LICENSING				
Permits Issued	**OCT 14**	**FYTD 15**	**OCT 13**	**FYTD 14**
Administrative Permit	3	23	1	4
Building Addition/Renovation Permits	47	353	49	167
Building Permits	21	161	18	64
Demolition Permits	5	49	5	21
Fence Permits	7	101	9	33
Fire Prevention Permits	8	67	13	44
Mechanical Permits	43	253	21	89
Plumbing Permits	38	227	29	127
Sign Permits	9	183	33	345
Swimming Pool Permits	0	14	1	6
Business Licenses	72	2349	47	1209
Merchant Licenses	5	391	7	276
Contractor Licenses	46	1323	32	785
Lodging House Licenses	0	45	2	2
Mobile Homes	60	405	87	286
Public Occupancy	17	358	6	26
Rental Dwelling	71	3024	21	99
BUILDING INSPECTIONS				
Inspections	**OCT 14**	**FYTD 15**	**OCT 13**	**FYTD 14**
Building	410	1417	384	1322
Plumbing/Mechanical	271	1021	350	1214
Certificate of Occupancy	18	58	18	53

Fire Marshal's Office—At a Glance

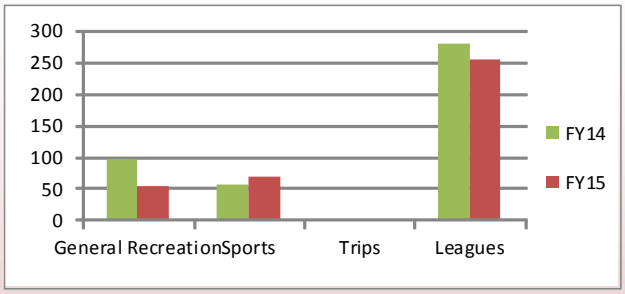
City of Dover Fire Marshal's Office had a busy month handling various fire related incidents; Major Incidents included two subjects being arrested for fire related offenses ranging from Arson 1st to Reckless Burning and a third incident involving a subject receiving 1st degree burns. Great Job Staff!



Recreation Division

Enrollment Summary

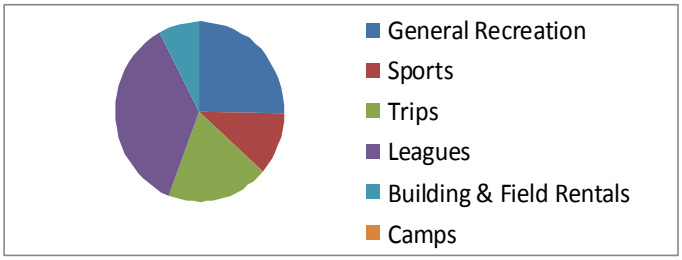
October 2013 verses October 2014

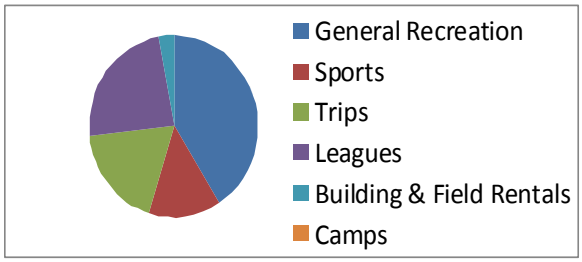


Category	FY14	FY15
General Recreation	96	52
Sports	55	67
Trips	0	0
Leagues	280	255
Camps	n/a	n/a



Revenue Breakdown: October 2014 verses October 2013





General Recreation	1,682.50
Sports	735.00
Trips	1,295.00
Leagues	2,390.00
Building & Field Rentals	517.50
Camps	0

General Recreation	2,673.50
Sports	885.00
Trips	1,227.00
Leagues	1,550.00
Building & Field Rentals	180.00
Camps	0





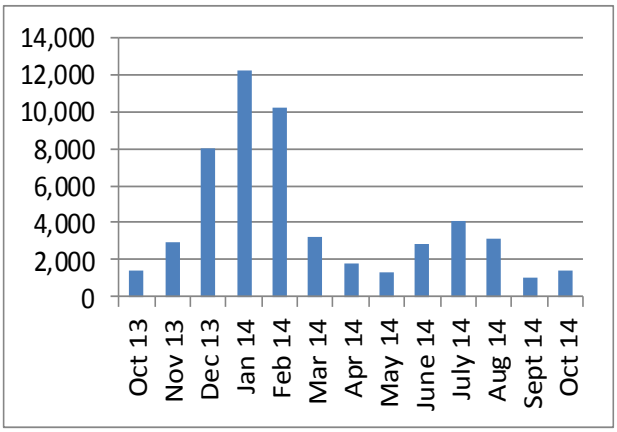




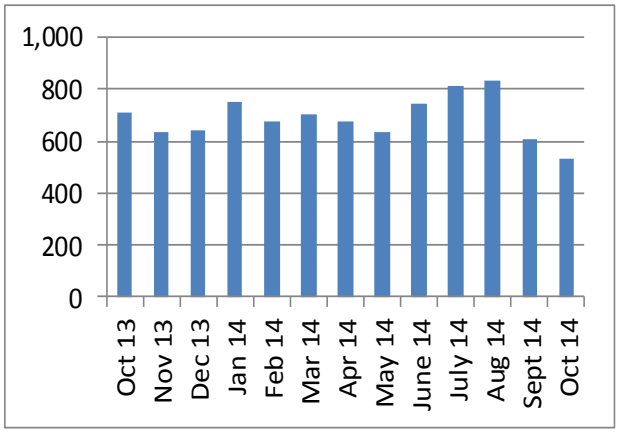


John W. Pitts Recreation Center – OCTOBER 2014

Total Program Attendance



Facility Usage By The Hour



Facility Usage By The Hour	OCT 14		FYTD 15		OCT 13		FYTD 14
Open Gym	533		1,601.5		595.5		1,690
Fitness Classes	37.25		172		62		190.5
Leagues	30		146		24		125
Camps	0		731.5		0		555
Sports Classes	20.5		81.5		13.5		53.5
Meetings & Rentals	15.5		113		8.5		40
Enrichment Classes	2		2		7		20.5
Total Facility Usage Hours	638.25		2,847.5		710.5		2,674.5

Daily Program Attendance**	OCT 14		FYTD 15		OCT 13		FYTD 14
Total	1,415		9,718		1,428		7,418
Open Gym	438		1,271		472		1,194
Fitness Classes	272		1,117		330		1,027
Leagues	300		3,910		400		3,156
Camps	0		1,141		0		1,308
Sports Classes	273		730		145		326
Meetings & Rentals	124		1,541		71		370
Enrichment Classes	8		8		10		37

Since our opening in late April 2008, we have had 329,052 guests at the John W. Pitts Recreation Center.

September Open Gym Registrations and Packages Sold

Packages Sold:	OCT	MTD	YTD	FYTD
Daily:	16	$48	42	$126
Individual Quarterly:	0	$0	2	$30
Individual Annual:	0	$0	1	$50
Family Quarterly:	0	$0	1	$30
Family Annual:	0	$0	0	$0
Revenue:		**$48**		**$236**

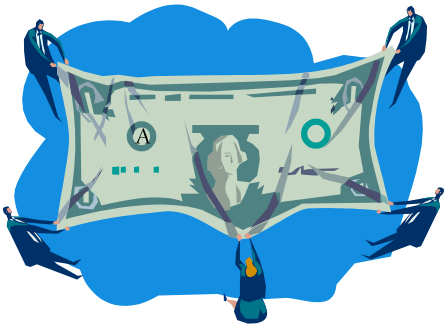


CITY OF DOVER
FINANCE AND PROCUREMENT & INVENTORY DEPARTMENTS
OCTOBER 2014 - MONTHLY BUDGET REPORTS















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
OCTOBER 2014

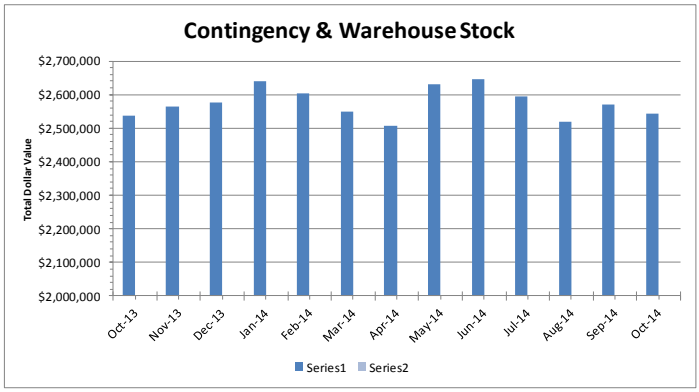
FINANCE DEPARTMENT ACTIVITY LEVELS

	FY14 YTD			FY15 YTD		
BANK TRENDS						
Number of Deposits Made (Hand, ACH & Wire, Lockbox)	2,107			2,475		
Total Amount of All Deposits	$ 48,115,598			$ 43,914,041		
PAYROLL						
	Hours	%	Amount	Hours	%	Amount
Gross wages per registers	**257,584**	**100.0%**	**$ 6,033,040**	**298,260**	**100.0%**	**$ 6,966,025**
Wages and Hours Worked						
Regular	216,584	84.1%	$ 4,690,982	244,607	82.0%	$ 5,331,746
All over time	12,176	4.7%	$ 521,969	11,915	4.0%	$ 497,528
Other Paid or Unpaid Wages and Hours						
Vacation	16,889	6.6%	$ 447,935	19,047	6.4%	$ 510,964
Sick	5,087	2.0%	$ 129,639	7,448	2.5%	$ 190,344
Terminal Leave - Retiree Vacation/Sick Payout	797	0.3%	$ 21,341	4,809	1.6%	$ 142,936
Comp Time	2,593	1.0%	$ 72,756	3,229	1.1%	$ 90,604
Personal	353	0.1%	$ 9,343	412	0.1%	$ 12,112
Leave Without Pay	1,626	0.6%	$ -	1,265	0.4%	$ -
Other (description below)	1,481	0.6%	$ 139,073	5,539	1.9%	$ 189,791

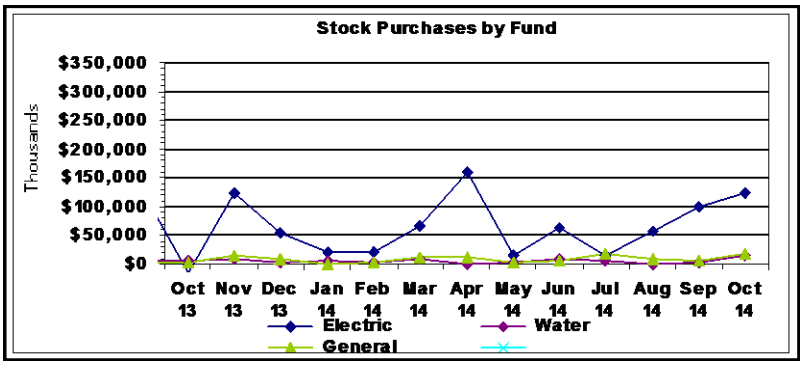
Other includes: pay adjustments, military differential pay, training, committee meetings, worker compensation tracking/adjustments, etc.

Other Activity						
Number of Pay Periods	8			9		
Number of Payroll Checks & Direct Deposits Issued	2,856			3,331		
Number of Pension Checks Issued	1,035			1,014		
Total Pension Benefits Paid - Defined Benefit Plan	$ 1,735,259			$ 1,730,410		
ACCOUNTS PAYABLE						
Number of Check Vouchers	1,944			1,977		
Number of EFT Vouchers	674			750		
Vouchers Dollar Amount Disbursed	$ 24,719,690			$ 23,904,741		

PROCUREMENT & INVENTORY ACTIVITY LEVELS



Value: $2,544,289 Line Items: 1,443



Fuel Use		
Unleaded:	11,410.8	gallons
Diesel:	7,071.0	gallons
Total Cost:	$ 49,828	

City of Dover
Finance Department
Monthly Report – October 2014
General Fund Summary

	Budget	Revised Budget	YTD	Balance	33% 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	262,080	760,920	25.6%
Fines & Police Revenues	1,288,800	1,288,800	380,139	908,661	29.5%
Franchise Fees	636,000	636,000	83,200	552,800	13.1%
Grants	623,500	623,500	-	623,500	0.0%
Intrafund Services	4,863,000	4,863,000	1,530,763	3,332,237	31.5%
Library & Recreation Revenues	670,400	670,400	301,897	368,504	45.0%
Licenses & Permits	2,814,200	2,814,200	1,873,998	940,202	66.6%
Property Taxes (Includes BID Revenue) (1)	11,099,200	11,099,200	11,098,286	914	100.0%
Miscellaneous Revenues	93,900	93,900	16,765	77,135	17.9%
Sanitation Revenues	2,595,600	2,595,600	860,481	1,735,119	33.2%
Garrison Farm Rent Revenue	101,400	101,400	61,939	39,461	61.1%
Transfers-In from Special Funds & Utilities					
Municipal Street Aid Fund	663,900	663,900	-	663,900	0.0%
Civil Traffic Penalties	500,000	500,000	146,853	353,147	29.4%
Transfer Taxes	1,250,000	1,250,000	902,786	347,214	72.2%
Verizon, Contingency and CI Reserves	4,000	4,000	-	4,000	0.0%
Police Grants	124,000	124,000	34,888	89,112	28.1%
Water/Wastewater Fund	500,000	500,000	125,000	375,000	25.0%
Electric Fund	10,000,000	10,000,000	2,500,000	7,500,000	25.0%
Total Revenues	38,850,900	38,850,900	20,179,075	18,671,826	51.9%
Total Beginning Balance & Revenues	**$ 42,243,900**	**$ 42,243,900**	**$ 20,179,075**	**$ 22,064,826**	47.8%
Expenditures					
City Clerk & Council	$ 489,800	$ 489,800	$ 150,293	$ 339,507	30.7%
Mayor, City Manager & Human Resources	1,047,100	1,047,100	281,658	765,442	26.9%
Police & Police Extra Duty	14,698,600	14,698,600	4,768,493	9,930,107	32.4%
Public Services	4,551,700	4,551,700	1,431,250	3,120,450	31.4%
Engineering	192,600	192,600	21,545	171,055	11.2%
Procurement & Inventory, Facilities Mgmt., Vehicle Maint.	1,990,100	1,990,100	661,251	1,328,849	33.2%
Planning & Inspections	2,192,400	2,192,400	670,950	1,521,450	30.6%
Finance, Info Tech & Customer Services	2,716,100	2,716,100	940,851	1,775,249	34.6%
Library & Recreation	2,099,500	2,099,500	712,851	1,386,649	34.0%
Fire Department	716,100	716,100	261,151	454,949	36.5%
Assessor	309,500	309,500	72,760	236,740	23.5%
Contribution to DDP	70,000	70,000	17,500	52,500	25.0%
Miscellaneous Grant Expense	25,000	25,000	-	25,000	0.0%
Other Employment Expenses	500,000	500,000	-	500,000	0.0%
Insurance	724,800	724,800	167,108	557,692	23.1%
OPEB - Retiree's Health Care Contribution	1,636,500	1,636,500	-	1,636,500	0.0%
Police Pension Trust Contribution - State Grant	500,000	500,000	-	500,000	0.0%
Appropriation to Police Pension Fund	655,000	655,000	-	655,000	0.0%
Street Lights	774,500	774,500	260,450	514,050	33.6%
Debt Service	708,600	708,600	458,176	250,424	64.7%
Transfers Out					
Capital Projects Fund	2,196,000	2,196,000	1,049,000	1,147,000	47.8%
Total Expenditures	38,843,900	38,843,900	11,925,848	26,918,052	30.7%
Budget Balance - Working Capital	3,400,000	3,400,000	-	3,400,000	0.0%
Total Budget Balance & Expenditures	**$ 42,243,900**	**$ 42,243,900**	**$ 11,925,848**	**$ 30,318,052**	28.2%
Reserve Balances					
Contingency	$ 467,900	$ 467,900	$ 467,547		

(1) Property Taxes are the taxes billed and not cash received. The outstanding receivable balance as of 10/31/14 is $454,184 as compared to $591,846 in October 2013.

City of Dover
Finance Department
Monthly Report – October 2014
Water/Wastewater Fund Summary

	Budget	Revised Budget	YTD	Balance	33% 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	1,754,998	2,861,402	38.0%
Wastewater Fees	3,706,800	3,706,800	1,309,184	2,397,616	35.3%
Kent County Treatment Fees	2,902,600	2,902,600	1,058,833	1,843,767	36.5%
Ground Water Inflow Adjustment	1,862,500	1,862,500	618,775	1,243,725	33.2%
Water Tank Leases	331,900	331,900	66,719	265,181	20.1%
Miscellaneous Service Fee	179,600	179,600	24,615	154,985	13.7%
Impact Fees - Water	472,700	427,900	105,000	322,900	24.5%
Impact Fees - Wastewater	427,900	472,700	93,100	379,600	19.7%
Total Revenues	14,500,400	14,500,400	5,031,224	9,469,176	34.7%
Total Beginning Balance & Revenues	**$ 15,215,300**	**$ 15,215,300**	**$ 5,031,224**	**$ 10,184,076**	33.1%
Expenses					
Water/Wastewater Operating Divisions					
Engineering & Inspection	$ 500,900	$ 500,900	$ 124,813	$ 376,087	24.9%
Water	485,300	485,300	121,958	363,342	25.1%
Water Treatment Plant	1,576,900	1,576,900	470,396	1,106,504	29.8%
Wastewater	974,100	974,100	248,657	725,443	25.5%
Construction	252,500	252,500	78,701	173,799	31.2%
Kent County Treatment	3,655,000	3,655,000	1,286,734	2,368,266	35.2%
Intrafund Service Fees	1,354,900	1,354,900	428,255	926,645	31.6%
OPEB - Retiree's Health Care Contributions	200,000	200,000	50,000	150,000	25.0%
Debt Service	1,152,000	1,152,000	279,573	872,427	24.3%
Other Employment Expenses	17,700	17,700	-	17,700	0.0%
Transfers Out					
General Fund	500,000	500,000	125,000	375,000	25.0%
Water I & E Fund	1,200,000	1,200,000	-	1,200,000	0.0%
Wastewater I & E Fund	1,800,000	1,800,000	-	1,800,000	0.0%
Total Expenses	13,669,300	13,669,300	3,214,087	10,455,213	23.5%
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**	**$ 3,214,087**	**$ 12,001,213**	21.1%
Reserve Balances					
Contingency-Water	$ 107,700	$ 107,700	$ 104,799		
Contingency-Wastewater	$ 194,800	$ 194,800	$ 189,503		
Impact Fee Reserve - Sewer	$ 1,552,300	$ 1,552,300	$ 2,778,062		
Impact Fee Reserve - Water	$ 203,900	$ 203,900	$ 200,294		
Bond Coverage Ratio (Covenant 1.20)	4.29	4.29	5.48		

City of Dover
Finance Department
Monthly Report – October 2014
Electric Revenue Fund Summary

	Budget	Revised Budget	YTD	Balance	33% Budget
Beginning Balance	$ 9,253,600	$ 9,253,600	$ -	$ 9,253,600	0.0%
Revenues					
Sales to Customers	78,043,000	78,043,000	27,647,151	50,395,849	35.4%
Utility Tax	1,296,900	1,296,900	460,049	836,851	35.5%
Weyandt Hall Rents	200,000	200,000	48,855	151,145	24.4%
Miscellaneous Revenues	754,600	754,600	294,632	459,968	39.0%
Interest Earned	12,000	12,000	1,538	10,462	12.8%
Transfer from Rate Stabilization	2,000,000	2,000,000	-	2,000,000	0.0%
Total Revenues	82,306,500	82,306,500	28,452,225	53,854,275	34.6%
Total Beginning Balance & Revenues	**$ 91,560,100**	**$ 91,560,100**	**$ 28,452,225**	**$ 63,107,875**	31.1%
Expenses					
Power Supply & Generation					
Hedged Energy	$ 21,823,000	$ 21,823,000	$ 9,942,829	$ 11,880,171	45.6%
Power Supply Management	996,000	996,000	332,000	664,000	33.3%
Capacity Charges	9,958,900	9,958,900	3,206,436	6,752,464	32.2%
Dover Sun Park Energy	2,067,600	2,067,600	633,004	1,434,596	30.6%
Solar Renewal Energy Credits	378,600	378,600	138,676	239,924	36.6%
PJM Charges - Energy	11,499,800	11,499,800	2,249,406	9,250,394	19.6%
PJM Charges - Transmission & Fees	7,234,100	7,234,100	1,858,411	5,375,689	25.7%
Total Power Supply	53,958,000	53,958,000	18,360,762	35,597,238	34.0%
Plant Operations	6,141,100	6,141,100	2,081,840	4,059,260	33.9%
Generation Fuels	1,611,100	1,611,100	994,759	616,341	61.7%
Capacity Credits	(8,881,500)	(8,881,500)	(2,870,682)	(6,010,818)	32.3%
PJM Spot Market Energy	(2,232,800)	(2,232,800)	(221,201)	(2,011,599)	9.9%
PJM Credits	(486,700)	(486,700)	(1,946,803)	1,460,103	400.0%
Total Generation	(3,848,800)	(3,848,800)	(1,962,087)	(1,886,713)	51.0%
Total Power Supply & Plant	50,109,200	50,109,200	16,398,675	33,710,525	32.7%
Electric Operating Divisions:					
Transmission/Distribution	4,028,700	4,028,700	1,144,418	2,884,282	28.4%
Electrical Engineering	1,370,900	1,370,900	421,852	949,048	30.8%
Administration	636,600	636,600	154,957	481,643	24.3%
Meter Reading	267,600	267,600	117,988	149,612	44.1%
Systems Operations	686,300	686,300	218,057	468,243	31.8%
Intrafund Services	3,508,100	3,508,100	1,102,508	2,405,592	31.4%
Utility Tax	1,296,900	1,296,900	460,049	836,851	35.5%
OPEB Trust Contribution - Unfunded Liability	1,009,800	1,009,800	252,450	757,350	25.0%
OPEB - Retirees Health Care Contribution	513,300	513,300	128,325	384,975	25.0%
Interest on Deposits	20,000	20,000	5,384	14,616	26.9%
Green Energy Payment to DEMEC	130,000	130,000	34,204	95,796	26.3%
Accounts Receivable Write-Offs	200,000	200,000	-	200,000	0.0%
Other Employee Expenses	54,200	54,200	-	54,200	0.0%
Contractual Services RFP's	246,800	246,800	76,013	170,787	30.8%
Debt Service	3,297,000	3,297,000	1,136,734	2,160,266	34.5%
Transfers Out:					
General Fund	10,000,000	10,000,000	2,500,000	7,500,000	25.0%
Electric Improvement & Extension Fund	4,750,000	4,750,000	-	4,750,000	0.0%
Inventory Reserve	175,000	175,000	-	175,000	0.0%
Total Expenses	82,300,400	82,300,400	24,151,614	58,148,786	29.3%
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**	**$ 24,151,614**	**$ 67,408,486**	26.4%
Reserve Balances					
Contingency Reserve	$ 826,000	$ 826,000	$ 819,627		
Insurance Reserve	$ 743,600	$ 743,600	$ 737,895		
Rate Stabilization Reserve	$ 8,583,000	$ 8,583,000	$ 10,472,027		
Bond Coverage Ratio (Covenant 1.25)	1.95	1.95	5.01		
Megawatt Hours Sold & Purchased					
Sales to Customers MWh (excluding Street Light MWh)	712,390	712,390	256,873		36.1%
Sales per MWh	$ 109.55	$ 109.55	$ 107.63		98.2%
Purchased/Generated MWh	741,522	741,522	264,248		35.6%
All In MWh Supply & Generation	$ 67.58	$ 67.58	$ 62.06		91.8%

City of Dover
Finance Department
Monthly Report – October 2014
General Capital Project Fund Summary

	Budget	Revised Budget	YTD	Balance	33% Budget
Beginning Balance - Projects	$ 117,100	$ 2,653,600	$ -	$ 2,653,600	0.0%
Revenues					
State Grant - Other	153,000	208,000	-	208,000	0.0%
Interest Earnings	-	-	1,302	(1,302)	0.0%
Transfer from General Fund for Projects	2,196,000	2,196,000	1,049,000	1,147,000	47.8%
Lease/Purchase of Fire & Police Equipment	918,300	918,300	-	918,300	0.0%
Income from Sale of Assets	-	-	7,510	(7,510)	0.0%
Transfer from Parkland Reserve	-	104,000	104,000	-	100.0%
Subtotal Revenues	3,267,300	3,426,300	1,161,812	2,264,488	
Loan Proceeds - Street Projects & City Hall (1)	2,661,100	2,675,000	-	2,675,000	0.0%
Subtotal Library Project Receipts	2,661,100	2,675,000	-	2,675,000	0.0%
Total Revenues	5,928,400	6,101,300	1,161,812	4,939,488	19.0%
Total Beginning Balance & Revenue	**$ 6,045,500**	**$ 8,754,900**	**$ 1,161,812**	**$ 7,593,088**	13.3%
Expenditures					
Fire	$827,300	$827,300	$237,965	$589,335	28.8%
Grounds Maintenance	68,100	86,700	-	86,700	0.0%
Recreation	146,000	364,400	148,886	215,514	40.9%
Police	499,100	499,100	72,070	427,030	14.4%
Streets	3,956,400	6,020,500	442,294	5,578,206	7.3%
Sanitation	256,500	256,500	-	256,500	0.0%
Facilities Management	-	55,000	-	55,000	0.0%
Loan Issuance Costs	75,000	61,100	-	61,100	0.0%
Transfer to Capital Asset Reserve	-	153,800	-	153,800	0.0%
Transfer to Parkland Reserve	100,000	100,000	100,000	-	100.0%
Total Expenditures	5,928,400	8,424,400	1,001,215	7,423,185	16.9%
Budget Balance - Projects	117,100	330,500	-	330,500	0.0%
Total Budget Balance & Expenditures	**$ 6,045,500**	**$ 8,754,900**	**$ 1,001,215**	**$ 7,753,685**	16.6%
Reserve Balances					
Capital Asset Replacement Reserve	$ 512,300	$ 512,300	$ 521,289		
Parkland/Recreation	$ 200,800	$ 200,800	$ 214,574		

City of Dover
Finance Department
Monthly Report – October 2014
Water/Wastewater Improvement & Extension Fund Summary

	Budget	Revised Budget	YTD	Balance	33% 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	-	-	21,604	(21,604)	0.0%
Interest Earned	25,000	25,000	7,138	17,862	28.6%
Transfer from Operating Fund for Water	1,200,000	1,200,000	-	1,200,000	0.0%
Transfer from Operating Fund for Wastewater	1,800,000	1,800,000	-	1,800,000	0.0%
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	28,742	4,311,858	0.7%
Total Beginning Balance & Revenues	**$ 6,421,800**	**$ 17,428,100**	**$ 28,742**	**$ 17,399,358**	0.4%
Expenses					
Water	$ 1,336,900	$ 7,526,500	$ 396,083	$ 7,130,417	29.6%
Wastewater	3,273,200	7,757,300	565,094	7,192,206	17.3%
Water Treatment Plant	38,100	38,100	-	38,100	0.0%
Total Expenses	4,648,200	15,321,900	961,177	14,360,723	20.7%
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**	**$ 961,177**	**$ 16,466,923**	15.0%
Reserve Balances					
Capital Asset Replacement - Water	$ 522,700	$ 522,700	$ 508,787		
Capital Asset Replacement - Wastewater	$ 521,600	$ 521,600	$ 507,623		

City of Dover
Finance Department
Monthly Report – October 2014
Electric Improvement & Extension Fund Summary

	Budget	Revised Budget	YTD	Balance	33% Budget
Beginning Balance	$ 3,362,200	$ 5,963,100	$ -	$ 5,963,100	0.0%
Revenues					
Interest Earnings	24,800	24,800	(1,158)	25,958	-4.7%
Transfer from Electric Revenue Fund	4,750,000	4,750,000	-	4,750,000	0.0%
General Service Billing	250,000	250,000	65,890	184,110	26.4%
Total Revenues	5,024,800	5,024,800	64,732	4,960,068	1.3%
Total Beginning Balance & Revenues	**$ 8,387,000**	**$ 10,987,900**	**$ 64,732**	**$ 10,923,168**	0.6%
Expenses					
Electric Generation	$ 2,240,000	$ 2,739,300	$ 254,218	$ 2,485,082	9.3%
Transmission/Distribution	1,033,000	1,591,800	400,797	1,191,003	25.2%
Electrical Engineering	1,663,100	3,012,600	312,114	2,700,486	10.4%
Total Expenses	4,936,100	7,343,700	967,129	6,376,571	13.2%
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**	**$ 967,129**	**$ 10,020,771**	8.8%
Reserve Balances					
Depreciation Reserve	$ 9,998,200	$ 9,998,200	$ 9,920,946		
Future Capacity Reserve	$ 10,148,700	$ 10,148,700	$ 10,070,415		

City of Dover
Finance Department
Monthly Report – October 2014
Community Transportation Improvement Fund

	Budget	Revised Budget	YTD	Balance	33% Budget
Beginning Balance	$ 78,900	$ 143,500	$ -	$ 143,500	0.0%
Revenues					
Grants Revenue	500,000	1,677,800	-	1,677,800	0.0%
Interest Earned	500	500	93	407	18.6%
Total Revenues	500,500	1,678,300	93	1,678,207	0.0%
Total Beginning Balance & Revenues	**$ 579,400**	**$ 1,821,800**	**$ 93**	**$ 1,821,707**	0.0%
Expenses					
Program Expenses - Del Dot	$ 500,000	$ 1,677,800	$ 29,937	$ 1,647,863	1.8%
Total Expenses	500,000	1,677,800	29,937	1,647,863	1.8%
Budget Balance - Working Capital	79,400	144,000	-	144,000	0.0%
Total Budget Balances & Expenses	**$ 579,400**	**$ 1,821,800**	**$ 29,937**	**$ 1,791,863**	1.6%

City of Dover
Finance Department
Monthly Report – October 2014
Police Grant Funds

	Budget	Revised Budget	YTD	Balance	33% Budget
Beginning Balance	$ 77,200	$ 77,200	$ -	$ 77,200	0.0%
Revenues					
Grants Received	339,000	339,000	106,117	232,883	31.3%
Interest Earned	-	-	202	(202)	0.0%
Total Revenues	339,000	339,000	106,319	232,681	31.4%
Total Beginning Balance & Revenues	**$ 416,200**	**$ 416,200**	**$ 106,319**	**$ 309,881**	25.5%
Expenses					
Program Expenses/Supplies	$ 156,000	$ 156,000	$ 23,698	$ 132,302	15.2%
Computer Hardware	50,000	50,000	-	50,000	0.0%
Telephone/Fax	15,000	15,000	4,645	10,355	31.0%
Training/Conference/Food/Travel	32,000	32,000	-	32,000	0.0%
Consulting/Audit Fees	1,000	1,000	-	1,000	0.0%
Contractual services	6,000	6,000	2,538	3,462	42.3%
Operating Transfers - Out	124,000	124,000	34,888	89,112	28.1%
Total Expenses	384,000	384,000	65,769	318,231	17.1%
Budget Balance - Working Capital (Unaudited)	32,200	32,200	-	32,200	0.0%
Total Budget Balances & Expenses	**$ 416,200**	**$ 416,200**	**$ 65,769**	**$ 350,431**	15.8%

City of Dover
Finance Department
Monthly Report – October 2014
Library Grant Fund

	Budget	Revised Budget	YTD	Balance	33% Budget
Beginning Balance	$ 17,300	$ 17,300	$ -	$ 17,300	0.0%
Revenues					
Grants Received	274,100	302,500	2,130	300,370	0.7%
Total Revenues	274,100	302,500	2,130	300,370	0.7%
Total Beginning Balance & Revenues	**$ 291,400**	**$ 319,800**	**$ 2,130**	**$ 317,670**	0.7%
Expenses					
Program Expenses/Supplies-State Grants	$ 28,000	$ 26,000	$ 9,169	$ 16,831	35.3%
Program Expenses/Supplies-Federal Grants	-	-	1,753	(1,753)	0.0%
Office Supplies	24,000	28,000	6,399	21,601	22.9%
Printing/Duplicating	8,900	14,000	1,974	12,026	14.1%
Postage	100	100	-	100	0.0%
Books	128,900	132,600	1,824	130,776	1.4%
Furniture	2,000	15,100	4,390	10,710	29.1%
Audio Visual Supplies	74,000	75,100	9,204	65,896	12.3%
Training/Conference/Food/Travel	3,500	3,500	560	2,940	16.0%
Computer Hardware	-		-	-	0.0%
Contractual Services	-	900	-	900	0.0%
Office Equipment/Repairs & Maintenance	2,000	6,000	4,356	1,644	72.6%
Other Equipment - Purchases	2,700	1,200	227	973	18.9%
Total Expenses	274,100	302,500	39,856	262,644	13.2%
Budget Balance - Working Capital	17,300	17,300	-	17,300	0.0%
Total Budget Balances & Expenses	**$ 291,400**	**$ 319,800**	**$ 39,856**	**$ 279,944**	12.5%

City of Dover
Finance Department
Monthly Report – October 2014
CJC Grants/Aid

	Budget	Revised Budget	YTD	Balance	33% Budget
Beginning Balance	$ -	$ -	$ -	$ -	0.0%
Revenues					
Grants Received	31,800	31,800	-	31,800	0.0%
Total Revenues	31,800	31,800	-	31,800	0.0%
Total Beginning Balance & Revenues	**$ 31,800**	**$ 31,800**	**$ -**	**$ 31,800**	0.0%
Expenses					
Contractual Services	$ 31,800	$ 31,800	$ -	$ 31,800	0.0%
Total Expenses	31,800	31,800	-	31,800	0.0%
Budget Balance - Working Capital (Unaudited)	-	-	-	-	0.0%
Total Budget Balances & Expenses	**$ 31,800**	**$ 31,800**	**$ -**	**$ 31,800**	0.0%

City of Dover
Finance Department
Monthly Report – October 2014
After School Program/Substance Abuse Prevention Fund

	Budget	Revised Budget	YTD	Balance	33% Budget
Beginning Balance	$ 41,000	$ 41,000	$ -	$ 41,000	0.0%
Revenues					
Grants Received	55,600	55,600	14,015	41,585	25.2%
Recreation Revenue	33,000	33,000	18,497	14,503	56.1%
Total Revenues	88,600	88,600	32,512	56,088	36.7%
Total Beginning Balance & Revenues	**$ 129,600**	**$ 129,600**	**$ 32,512**	**$ 97,088**	25.1%
Expenses					
Temporary Help/Benefits	$ 54,000	$ 54,000	$ 12,440	$ 41,560	23.0%
Program Expenses/Supplies	55,600	55,600	11,942	43,658	21.5%
Total Expenses	109,600	109,600	24,382	85,218	22.2%
Budget Balance - Working Capital (Unaudited)	20,000	20,000	-	20,000	0.0%
Total Budget Balances & Expenses	**$ 129,600**	**$ 129,600**	**$ 24,382**	**$ 105,218**	18.8%

City of Dover
Finance Department
Monthly Report – October 2014
CDBG Fund

	Budget	Revised Budget	YTD	Balance	33% Budget
Beginning Balance	$ -	$ 2,100	$ -	$ 2,100	0.0%
Revenues					
Grants Received	235,000	284,200	2,851	281,349	1.0%
Interest Earnings	-	-	33	(33)	0.0%
Total Revenues	235,000	284,200	2,884	281,316	1.0%
Total Beginning Balance & Revenues	**$ 235,000**	**$ 286,300**	**$ 2,884**	**$ 283,416**	1.0%
Expenses					
Current Year Closing Cost/Down Payment Program	$ 102,800	$ 103,000	$ 40,000	$ 63,000	38.8%
Current year Dover Interfaith Ministry	27,500	27,500	8,466	19,034	30.8%
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 Serenity Place	-	-	-	-	0.0%
Current Year Milford Housing H/O Rehabilitation	-	3,000	2,933	67	97.8%
Current Year Salaries	47,000	87,500	-	87,500	0.0%
Total Expenses	235,000	284,200	53,280	230,920	18.7%
Budget Balance - Working Capital	-	2,100	-	2,100	0.0%
Total Budget Balances & Expenses	**$ 235,000**	**$ 286,300**	**$ 53,280**	**$ 233,020**	18.6%

Monthly Report
October 2014

Economic Development Office

2014_10 Economic Development

- Weekly Calpine conference calls
- Weekly Planning staff meeting
- Review insurance needs for OktDoverFest with representative from Conner Strong
- Meeting with future tenant at Metro Building with planning staff and the owner of Urban's Furniture
- Meeting with Mike Berardi of Wohlsen Construction and provided tour of GOTP
- Conference call with Phillip Utz regarding infrastructure needs
- Reviewed CAM charges for E-ZPass
- Attended Merchant's OktDoverFest meeting
- Teleconference with Susan Forrester-Coates regarding security concerns
- Attended Kent County is Open for Business
- Interview with Jeff Brown of Dover Post regarding status of GOTP
- Reviewed DNREC No Further Action Letter regarding tank removal at Pocket Park
- Discussion with a downtown merchant regarding future business plans
- Attended meeting with City Manager and City Engineer to discuss Garrison Infrastructure Timeline
- Meeting with members of Economic Development Committee and Val DeRocili to discuss purchase of property
- Attended Parking Committee meeting to discuss Passport Parking
- Interviewed potential intern referred by Councilman Anderson
- Conference call with Rob Stenta of Pettinaro Group regarding recent purchase of Eden Hill Residential properties and potential for commercial development
- Reviewed Calpine's road maintenance agreement extension
- Requested police coverage for OktDoverFest from Lt McKeown
- Reviewed cost estimate for permanent electric installation at Loockerman Way and approved the installation of the electric panel
- Prepared cash flow analysis for DDP Economic Development Committee for 22-24 W Loockerman
- Discussed GOTP Marketing with Barron Marketing
- Attended the GOTP Infrastructure progress meeting with City Engineer and contractors
- Attended monthly DEED meeting
- Attended Downtown Development District Meeting with City Planner
- Provided Parks & Recreation Committee semi-annual report on Benchmarks Established for the Economic Development Office
- Attended Central Delaware Chamber of Commerce board meeting
- Provided Kent Economic Partnership with information regarding Uno's and Dover Litho sites
- Met with Chesapeake Utilities to discuss timeline for gas line installation
- Attended Kent County Tourism board meeting
- Meeting to discuss Santa House with Mayor Christiansen, Greg Moore and Tonda Parks

- Meeting with Fire Marshall to discuss OktDoverFest logistics
- Meeting with Jeff Buckworth, PNC, to discuss amortization schedule at 22-24 W Loockerman
- Approved incentive package for produce junction
- Attended meeting to discuss downtown security concerns with Mayor Christiansen, Chief Bernat, and several downtown merchants
- Attended Monument meeting on The Green
- Attended NCALL Restoring Central Dover wrap up meeting
- Attended North Street Improvement Project Completion Reception and returned $75,000 of the $3 million grant to the Governor
- Reviewed DDP financials with City Finance Director
- Attended meeting with Pettinaro Group and City Planner to discuss commercial potential of commercial property located west of Eden Hill
- Met with President of Montchanin Development Corporation to discuss SunRoc tenants and gave him a tour of GOTP
- Attended Enhancing Managerial Interpersonal Skills Workshop
- Attended a Delaware State University workshop at the College of Business to discuss "Create a Future"
- Provided Uzin Utz with a timeline of infrastructure construction
- Attended Bayhealth Board of Advisors meeting
- Reviewed Baker, Ingram report regarding 2 West Loockerman
- Attended Food Innovation District meeting at Kent County Levy Court
- Attended Economic Summit debriefing at Delaware Tech
- Conference call with Calpine and Eastern Shore Natural Gas regarding trees behind Wild Meadows
- Attended the DDP Board of Directors meeting

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 5.8 % - US Rate 6.5 % - DE Rate 7.3% - City of Dover Rate October 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; **11 Contacts YTD** ≥11 contacts with out-of-town companies interested in locating in Dover **5 Contacts YTD**

2014_10 Downtown Dover Partnership

- Provided technical assistance to five (5) prospective small business individuals on overall business development within the Downtown Dover Business District
- Continued providing technical assistance to two (2) prospective small business individuals on locating available space within the downtown district to lease
- Provided fifteen (15) hours of Technical Assistance to merchants located in the Downtown Business Corridor
- Coordinated media (newspaper announcements), website and social media press releases of the Mayor's Halloween Window Decorating Contest which occurred on October 24th in downtown Dover
- Coordinated logistics for the Mayor's Halloween Window Decorating Contest which occurred on October 24th in downtown Dover
- Coordinated media (newspaper announcements), website and social media press releases for the " OktDoverfest" event held for October 18
- Coordinated media (newspaper announcements), website and social media press releases for the 2014 Community Art Project – Star Bright scheduled for the month of November.
- Coordinated logistics (Stage, Street Closures & Health Permits) for the" OktDoverfest" held on October 18
- Attended the Kent County Open for Business Forum on October 2
- Coordinated the logistics for Grand Opening for Artsy Fartsy held on October 3
- Coordinated the logistics for Grand Opening for Tiffanee & Company Bakery held on October 3
- Coordinated the logistics for Grand Opening for Dinos and Darlings Children's Clothing held on October 3

- Coordinated media (newspaper announcements), website and social media press releases of the “First Friday in October” Event held on October 3
- Coordinated media (newspaper announcements), website and social media press releases of the “Trunk or Treat” Event held on October 3
- Attended the OktDoverfest Planning Committee Meetings on October 4 and 7
- Conference call with Yvonne Hall regarding the Delaware Main Street - Pop Up Program on October 7
- Conference call with LaDonna Norvell from Delmarva Foundation of Medical Care on October 6 regarding disseminating health care information to the downtown merchants
- Attended the Downtown Dover Partnership Design Committee Meeting on October 8
- Attended the “Trunk or Treat” Planning Committee Meeting on October 8
- Attended the DDP Project Completion Celebration on October 9

MONTHLY REPORT



OCTOBER 2014

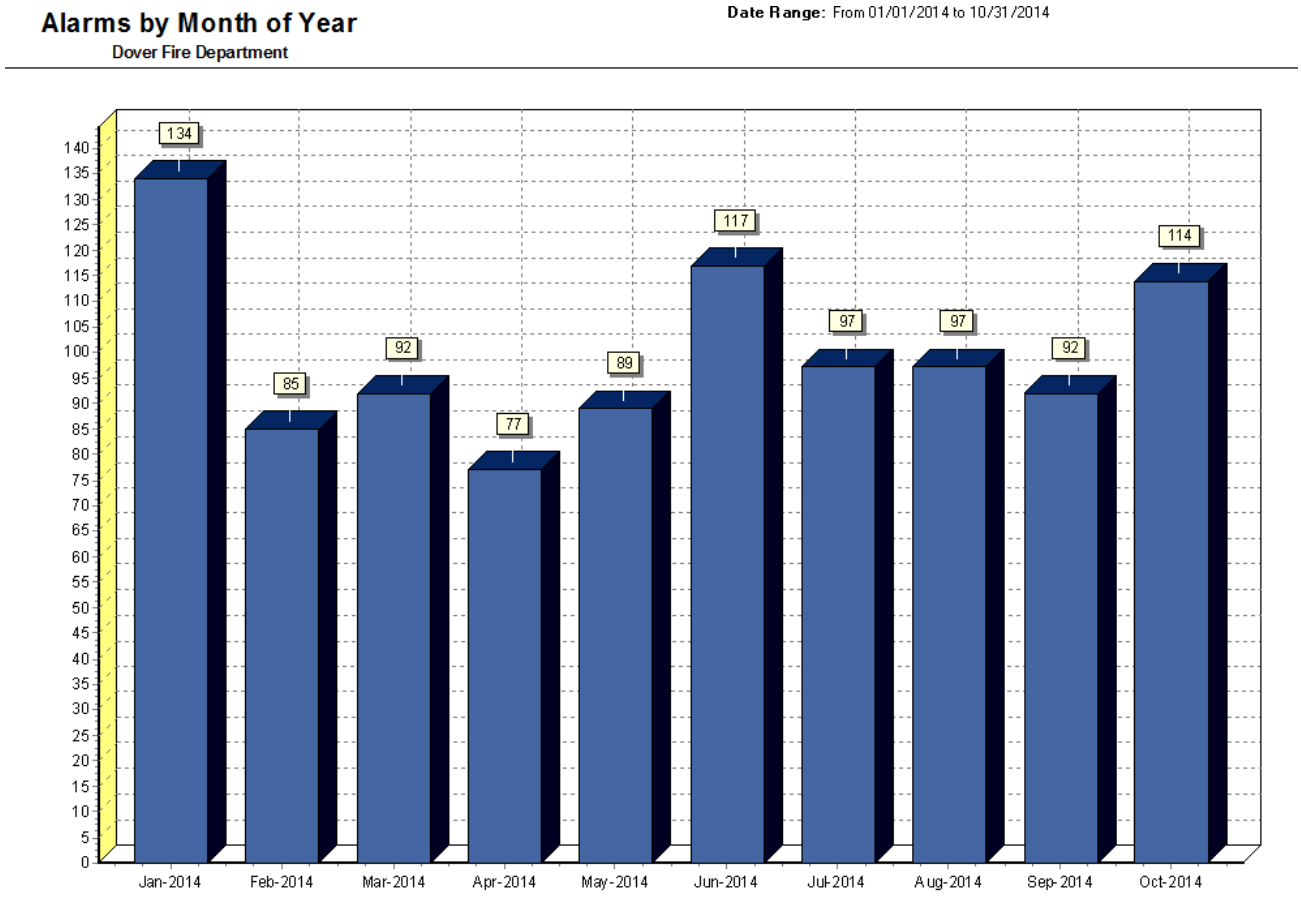


Figure 1. This graphic depicts the call volume by month in 2014.

Incidents by Situation Found

Dover Fire Department

Date Range: From 10/01/2014 to 12/31/2014

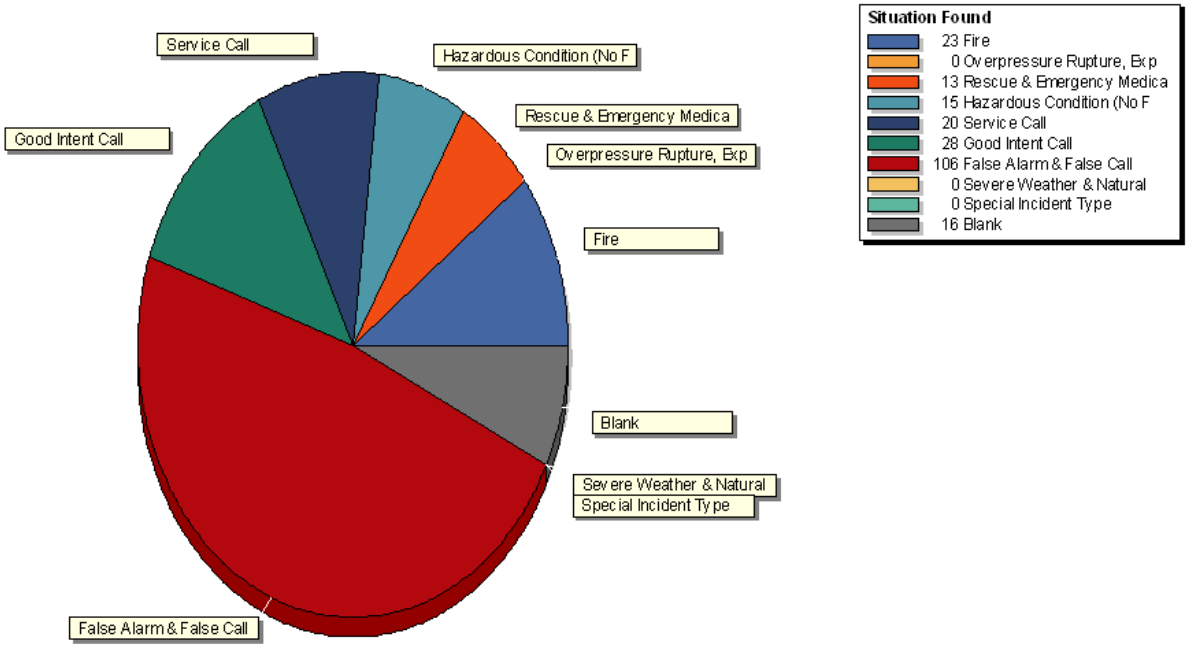


Figure 2. This figure depicts the quantity of calls in a month by emergency type.

Incident Type Report (Summary)

Dover Fire Department

Date Range: From 10/01/2014 to 10/31/2014

Incident Type		Count	Pct of Incidents	Total Est Loss	Total Est Loss
1 Fire					
111 Building fire		2	1.75%	$0	0.00%
113 Cooking fire, confined to container		5	4.39%	$0	0.00%
123 Fire in portable building, fixed location		1	0.88%	$0	0.00%
150 Outside rubbish fire, other		1	0.88%	$0	0.00%
151 Outside rubbish, trash or waste fire		1	0.88%	$0	0.00%
	Totals	10	8.77%	$0	0.00%
2 Overpressure Rupture, Explosion, Overheat(no fire)					
	Totals	0	0.00%	$0	0.00%
3 Rescue & Emergency Medical Service Incident					
300 Rescue, EMS incident, other		1	0.88%	$0	0.00%
311 Medical assist, assist EMS crew		1	0.88%	$0	0.00%
322 Motor vehicle accident with injuries		2	1.75%	$0	0.00%
324 Motor vehicle accident with no injuries.		1	0.88%	$0	0.00%
351 Extrication of victim(s) from building/structure		1	0.88%	$0	0.00%
352 Extrication of victim(s) from vehicle		1	0.88%	$0	0.00%
353 Removal of victim(s) from stalled elevator		1	0.88%	$0	0.00%
	Totals	8	7.02%	$0	0.00%
4 Hazardous Condition (No Fire)					
400 Hazardous condition, other		1	0.88%	$0	0.00%
411 Gasoline or other flammable liquid spill		1	0.88%	$0	0.00%
412 Gas leak (natural gas or LPG)		2	1.75%	$0	0.00%
413 Oil or other combustible liquid spill		1	0.88%	$0	0.00%
440 Electrical wiring/equipment problem, other		1	0.88%	$0	0.00%
442 Overheated motor		1	0.88%	$0	0.00%
	Totals	7	6.14%	$0	0.00%
5 Service Call					
500 Service Call, other		1	0.88%	$0	0.00%
520 Water problem, other		1	0.88%	$0	0.00%
531 Smoke or odor removal		3	2.63%	$0	0.00%
550 Public service assistance, other		1	0.88%	$0	0.00%
551 Assist police or other governmental agency		1	0.88%	$0	0.00%
555 Defective elevator, no occupants		1	0.88%	$0	0.00%
571 Cover assignment, standby, moveup		1	0.88%	$0	0.00%
	Totals	9	7.89%	$0	0.00%
6 Good Intent Call					
600 Good intent call, other		8	7.02%	$0	0.00%
611 Dispatched & canceled en route		1	0.88%	$0	0.00%
621 Wrong location		1	0.88%	$0	0.00%
631 Authorized controlled burning		1	0.88%	$0	0.00%
641 Vicinity alarm (incident in other location)		1	0.88%	$0	0.00%
651 Smoke scare, odor of smoke		6	5.26%	$0	0.00%
	Totals	18	15.79%	$0	0.00%
7 False Alarm & False Call					
700 False alarm or false call, other		18	15.79%	$0	0.00%
710 Malicious, mischievous false call, other		4	3.51%	$0	0.00%

Incident Type Report (Summary)

Dover Fire Department

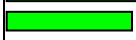
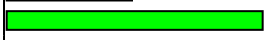
Date Range: From 10/01/2014 to 10/31/2014

Incident Type		Count	Pct of Incidents	Total Est Loss	Total Est Loss
714 Central station, malicious false alarm		1	0.88%	$0	0.00%
730 System malfunction, other		5	4.39%	$0	0.00%
733 Smoke detector activation due to malfunction		11	9.65%	$0	0.00%
735 Alarm system sounded due to malfunction		3	2.63%	$0	0.00%
740 Unintentional transmission of alarm, other		2	1.75%	$0	0.00%
743 Smoke detector activation, no fire - unintentional		15	13.16%	$0	0.00%
745 Alarm system activation, no fire - unintentional		2	1.75%	$0	0.00%
746 Carbon monoxide detector activation, no CO		1	0.88%	$0	0.00%
	Totals	62	54.39%	$0	0.00%
8 Severe Weather & Natural Disaster					
	Totals	0	0.00%	$0	0.00%
9 Special Incident Type					
	Totals	0	0.00%	$0	0.00%
	Totals	114		$0	

NFIRS Response Times

Dover Fire Department

Date Range: From 10/01/2014 to 10/31/2014

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	3.51	3.51
1:00 - 1:59		3	2.63	6.14
2:00 - 2:59		8	7.02	13.16
3:00 - 3:59		1	0.88	14.04
4:00 - 4:59		10	8.77	22.81
5:00 - 5:59		15	13.16	35.96
6:00 - 6:59		6	5.26	41.23
7:00 - 7:59		12	10.53	51.75
8:00 - 8:59		24	21.05	72.81
9:00 - 9:59		4	3.51	76.32
10:00 - 10:59		13	11.40	87.72
11:00 - 11:59		7	6.14	93.86
12:00 - 12:59		2	1.75	95.61
13:00 - 13:59		2	1.75	97.37
14:00 - 14:59		0	0.00	97.37
15:00 - 15:59		2	1.75	99.12
16:00 - 16:59		0	0.00	99.12
17:00 - 17:59		0	0.00	99.12
18:00 - 18:59		0	0.00	99.12
19:00 - 19:59		0	0.00	99.12
20:00 - 20:59		0	0.00	99.12
21:00 - 21:59		1	0.88	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	114	100.00	100.00
	Total Average	00:07:26		

FY 14-15 City Funded Account Balance Sheet

ACCOUNT	BUDGET	SPENT	BALANCE
Apparatus Repairs & Maintenance	$ 85,300.00	$ 38,428.55	$ 46,871.45
Building Maintenace Supplies	$ 1,500.00	$ 373.16	$ 1,126.84
Contractual Services	$ 10,500.00	$ -	$ 10,500.00
Electricity	$ 45,000.00	$ 20,837.23	$ 24,162.77
Gasoline	$ 20,000.00	$ 7,781.90	$ 12,218.10
Heating Expenses- Gas	$ 16,000.00	$ 1,220.43	$ 14,779.57
Medical Supplies	$ 1,000.00	$ -	$ 1,000.00
Office Supplies	$ 2,000.00	$ 304.07	$ 1,695.93
Other Equipment Repairs	$ 2,000.00	$ -	$ 2,000.00
Program Expenses	$ 37,000.00	$ 28,683.41	$ 8,316.59
Radio Repairs	$ 2,000.00	$ 283.75	$ 1,716.25
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	$ 2,998.73	$ 7,001.27
Training & Travel	$ 10,000.00	$ 3,325.00	$ 6,675.00
Uniforms & Firefighting Gear	$ 30,000.00	$ 25,918.22	$ 4,081.78
Water/ Sewer	$ 3,000.00	$ 1,199.42	$ 1,800.58

Balance as of: 11/30/14

Robbins Hose Company # 1, Inc.
Profit & Loss Detail
October 2014

Type	Num	Name	Memo	Split	Amount	Balance
Income						
City Quarterly Deposit						
Deposit	0237072		2nd quarter deposit	City Fund Account	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	1191	M&T Bank	Cleaning Supplies	City Fund Account	217.00	217.00
Check	1191	M&T Bank	Cleaning Supplies	City Fund Account	197.50	414.50
Check	1191	M&T Bank	Cleaning Supplies	City Fund Account	98.75	513.25
Check	1195	Kunkel Auto Supply	Invoice # 56453027	City Fund Account	3.70	516.95
Check	1196	Delaware Tire	Invoice # 102-227654- Tires for Chief's Vehicle	City Fund Account	1,047.55	1,564.50
Check	1198	Atlantic Emergency Soluti	MOR4789MOP- Applied credit of $ 3,314.19 fror	City Fund Account	377.94	1,942.44
Check	1198	Atlantic Emergency Soluti	MOR4745MOP- Paint repairs E-2	City Fund Account	668.58	2,611.02
Check	1198	Atlantic Emergency Soluti	MOR4720MORA- Air leak	City Fund Account	864.12	3,475.14
Check	1198	Atlantic Emergency Soluti	MOS2114P- bulbs	City Fund Account	40.19	3,515.33
Check	1203	Atlantic Emergency Soluti	Invoice # MOR4793MOP	City Fund Account	413.75	3,929.08
Check	1209	Mr. Tire Auto Centers	Ladder 2 tires	City Fund Account	3,393.12	7,322.20
Check	1209	Mr. Tire Auto Centers	Rescue 1 tires	City Fund Account	1,551.78	8,873.98
Check	1209	Mr. Tire Auto Centers	Engine 7 tires	City Fund Account	1,551.78	10,425.76
Check	1209	Mr. Tire Auto Centers	Engine 6 tires	City Fund Account	1,339.84	11,765.60
Check	1209	Mr. Tire Auto Centers	Egine 3 tires	City Fund Account	4,300.84	16,066.44
Total Apparatus Repairs & Maintenance					16,066.44	16,066.44
Building Maintenance Supplies						
Check	1206	Delaware Fire & Safety Ec	Invoice # 7267	City Fund Account	149.00	149.00
Total Building Maintenance Supplies					149.00	149.00
Electricity						
Check	1188	City of Dover Utility	Acct # 44255-31966	City Fund Account	720.28	720.28
Check	1204	City of Dover Utility	Acct # 44343-32052	City Fund Account	3,302.64	4,022.92
Check	1205	City of Dover Utility	Acct # 44255-31966	City Fund Account	682.19	4,705.11
Total Electricity					4,705.11	4,705.11
Heating Expenses- Gas						
Check	1186	Chesapeake Utilities	Station 2 from 07/28 to 008/26	City Fund Account	95.36	95.36
Check	1187	Chesapeake Utilities	Station 1 from 08/05 to 09/03	City Fund Account	139.77	235.13
Check	1190	Chesapeake Utilities	Station 2 from 08/26 to 09/25	City Fund Account	51.80	286.93
Check	1193	Chesapeake Utilities	Station 1 from 09/03 to 10/03	City Fund Account	408.95	695.88
Total Heating Expenses- Gas					695.88	695.88
Office Supplies						
Check	1202	M&T Bank	Compuchecks- new checks	City Fund Account	101.94	101.94
Total Office Supplies					101.94	101.94

Robbins Hose Company # 1, Inc.
Profit & Loss Detail
October 2014

Type	Num	Name	Memo	Split	Amount	Balance
Program Expenses						
Check	1197	Witmer Public Safety	Invoice # 1570103	City Fund Account	172.42	172.42
Total Program Expenses					172.42	172.42
Radio Repairs						
Check	1208	Magnum	Ladder 1 repair	City Fund Account	283.75	283.75
Total Radio Repairs					283.75	283.75
Safety & Security Material						
Check	1206	Delaware Fire & Safety Ec	Invoice # 7237	City Fund Account	409.50	409.50
Total Safety & Security Material					409.50	409.50
Small Tools						
Check	1194	Municipal Emergency Ser	Invoice # 00544010_SNV- Nozzles	City Fund Account	3,600.00	3,600.00
Check	1199	Rommel's ACE	Invoice # 38980	City Fund Account	15.96	3,615.96
Check	1199	Rommel's ACE	Invoice # 38984	City Fund Account	42.92	3,658.88
Check	1199	Rommel's ACE	Invoice # 39132	City Fund Account	14.97	3,673.85
Total Small Tools					3,673.85	3,673.85
Telephone						
Check	1189	Verizon Wireless	321864015-00001	City Fund Account	600.40	600.40
Total Telephone					600.40	600.40
Training & Travel Expenses						
Check	1192	Delaware State Fire Scho	EVO- Jake Shepherd	City Fund Account	25.00	25.00
Check	1192	Delaware State Fire Scho	AHA Healthcare- Eric Carey	City Fund Account	25.00	50.00
Check	1201	Delaware State Fire Scho	Water Rescue- Sean Embert	City Fund Account	50.00	100.00
Check	1207	Delaware State Fire Scho	Structual/AHA Healtcare/Heartsaver	City Fund Account	355.00	455.00
Total Training & Travel Expenses					455.00	455.00
Uniforms						
Check	1200	Municipal Emergency Ser	Invoice # 00557952_SNV	City Fund Account	10,065.81	10,065.81
Check	1200	Municipal Emergency Ser	Invoice # 00557951_SNV	City Fund Account	4,339.25	14,405.06
Check	1200	Municipal Emergency Ser	Invoice # 00558377_SNV	City Fund Account	3,452.08	17,857.14
Total Uniforms					17,857.14	17,857.14
Water/Sewer						
Check	1188	City of Dover Utility	Acct # 44253-31964	City Fund Account	42.96	42.96
Check	1204	City of Dover Utility	Acct # 44345-32054	City Fund Account	182.50	225.46
Check	1204	City of Dover Utility	Acct # 44341-32050	City Fund Account	14.49	239.95
Check	1205	City of Dover Utility	Acct # 44253-31964	City Fund Account	61.94	301.89
Total Water/Sewer					301.89	301.89
Total Expense					45,472.32	45,472.32

Robbins Hose Company # 1, Inc.
Profit & Loss Detail
October 2014

Type	Num	Name	Memo	Split	Amount	Balance
					24,852.68	24,852.68
Net Income					**24,852.68**	**24,852.68**

OCTOBER 2014



Dover Police Department

Monthly Report

To

Mayor and City Council

"To Protect and Serve"

October 2014

DEPARTMENT OF POLICE

Paul M. Bernat
Chief of Police
F.B.I.N.A.

400 South Queen Street
Dover, Delaware 19904
302-736-7111
Fax: 302-672-1842

December 8, 2014

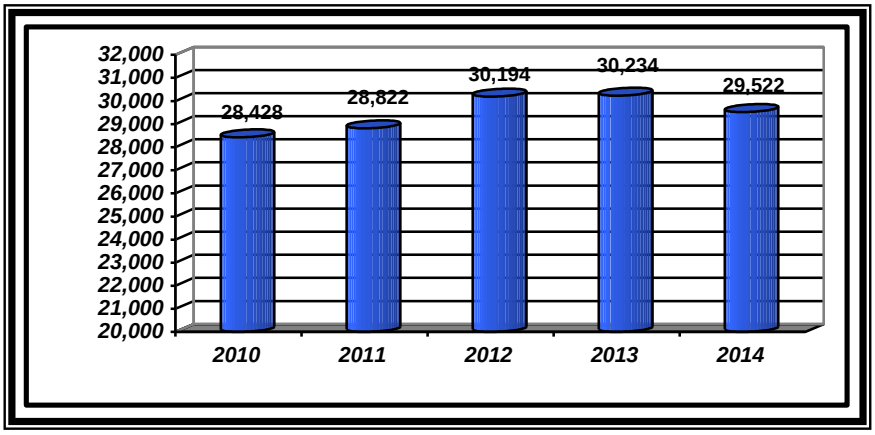
Honorable Robin Christiansen, Mayor
Members of Dover City Council
City Hall
Dover, DE 19901

Mayor Christiansen and Council Members:

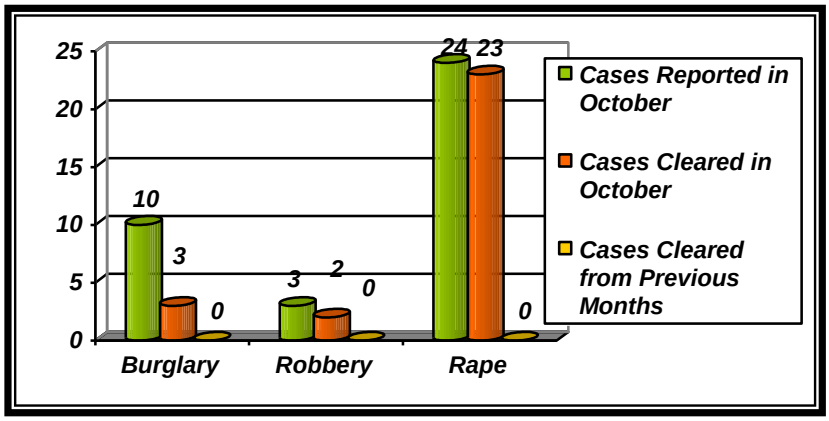
The following is the monthly report for Dover Police Department activities for the month of October 2014:

COMPLAINTS

Total complaints received through October 31st, numbered 29,522, this is a decrease of 712 complaints over the same time period last year.



CRIMINAL INVESTIGATIONS

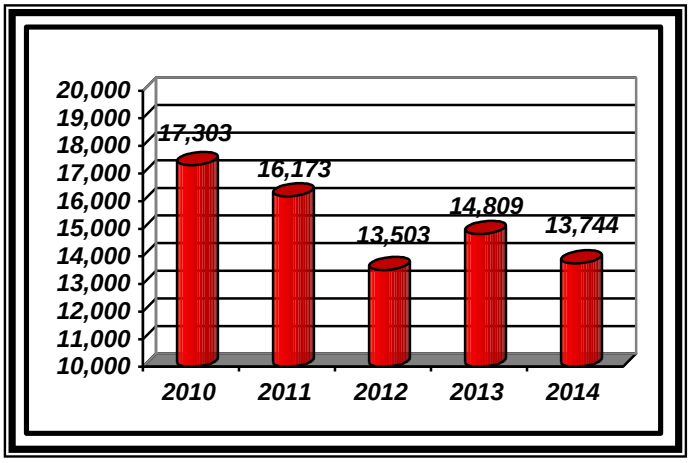


COMMUNITY POLICING/QUALITY OF LIFE SECTION

ENFORCEMENT ACTION	Contacts
ABANDONED VEHICLES	1
ALCOHOL VIOLATIONS/DUI'S	0
ASSIST OTHER	0
WARRANTS ON FILE	0
BIKE ON SIDEWALK	0
CITY PARK VIOLATIONS	0
CRIMINAL ARRESTS	7
DRUG RELATED ARRESTS	0
LOUD MUSIC	2
MISCELLANEOUS VIOLATIONS	0
PARKING VIOLATIONS	17
PEDDLER	0
MEETINGS	162
PROSTITUTION	0
COLLECTION OF DELINQUENT DCO'S	0
WANTED CHECKS/CPC'S	2
TRAFFIC ARRESTS	80
WARNINGS	3
FUGITIVE	1
TOTAL CONTACTS	**275**

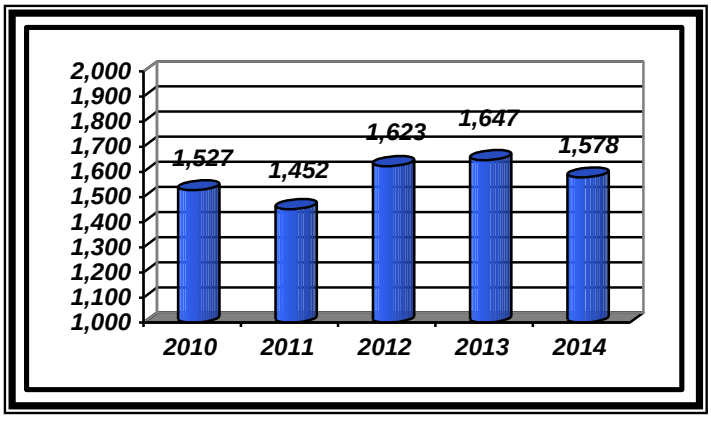
TRAFFIC ARRESTS

The department issued 13,744 traffic citations through this reporting period. This is a decrease of 1,065 citations over the number issued during the same period last year.

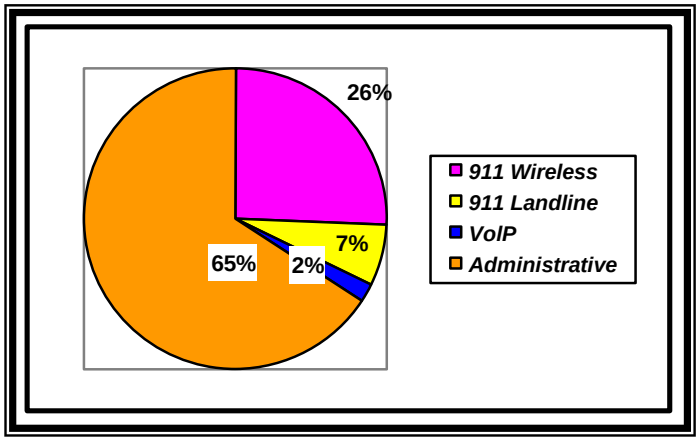


TRAFFIC CRASHES

Through October 31st, Dover Police investigated 1,578 traffic crashes. This is a decrease of 69 crashes investigated during the same period last year.



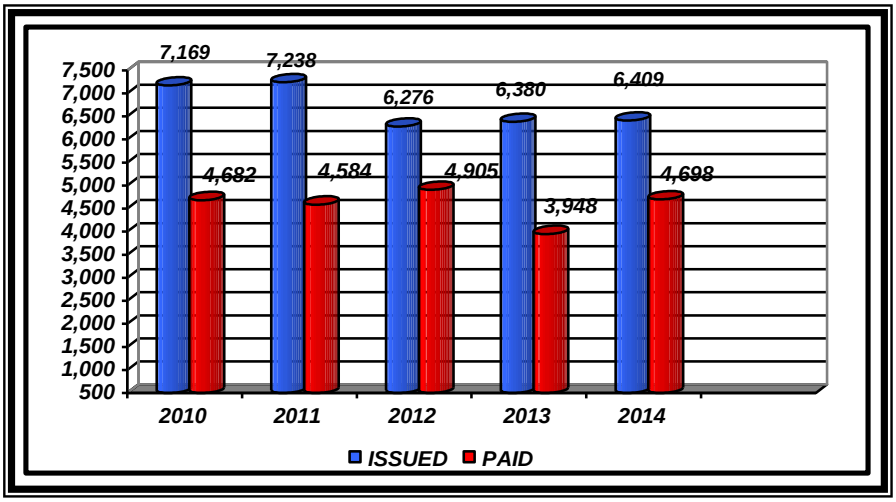
911 CENTER



During the month of October, the Dover Police Department handled a total of 10,197 calls averaging 329 calls per day. Dispatchers handled 2,613 calls on the 911 wireless lines, 668 calls on the 911 landlines, and 193 calls on the Voice Over Internet Protocol lines, the remaining 6,723 were administrative calls.

CITY ORDINANCE SUMMONS

*Through October 31st, we issued 6,409 City ordinance summons, an increase of 29 summonses over the same period last year. *Note: Of those summonses issued in September, 31 DCO's were issued for handicapped parking violations, 6 for fire lane parking violations, 42 for false alarms (0, for 1-2, 24, for 3-5 alarms, 9, for 6-9 alarms, 5, for 10-15 alarms, and 4, for 16 or more alarms) and 6 for noise violations (3 for vehicle violations and 3 for residence violations).*



Please visit our website at www.doverpolice.org for up to date information on crimes and activities in the City of Dover.

Respectfully Submitted,

Paul M. Bernat

Paul M. Bernat
Chief of Police

GRANT-IN-AID POLICY HISTORY

JANUARY 27, 2014

Proposed Grant-In-Aid Policy

Mrs. Donna Mitchell, Controller/Treasurer, advised members that, based on the requests of some members of Council, she developed a Grant-In-Aid policy. She noted that she had followed the State's policy and modified it to meet the City's parameters. Mrs. Mitchell advised members that if the policy were adopted, all of the documents included would merely have to be modified.

Mrs. Mitchell reviewed the presentation entitled City of Dover FY 20XX - Grant-In-Aid Instructions. Referring to Form 9 - Signature Page, she stated that Council would need to make a determination if they wished to specify the signature requirements for the policy. She noted that Item # 5 on Form 9 specifies "That this organization meets the criteria established and uses any Grant-In-Aid appropriated by the City Council in accordance with those provisions and any additional restrictions that may be set forth in the Grant-in-Aid policy." She noted that Council would need to establish this criteria. In addition, in regard to Form 10, she indicated that the State requires that a copy of the most recent audit prepared by a certified public accountant or public accountant accompany the application but allows for substitution of Sample Forms A-B-C. She indicated that Council should make a decision in this regard as well.

She noted that Council would also have to determine the timeline for applications, by whom they are reviewed, and the dates for submission in relation to the timing of the budget.

Mr. Slavin expressed appreciation for Mrs. Mitchell's efforts in developing the policy. He questioned if the City was obligated to have a Grant-In-Aid program. He stated that City could send out instructions stating that applications were not being invited this year because of current fiscal constraints; however, it would prepare the City for this to be done in the future and ensure that there would be a "level playing field" for applicants. He noted that there had been criticism about the way in which some organizations had received funds in the past and others did not.

Mr. Lynn, noting that there was a provision in the policy that requires any entity applying for a grant to supply an audit, asked if this language was in the State's policy. Responding, Mrs. Mitchell confirmed that it was. She also noted that the language allowed for a compilation statement by a certified public accountant or independent public accountant to be submitted in lieu of a copy of an audit with a management letter.

Mr. Hare questioned if this policy would preclude a "walk-in" applicant from requesting Grant-In-Aid funds. Responding, Mr. Slavin stated that the policy would create a uniform process for all applicants.

Mrs. Mitchell stated that if the Committee was in favor of the policy, she could incorporate dates and send out a notice indicating whether or not the City would be receiving applications.

Mr. Lynn asked if the entities that the City had historically provided funds to, such as the African American Festival and the Fourth of July Committee, would have to fill out the application in the future if the policy were adopted. Responding, Mrs. Mitchell stated that it would be Council's decision whether to grandfather those entities in. Mr. Hare felt that these organizations should fill out the form at least the first time so that an audit would be provided.

Mr. Slavin stated that, at the State level, there was a moratorium on receiving new applications; therefore, only existing recipients of Grant-In-Aid could submit applications for a particular year.

Responding to Mr. Lynn, Mrs. Mitchell stated that these funds had been granted previously after being budgeted and approved by Council through the request of Council.

Mr. Slavin suggested that consideration of how Grant-In-Aid should be handled during the upcoming fiscal year should be included in the annual budget discussions. Mrs. Mitchell suggested that this could be included in the Council Workshop being scheduled in March to discuss budget matters.

Mr. Bonar stated that the deadline for State Grant-In-Aid applications is November of each year so that they can be included in budget discussions. Noting that the City was already well into the budget process, he recommended that, starting with next fiscal year, applications be submitted no later than November 1st or November 15th, whichever Mrs. Mitchell deemed necessary. He concurred with Mr. Hare that all entities should submit an application and Mrs. Mitchell suggested that this also be discussed at the March Workshop.

The Committee recommended acceptance of the City of Dover FY 2015 Grant-In-Aid Application and procedures.

By consent agenda, Mr. Slavin moved for approval of the Committee's recommendation for acceptance of the City of Dover FY 2015 Grant-In-Aid Application and Procedures *(Exhibit #4 (1/27/14))*. The motion was seconded by Mr. Dixon and carried by a roll call vote of seven (7) yes (Dixon, Lynn, Slavin, Williams, Hare, Hutchison, and Bonar), one (1) no (Perza), and one (1) absent (Anderson).

City of Dover
Finance Department
PO Box 475
Dover DE 19903-0475
Phone: (302-736-7018
FAX: (302) 760-4930
E-Mail: dmitchell @dover.de.us

MEMORANDUM

To: Legislative, Finance & Administrative Committee

From: Donna Mitchell, Controller/Treasurer

Copy: City Council Members, Mayor Carey, Scott Koenig, and Traci McDowell

Date: December 30, 2013

Subject: Grant-In-Aid Policy & Procedures

In response to recent discussions regarding City contributions and grants to other entities, attached for your consideration is a Grant-In-Aid Policy & Procedures. The draft policy and procedures were developed using the State of Delaware's current policy and procedures.

The following documents are attached for your review, discussion and acceptance.

1. Current Information from the General Assembly's web site regarding Grant-In-Aid and its purpose.
2. FY20xx Grant-In-Aid Application Instructions
3. Grant-In-Aid Application Form Packet
4. Community Leader and Organization Recognition Policy (current policy)
5. Grant-In-Aid Instructions – Power Point Presentation

Please note, City Council can deviate from City policies and procedures unless they are legally adopted by ordinance, required by City Charter, or required by State or Federal legislation. This item is scheduled for discussion during the Legislative, Finance, & Administration Committee Meeting of January 13, 2014. Please feel free to contact me if you have any questions at 302-736-7018. Thank you.

STATE OF DELAWARE
GRANTS-IN-AID INFORMATION

Grant in Aid is an appropriation made by the General Assembly to support the activities of non-profit organizations which provide services to the citizens of Delaware. The purpose of Grant in Aid is to provide supplemental funding to service agencies and should not be construed as a sole source of funding.

To qualify for Grant in Aid, an agency must have a 501-C3 tax exempt status from the Internal Revenue Service and have been incorporated in the State of Delaware for at least two years prior to the beginning of the fiscal year for which they are applying. Agencies are to submit the original application and a copy as well as their most recent audit. **Applications are mailed on July 1 or the first business day of July and due in the Office of the Controller General by the close of business on November 1 or the first business day of November.**

Each category is assigned a team of legislators from the Joint Finance Committees. The teams review the applications assigned to that group and make funding recommendations to the full Committee. Decisions regarding Grant in Aid are made by the Joint Finance Committee in late June. Historically, the Grants-in-Aid bill is the final appropriations bill enacted by the legislature on June 30th.

Grant in Aid categories:

Each category is assigned a team of legislators from the Joint Finance Committee. The teams review the applications assigned to that group and make funding recommendations to the full Committee.

Historically, decisions regarding Grant in Aid have been made after the operating and capital budgets have been finalized. The categories are:

- Aging
- Health, Handicapped and labor
- Arts, Cultural and Tourism
- Neighborhood and Community Services
- Alcohol and Drug Abuse
- Family and Youth Services
- Veterans
- Fire Companies
- Senior Centers

Notification of Joint Finance Meetings to discuss Grant in Aid are posted on the internet and provided to the media. Meetings are open to the public. Please check the Joint Finance Committee Public Hearing page to view the schedule.

Workshop Information

The Office of the Controller General conducts a workshop in September for participants to assist them in completing the application.

CITY OF DOVER

FY 2015 GRANT-IN-AID APPLICATION INSTRUCTIONS

Funding Requests Are Due No Later Than 4:30 p.m., Friday, November 1, 20xx.

City of Dover
Finance Department
P.O. Box 475
Dover, Delaware 19903
OR
Finance Department
Weyandt Hall
5 E. Reed Street, Suite 300
Dover, Delaware 19901

Applications can be downloaded from the City website

To save the document to your computer from the website you must do the following:

- Go the http://
- Click on the Grant-In-Aid Application link;
- Right-click on the Word document (FY15 GIA Application.doc);
- Left click on Save As or Save Target As;
- Select where to save the file.

For technical assistance for downloading document please call the Finance Department at 302-736-7015.

DRAFT

FUNDING REQUESTS ARE DUE ON OR BEFORE FRIDAY NOVEMBER 1, 20xx.

This funding request format has been designed to provide for a tightly focused and informative presentation of the organization's request for funds based on a clear statement of the organization's purpose (or goals and objectives); a concise description, the financing requirements, and anticipated accomplishments for each of the programs or services being offered to meet these purposes; and the resulting total organization projections of income and expenses.

PLEASE READ ALL THE MATERIAL CAREFULLY BEFORE PREPARING THE REQUEST.

Additional supplemental material may be requested by the Grant-in-Aid Committee.

We are requesting that each organization provide the **original** and **one copy** of the funding request **and one copy of your most recent audit and the audit's management letter.**

DO NOT SUBMIT TAX FORMS.

Please number each page and indicate organization name on each page.
Please do not staple your application.

GENERAL DIRECTIONS

1. Fiscal Year - Your budget request from the State of Delaware is for the period July 1, 2014 through June 30, 2015.

   Information involving audited data or historical financial data will be based on your organization's fiscal year. The information for prior year would be taken from your organization's audit.

   PLEASE NOTE:

   Organizations using fiscal years should apply the following:

Prior Year -	FY 2013
Current Year -	FY 2014
Proposed Year -	FY 2015

   Organizations using calendar years should apply the following:

Prior Year -	2012
Current Year -	2013
Proposed Year -	2014

DRAFT

2. Rounding Figures - All figures should be rounded to the nearest hundred dollar.

3. Labeling - Please type the organization name clearly on each form as the forms may be separated during processing.

4. COMPLETE ENTIRE APPLICATION - ANSWER ALL QUESTIONS; EXPLAIN WHY A PARTICULAR QUESTION MAY NOT APPLY TO YOUR ORGANIZATION.

5. Forward completed application by November 1, 20xx, to:

Finance Department
Weyandt Hall
P.O. Box 475
Dover, Delaware 19903

OR

Controller/Treasurer
Weyandt Hall
5 E. Reed Street, Suite 300
Dover, Delaware 19901

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GUIDELINES FOR FY 2015 GRANTS-IN-AID

A. No funds will be appropriated for Child Day Care.

B. No funds will be appropriated for the purpose of relocation, purchasing buildings or rehabilitation or renovation of buildings.

C. In order for an organization to be considered for a Grant-In-Aid for FY 2015, the organization must:

1. Be incorporated, non-profit (or under umbrella of parent organization which is incorporated, non-profit). Your organization must be incorporated and in operation for at least two years prior to July 1, 2014.

2. Have By-laws that clearly state the purpose of the Corporation and include definition of duties of Board of Directors.

3. Have an active, community-represented, volunteer Board of Directors that sets policies, goals and objectives, and maintains minutes of regularly scheduled meetings and any special meetings. Have programs that are unduplicated, and satisfy unmet human needs of the community.

4. Have personnel policies, including job descriptions and classifications.

5. No organization shall use Grant-in-Aid funding to pay any part of an elected official's salary.

6. Have competent executives, competent staffing and reasonable facilities.

7. Practice non-discrimination.

8. Have accounting (budget) procedures and an annual audit.

9. Use funds in accordance with the application.

10. Demonstrate community support.

11. Request funds only for a program which does not receive full funding from other sources of revenue.

DRAFT

Instructions: Form 1

MANAGEMENT ORGANIZATION

Official Name:	Indicate legal name of organization on Incorporation Certificate or other legal documents. Please list any additional names your organization uses-if a trade name or other operating name is used.
Address of Management Office:	Where should correspondence and checks, etc., be forwarded? **If you use a P.O. Box, please include your street address.**
Physical Address	This is to be provided in case a site visit by a member of the City Council or their staff is required.
Contact Representative:	List name, address, daytime phone number and e-mail address of the individual who would best be able to provide any additional information that may be requested.
Indicate:	Names of Directors and Officers.

Instructions: Form 2

ORGANIZATION BACKGROUND

Please provide the organization background in a concise narrative as follows:

1. Organization mission statement;
2. **Organization location(s), days and hours of operation.**

DRAFT

Instructions: Form 3

REVENUE

This form requests the total revenue for your organization.

Note that the categories are by sources of revenue as follows:

Federal Government
State Government
City Government
In-Kind City Services (estimated value)
Investment
Sale of Materials Dues
Contributions or Donations
Miscellaneous Other

Also, Federal Government and State Government require further breakdowns as shown on the form. Be sure to include details on all sources for Federal and State Government revenues.

The total of all revenue should be shown on the Total Revenue Line.

Note that the GIA received for the prior and current fiscal years is requested. However, for the proposed year, Grant in Aid under City of Dover is blanked out. The GIA for the proposed fiscal year is to be reflected on Form 6, Line 6.

Instructions: Form 4

DISBURSEMENTS

This form is used to report all disbursements by your organization by category of disbursements.

The top portion of the page is used to report operating expenses of your organization.

The lower portion is used to report non-expense disbursements by various categories.

Total Expenses and the Total Non-Expense Disbursements should be reported on the Total Disbursement line at the bottom of the form.

DRAFT

Instructions: Form 5

FEDERAL & STATE GRANTS

This form requests a reporting of all funding your organization has received through the Federal & State Grants.

List the project name, fiscal year in which the award was made, and the amount.

DRAFT

Instructions: Form 6

SUMMARY

This report consolidates the revenue (Form 3) and disbursements (Form 4).

Line 1 Total revenue from Form 3.

Line 2 Total disbursements from Form 4.

Line 3 Operating surplus/deficit - difference between Line 1 and Line 2.

Line 4 Carryover - This line should reflect for the previous year's column the available balance from the beginning of the year.

For the current year's balance, this line should reflect the amount on Line 5 for the previous year.

For the proposed year, this line should reflect the amount on Line 5 for the current year.

Line 5 Net surplus/deficit - combine Lines 3 and 4.

Line 6 Grant-in-Aid Request. Please show awards for the previous year and current year in the first two columns. The amount of the Grant-in-Aid your organization is requesting should be reflected on this line for the proposed year.

If you are using more than one Form 7, the total of all these forms (Form 7, Line 12) should total Form 6, Line 6.

Line 7 **The total of all your programs (Line 7) should equal your Proposed Year Grant-in-Aid Request (Line 6).**

DRAFT

Instructions: Form 7

PROGRAM INFORMATION

Note: One page is required for each program.

Line 1 Program Name & Target Population: indicate name of program and who the service is targeting. How do you make the target population aware of the service?

Line 2 Program Description - indicate the activities associated with this program.

Line 3 Which other community organizations provide this or similar services? Indicate what other community organizations are providing similar services.

Line 4 How will the program obtain its objective & how will the outcomes be measured? Describe how these activities will address the program description and how you will measure your success.

Line 5 What progress has been made in the past year to achieve program objectives? How successful were you in the last year in meeting program objectives?

Line 6 Number of people served.

Line 7 Service measure - what measurable means are there to reflect the service provided.

Example: Hours of training provided, nights of shelter provided.

Line 8 Amount of service provided - this should reflect the total number of people served by the measure selected.

Example: If ten people (the same people or different people) were trained for five hours per day, 250 days per year, the amount of service would be 12,500 hours of training.

Line 9 Program revenue.

Line 10 Program disbursements

Line 11 Difference between Lines 9 and 10.

Line 12 Program Grant-in-Aid - Proposed year should reflect that portion of Form 6, Line 6 that applies to this program.

DRAFT

Instructions: Form 8

SCHEDULE OF POSITIONS & SALARIES

Please list all positions filled by your organization, the number of employees in each position, and the salary and salary range of each position.

Instructions: Form 9

LETTER OF BOARD APPROVAL

Indicate that your organization meets the provisions of the six conditions and the date that the application was approved by the Board of Directors of your organization.

FINANCIAL STATEMENT – Form 10

A copy of an audit along with the management letter or a compilation statement, by a Certified Public Accountant or independent Public Accountant, is requested. If this is unavailable, please complete the Sample Forms (A-B-C) in order to comply with the request for an audit.

The audit and the management letter or compilation statement should be for the fiscal year most recently completed.

DO NOT SEND TAX FORMS IN PLACE OF AN AUDIT OR FINANCIAL STATEMENTS.

DRAFT

CITY OF DOVER
GRANT-IN-AID APPLICATION FORM

FY 2015

FUNDING REQUESTS ARE DUE NO LATER THAN (TIME, DAY, DATE).

Official Name of Organization: _____

Date of Incorporation: _____

9 digit Federal Employer Identification No.: ☐☐☐☐☐☐☐☐☐

Contact Representative: _____

Phone Number (daytime): _____

E-mail address: _____

	YES	NO
Are you a first time applicant?	☐	☐
Did you receive a Grant-in-Aid Award in Fiscal Year 2014?	☐	☐
If yes, does this application include a request to fund a new program?	☐	☐
Is your organization receiving or has your organization received Grant in Aid from other government agencies?	☐	☐

If yes, what is the total amount of Grant in Aid money received from other government agencies? $ _____

FORM 1

ORGANIZATION: _____ YEAR: 2015

MANAGEMENT ORGANIZATION

Official Name of Organization: _____

Address of Management Office: _____

_____

Street Address or Location: _____

Physical Location of organization for site visits _____

Phone Number: _____

Contact Representative:

Name: _____

Address: _____

Phone Number: (Daytime) _____

E-Mail Address: _____

Names of Board of Directors and Daytime Telephone Numbers:

_____

_____

_____

_____

Names of Officers and Daytime Telephone Numbers

_____

_____

_____

_____

FORM 2

ORGANIZATION: _____ YEAR: 2015

ORGANIZATION BACKGROUND

ORGANIZATION
MISSION STATEMENT: _____

_____

_____

_____

_____

_____

ORGANIZATION LOCATION(s) where services are actually provided, days and hours of operation for site visits.

_____

_____

_____

_____

_____

_____

FORM 3

ORGANIZATION: _____ YEAR: 2015

REVENUE

Revenue Source	Previous Year	Current Year	Proposed Year
FEDERAL GOVERNMENT			
MEDICARE			
MEDICAID			
GRANTS			
OTHER			
STATE GOVERNMENT			
GRANT IN AID			
CONTRACTS BY STATE AGENCY			
CITY OF DOVER			
GRANT IN AID			**XXXXXXXXXX**
OTHER (LIST)			
INVESTMENTS			
DIVIDENDS & INTEREST			
SALE OF ASSETS			
SALE MATERIALS			
DUES			
CONTRIBUTIONS or DONATIONS			
MISCELLANEOUS			
TOTAL REVENUE			

FORM 4

ORGANIZATION: _____ YEAR: 2015

DISBURSEMENTS

	Previous Year	Current Year	Proposed Year
EXPENSES			
Salaries			
Employee Benefits			
Payroll Taxes			
Professional Fees			
Supplies			
Telephone and Fax			
Postage			
Rent			
Utilities			
Repairs and Maintenance			
Printing and Publications			
Travel, Conferences and Meetings			
Dues			
Assistance to Individuals			
Grants and Awards (other than Grant in Aid)			
Other (List)			
Miscellaneous			
TOTAL EXPENSES			
NON-EXPENSE DISBURSEMENTS			
Equipment			
Vehicles			
Mortgage/Loans			
Investments			
Other			
TOTAL NON-EXPENSE DISBURSEMENTS			
TOTAL DISBURSEMENTS			

FORM 5

ORGANIZATION: _____ YEAR: 2015

5A. FEDERAL & STATE GRANTS

If you are a Federal/State Grant Recipient, please complete this form;

Name of Project	Fiscal Year	Amount
		$

FORM 6

ORGANIZATION: _____ YEAR: 2015

SUMMARY

		Previous Year	Current Year	Proposed Year
1	TOTAL REVENUE on Form 3			
2	TOTAL DISBURSEMENTS on Form 4			
3	OPERATING SURPLUS/DEFICIT			
4	CARRYOVER			
5	NET SURPLUS/DEFICIT			
6	**GRANT IN AID REQUEST**			

	Programs from Form 7 to be funded through Grant in Aid in FY 2015	Amount Requested
7	**TOTAL (THIS LINE SHOULD EQUAL LINE 6 OF PROPOSED YEAR COLUMN)**	

FORM 7

ORGANIZATION: _____ YEAR: 2015

PROGRAM INFORMATION

1. Program Name & Target Population: _____
2. Program Description: _____
3. Which other community organizations provide this or similar services? _____
4. How will the program obtain its objective & how will the outcomes be measured? _____
5. What progress has been made in the past year to achieve the program's objectives? _____

		Previous Year Award	Current Year Award	Proposed Year Request
6.	Number of People Served			
7.	Service Measure			
8.	Amount of Service			
9.	Program Revenue			
10.	Program Disbursements			
11.	Surplus/Deficit			
12.	Amount of Grant in Aid Requested for this Program			

FORM 8

ORGANIZATION: _____ YEAR: 2014

SCHEDULE OF ALL POSITIONS AND SALARIES SUPPORTING ACTUAL EXPENSES AND BUDGET ESTIMATES FOR AGENCY STAFF

Position Title	Number of Positions	Salary Range	Previous Salary	Current Salary	Proposed Salary
		$	$	$	$

FORM 9

ORGANIZATION: _____ YEAR: 2014

(ORGANIZATION)

AGREES:

1. To submit funding requests on the forms provided at the times designated and to participate in the allocations review process.

2. To provide an annual certified audit and other financial statements, service figures, and reports or audits as required by the City of Dover.

3. To cooperate with other organizations, both voluntary and public, in responding to the needs of the community and in promoting high standards of efficiency and effectiveness.

4. To submit accurate information with this application. NOTE: Any misstatement of facts may forfeit any remaining balance of grants due and/or future grants.

5. That this organization meets the criteria established (City Council will need to establish criteria for eligibility) and uses any Grant-in-Aid appropriated by the City Council in accordance with those provisions and any additional restrictions that may be set forth in the Grant-in-Aid policy.

6. This agency agrees to provide the City Controller/Treasurer with financial or programmatic information upon request.

This agreement has been read and approved at the meeting of the governing body of the

_____

(ORGANIZATION'S NAME AND DATE)

BY:

_____

(President or Chairman) DATE

Daytime Phone Number: _____

_____

(Executive Director) DATE

FORM 10

COPY OF MOST RECENT AUDIT

PREPARED BY INDEPENDENT CERTIFIED

PUBLIC ACCOUNTANT OR PUBLIC ACCOUNTANT

SAMPLE A-B-C ATTACHED MAY BE SUBSTITUTED FOR ABOVE IF RECENT AUDIT IS NOT AVAILABLE.

DO NOT SEND TAX FORMS

SAMPLE A

ORGANIZAITON: _____ YEAR: 2015

BALANCE SHEETS FOR FISCAL YEARS ENDING (MONTH) 2012 AND 2013

	(MONTH), 2012	(MONTH), 2013
ASSETS		
Cash		
Accounts Receivable		
Investments – at cost		
(market value $_____)		
PROPERTY AND EQUIPMENT – at cost		
Land		
Buildings and Improvements		
Furniture and Equipment		
Transportation Equipment		
Less Accumulated Depreciation		
TOTAL ASSETS		
LIABILITIES AND FUND BALANCES		
Accounts payable and accrued expenses		
Grants designed for future periods		
Fund balances		
Undesignated		
Designated		
TOTAL LIABILITIES AND FUND BALANCES		

SAMPLE B

ORGANIZATION: _____ YEAR: 2015

STATEMENT OF SUPPORT, REVENUE AND EXPENSES

AND CHANGES IN FUND BALANCES FOR YEARS ENDING JUNE 30, 2012 AND 2013

	(MONTH), 2012	(MONTH), 2013
PUBLIC SUPPORT AND REVENUE		
Contributions		
Allocated by United Way of DE		
Fees and grants from government agencies		
Other revenue (losses)		
Investment Income		
Gain(loss) on sale of investments		
Miscellaneous		
EXPENSES		
Program Services		
Supporting Services		
Management and General		
EXCESS (DEFICIENCY) OF PUBLIC SUPPORT		
AND REVENUE OVER EXPENSES		
FUND BALANCES		
Beginning of year previously reported		
End of Year		

SAMPLE C

ORGANIZATION: _____ YEAR: 2015

STATEMENTS OF FUNCTIONAL EXPENSES YEARS ENDING (MONTH), 2012 AND 2013

	Program Services	Supporting Services	Total Expenses Year ending (MONTH), 2012
Salaries			
Employee Benefits			
Payroll Taxes			
Professional Fees			
Supplies			
Telephone & Utilities			
Postage and Shipping			
Rent			
Maintenance			
Printing and Publications			
Travel			
Conferences & Meetings			
Assistance to Individuals			
Membership Dues			
Awards and Grants			
Miscellaneous			
Depreciation			

	Program Services	Supporting Services	Total Expenses Year ending (MONTH), 2013
Salaries			
Employee Benefits			
Payroll Taxes			
Professional Fees			
Supplies			
Telephone & Utilities			
Postage and Shipping			
Rent			
Maintenance			
Printing and Publications			
Travel			
Conferences & Meetings			
Assistance to Individuals			
Membership Dues			
Awards and Grants			
Miscellaneous			
Depreciation			

CITY OF DOVER

COMMUNITY LEADER AND ORGANIZATION RECOGNITION POLICY

I. PURPOSE

The purpose of this policy is to provide guidance on recognition provided to outside agencies and organizations. As a general rule, the City of Dover will not normally give gifts or awards. However, there are occasions when recognition in the form of a gift and/or award is in the best interest of the local community. On these occasions, the City Council, Mayor, or their designee may recognize by gift or award; individuals, organizations, or entities who/which provide a written request and meet the following criteria:

A) Charitable organizations or entities which provide or have provided donations of goods or services to the government of the City and/or for the benefit of all of the citizens of the City; or non-profit fundraising events sponsored by organizations or entities which provide or have provided donations of goods or services to the government of the City and/or for the benefit of all of the citizens of the City;

B) Special guests of the City, including representatives from other government entities, visitors from other countries, retiring local business and community leaders, and departing local business and community leaders who have made a significant contribution to the City.

C) Retiring members of the armed forces stationed at Dover Air Force Base and departing senior officers or senior enlisted members of the armed forces, or other service members at Dover Air Force Base who have made a significant contribution to the City.

D) Elected City officials and appointees leaving City service. (No written request required)

E) Any other individual, organization, or entity specifically approved by City Council or the Mayor.

II. PERMITTED GIFTS/AWARDS & RESTRICTIONS

A) Gifts and awards consist of plaques, Dover cups, coins, golf shirts, and certificates or any other item approved by City Council and the Mayor.

B) No cash donations are permitted. Cash payments to any organization for the City's use of their facilities are considered a business expense, not a recognition gift or award and therefore this policy does not apply to these payments.

C) Unless otherwise approved by City Council and the Mayor, the aggregate value of any awards or gifts presented to any one individual, organization, or entity during any calendar year shall not exceed one-hundred dollars ($100.00).

D) The value of any gift or award should be reasonable, proportional to the contribution made, and in accordance with other City policies and directives.

E) No personal benefit should be provided to the grantor of the gift by the grantee.

F) This policy shall not restrict "get well" and sympathy expressions.

III. REPORTING REQUIRMENT

Gifts and/or awards given will be included in the monthly report issued by the Finance Department for public review.

IV. CHARTER AND CODE OF CONDUCT

All City of Dover policies are to subject to the City of Dover Charter 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.**"

V. POLICY ADHERENCE

In consideration of these guidelines and policies, one's interpretation should be on a strict, rather than loose, construction basis, and obviously, the objective should not be to rationalize ways and means for circumvention.

VI. REVIEW & REVISION

The City of Dover Community Leader and Organization Recognition Policy will be reviewed every three years by the Mayor and City Council.

DISTRIBUTION

1. Mayor, Council, City Manager
2. Department Heads
3. Finance Staff
3. Finance Policy Manual

ADOPTED: FEBRUARY 2, 2004

City of Dover
FY 20xx
Grant In Aid Instructions

Prepared by: Finance Department

Donna Mitchell, Controller/Treasurer

Application

- The application and instructions are available at the following website: http://
- If you need assistance downloading the application from the internet please contact the Finance Department at 302-736-7018.

Grant In Aid Cover Page

- Official Name of Organization
- Date of Incorporation
- 9 Digit Federal Employer ID Number
- Contact Representative
- Daytime Phone Number
- E-mail address
- First time applicant?
- Did you receive GIA in FY14?
- If yes, does this application include a request to fund a new program?
- Have you received GIA from other government agencies?
- If yes, amount received from other agencies?

Form 1 – Management Organization

- Official Name of Organization
- Address (where your check will be mailed) and phone number
- Physical location of service
- Contact representative
  - Name
  - Address
  - Daytime phone number
- Agency Name
- Names of Officers & Board of Directors and their daytime phone number

Form 2 – Agency Background

- Agency Mission Statement
- Agency Location(s)
  - Locations where services are actually provided, days and hours of operation for site visits.

Form 3 – Revenue

- Revenue sources for previous, current, and proposed year
- Include revenue from:
  - Federal Government
  - State Government
  - City Government
  - Other (List sources)
  - Investments
  - Sales
  - Dues
  - Contributions or Donations
  - Miscellaneous

Form 4 – Disbursements

- Expenses
  - Salaries, employee benefits, payroll taxes, etc.
- Non-expense disbursements
  - This is an expense that is not considered an operational expense.
  - For example – A principal payment on an asset (equipment, vehicle, mortgage, etc.)

Form 5 – Federal & State Grants

- If you have received other Federal or State Grants please fill out this page.
- Include the Name of Project, Year, and Funding Amount

- If you have not received these grants please go to Form 6.

Form 6 – Summary

- Summary information for previous, current, and proposed years:
  - Total Revenue (Form 3)
  - Total Disbursements (Form 4)
  - Operating Surplus/Deficit (calculated)
  - Carryover (balance from prior year)
  - Net Surplus/Deficit (calculated)
  - Grant In Aid Request
- At the bottom of the form name each program within your agency that will receive Grant In Aid Funds and the amount of your request that will go to each program.
- Note: Line 6 of the proposed year and Line 7 should be equal.

Form 7 – Program Information

- Program name and target population
- Program description
- Similar services provided by other agencies
- Describe program objectives and how outcomes are measured
- Describe the progress that has been made in the last year to achieve the program's objectives
- Lines 6 – 12 show the number of people served, service measures, amount of service, program revenue, program disbursements, surplus or deficits for the previous, current, and proposed years.
- Line 12 is the amount of funding requested for that specific program for FY2015.

Form 7 – Program Information (continued)

- Important Notes:
  - Line 12 should equal Lines 6 and 7 on Form 6
  - Use a new “Form 7” for each program
  - If more than one program is being funded through Grant In Aid the total of all Form 7’s should equal Line 6 and 7 on Form 6

Form 8 – Positions and Salaries

- Positions and Salary information for the prior, current, and proposed year:
  - Position Title
  - Number of positions
  - Salary ranges

Form 9 – Signature Page

- This form must be signed by the President or Chairman of the Board of Directors and the Executive Director

Form 10 – Audit Information

- A copy of our most recent audit prepared by an independent certified public accountant or public accountant must accompany your application.
- You may use sample forms A, B, or C if an audit is not available.

- Applications are due by _____
- THERE WILL BE NO EXTENSIONS!
- If you have questions contact
  - Donna Mitchell, Controller/Treasurer
  - Finance Department
  - 302-736-7018 or email dmitchell@dover.de.us

JUNE 9, 2014 COUNCIL MEETING

Proposed Grant-In-Aid Policy

Mrs. Donna Mitchell, Controller/Treasurer, reminded members that, during their Regular Meeting of January 27, 2014, City Council accepted the City of Dover FY 2015 Grant-In-Aid Application and Procedures, as recommended by the Committee. She stated that, since that time, she had updated this document, which was similar to that used in the State of Delaware grant-in-aid process, to incorporate a "Policy Objective" in the Grant-in-Aid Application Instructions. Mrs. Mitchell reviewed the Policy Objective and inquired if members had any suggestions for change.

The Committee recommended acceptance of the proposed Grant-In-Aid Policy ***(Exhibit #1(6/9/14))***.

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

CITY OF DOVER

GRANT-IN-AID APPLICATION INSTRUCTIONS

Funding Requests Are Due No Later Than 4:30 p.m., Friday, November 1, 20xx.

City of Dover
Finance Department
P.O. Box 475
Dover, Delaware 19903
OR
Finance Department
Weyandt Hall
5 E. Reed Street, Suite 300
Dover, Delaware 19901

Applications can be downloaded from the City website

To save the document to your computer from the website you must do the following:

- Go the http://
- Click on the Grant-In-Aid Application link;
- Right-click on the Word document (FY15 GIA Application.doc);
- Left click on Save As or Save Target As;
- Select where to save the file.

For technical assistance for downloading document please call the Finance Department at 302-736-7018.

FUNDING REQUESTS ARE DUE ON OR BEFORE FRIDAY NOVEMBER 1, 20xx.

This funding request format has been designed to provide for a tightly focused and informative presentation of the organization's request for funds based on a clear statement of the organization's purpose (or goals and objectives); a concise description, the financing requirements, and anticipated accomplishments for each of the programs or services being offered to meet these purposes; and the resulting total organization projections of income and expenses.

PLEASE READ ALL THE MATERIAL CAREFULLY BEFORE PREPARING THE REQUEST.

Additional supplemental material may be requested by the Grant-in-Aid Committee.

We are requesting that each organization provide the **original** and **one copy** of the funding request **and one copy of your most recent audit and the audit's management letter or a compilation statement, by a Certified Public Accountant or independent Public Accountant.**

DO NOT SUBMIT TAX FORMS.

Please number each page and indicate organization name on each page.
Please do not staple your application.

GENERAL DIRECTIONS

1. Fiscal Year - Your budget request from the State of Delaware is for the period July 1, 2014 through June 30, 2015.

   Information involving audited data or historical financial data will be based on your organization's fiscal year. The information for prior year would be taken from your organization's audit or compilation statement.

   PLEASE NOTE:

   Organizations using fiscal years should apply the following:

Prior Year -	FY 2013
Current Year -	FY 2014
Proposed Year -	FY 2015

   Organizations using calendar years should apply the following:

Prior Year -	2012
Current Year -	2013
Proposed Year -	2014

2. Rounding Figures - All figures should be rounded to the nearest hundred dollar.

3. Labeling - Please type the organization name clearly on each form as the forms may be separated during processing.

4. COMPLETE ENTIRE APPLICATION - ANSWER ALL QUESTIONS; EXPLAIN WHY A PARTICULAR QUESTION MAY NOT APPLY TO YOUR ORGANIZATION.

5. Forward completed application by November 1, 20xx, to:

Finance Department
Weyandt Hall
P.O. Box 475
Dover, Delaware 19903

OR

Controller/Treasurer
Weyandt Hall
5 E. Reed Street, Suite 300
Dover, Delaware 19901

POLICY OBJECTIVE

The purpose of this policy is to standardize the method by which the City of Dover provides financial assistance for community events sponsored by non-profit organizations that benefit all of the Citizens of Dover or enhances the City's Economic Development initiatives.

The applicant must be a non-profit organization incorporated in the State of Delaware and is located in the City of Dover. Any public funding request will be limited to the purpose of this policy as described above.

All City of Dover policies are to subject to the City of Dover Charter 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."**

In consideration of these guidelines and policies, one's interpretation should be on a strict, rather than loose, construction basis, and obviously, the objective should not be to rationalize ways and means for circumvention.

The City of Dover Grant-In-Aid Policy will be reviewed every three years by the Mayor and City Council.

GUIDELINES FOR FY 2015 GRANTS-IN-AID

A. Only non-profit organizations are eligible to apply for Grant-In-Aid.

B. No funds will be appropriated for the purpose of paying personnel cost, relocation, purchasing buildings or rehabilitation or renovation of buildings.

C. In order for an organization to be considered for a Grant-In-Aid for FY 2015, the organization must:

1. Be incorporated, non-profit (or under umbrella of parent organization which is incorporated, non-profit). Your organization must be incorporated and in operation for at least two years prior to July 1, 2014.

2. Have By-laws that clearly state the purpose of the Corporation and include definition of duties of Board of Directors.

3. Have an active, community-represented, volunteer Board of Directors that sets policies, goals and objectives, and maintains minutes of regularly scheduled meetings and any special meetings. Have programs that are unduplicated, and satisfy unmet human needs of the community.

4. Have personnel policies, including job descriptions and classifications.

5. No organization shall use Grant-in-Aid funding to pay any part of an elected official's salary.

6. Have competent executives, competent staffing and reasonable facilities.

7. Practice non-discrimination.

8. Have accounting (budget) procedures and an annual audit.

9. Use funds in accordance with the application.

10. Demonstrate community support.

11. Request funds only for a program which does not receive full funding from other sources of revenue.

Instructions: Form 1

MANAGEMENT ORGANIZATION

Official Name:	Indicate legal name of organization on Incorporation Certificate or other legal documents. Please list any additional names your organization uses-if a trade name or other operating name is used.
Address of Management Office:	Where should correspondence and checks, etc., be forwarded? **If you use a P.O. Box, please include your street address.**
Physical Address	This is to be provided in case a site visit by a member of the City Council or their staff is required.
Contact Representative:	List name, address, daytime phone number and e-mail address of the individual who would best be able to provide any additional information that may be requested.
Indicate:	Names of Directors and Officers.

Instructions: Form 2

ORGANIZATION BACKGROUND

Please provide the organization background in a concise narrative as follows:

1. Organization mission statement;

2. **Organization location(s), days and hours of operation.**

Instructions: Form 3

REVENUE

This form requests the total revenue for your organization.

Note that the categories are by sources of revenue as follows:

Federal Government
State Government
City Government
In-Kind City Services (estimated value)
Investment
Sale of Materials Dues
Contributions or Donations
Miscellaneous Other

Also, Federal Government and State Government require further breakdowns as shown on the form. Be sure to include details on all sources for Federal and State Government revenues.

The total of all revenue should be shown on the Total Revenue Line.

Note that the GIA received for the prior and current fiscal years is requested. However, for the proposed year, Grant in Aid under City of Dover is blanked out. The GIA for the proposed fiscal year is to be reflected on Form 6, Line 6.

Instructions: Form 4

DISBURSEMENTS

This form is used to report all disbursements by your organization by category of disbursements.

The top portion of the page is used to report operating expenses of your organization.

The lower portion is used to report non-expense disbursements by various categories.

Total Expenses and the Total Non-Expense Disbursements should be reported on the Total Disbursement line at the bottom of the form.

Instructions: Form 5

FEDERAL & STATE GRANTS

This form requests a reporting of all funding your organization has received through the Federal & State Grants.

List the project name, fiscal year in which the award was made, and the amount.

Instructions: Form 6

SUMMARY

This report consolidates the revenue (Form 3) and disbursements (Form 4).

Line 1 Total revenue from Form 3.

Line 2 Total disbursements from Form 4.

Line 3 Operating surplus/deficit - difference between Line 1 and Line 2.

Line 4 Carryover - This line should reflect for the previous year's column the available balance from the beginning of the year.

For the current year's balance, this line should reflect the amount on Line 5 for the previous year.

For the proposed year, this line should reflect the amount on Line 5 for the current year.

Line 5 Net surplus/deficit - combine Lines 3 and 4.

Line 6 Grant-in-Aid Request. Please show awards for the previous year and current year in the first two columns. The amount of the Grant-in-Aid your organization is requesting should be reflected on this line for the proposed year.

If you are using more than one Form 7, the total of all these forms (Form 7, Line 12) should total Form 6, Line 6.

Line 7 **The total of all your programs (Line 7) should equal your Proposed Year Grant-in-Aid Request (Line 6).**

Instructions: Form 7

PROGRAM INFORMATION

Note: One page is required for each program.

Line 1 Program Name & Target Population: indicate name of program and who the service is targeting. How do you make the target population aware of the service?

Line 2 Program Description - indicate the activities associated with this program.

Line 3 Which other community organizations provide this or similar services? Indicate what other community organizations are providing similar services.

Line 4 How will the program obtain its objective & how will the outcomes be measured? Describe how these activities will address the program description and how you will measure your success.

Line 5 What progress has been made in the past year to achieve program objectives? How successful were you in the last year in meeting program objectives?

Line 6 Number of people served.

Line 7 Service measure - what measurable means are there to reflect the service provided.

Example: Hours of training provided, nights of shelter provided.

Line 8 Amount of service provided - this should reflect the total number of people served by the measure selected.

Example: If ten people (the same people or different people) were trained for five hours per day, 250 days per year, the amount of service would be 12,500 hours of training.

Line 9 Program revenue.

Line 10 Program disbursements

Line 11 Difference between Lines 9 and 10.

Line 12 Program Grant-in-Aid - Proposed year should reflect that portion of Form 6, Line 6 that applies to this program.

Instructions: Form 8

SCHEDULE OF POSITIONS & SALARIES

Please list all positions filled by your organization, the number of employees in each position, and the salary and salary range of each position.

Instructions: Form 9

LETTER OF BOARD APPROVAL

Indicate that your organization meets the provisions of the six conditions and the date that the application was approved by the Board of Directors of your organization.

FINANCIAL STATEMENT – Form 10

A copy of an audit along with the management letter or a compilation statement, by a Certified Public Accountant or independent Public Accountant, is requested. If this is unavailable, please complete the Sample Forms (A-B-C) in order to comply with the request for an audit.

The audit and the management letter or compilation statement should be for the fiscal year most recently completed.

DO NOT SEND TAX FORMS IN PLACE OF AN AUDIT OR FINANCIAL STATEMENTS.

CITY OF DOVER
GRANT-IN-AID APPLICATION FORM

FY 2016

FUNDING REQUESTS ARE DUE NO LATER THAN (TIME, DAY, DATE).

Official Name of Organization: _____

Date of Incorporation: _____

9 digit Federal Employer Identification No.: ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐

Contact Representative: _____

Phone Number (daytime): _____

E-mail address: _____

	YES	NO
Are you a first time applicant?	☐	☐
Did you receive a Grant-in-Aid Award in Fiscal Year 2015?	☐	☐
If yes, does this application include a request to fund a new program?	☐	☐
Is your organization receiving or has your organization received Grant in Aid from other government agencies?	☐	☐

If yes, what is the total amount of Grant in Aid money received from other government agencies? $ _____

FORM 1

ORGANIZATION: _____ YEAR: 2015

MANAGEMENT ORGANIZATION

Official Name of Organization: _____

Address of Management Office: _____

_____

Street Address or Location: _____

Physical Location of organization for site visits _____

Phone Number: _____

Contact Representative:

Name: _____

Address: _____

Phone Number: (Daytime) _____

E-Mail Address: _____

Names of Board of Directors and Daytime Telephone Numbers:

_____

_____

_____

_____

Names of Officers and Daytime Telephone Numbers

_____

_____

_____

_____

FORM 2

ORGANIZATION: _____ YEAR: 2016

ORGANIZATION BACKGROUND

ORGANIZATION
MISSION STATEMENT: _____

ORGANIZATION LOCATION(s) where services are actually provided, days and hours of operation for site visits.

FORM 3

ORGANIZATION: _____ YEAR: 2016

REVENUE

Revenue Source	Previous Year	Current Year	Proposed Year
FEDERAL GOVERNMENT			
MEDICARE			
MEDICAID			
GRANTS			
OTHER			
STATE GOVERNMENT			
GRANT IN AID			
CONTRACTS BY STATE AGENCY			
CITY OF DOVER			
GRANT IN AID			**XXXXXXXXXX**
OTHER (LIST)			
INVESTMENTS			
DIVIDENDS & INTEREST			
SALE OF ASSETS			
SALE MATERIALS			
DUES			
CONTRIBUTIONS or DONATIONS			
MISCELLANEOUS			
TOTAL REVENUE			

FORM 4

ORGANIZATION: _____ YEAR: 2016

DISBURSEMENTS

	Previous Year	Current Year	Proposed Year
EXPENSES			
Salaries			
Employee Benefits			
Payroll Taxes			
Professional Fees			
Supplies			
Telephone and Fax			
Postage			
Rent			
Utilities			
Repairs and Maintenance			
Printing and Publications			
Travel, Conferences and Meetings			
Dues			
Assistance to Individuals			
Grants and Awards (other than Grant in Aid)			
Other (List)			
Miscellaneous			
TOTAL EXPENSES			
NON-EXPENSE DISBURSEMENTS			
Equipment			
Vehicles			
Mortgage/Loans			
Investments			
Other			
TOTAL NON-EXPENSE DISBURSEMENTS			
TOTAL DISBURSEMENTS			

FORM 5

ORGANIZATION: _____ YEAR: 2016

5A. FEDERAL & STATE GRANTS

If you are a Federal/State Grant Recipient, please complete this form;

Name of Project	Fiscal Year	Amount
		$

FORM 6

ORGANIZATION: _____ YEAR: 2016

SUMMARY

		Previous Year	Current Year	Proposed Year
1	TOTAL REVENUE on Form 3			
2	TOTAL DISBURSEMENTS on Form 4			
3	OPERATING SURPLUS/DEFICIT			
4	CARRYOVER			
5	NET SURPLUS/DEFICIT			
6	**GRANT IN AID REQUEST**			

	Programs from Form 7 to be funded through Grant in Aid in FY 2016	Amount Requested
7	**TOTAL (THIS LINE SHOULD EQUAL LINE 6 OF PROPOSED YEAR COLUMN)**	

FORM 7

ORGANIZATION: _____ YEAR: 2016

PROGRAM INFORMATION

1. Program Name & Target Population: _____

2. Program Description: _____

3. Which other community organizations provide this or similar services? _____

4. How will the program obtain its objective & how will the outcomes be measured? _____

5. What progress has been made in the past year to achieve the program's objectives? _____

		Previous Year Award	Current Year Award	Proposed Year Request
6.	Number of People Served			
7.	Service Measure			
8.	Amount of Service			
9.	Program Revenue			
10.	Program Disbursements			
11.	Surplus/Deficit			
12.	Amount of Grant in Aid Requested for this Program			

FORM 8

ORGANIZATION: _____ YEAR: 2016

SCHEDULE OF ALL POSITIONS AND SALARIES SUPPORTING ACTUAL EXPENSES AND BUDGET ESTIMATES FOR AGENCY STAFF

Position Title	Number of Positions	Salary Range	Previous Salary	Current Salary	Proposed Salary
		$	$	$	$

FORM 9

ORGANIZATION: _____ YEAR: 2016

(ORGANIZATION)

AGREES:

1. To submit funding requests on the forms provided at the times designated and to participate in the allocations review process.

2. To provide an annual certified audit and other financial statements, service figures, and reports or audits as required by the City of Dover.

3. To cooperate with other organizations, both voluntary and public, in responding to the needs of the community and in promoting high standards of efficiency and effectiveness.

4. To submit accurate information with this application. NOTE: Any misstatement of facts may forfeit any remaining balance of grants due and/or future grants.

5. That this organization meets the criteria established and uses any Grant-in-Aid appropriated by the City Council in accordance with those provisions and any additional restrictions that may be set forth in the Grant-in-Aid policy.

6. This agency agrees to provide the City Controller/Treasurer with financial or programmatic information upon request.

This agreement has been read and approved at the meeting of the governing body of the

_____

(ORGANIZATION'S NAME AND DATE)

BY:

_____

(President or Chairman) DATE

Daytime Phone Number: _____

_____

(Executive Director) DATE

FORM 10

COPY OF MOST RECENT AUDIT

PREPARED BY INDEPENDENT CERTIFIED

PUBLIC ACCOUNTANT OR PUBLIC ACCOUNTANT

SAMPLE A-B-C ATTACHED MAY BE SUBSTITUTED FOR ABOVE IF RECENT AUDIT IS NOT AVAILABLE.

DO NOT SEND TAX FORMS

SAMPLE A

ORGANIZAITON: _____ YEAR: 2016

BALANCE SHEETS FOR FISCAL YEARS ENDING (MONTH) 2014 AND 2015

	(MONTH), 2014	(MONTH), 2015
ASSETS		
Cash		
Accounts Receivable		
Investments – at cost		
(market value $_____)		
PROPERTY AND EQUIPMENT – at cost		
Land		
Buildings and Improvements		
Furniture and Equipment		
Transportation Equipment		
Less Accumulated Depreciation		
TOTAL ASSETS		
LIABILITIES AND FUND BALANCES		
Accounts payable and accrued expenses		
Grants designed for future periods		
Fund balances		
Undesignated		
Designated		
TOTAL LIABILITIES AND FUND BALANCES		

SAMPLE B

ORGANIZATION: _____ YEAR: 2016

STATEMENT OF SUPPORT, REVENUE AND EXPENSES

AND CHANGES IN FUND BALANCES FOR YEARS ENDING JUNE 30, 2014 AND 2015

	(MONTH), 2014	(MONTH), 2015
PUBLIC SUPPORT AND REVENUE		
Contributions		
Allocated by United Way of DE		
Fees and grants from government agencies		
Other revenue (losses)		
Investment Income		
Gain(loss) on sale of investments		
Miscellaneous		
EXPENSES		
Program Services		
Supporting Services		
Management and General		
EXCESS (DEFICIENCY) OF PUBLIC SUPPORT		
AND REVENUE OVER EXPENSES		
FUND BALANCES		
Beginning of year previously reported		
End of Year		

SAMPLE C

ORGANIZATION: _____ YEAR: 2016

STATEMENTS OF FUNCTIONAL EXPENSES YEARS ENDING (MONTH), 2014 AND 2015

	Program Services	Supporting Services	Total Expenses Year ending (MONTH), 2014
Salaries			
Employee Benefits			
Payroll Taxes			
Professional Fees			
Supplies			
Telephone & Utilities			
Postage and Shipping			
Rent			
Maintenance			
Printing and Publications			
Travel			
Conferences & Meetings			
Assistance to Individuals			
Membership Dues			
Awards and Grants			
Miscellaneous			
Depreciation			

	Program Services	Supporting Services	Total Expenses Year ending (MONTH), 2015
Salaries			
Employee Benefits			
Payroll Taxes			
Professional Fees			
Supplies			
Telephone & Utilities			
Postage and Shipping			
Rent			
Maintenance			
Printing and Publications			
Travel			
Conferences & Meetings			
Assistance to Individuals			
Membership Dues			
Awards and Grants			
Miscellaneous			
Depreciation			

City of Dover

December 8, 2014

Ms. Anna Ricklin, AICP
American Planning Association
Manager, Planning and Community Health Center
205 N. Michigan Ave., Suite 1200
Chicago, IL 60601

Ms. Ricklin,

On behalf of the Mayor and Council of the City of Dover, I write in support of the Kent County Health and Nutrition Collaborative's project proposal for the APA/APHA Initiative on Collaborating for Healthy Communities.

The City of Dover is enthusiastic to work with Delaware HEAL (Coalition for Healthy Eating and Active Living), the Delaware Association for Public Health, and the Delaware Chapter of the American Planning Association to utilize the available grant funds to improve the health of Dover area residents.

Specifically, the *Restoring Central Dover Plan* developed through funding from the Wells Fargo Regional Foundation, identifies a series of strategies to revitalize the central Dover neighborhoods and business district. Dover's central neighborhoods house a disproportionate number of the City's underprivileged residents and households. *Restoring Central Dover* includes strategies aimed at improving the quality of life in Dover's urban core, several of which relate specifically to improving residents' health and activity levels. To the degree that this grant could help implement strategies that would provide better access to active transportation, healthy food choices, and healthy lifestyle choices, the quality of life of Dover's most in-need residents could be vastly improved.

I would like to thank the Delaware Public Health Association and Delaware Chapter of the American Planning Association for targeting central Kent County for use of these funds to improve community health through planning and active living.

Sincerely,

David L. Bonar
City Council President

DRAFT