REGULAR COUNCIL MEETING
A G E N D A

AUGUST 11, 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 BISHOP THOMAS L. HOLSEY

PLEDGE OF ALLEGIANCE LED BY MAYOR CHRISTIANSEN

AGENDA ADDITIONS/DELETIONS

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

* **1. Adoption of Minutes - Regular Council Meeting of July 28, 2014**

2. Certificate of Congratulations - Dr. Michael L. Mattern

3. Presentation by Delaware Department of Transportation (DelDOT) - High Intensity Activated Crosswalk (HAWK) Signal Located at Heatherfield Way and Route 8 (New Dover High School East Entrance)

4. Legislative, Finance, and Administration Committee Report - July 14, 2014
A. Proposed Financial Reforms - Public Safety Fund
*(Committee recommended approval of the proposed financial reforms related to Public Safety)***(On July 28, 2014, City Council deferred this item until the next meeting)**

* **5. Dover Human Relations Commission Report - July 22, 2014**

A. Presentation - Dover Public Library Created Equal Project ***(Margie Cyr and Michelle Hughes)*** *(Commission action not required)*

B. Development of DHRC 2014-2017 Strategic Plan/Discussion - DHRC Organizational Structure *(Commission took no action)*

* **6. Special Utility Committee Report - July 24, 2014**

A. Energy Risk Management - Overview and Training *(Committee action not required)*

* **7. Monthly Reports - June 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

* **8. Quarterly Review of Capital Investment Plan (CIP) (April, May, and June)**

9. Evaluation of Proposals - Engineering Services and Project Management for the Department of Public Works

(Staff recommends awarding three (3), three-year contracts to URS Corporation, JMT, and Pennoni Associates, Inc. as per the pricing included in the proposal submittal)

10. Tentative Labor Contract with American Federation of State, County and Municipal Employees (AFSCME)

11. Evaluation of Bids

A. Brandywine Pump Station Replacement

(Staff recommends awarding the contract to JJID, Inc. for the City of Dover Brandywine Pump Station Replacement Project, Bid #14-0048PW, for the amount of $332,000)

B. McKee Road Pump Station Comminutor Replacement

(Staff recommends awarding the contract to Blooming Glen Contractors, Inc. for the City of Dover McKee Road Pump Station Comminutor Replacement Project, Bid #14-0051PW, for the amount of $147,110)

C. Concrete Construction and Replacement - Phase I

(Staff recommends awarding a unit price contract, based upon Bid #14-0052PW, for the Concrete Construction and Replacement Phase I Project to Fontana Concrete Contractors, Inc. The Public Works Director may add or delete from the contract, up to 35%, based on available funding throughout the contract period and inform the City Manager of such additions and deletions. All work will be paid for at the unit prices bid for work completed and accepted by the City of Dover. The total work authorized under this contract will not exceed the available funding in conjunction with the Concrete Construction and Replacement Phase II Project and FY15 Street Program, which are part and parcel of the above referenced CIP project)

11. Evaluation of Bids (Continued)

D. Concrete Construction and Replacement - Phase II

(Staff recommends awarding a unit price contract, based upon Bid #14-0053PW, for the Concrete Construction and Replacement Phase II Project to Fontana Concrete Contractors, Inc. The Public Works Director may add or delete from the contract, up to 35%, based on available funding throughout the contract period and inform the City Manager of such additions and deletions. All work will be paid for at the unit prices bid for work completed and accepted by the City of Dover. The total work authorized under this contract will not exceed the available funding in conjunction with the Concrete Construction and Replacement Phase I Project and FY15 Street Program, which are part and parcel of the above referenced CIP project)

12. Appointment - Timothy P. Mullaney, Jr. - Fire Marshal

* **13. Reappointment Recommended by Mayor Robin R. Christiansen - Board of Adjustment - Arthur G. Ericson - Three (3) Year Term to Expire July 2017**

14. Council Members' Announcements

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REGULAR COUNCIL MEETING

The Regular Council Meeting was held on July 28, 2014 at 7:30 p.m. with Councilwoman Williams presiding in the absence of President Bonar. Council members present were Mr. Anderson, Mr. Dixon, Mr. Lynn, Mr. Perza, Mr. Slavin, Mr. Hare, and Mr. Hutchison.

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

OPEN FORUM

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

There was no one present wishing to speak.

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

AGENDA ADDITIONS/DELETIONS

Acting Council President Williams requested the addition of Item #3 - Certificate of Congratulations for Eugene Capers.

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

Acting Council President Williams advised members that staff had requested that Item #5A - Proposed Financial Reforms - Public Safety Fund be removed from the consent agenda.

Mr. Slavin moved for approval of the consent agenda as amended, seconded by Mr. Anderson and carried by a unanimous roll call vote (Bonar absent).

ADOPTION OF MINUTES - REGULAR COUNCIL MEETING OF JULY 14, 2014

The Minutes of the Regular Council Meeting of July 14, 2014 were unanimously approved by motion of Mr. Slavin, seconded by Mr. Anderson and bore the written approval of Mayor Christiansen.

PRESENTATION BY LUTHERAN SENIOR SERVICES OF DOVER, INC. - PAYMENT IN LIEU OF TAXES (PILOT)

Mr. Gary Coy, Executive Director of Lutheran Senior Services of Dover, Inc., presented Mayor Christiansen and Mr. Slavin, Chairman of the Legislative, Finance, and Administration Committee, with a contribution of $27,227 as payment in lieu of taxes (PILOT) for expenses associated with City services provided to Lutheran Senior Services throughout the year. Mr. Coy stated that Lutheran Senior Services had been providing housing to seniors for 33 years, which was a very important mission that could not be accomplished without the cooperation of the City of Dover. He stated that Luther Towers and Luther Village provide 391 apartments, serving over 400 people, and that their new building will add 45 additional apartments.

Mayor Christiansen expressed his gratitude to Mr. Coy and Lutheran Senior Services for the contribution. He stated that it is a pleasure to have Luther Towers and Luther Village as a part of the City of Dover and looked forward to its expansion and continued growth.

Mr. Slavin noted that approximately 450 people call Luther Towers and Luther Village home and thanked Lutheran Senior Services for providing housing to the City's seniors.

CERTIFICATE OF CONGRATULATIONS FOR EUGENE CAPERS

Mayor Christiansen, joined by Ms. Sherwanda Rachal-Speaks, Recreation Specialist, presented the following Certificate of Congratulations to Mr. Eugene Capers and wished him a happy retirement:

CERTIFICATE OF CONGRATULATIONS

This Certificate of Congratulations is presented to

Mr. Eugene Capers on your retirement as
Principal of Towne Point Elementary

We thank you for providing a safe haven for our Youth Connections programs by allowing the City of Dover to use space at Towne Point Elementary for over 15 years. The great partnership between the City of Dover and Towne Point Elementary has been a blessing for our youth.

We wish you the best with your future endeavors
as you enjoy your retirement years.

July 28, 2014

Mr. Capers thanked the City of Dover for providing the opportunity for Towne Point Elementary to sustain the Youth Connections Programs for both the students and parents and, more particularly, he thanked Ms. Sherwanda Rachal-Speaks and introduced Ms. Crystal Thompkins, whom he hired several years ago and whom had proven to be his best investment for Towne Point because she had been a benefit to all who have had an opportunity to work with her. He stated that Ms. Thompkins serves as the liaison between the City of Dover and Towne Point Elementary School in providing the services offered. Mr. Capers stated that close to 50 children participated in the program this past year at the cost of only $35 per week, which had been an incentive for participants to continue with the program.

DOVER HUMAN RELATIONS COMMISSION REPORT - JULY 8, 2014

The Dover Human Relations Commission met on July 8, 2014 with Chairman Wilson presiding.

Development of DHRC 2014-2017 Strategic Plan

Mr. Ruane reviewed a brief history of the origins of the DHRC. He advised members that, in 2001, there was an incident in the Dover community in which a young, African-American man was arrested and died in police custody. The community became incensed and ad hoc and formal meetings were held. An investigation was

performed, and it was determined by the State Department of Justice that the man had died of a drug overdose and was close to death at the time of the arrest. Due to the threat of tension between the police and the community, consideration was given to developing a public forum at that time to address this type of issue. A Community Harmony Committee was developed, which included ministers, some members of Council, and the Mayor, and assistance was provided by the State of Delaware Human Relations Commission (SHRC). The question was also raised as to whether a citizen review board was needed but a decision was made to trust that the Police Department had internal procedures in place to address this type of incident through a complaint process and by allowing citizens the opportunity to discuss problems with the internal affairs officer. For this reason, it was decided that another group to handle citizen complaints about the police department was not needed.

Mr. Wilson advised members that, at that time, he, as President of the National Association for the Advancement of Colored People (NAACP), and Mayor James Hutchison called upon the Department of Justice (DOJ) for assistance. A representative from the DOJ came to the City from Philadelphia, communicated with the various organizations involved, and recommended that a Dover Human Relations Commission be established.

Mr. Ruane explained that, with the assistance of the SHRC, it was determined that State Code deals with anti-discrimination in employment, housing, etc. in Delaware, and it was recommended by the SHRC that the DHRC allow the SHRC to respond to this type of complaint. The SHRC would provide the City instruction on where to refer those alleging housing or employment discrimination or with complaints pertaining to any other matters covered by the State Code, as stated in Chapter 58 - Human Relations, Article II - Human Relations Commission, Sec. 58-36 (4) of the Dover Code.

Referring to the U.S. Department of Justice Community Relations Service Guidelines for Effective Human Relations Commissions, Updated March 2003, Mr. Ruane stated that the there was a close correlation between this document and the objectives, goals, and statements used in 2001 when establishing the DHRC. He noted that there were differences between the Dover DHRC and similar organizations, stating that someday the DHRC might find itself in a role that was expanded to include human rights rather than just human relations, which was the Commission's current emphasis. He explained that various commissions around the country are civil rights commissions or human rights commission or both; however, DHRC members must work within the context of the Dover legislation. It was his belief that some of the conflicts relating to the DHRC in the past were the result of not understanding the narrow limits of that legislation.

Mr. Ruane reviewed the outline he prepared for the Workshop and advised members of the components that are normally included in a human relations commission strategic plan, including a mission statement, vision statement, values statement or

guiding principles, SWOT (Strengths, Weaknesses, Opportunities, and Threats), long-term strategic objectives, strategies, short-term goals/priorities/initiatives, and action items/plans.

Referring to Page 8 of the Guidelines for the Effective Human Relations Commissions, Mr. Ruane stated that the DOJ recommended that a human relations commission should be established by ordinance at the local government level. Mr. Ruane pointed out that the provisions relating to the prohibition of discrimination in specific areas and establishing a policy of equal opportunity were excluded from the City's DHRC ordinance. Other provisions related to studying and recommending local government programs to enhance communications and understanding, developing and maintaining positive relations and promoting policies and practices that support inclusiveness and civility were included. He reiterated that when objectives and programs are developed in the DHRC strategic plan, members must stay within the Dover Code. Mr. Ruane suggested that some of the ideas in the Dover ordinance, such as fairness, respect, and monitoring intergroup relations and intergroup conflict, could be translated into a mission statement, vision statement, value statement, etc. It was his opinion that a system of mediation and conflict resolution had never been developed by the Commission. He suggested that the DHRC determine goals and priorities which could be developed into Specific, Measurable, Achievable, Realistic and Time-based (SMART) objectives.

In developing a mission statement, Mr. Ruane stated that members should develop an overall expression of the Commission's purpose. He noted, for example, that the Delaware Heart and Vascular, P.A.'s mission is "to provide the highest quality, hands-on personalized cardiovascular care and services in a warm, friendly, and compassionate atmosphere," and its vision is "to be among the best providers of cardiovascular care and to be a place where employees want to work, patients want to receive care, and physicians want to practice." The City of Dover's mission statement states that "The City of Dover is a place where people want to live through the team effort of its elected officials, employees, and citizens. Dover is a clean and safe community with a future of balanced growth and opportunity where all citizens are heard, enjoy a high quality of life, and diversity is valued." Mr. Ruane felt that the DHRC should become a group of people that want to make this happen and should be able to answer the questions regarding how diverse the City is demographically, economically, and how diverse and inclusive its government is, including the Mayor, Council, and every department. Mr. Ruane provided members with excepts from the City of Dover Personnel Policy (Employee Handbook), July 2004, noting that the Handbook indicated that the City's Human Resources (HR) Department acknowledges the goal of the Human Relations Commission and includes provisions for the DHRC to work with the Department in relation to equal employment opportunity, discrimination, and harassment. The DHRC should, therefore, be able to determine how the HR Department is recruiting, how diverse the workforce is, and who provides related training, etc.

Referring to Sec. 58-36 (1) of the Dover Code, Mr. Ruane explained that this provision provided an opportunity for members to make recommendations to City Council.

Mr. McGiffin expressed his desire for the DHRC to be a resource for those who live in Dover and have issues related to groups of people getting along with each other, whether or not these concerns are related to City government. The Commission would be a resource to help resolve issues that have to do with discrimination, inclusion, or diversity that do not fall under the scope of the SHRC or other entities. Responding to Ms. Smith's request for an example of this type of issue, Mr. McGiffin stated that a person with a disability might be offended if the City were to publish information that referred to people with disabilities as disabled people, rather than using "people first" language. He felt that the DHRC could deal with this type of issue as it is a substantive problem, involves an issue not easily resolved in some other forum, and is something that the DHRC has authority to address under its enabling legislation.

Ms. Smith stated that she was not an expert on diversity issues; therefore, in order to provide information on resolving this type of situation in an open and objective way, she would need training. Responding, Mr. McGiffin noted that Commissioners would be performing this type of function as part of the Commission, not as an individuals. If this type of situation were brought to the Commission, it would be incumbent on the Commission to find out the relevant information, determine if it is a matter to be considered, and decide if there were possible solutions, e.g., approaching the department to discuss the matter. Members of the DHRC would not be decision makers as much as facilitators.

Mr. Wilson stated that he had met with the SHRC, who was willing to provide "any resources" for the DHRC and stated that resources should be combined to resolve issues together.

Mr. Ruane suggested that training for commissioners and discovery of resources could be one (1) of the objectives for the DHRC and that part of its mission might be to resolve issues that have to do with discrimination on a systemic (versus individual) level.

Ms. Smith questioned, when including language regarding discrimination, if the definition should be narrowed and focused enough to convey to the community what they can expect from the Commission, noting that discrimination in housing would not be part of the DHRC's concerns.

Mr. Ruane stated that specifics should be developed to provide the community with an understanding of the Commission's function. He felt that Mr. McGiffin's example of a City department was a good one and questioned if the organization and services of the City would be the primary focus. Responding, Mr. McGiffin stated

that the City could be a focus, as there may be concerns in an area where the City has governmental resources and jurisdiction, e.g., a landlord who repairs the houses of white people and leaves the houses of people of color in disrepair. Noting that property inspection is within the jurisdiction of the City, he felt that this might be a policy issue that the DHRC could pursue because it involves discrimination, inclusion, and City services.

Ms. Hicks stated that it was important that the Commission allow those with concerns to speak out and to believe that the DHRC would take action and was committed to making changes. She stated that the community must be able to trust the Commission.

Mr. Roach concurred, stating, as an example, that he had lived on Slaughter Street for his entire life, and residents on that street had complained for many years that this was the only street in the neighborhood that has no sidewalk on either side, so children are forced to walk in the street. He explained that the Simon Circle Boys and Girls Club is located at the bottom of the street and there is a hill at the top with no stop sign present. It was Mr. Roach's feeling that the combination of no sidewalk and no stop sign at the top of the hill would eventually result in someone being hit. Additionally, he stated that his father had complained about drivers speeding at this location. Mr. Roach advised members that he had been told that Mr. Anderson had taken this matter to City Council and a policeman observed the area for one (1) day and did not see anyone speeding there. It was Mr. Roach's belief that drivers would not speed if they saw an officer present.

Mr. McGiffin inquired why this would be a DHRC issue. Responding, Mr. Roach stated that it was not necessarily a DHRC issue; however, it could be a discriminatory issue because the area is a historically black neighborhood.

Mr. Ruane questioned if the broader issue might be whether the City's sidewalk program treats neighborhoods fairly.

Mr. Wilson noted the importance of the Commissioners developing relationships with their City Council district counterparts in order to communicate and work together to solve issues like this.

Ms. Smith suggested that part of the DHRC's mission would be for members to work individually and collectively with Council members. Concurring, Mr. Wilson stated that collaboration was important between individual DHRC and Council representatives as well as between the DHRC as a whole with City Council.

Mr. McGiffin inquired if the DHRC should limit collaboration to only City Council, as he felt it might be helpful to work with other elements of City government besides Council, such as the City Manager, Director of Planning and Community Development, Police Chief, or Fire Chief.

Mrs. Sadusky stated that it would be important to collaborate with others in the community as well.

Mr. Ruane questioned if the DHRC would wait for complaints to come in or if discovery would be done.

Mr. Roach stated that it would be difficult to locate resources and information about all possible problems that may arise, noting that this could waste a lot of effort and time when members could be taking time to become more knowledgeable by talking to individual Council representatives. He felt it important to know the population, and in this way, members would develop knowledge about issues that occur more frequently.

Mr. Ruane questioned if it was the feeling that Commissioners were to be a point of contact with the community to help resolve problems, and Mr. Roach concurred; however, he felt that it was important to identify those concerns that the DHRC was not allowed to address.

Mr. Ruane suggested that each member write down their thoughts regarding the role of Commissioner, e.g., to be a contact person for the community and respective Council members, noting that this was a different approach than that taken by the DHRC previously. In addition, he suggested that members put in writing their thoughts about DHRC priorities and what they hoped the DHRC could accomplish.

Responding to Mr. Ruane regarding the Commissioners' views on DHRC service, Mr. Roach noted that he agreed to serve as a Commissioner because it would put him in a better position to address the needs that are brought to him by the community.

Noting the diversity among Commissioners, Ms. Smith she stressed the value in talking and listening to each other. She felt that DHRC service would offer a new awareness of the City and an opportunity to learn and obtain a broader view of the City.

Mr. Ruane questioned if members were aware of conflicts in the community between groups, noting the implication that the Commission would act if there was community conflict.

Mr. Roach advised members that a meeting would be held on July 9, 2014 at Wesley United Methodist Church on South State Street from 6:00 - 8:00 p.m. in regard to the Restoring Central Dover Initiative. In addition, he indicated that a friend had mentioned to him his feeling that there was discrimination by the Dover Police Department toward black motorcycle groups. As a member of the Thunderguard motorcycle club, his friend noted that the club does a lot of community service, such

as bookbag and back-to-school programs, but members are often pulled over or approached by police while having rides or barbecues. He indicated that there are pastors, etc., in this group. He questioned if this was a matter that the DHRC would handle, as there appeared to be discrimination.

Ms. Smith suggested that one (1) of the objectives of the DHRC might be to provide forums and facilitate conversations that would decrease stereotypes and increase the capacity to understand what people do, so that the DHRC could be an educational resource for the community to bridge the gap between organizations, people, the City, etc. Responding, Mr. McGiffin felt that education could resolve many issues, noting, for example, that the "people first" issue discussed previously was an education issue.

Ms. Smith stated that this education emphasis would help to build trust, noting that to build trust there must be a presence and awareness that members want to advocate for justice, dignity, respect, togetherness, etc.

Referring to the City of Portland Human Rights Commission Strategic Plan - 2012-2015, Page 22, Figure 1. Human rights Commission Model for Change, Mr. Ruane pointed out the strategies listed, including Discover, Visibility, Education, and Advocacy. He inquired if members wished to use these strategies as a basis (while crediting the source) to solidify how they wished to operate, noting that specific information, such as objectives, actions, time specificity, who would do it, priorities, etc. had not been included in the Portland Plan. Mr. Ruane suggested that this foundation could be used to develop specific actions. Members could choose a specific issue, such as the City's sidewalk program and determine if it is discriminatory or not, or whether the Police Department has good community relations with groups such as the motorcycle group. Mr. Ruane suggested that members take one (1) of the issues discussed and establish objectives that are Specific, Measurable, Achievable, Realistic, and Time-based (SMART). For example, if education was selected as an objective, details should be developed regarding "who you want to educate, when do you want to educate them, how you will measure the effectiveness," etc.

Mr. McGiffin expressed his opinion that the DHRC should not "find issues" for which there were no complaints, noting that the only way to resolve issues between parties would be to have both sides participate.

Mr. Wilson stated his feeling that issues should be broad and address all departments. He did not want to see the DHRC target the Police Department as he wished to see morale and relationships strengthened there. He felt that all departments in the City should be considered, expressing his opinion that there were issues related to the Inspections Division.

Mrs. Sadusky stated that the DHRC could perform discovery regarding the sidewalk issue, to determine whether there is a physical reason, such a piping, etc. that would prevent sidewalk construction in the Slaughter Street area.

Mr. Ruane stated that a portion of the City's street and sidewalk program is funded by State legislators. The City uses a ranking system to determine which are the worst streets and areas, and this is presented to legislators; however, legislators often look at this issue from the point of view of how many voters reside on a particular street. He stated that the City also has a separate sidewalk program and perhaps this could be investigated, if this issue were pursued. Responding, Mr. McGiffin suggested that perhaps a State legislator would welcome an opportunity to collaborate with the DHRC on this sidewalk issue.

Mr. Ruane stated that the more informed the DHRC becomes the better members can inform the community; for example, they could inform those who live on Slaughter Street who are affected to request funds from their legislators, especially when they are up for election.

Ms. Smith suggested that a possible mission statement might be "to strengthen community relationships by becoming an educational resource that bridges the gap between City government and its constituents, while addressing potentially discriminating issues affecting organizations, groups, and individuals."

Mr. Roach suggested that the vision might be "to gain the respect and trust of the community and constituents so that they would believe the Commission will accomplish what they ask the Commission to do."

Mr. McGiffin felt it important for the Commission to foster respect, since this would be both critical and fundamental.

Mr. Ruane asked that each member develop at least three (3) specific objectives that meet the SMART criteria and follow the broad strategies included in the Portland Human Rights Commission Model for Change. The Commissioners could then review the individual ideas to determine if there was consensus in obtaining three (3) objectives that the Commission could address. As examples, he stated that in the area of the Discover strategy, objectives could be: 1) examine the City's Employee Handbook to see to what extent it represents good practice in terms of equality, etc., within the next six (6) months; 2) collect data on the sidewalk or recreation programs; or 3) determine how diverse Dover is by examining its demographics in terms of ethnicity, religion, etc.

Mr. Wilson suggested learning whether one (1) group, in terms of ethnicity, was leaving the area more than another group.

Mr. Ruane felt that the DHRC should try to determine what some of the real conflicts in the City are. Noting that race is an issue, he stated that perhaps the conservative/liberal politicization of communities and segregation of neighborhoods in terms of income and philosophy and related clustering were also issues. It was his belief that some of the biggest divisiveness had to do with partisan politics relating to social issues of the day that are dividing people of like races.

Mr. Wilson suggested that racial crimes being committed in the City should be looked at carefully, noting that crimes, such as home invasions, etc., were increasing. He felt that educating the community in this regard and providing programs to stop crimes were important.

Ms. Smith suggested the possibility of holding quarterly forums within the next year which would bring groups together to discuss their differences regarding issues such as those discussed by members, including racial crime, the conflict with the motorcycle group, sidewalks, etc., with some members of City Council attending as well. This would allow the DHRC to provide education and bring people together to decrease stereotypes and share opinions. She explained that the short-term goal would be to build trust and respect and create engagement, while the long-term goal would be to create change, which Ms. Smith felt would come over time.

Noting that the next DHRC meeting was scheduled for July 22, 2014, Mr. Wilson stated that the agenda for this meeting would include further discussion of the topics on the Workshop agenda.

Mr. Ruane reminded members to develop three (3) SMART objectives.

Mr. Wilson requested that members also provide input regarding their view of the role of Commissioner.

Mr. Ruane requested that members also review the suggested mission and vision statements.

Discussion - DHRC Organizational Structure
This item was deferred due to time constraints.

Mr. Wilson advised members that the Dover Public Library was hosting a series of films in commemoration of the 50th anniversary of the signing of the Civil Rights Act of 1964, and that the initial event held at the Schwartz Center on July 2, 2014 went extremely well. Mr. Wilson was unable to attend due to another engagement; however, he heard that there was positive conversation in the community about the event. He suggested that each Commissioner attempt to attend one (1) or more of these documentary events. In addition, Mr. Wilson requested that each Commissioner attend one (1) of the diversity training workshops being offered by the

City's Human Resources Department, noting that a schedule of sessions had been emailed to members previously. Mr. Ruane requested that the schedule be emailed to members again.

Mr. Wilson requested that members continue to review the information that had been provided in their meeting packet.

Mrs. Traci McDowell, City Clerk, reminded members that pictures were still needed for member ID badges.

By consent agenda, Mr. Slavin moved for acceptance of the Dover Human Relations Commission Report, seconded by Mr. Anderson and carried by a unanimous roll call vote (Bonar absent).

LEGISLATIVE, FINANCE, AND ADMINISTRATION COMMITTEE REPORT - JULY 14, 2014

The Legislative, Finance, and Administration Committee met on July 14, 2014 with Chairman Slavin presiding.

Proposed Financial Reforms - Public Safety Fund

During the Committee meeting of June 23, 2014, Mr. Slavin advised members that during the June 11, 2014 Special City Council Meeting - Budget Review he proposed a series of 14 financial reforms to be addressed over the next six (6) to nine (9) months that would assist in shaping the City's Budget for FY 2015/2016. He stated that the proposed reforms were clustered into four (4) separate areas, as follows: 1) public safety; 2) compensation policies; 3) property tax governance; and 4) restrictions on uses of appropriations. He requested that members consider the public safety area first and that staff be requested to review the reforms, develop recommendations, and provide information on any financial gap that may result. He explained that the review would allow members to identify whether there was a need to create policy, ordinances, or Charter changes to implement any changes that may result from those discussions.

Mr. Slavin stated that the Public Safety issue comprised five (5) of the 14 proposed reforms: 1) creation of a Public Safety Fund to be comprised of all costs associated with police, fire, and ambulance services; 2) revenue to the Public Safety Fund shall include all monies included in the revenue categories of Fines and Police Revenue, Police Extra Duty, Civil Traffic Penalties, Property Tax, and Grants related to these functions; 3) expenses against the Public Safety Fund shall include all monies included in the expense categories of Life Safety, Police, Police Extra Duty, and Fire; 4) the entire amount of funds received from the revenue category of Property Tax will be dedicated to the Public Safety Fund; and 5) it is the stated policy of City Council that the City shall have a goal of covering 100% of the costs for the Public Safety Fund with the revenue categories of Fines and Police Revenue, Police Extra

Duty, Civil Traffic Penalties, Property Tax, and Grants by FY 2025. Mr. Slavin stated that, essentially, this would put all costs for public safety in one (1) area, direct certain revenues to support that, and establish that the City's policy would be to true up those expenses and revenues within the next ten years.

Mrs. Donna Mitchell, Controller/Treasurer, reviewed a memo dated July 9, 2014 as well as a summary of what a Public Safety Fund would look like based on the Fiscal Year 2015 Budget. She noted that, for this discussion, Public Safety included the following divisions/cost items: Fire, Life Safety, Emergency Management Coordinator, Code Enforcement, Inspections, Police (all divisions), and Police Pension contributions (pass through of State Grant), which are the same divisions included in Public Safety in accordance with the grouping of expenditure categories in the Comprehensive Annual Financial Report (CAFR). She indicated that a subtotal was included to segregate the categories included in the CAFR and the Discussion Draft of the Proposed Financial Reforms.

Mrs. Mitchell assured members that segregating Public Safety Revenues and Expenditures for budgetary purposes was permissible; however, for the audited financial statements they are required to be reported as General Fund Revenues and Expenditures, along with all other General Government activities. She advised members that if the decision were made to implement a Public Safety Fund, this would create an additional workload for the Finance Department and she would appreciate the opportunity to discuss the purpose and benefit of segregating these items into a stand-alone fund before making this change. In addition, Mrs. Mitchell recommended that this change be implemented during the budget process and not after a budget has been approved. This would prevent a large volume of manual work moving budgets and current financial activity to the new fund.

Mrs. Mitchell noted that the summary of the Public Safety Fund included Code Enforcement, Inspections, and Emergency Management expenditures, as well as Permits and Other Fees on the revenues side. Responding, Mr. Slavin relayed appreciation for this inclusion, explaining that his intention was to ensure that both the revenues and expenses were included. Mrs. Mitchell stated that, based on these amounts, there would be an approximate $880,000 shortfall for revenues in the FY 2015 budget, which would equate to an approximate tax rate of 2.78¢.

Due to time constraints, Mrs. Mitchell stated that staff had not had the opportunity to conduct a forecast of revenues and expenses for the long-term to determine if the revenues would keep up with the expenses or lag the expenses and create a bigger gap.

Responding to Mr. Slavin, it was Mrs. Mitchell's opinion that no Charter changes or ordinance amendments would be required to create the Public Safety Fund as suggested. She explained that the process would require the approval of City Council and the establishment of a policy for the Public Safety Fund, similar to the financial policies that had been adopted for the other three (3) major funds.

Mr. Scott Koenig, City Manager, questioned if there was an intent to create a separate public safety tax. He advised members that there had been much discussion at the end of the legislative session regarding special taxes, taxing districts, etc. He explained the need to obtain the results of the final disposition of this legislation before providing members a definitive answer. Responding, Mr. Slavin stated that his intention was to be able to tell taxpayers who inquire that 100% of the property taxes are dedicated to public safety.

Mr. Hare stated that, although he had no objections to the creation of a Public Safety Fund, he would not support an increase in property taxes. Responding, Mr. Slavin stated that no increase in property taxes would be introduced upon establishing the Fund and that it would not prohibit any other revenues to offset taxes, noting that future Councils would be making those determinations.

In response to Mr. Anderson, Mr. Slavin stated that there was no intention to create a tactic to pressure members of City Council to raise taxes in the future. He reiterated that the main benefit would be to provide property owners a definitive understanding regarding the use of property taxes by the City of Dover. He stated that it was intended to be a disciplinary tool for budgeting and explaining expenses. With regard to the future, he stated that if there was a surplus of revenues (over expenditures), it would be the discretion of the sitting City Council to determine the use of any surplus, as it is currently.

The Committee recommended approval of the proposed financial reforms related to Public Safety.

Mr. Slavin advised members that following the Committee meeting, Mrs. Donna Mitchell, Controller/Treasurer, had expressed concerns and requested an opportunity to gather additional information. Having been out of town, he had not had the opportunity to meet with Mrs. Mitchell, which he planned to do sometime this week; therefore, he requested that this matter be deferred until the Regular Council Meeting of August 11, 2014.

Mr. Slavin moved to defer the matter, to be considered during the Regular Council Meeting scheduled for August 11, 2014, seconded by Mr. Hare and unanimously carried.

Parkway Academy Central School Resource Officer (SRO) Memorandum of Agreement (MOA)

Police Chief Paul M. Bernat advised members that in April 2014, Ms. Gail Evans, the Principal of Parkway Academy Central (PAC), met with him to request a School Resource Officer (SRO) at their school, which is located at 111 S. West Street, Suite 200, in Dover (above Duncan Depot Center). He indicated that the PAC is an alternative school for troubled youth who are removed from their traditional schools, such as Caesar Rodney, Polytech, Lake Forest, etc.

Members were advised that the PAC just completed its first year of a six (6) year lease at its current location but had been in Dover for the past four (4) years. Chief Bernat indicated that PAC was requesting the presence of one (1) police officer, from 9:00 a.m. to 2:00 p.m., five (5) days per week for its 180-day school year, which equates to 900 work hours. Since a normal work year is 2,080 hours per year, 900 work hours equates to 43% of one (1) work year. He stated that the cost of a new police officer with benefits is approximately $85,000 and that the school is willing to pay $60,000 for the 900 hours of police service. As a result, Chief Bernat stated that an additional $25,000 would be necessary. He proposed to "civilianize" the Sex Offender Unit officers and provided projections, prepared by the Police Resource Manager, of one (1) year and five (5) year savings and payroll costs, including unscheduled over-time, shift-differential, social security, medicare, healthcare insurance, OPEB, etc. He noted that the total cost for a police officer, including salary, benefits, training, uniforms, equipment and other costs, is $94,952 and that if the position were civilianized into a Sex Offender Unit position, the total cost would be $49,717, a savings of $45,235 for one (1) year and $262,675 for five (5) years. Chief Bernat stated that the additional $25,000 necessary could easily be made up in the first year simply by civilianizing one (1) Sex Offender Unit position.

Chief Bernat also provided members with a Wage and Benefit Information for Employee Hiring and Transfer Request form and explained that it indicated exactly how the FY 2015 budget would be affected. He noted that, to date, Chief Hosfelt's position had not been filled and that Sgt. Fortney was scheduled to retire on August 30, 2014. Chief Bernat indicated that he would also like to send one (1) additional officer (for a total of three (3) officers) to the Delaware State Police Academy, which begins on September 8, 2014. He stated that Sgt. Humphrey had shown an interest in retiring and becoming a sex offender management agent, which would result in a $45,000 savings, and his current position would not be replaced.

Chief Bernat reminded members that City Council had approved an authorized strength of 93 officers for the Dover Police Department, and there were currently 92 officers, due to the vacancy created by Chief Hosfelt's retirement. He noted that, although he recommended three (3) officers for the Delaware State Police Academy, two (2) police officers would be retiring. Chief Bernat indicated that the authorized strength would decrease from 93 to 92 officers, there being one (1) less police officer. Currently, there were 29 civilians in the Police Department, and this would increase to 31 civilians with the hiring of two (2) additional civilians. However, hiring three (3) additional officers would temporarily increase the police officers to 94, since one (1) officer would not yet have retired. In essence, he stated that the Police Department would be trading one (1) police officer for two (2) civilian positions and, as a result, a good deal of money would be saved. Chief Bernat stated that making these changes in the FY 2015 Budget would result in a savings of $16,000. He reiterated that the average savings for civilianizing a police officer position is almost $50,000.

Regarding the request of PAC, Chief Bernat explained that a Memorandum of Agreement (MOA) between the PAC and the Police Department would be signed. The agreement would be for three (3) years at $60,000 per year. The agreement could be renewed in its second year; however, the City would also have the option to discontinue the agreement and release the SRO from the position when a police officer retires from the Dover Police Department. Under this scenario, he stated that no replacement would be hired to replace the retiring police officer.

Members were advised that the Police Department would be coming back to the Committee in the near future with a full personnel plan that would not exceed the FY 2015 budget. Chief Bernat assured members that this would be a win-win situation and would allow the Police Department to provide real-time police service to the PAC and allow the Department to have an extra uniformed officer available.

Staff recommended authorizing the Police Department to sign the MOA with Parkway Academy Central and approval for hiring a police officer for this program.

Responding to Mr. Hare, Chief Bernat indicated that the school year for PAC begins August 22, 2014 and runs for 180 school days. As a result, the SRO would be available for other duties outside the hours of 9:00 a.m. to 2:00 p.m., as well as during the summer months, when there is no school.

In response to Mr. Sudler, Chief Bernat explained that the SRO would be a full-time, City of Dover police officer who would be paid for 2,080 hours per year, 900 of which would spent working for the school.

Mr. Shevock questioned if there were similar arrangements in other schools. Responding, Chief Bernat stated that there are two (2) SROs in the Capital School District and the District provides the City with $50,000 per officer, per year. If any other school located in the City wanted an SRO, they would be required to submit a request to the City. Chief Bernat stated that the Indian River School District provides an SRO Agent who is paid $25 per hour during the school year; however, in addition, they have an SRO.

Responding to Mr. Slavin's concerns regarding whether a "sit-out" period was required before City retirees could return to employment with the City, Mrs. Mitchell stated that staff had requested a legal opinion on this matter since the City's actuary had once indicated that the hiring of City retirees would violate the City's Pension Trust. She suggested that no retirees be hired by the City until the legal opinion was received.

Elaborating, Mr. Koenig stated that some of the discussion was premature at this time, explaining that it was his hope that complete information would be presented to City Council for consideration; however, the SRO issue for PAC was on a specific time-line and a decision was necessary at this time. He assured members that staff was taking the required steps to ensure that the requested action could occur without

any legal ramifications, noting that the City had an extremely unionized environment with 90% of employees unionized. If the requested positions were created, he stated that it would be necessary to determine if they would be non-bargaining or unionized positions. Mr. Koenig stated that staff was interested in the concept, since it would eventually save the City money and allow officers who are familiar with this type of work to fill positions, although the officers would not necessarily be retired City police officers. He mentioned that the negotiations with the American Federation of State, County, and Municipal Employees (AFSCME) had been difficult, specifically because of a City retiree being hired and their selection of certain benefits. Although answers would be required for some of the issues that had been discussed, he stated that, at this time the SRO issue was a contract that required City Council endorsement, noting that an SRO was important for these students and that the program had proven to be beneficial for the community.

Mr. Hare explained the need to plan and that certain changes may be necessary. He agreed that there was a need for the SRO at PAC for the betterment of the community and reminded members that there had been much discussion regarding the possibility of civilianizing the Sex Offender Unit positions. To his recollection, the Deputy City Solicitor had provided an opinion indicating that the City had the ability to hire retirees.

Responding to Mr. Shevock, Chief Bernat indicated that it takes 22 weeks to complete the Police Academy and that the Academy is provided every six (6) months. He also stated that any retiree hired would not be eligible for another pension from the City. If the three (3) police officers were approved and an opinion was received indicating authorization to civilianize the Sex Offender Unit positions, he assured members that the authorized strength would return to 92.

Mr. Hutchison felt that it would be imperative to determine if the retired police officers that would be hired to fill civilian positions would be unionized, explaining the importance of a Police Chief being able to assign a position where necessary and, if unionized, contract issues may prevent this flexibility.

Mr. Hare suggested the possibility of the Sex Offender Unit positions being contractual, which would avoid any union issues since these positions would not be filled by employees.

At the request of Mr. Hare, Mr. Anderson clarified that by including approval of staff's recommendation, his motion included authorization for an additional officer to be hired, resulting in a total of three (3) police officers being sent to the Delaware State Police Academy in September 2014.

The Committee recommended authorization for the position, that staff's recommendation be followed, and that the Police Chief and City Manager be authorized to sign the Memorandum of Agreement (MOA) with Parkway Academy Central.

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

Village at McKee Branch (Formerly Walker Woods) Redevelopment Pay-in-Lieu of Taxes (PILOT)

Mr. Scott Koenig, City Manager, advised members that the Milford Housing Development Corporation (MHDC) was proposing the redevelopment of Walker Woods into the Village at McKee Branch. This redevelopment project was working through the approval process so they can reconstruct this area to support current market needs. As part of their project financing support, they are seeking to enter into a Payment-in-Lieu of Taxes (PILOT) agreement with the City of Dover. He assured members that the draft agreement had been reviewed by the Deputy City Solicitor, Mr. William Pepper. The MHDC was proposing a PILOT in the amount of $5,000, prorated for any partial year, with an escalator of two percent (2%) each year.

Mr. Koenig noted that the City of Dover property and tax records indicated the combined properties associated with the redevelopment of the Walker Woods Subdivision currently yield a tax levy of $14,058.97 per year.

Mr. Koenig stated that he was continuing discussions with the MHDC and that the $5,000 PILOT was the initial offer. He requested permission to continue negotiations, explaining that the $5,000 PILOT would be the lowest amount and that there was a possibility that the amount may increase slightly. He advised members that a similar request was submitted by the MHDC to the Capital School District, as well as to Kent County.

Staff recommended that the City Manager be authorized to negotiate a final agreement with MHDC regarding a proposed PILOT for the Village at McKee Branch.

Responding to Mr. Sudler, Mr. Russell Huxtable, representative of the MHDC, 977 East Masten Circle, Milford, stated that being located within the City limits the development would be provided police services, fire protection, etc. and MHDC recognized this value to their residents. He stated that MHDC could be exempted from paying taxes and that entering into a PILOT agreement as a mutual understanding between the two (2) parties would not have an impact on the organization's 501(c)(3) status.

Mr. Koenig advised members that the owners of the property would have received street sweeping services, snow plowing, trash pickup, etc.; however, due to the manner in which they proposed to redevelop the property, the roadway will be private. As a result, these types of services will also be private. Mr. Koenig stated that the majority of the services that will be provided by the City will be for police, fire, ambulance, fire marshal, code enforcement, etc.

In response to Mr. Anderson, Mr. Koenig stated that the abandonment of the right-of-way in the development was presented and approved by City Council late last year and, since this matter went through the committee process, all City departments commented on the request. Regarding trash services, he explained that when Walker Woods was originally developed, it did not have individualized containers but rather a bank of large, centrally located containers. He stated that this type of arrangement had created difficult issues over the last 20+ years, explaining that in some years trash was put inside the containers; however, there were times when the containers closer to the roadway would overflow. Mr. Koenig stated that the redevelopment of the property would resolve this issue since the City would no longer be providing trash collection services for this property. He noted that there are other developments within the City with private collection, such as Luther Towers. Although there would be a $9,000 reduction in the revenues collected ($14,058.97 property taxes versus $5,000 PILOT), Mr. Koenig assured members that the City would actually realize a savings since City services were being eliminated.

Responding to Mayor Christiansen, Mr. Huxtable stated that the MHDC owns several other multi-family housing developments throughout the State, noting that its management takes over such services for all the complexes and they are within the operating budget for the apartment complex.

The Committee recommended that the City Manager be authorized to negotiate a final agreement with Milford Housing Development Corporation (MHDC) regarding a proposed PILOT for the Village at McKee Branch.

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

One-Year Follow-Up - Disposal of Excess Property - 70 Mifflin Road, 299 College Road, and 29 North Kirkwood Street - Offer from Habitat for Humanity

During their Regular Meeting of June 10, 2013, City Council approved the Legislative, Finance, and Administration Committee's recommendation that it be determined that 70 Mifflin Road, 299 College Road, and 29 North Kirkwood Street were excess properties and that the City Manager be authorized to negotiate sale prices with Habitat for Humanity that minimize the write-off amount for the properties located at 70 Mifflin Road and 29 North Kirkwood Street and that the Standard Method of Disposition of Excess Property (with the possibility of a bid process) be utilized for the property located at 299 College Road.

Mr. Scott Koenig, City Manager, provided members with an update on the three (3) properties authorized for disposal, as follows:

70 Mifflin Road – Habitat for Humanity originally offered to purchase the property for $10,000 on May 10, 2013. There was an agreed upon counteroffer on September 5, 2013 in the amount of $12,000. The sale of this property was officially

completed on October 8, 2013. The lien amount for the property was $12,175.68, so the City of Dover will write off $175.68.

29 North Kirkwood Street - Habitat for Humanity originally offered to purchase the property for $5,000 on May 10, 2013. There was an agreed upon counteroffer on September 5, 2013 in the amount of $5,800. As of July 8, 2014, the official property transfer had not occurred due to concerns about the deed description in the Sheriff's deed; however, the Deputy City Solicitor had indicated that the deed is consistent with the Kent County property records. City staff was waiting on an official response from Habitat for Humanity with a specific purchase date. If this purchase is not completed by September 30, 2014, the property will be offered through a public bid. The lien amount for the property was $16,511.12, so the City of Dover will write off $10,711.12, provided the transaction with Habitat for Humanity is completed.

299 College Road – The bid documents for the property have been completed and will be sent to the City's purchasing agent by July 11, 2014. Bids are to be received in August 2014, with the sale to be completed within 90 days. The lien amount is $17,870.26.

Responding to Mr. Sudler, Mr. Koenig stated that, to his knowledge, the property at 299 College Road would be the first property for which the City will let bids to the public, indicating that almost all other properties that the City had transferred had gone to the Central Delaware Habitat for Humanity. Mr. Koenig stated that there was public interest, outside of the Central Delaware Habitat for Humanity, in the property at 299 College Road.

Mr. Anderson noted that in some instances when a property is deemed dangerous, it may be less costly to repair it than to demolish it and questioned if staff would consider selling properties for the liens in order for the City to recoup its money. Mr. Koenig stated that, to his recollection, the City had not previously identified property that was in disrepair, taken action to have it repaired, and then had the property put out to public bid. He stated that for all such properties, the owner makes the necessary repairs or the City demolishes the property and goes through the lien process. Mr. Koenig explained that there are some cases where a third party may acquire the property from the original owner and either satisfy the lien or offer a certain amount that is accepted by the City to satisfy the lien.

Mrs. Ann Marie Townshend, Director of Planning and Community Development, advised members that she and Deputy City Solicitor Pepper had discussed the possibility of repairing and selling properties that are in disrepair. She explained that the issue was that the only items the City has authority to lien are demolition and exterior repairs. She assured members that the problems with those properties that had been demolished by the City were far worse than exterior repairs; therefore, the City would not have the ability to renovate a property and then place a lien and sell the property. Responding, Mr. Anderson requested that he be provided the legal opinion on this matter, noting that the City Code would allow such action.

Mrs. Townshend stated that although such an opinion was voiced by the Deputy City Solicitor, she had not obtained a written legal opinion and further explained that the State statute is very clear regarding those actions that are "lienable;" however, she stated that a written legal opinion would be requested of the Deputy City Solicitor.

Due to the foreclosure crisis, Mr. Anderson felt that the City was taking action on more of these properties due to their being a public nuisance rather than because of their state of disrepair. He noted that the City had declared several properties dangerous because they were subject to vandalism and fire hazards and, as a result, the City was losing valuable housing stock.

The Committee recommended acceptance of the follow-up report provided by staff on the disposal of excess properties.

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

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

QUARTERLY REVENUE REPORT

Members were provided the Revenue Report as of June 30, 2014 (preliminary).

By consent agenda, Mr. Slavin moved for acceptance of the Quarterly Revenue Report as of June 30, 2014, seconded by Mr. Anderson and carried by a unanimous roll call vote (Bonar absent).

EVALUATION OF PROPOSALS - FURNISHING AND INSTALLATION OF AIR COOLED CONDENSERS FOR THE JOHN W. PITTS CENTER

Mr. Scott Koenig, City Manager, advised members that bids were requested for furnishing and installing four (4), 20-ton air cooled condensers on the north and south sides of the John W. Pitts Recreation Center for the existing gymnasium. He reminded members that this was a component of the original building plan that was not installed under the construction contracts. Mr. Koenig stated that the absence of air conditioning in the Pitts Center gymnasium has an adverse effect on summer programming and that the gymnasium had occasionally been closed to the public on days of high heat and humidity, which significantly interferes with the City's ability to serve the community.

Mr. Koenig explained that this project would provide air conditioning to the gymnasium, with all labor and materials furnished and installed by the contractor. He reviewed the summary of the three (3) proposals received, which were reviewed and analyzed utilizing a point-based system.

Based on the average score of the evaluations, as well as the proposed cost, staff recommended awarding the contract to Joseph T. Richardson, Inc., in an amount not to exceed $104,000.

Mr. Koenig noted that the original budget for this project for FY 2014 was $65,000. In order to complete this project, he stated that it would be necessary to transfer $39,000 from the Parkland Reserve Fund. He advised members that the current Capital Improvement Plan (CIP) calls for using $200,000 to partially finance planned projects and that the current Parkland Reserve balance was $204,100, which did not include the $100,000 appropriation for the Dover Park, which was included in the FY 15 Budget.

Responding to Mr. Anderson, Mrs. Donna Mitchell, Controller/Treasurer, indicated that once the $100,000 was appropriated, the total Parkland Reserve balance would be $304,100.

In response to Mr. Perza, Mr. Koenig stated that the original project included two (2) components: labor and material; and the original estimate was $130,000. He explained that there was an error in the CIP last year that included only the labor component, which is why there was a disparity in these amounts.

Mr. Slavin moved for approval of staff's recommendation to award the contract to Joseph T. Richardson, Inc., in an amount not to exceed $104,000, seconded by Mr. Lynn and carried by a unanimous roll call vote (Bonar absent).

ELECTION TO FILL VACANCIES - ROBBINS HOSE COMPANY

Members were advised that in April 2014, both the Deputy Fire Chief and Second Assistant Fire Chief resigned. As a result, during their July 7, 2014 meeting, members of the Robbins Hose Company held nominations to fill the vacancies. Since these nominations were unopposed, the Fire Chief appointed the nominees to take office immediately, in an acting capacity, until approved by Council.

The President and Secretary of the Robbins Hose Company submitted the nominees for consideration, as follows:

Deputy Fire Chief	-	Mark A. Hall, II *(unopposed)*
Second Assistant Fire Chief	-	Glenn Whitt *(unopposed)*

By consent agenda, Mr. Slavin moved for approval of the Deputy Fire Chief and Second Assistant Fire Chief for the Year 2014, as submitted. The motion was seconded by Mr. Anderson and carried by a unanimous roll call vote (Bonar absent).

APPOINTMENTS/REAPPOINTMENTS - RECOMMENDED BY MAYOR CHRISTIANSEN

Mayor Christiansen submitted the following appointments for approval:

Downtown Dover Partnership Board of Directors - Annual Appointment to Expire May 11, 2015 - Laura Simmons, State of Delaware Representative *(Deferred during the Annual Meeting)*

The appointment of the State of Delaware Representative to the Downtown Dover Partnership Board of Directors was deferred during the Annual Meeting of May 12, 2014, until the newly elected Mayor was sworn into office. During their Regular Meeting of July 14, 2014, Mayor Christiansen requested deferral of this appointment until the meeting of July 28, 2014.

Mayor Christiansen recommended the appointment of Ms. Laura Simmons to serve on the Downtown Dover Partnership Board of Directors as the State of Delaware Representative for a term to expire May 11, 2015.

Downtown Dover Partnership Board of Directors - Three (3) Year Terms to Expire May 2017
Paul Lakeman - Chief Executive Officer of Bayhealth Foundation
Dr. William Johnston - President of Wesley College
Anita Evans - Undesignated Representative
Lucy Findlay - Undesignated Representative
Gerald I. H. Street - Undesignated Representative

Dover Housing Authority
Raymond L. Paylor (to fill the unexpired term of C. Terry Jackson) - Term to Expire August 15, 2015

Dover Public Library Commission
Beth Petit de Mange - Five (5) Year Term to Expire June 2019

Public Advisory Committee (PAC) of the Dover-Kent County MPO
Dr. Carlton L. Cannon, Jr. - Two (2) Year Term to Expire July 2016

By consent agenda, Mr. Slavin moved for approval of the appointments as recommended by Mayor Christiansen, seconded by Mr. Anderson and carried by a unanimous roll call vote (Bonar absent).

FINAL READING - PROPOSED ORDINANCE #2014-15 WITH STAFF AMENDMENT #1 (SA#1)
The First Reading of the following proposed ordinance was accomplished during the Council Meeting of July 14, 2014.

Mr. Hare moved that the Final Reading of the proposed ordinance be acknowledged by title only, seconded by Mr. Hutchison and unanimously carried.

Proposed Ordinance #2014-15 Amending Chapter 110 - Utilities, Article III - Water Service, Division 3 - Water Impact Fees, Section 110-207 - Establishment of Equivalent Dwelling Units and Article IV - Sanitary Sewer Service, Division 3 - Wastewater Collection Impact Fees, Section 110-282 - Establishment of Equivalent Dwelling Units
Members were provided Proposed Ordinance #2014-15 amending Chapter 110 - Utilities, Article III - Water Service, Division 3 - Water Impact Fees, Section 110-207 - Establishment of Equivalent Dwelling Units and Article IV - Sanitary Sewer Service, Division 3 - Wastewater Collection Impact Fees, Section 110-282 - Establishment of Equivalent Dwelling Units.

Mr. Scott Koenig, City Manager, reminded members that the proposed amendment would remove the current impact fee cap of 100 EDUs per certificate of occupancy. Developers of projects equal to or in excess of 100 EDUs that can demonstrate their economic benefit to the City of Dover may

request City Council to reduce the number of assigned EDUs to as low as 100 EDUs. This amendment would be applied to projects with building permits issued after July 28, 2014. Projects with building permits issued prior to July 28, 2014 would be subject to the prior cap of 100 EDUs.

In discussions regarding the proposed amendment, Mr. Koenig stated that staff specifically met with representatives of the Calpine Project. He noted that the proposed amendment would not affect Block 1 of the Calpine Project, which is currently under construction. However, if they were to construct Block 2 of the Calpine Project, since the building permit would be issued after July 28, 2014, the amendment would potentially impact that project, as it would then place the burden on the developer to make an economic argument and presentation to City Council requesting a reduction in the impact fee for the particular project; however, in no instance would the number of EDUs be less than 100 for those large projects.

Responding to Mr. Anderson, Mr. Koenig stated that the County ordinance is separate from the City's and there are no caps or ability in the County ordinance to negotiate an impact fee. As an example, he stated that, currently, the Calpine Project is paying an impact fee solely based on the County ordinance, without a cap. He stated that it had been his experience that all economic development offices prefer as many incentives as possible; however, the City's Economic Development Office understood the need to maintain and expand the infrastructure. Although they may not wholeheartedly support the proposed amendment, they did not object to it. Mr. Koenig confirmed that the proposed amendment would provide the developer of any large project the right to come before City Council and make an argument to have their required EDU impact fee reduced to 100.

For clarification, Mr. Slavin noted that the draft ordinance includes red stricken language, which represented the original amendment, and the green stricken language represented the amendment presented to the Utility Committee. He questioned when the new green language was presented. Responding, Mr. Koenig stated that Staff Amendment #1 (SA#1), depicted in green text, was presented to City Council for a First Reading during their Meeting of July 14, 2014. He explained that SA#1 was the result of discussions with a developer in the City who had concerns about the language not clearly stating that it would exempt their project that was currently under construction. As a result, staff developed an amendment to make sure that all components of the green stricken language were incorporated and, at the same time, clarified the point that building permits that had already been issued were still subject to the cap. Since SA#1 did not change the proposed ordinance and would only provide clarification, he stated that SA#1 was presented directly to City Council rather than having it reconsidered by the Utility Committee.

Mr. Slavin relayed objection to having an ordinance presented to City Council without first having a review by the Committee.

Mr. Anderson moved to refer proposed Ordinance #2014-15 with Staff Amendment #1 (SA#1) back to the Utility Committee, seconded by Mr. Lynn.

Responding to Mr. Hare, Mrs. Traci McDowell, City Clerk, explained that the only new language was the date, based on an effective date of July 28, 2014. She stated that staff felt that the revised wording was confusing; therefore, staff developed Staff Amendment #1, which was simply to clean

up the green stricken language. She assured members that the new green language states the same intent as the green stricken language except for the inclusion of the July 28, 2014 date; however, the wording was changed for readability.

In response to Mr. Lynn, Mr. Koenig stated that, to his knowledge, no large building permits were pending that the proposed amendment would affect.

Mr. Hare felt, based on the explanation provided by Mrs. McDowell, there was no need to refer the Proposed Ordinance back to the Committee for further review. Responding, Mr. Slavin stated that although he concurred, his concern was that the Committee process was circumvented and that there was a need to respect this process as it involves citizen members and allows for public testimony. He also stated no objections to the Proposed Ordinance moving forward at this time.

On a call for the question, the motion to refer the matter back to the Utility Committee failed by a roll call vote of six (6) no (Dixon, Perza, Slavin, Hare, Hutchison, and Williams), two (2) yes (Anderson and Lynn), and one (1) absent (Bonar).

Mr. Anderson moved for adoption of Proposed Ordinance #2014-15 with Staff Amendment #1 (SA#1), seconded by Mr. Hare.

Mr. Perza stated that although he appreciated the concerns of following the Committee process, he felt that the substance of the language, as intended by the Committee, was maintained.

As Chair of the Utility Committee, Acting Council President Williams indicated no objections to moving forward with the adoption of the Proposed Ordinance. Responding to Mr. Lynn, she stated that there was no public comment during the committee meeting when this matter was presented for their consideration, and this was confirmed by the City Clerk.

Mr. Lynn stated that his only concern was that by moving forward, such action essentially stops the public from having the opportunity for meaningful dialogue or interaction with Council or its committees on this issue. In addition, he stated that the civilian Committee members would not be provided the opportunity to comment on the changes made since their review and recommendation. He felt that the matter should be referred back to the Committee to allow the opportunity for public comment.

On a call for the question, the motion to adopt Ordinance #2014-15 with Staff Amendment #1 (SA#1), was carried by a roll call vote of five (5) yes (Perza, Slavin, Hare, Hutchison, and Williams), three (3) no (Anderson, Dixon, and Lynn), and one (1) absent (Bonar), and Council adopted Ordinance #2014-15, as follows:
BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE CITY OF DOVER, IN COUNCIL MET:

That Chapter 110 - Utilities, Article III - Water Service, Division 3 - Water Impact Fees, Section 110-207 - Establishment of Equivalent Dwelling Units of the Dover Code be amended to read as follows:

Sec. 110-207. Establishment of equivalent dwelling units.

(a) *Determination for residential dwellings*. Whenever by ordinance or by contract the city imposes or assesses water charges or fees on the basis of EDUs, an EDU shall be determined in the same manner as wastewater collection charges or fees and as defined in the most recent impact fee ordinance adopted by Kent County Levy Court. An EDU for a residential dwelling shall be determined as follows:

(1) Houses, dwellings, mobile homes and apartments with one kitchen and one or more baths and bedrooms separate from the kitchen .....1.0 EDU

(2) Efficiency unit or cottage having a living space in one room and having one bath .....1.0 EDU

(3) Dwelling with one kitchen and one or more baths and bedrooms separate from the kitchen and attached to other dwellings or structures .....1.0 EDU

(b) *Determination for nonresidential establishments*. Whenever by ordinance or by contract the city imposes or assesses water charges or fees on the basis of EDUs, the number of EDUs to be charged shall be determined in the same manner as wastewater collection charges or fees and using the appropriate specific assessment as defined in the most recent impact fee ordinance adopted by Kent County Levy Court. When users propose water usage under circumstances other than the specific assessments defined by the county, the city's impact fee shall be calculated by the city engineer based on flow in GPD. In such cases where the impact fee is calculated by flow, each EDU shall be equal to 250 GPD.

(c) *Minimum assignment*. A minimum of one EDU will be assigned to each establishment connecting to the system. No fractional parts of EDUs will be assigned. The number of EDUs shall be rounded up to the nearest whole number of EDUs.

(d) *No assignment*. If an establishment does not have any physical facilities which result in a water demand on the city's water system, then the number of EDUs assigned to it shall be zero.

(e) *Maximum assignment*. For projects that have a significant impact on the City's Utility, City Council may consider a maximum assignment of EDUs. A project will be considered to have a significant impact if it will contribute in excess of 100 EDUs. In these cases, City Council may reduce the number of assigned EDUs to as low as 100 EDUs if an economic benefit to the City of Dover is demonstrated. Any request that will contribute less than 100 EDUs will not be eligible for a reduction. Maximum assignment of EDUs in excess of 100 EDUs will only apply to projects or connections with building permits issued after July 28, 2014. Any project with a building permit issued prior to July 28, 2014 will be subject to a maximum assignment of no more than 100 EDUs.

BE IT FURTHER ORDAINED:

That Chapter 110 - Utilities, Article IV - Sanitary Sewer Service, Division 3 - Wastewater Collection Impact Fees, Section 110-282 - Establishment of Equivalent Dwelling Units of the Dover Code be amended by deleting the text indicated in red strikeout and inserting the bold, blue text, as follows:

Sec. 110-282. Establishment of equivalent dwelling units.

(a) *Determination for residential dwellings*. Whenever by ordinance or by contract the city imposes or assesses wastewater collection and transmission charges or fees on the basis of EDUs, an EDU shall be determined as defined in the most recent impact fee ordinance adopted by the Levy Court of the county. An EDU for a residential dwelling shall be determined as follows:

(1) Houses, dwellings, mobile homes and apartments with one kitchen and one or more baths and bedrooms separate from the kitchen .....1.0 EDU

(2) Efficiency unit or cottage having a living space in one room and having one bath .....1.0 EDU

(3) Dwelling with one kitchen and one or more baths and bedrooms separate from the kitchen and attached to other dwellings or structures .....1.0 EDU

(b) *Determination for nonresidential establishments*. Whenever the city imposes or assesses wastewater collection and transmission charges or fees on the basis of EDUs, the number of EDUs to be charged shall be determined using the appropriate specific assessment as defined in the most recent impact fee ordinance adopted by the Levy Court of the county. When users propose to discharge wastewater under circumstances other than the specific assessments defined by the county, the city's impact fee shall be calculated by the city engineer based on flow in GPD. In such cases where the impact fee is calculated by flow, each EDU shall be equal to 300 GPD.

(c) *Minimum assignment*. A minimum of one EDU will be assigned to each establishment connecting to the system. No fractional parts of EDUs will be assigned. The number of EDUs shall be rounded up to the nearest whole number of EDUs.

(d) *No assignment*. If an establishment does not have any physical facilities which have a load producing an effect on the city's wastewater collection and transmission system, then the number of EDUs assigned to it shall be zero.

(e) *Maximum assignment*. For projects that have a significant impact on the City's Utility, City Council may consider a maximum assignment of EDUs. A project will be considered to have a significant impact if it will contribute in excess of 100 EDUs. In these cases, City Council may reduce the number of assigned EDUs to as low as 100 EDUs if an economic benefit to the City of Dover is demonstrated. Any request that will contribute less than 100 EDUs will not be eligible for a reduction. Maximum assignment

of EDUs in excess of 100 EDUs will only apply to projects or connections with building permits issued after July 28, 2014. Any project with a building permit issued prior to July 28, 2014 will be subject to a maximum assignment of no more than 100 EDUs.

ADOPTED: JULY 28, 2014

COUNCIL MEMBERS' ANNOUNCEMENTS

Acting Council President Williams noted that Mr. Anderson's birthday was July 29th and wished him a very happy birthday.

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

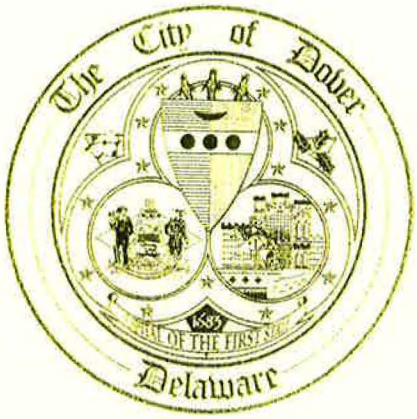
Meeting Adjourned at 8:07 p.m.

TRACI A. McDOWELL
CITY CLERK

All orders, ordinances, and resolutions adopted by City Council during their Regular Meeting of July 28, 2014, are hereby approved.

ROBIN R. CHRISTIANSEN
MAYOR

/TM
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CERTIFICATE OF CONGRATULATIONS

This Certificate of Congratulations is presented to

Dr. Michael L. Mattern

for

33 years of devoted service as an Orthopedic Surgeon serving in the Dover area since 1981

We wish you the best with your future endeavors
as you enjoy your retirement years.

August 11, 2014

Robin R. Christiansen
Mayor

EXCERPT OF JULY 14, 2014 LEGISLATIVE, FINANCE, AND ADMINISTRATION COMMITTEE MEETING MINUTES

The Legislative, Finance, and Administration Committee meeting was held on July 14, 2014, at 6:00 p.m. with Chairman Slavin presiding. Members present were Mr. Anderson, Mr. Hare, Mr. Shevock, and Mr. Sudler. Members of Council present were Mr. Dixon (arrived at 6:37 p.m.), and Mr. Hutchison. Mayor Christiansen was also present.

Proposed Financial Reforms - Public Safety Fund

During the Committee meeting of June 23, 2014, Mr. Slavin advised members that during the June 11, 2014 Special City Council Meeting - Budget Review he proposed a series of 14 financial reforms to be addressed over the next six (6) to nine (9) months that would assist in shaping the City's Budget for FY 2015/2016. He stated that the proposed reforms were clustered into four (4) separate areas, as follows: 1) public safety; 2) compensation policies; 3) property tax governance; and 4) restrictions on uses of appropriations. He requested that members consider the public safety area first and that staff be requested to review the reforms, develop recommendations, and provide information on any financial gap that may result. He explained that the review would allow members to identify whether there was a need to create policy, ordinances, or Charter changes to implement any changes that may result from those discussions.

Mr. Slavin stated that the Public Safety issue comprised five (5) of the 14 proposed reforms: 1) creation of a Public Safety Fund to be comprised of all costs associated with police, fire, and ambulance services; 2) revenue to the Public Safety Fund shall include all monies included in the revenue categories of Fines and Police Revenue, Police Extra Duty, Civil Traffic Penalties, Property Tax, and Grants related to these functions; 3) expenses against the Public Safety Fund shall include all monies included in the expense categories of Life Safety, Police, Police Extra Duty, and Fire; 4) the entire amount of funds received from the revenue category of Property Tax will be dedicated to the Public Safety Fund; and 5) it is the stated policy of City Council that the City shall have a goal of covering 100% of the costs for the Public Safety Fund with the revenue categories of Fines and Police Revenue, Police Extra Duty, Civil Traffic Penalties, Property Tax, and Grants by FY 2025. Mr. Slavin stated that, essentially, this would put all costs for public safety in one (1) area, direct certain revenues to support that, and establish that the City's policy would be to true up those expenses and revenues within the next ten years.

Mrs. Donna Mitchell, Controller/Treasurer, reviewed a memo dated July 9, 2014 as well as a summary of what a Public Safety Fund would look like based on the Fiscal Year 2015 Budget. She noted that, for this discussion, Public Safety included the following divisions/cost items: Fire, Life Safety, Emergency Management Coordinator, Code Enforcement, Inspections, Police (all divisions), and Police Pension contributions (pass through of State Grant), which are the same divisions included in Public Safety in accordance with the grouping of expenditure categories in the Comprehensive Annual Financial Report (CAFR). She indicated that a subtotal was included to segregate the categories included in the CAFR and the Discussion Draft of the Proposed Financial Reforms.

Mrs. Mitchell assured members that segregating Public Safety Revenues and Expenditures for budgetary purposes was permissible; however, for the audited financial statements they are required to be reported as General Fund Revenues and Expenditures, along with all other General Government activities. She advised members that if the decision were made to implement a Public Safety Fund, this would create an additional workload for the Finance Department and she would appreciate the opportunity to discuss the purpose and benefit of segregating these items into a stand-alone fund before making this change. In addition, Mrs. Mitchell recommended that this change be implemented during the budget process and not after a

budget has been approved. This would prevent a large volume of manual work moving budgets and current financial activity to the new fund.

Mrs. Mitchell noted that the summary of the Public Safety Fund included Code Enforcement, Inspections, and Emergency Management expenditures, as well as Permits and Other Fees on the revenues side. Responding, Mr. Slavin relayed appreciation for this inclusion, explaining that his intention was to ensure that both the revenues and expenses were included. Mrs. Mitchell stated that, based on these amounts, there would be an approximate $880,000 shortfall for revenues in the FY 2015 budget, which would equate to an approximate tax rate of 2.78¢.

Due to time constraints, Mrs. Mitchell stated that staff had not had the opportunity to conduct a forecast of revenues and expenses for the long-term to determine if the revenues would keep up with the expenses or lag the expenses and create a bigger gap.

Responding to Mr. Slavin, it was Mrs. Mitchell's opinion that no Charter changes or ordinance amendments would be required to create the Public Safety Fund as suggested. She explained that the process would require the approval of City Council and the establishment of a policy for the Public Safety Fund, similar to the financial policies that had been adopted for the other three (3) major funds.

Mr. Scott Koenig, City Manager, questioned if there was an intent to create a separate public safety tax. He advised members that there had been much discussion at the end of the legislative session regarding special taxes, taxing districts, etc. He explained the need to obtain the results of the final disposition of this legislation before providing members a definitive answer. Responding, Mr. Slavin stated that his intention was to be able to tell taxpayers who inquire that 100% of the property taxes are dedicated to public safety.

Mr. Hare stated that, although he had no objections to the creation of a Public Safety Fund, he would not support an increase in property taxes. Responding, Mr. Slavin stated that no increase in property taxes would be introduced upon establishing the Fund and that it would not prohibit any other revenues to offset taxes, noting that future Councils would be making those determinations.

In response to Mr. Anderson, Mr. Slavin stated that there was no intention to create a tactic to pressure members of City Council to raise taxes in the future. He reiterated that the main benefit would be to provide property owners a definitive understanding regarding the use of property taxes by the City of Dover. He stated that it was intended to be a disciplinary tool for budgeting and explaining expenses. With regard to the future, he stated that if there was a surplus of revenues (over expenditures), it would be the discretion of the sitting City Council to determine the use of any surplus, as it is currently.

Mr. Anderson moved to recommend approval of the proposed financial reforms related to Public Safety, seconded by Mr. Sudler and unanimously carried.

/dd

City of Dover
Statement of Activities
For the Year Ended June 30, 2015

Functions/Programs	Operating Expenses	Capital Expenses	Indirect Expenses Allocation	Program Revenues: Charges for Services	Program Revenues: Operating Grants and Contributions	Program Revenues: Capital Grants and Contributions	Program Revenues: Debt Issuance	Net (Expense) Revenue: Governmental Activities
Governmental Activities								
General Government	$ 2,290,500	$ -	$ (883,700)	$ -	$ -	$ -	$ -	$ (1,406,800)
City Clerk	383,200		(298,900)					(84,300)
Council	106,600		(83,100)					(23,500)
Mayor	74,900		(38,900)					(36,000)
City Manager	592,500		(376,200)					(216,300)
Human Resources	379,700		(86,600)					(293,100)
Planning	444,100							(444,100)
Tax Assessor	309,500							(309,500)
Public Safety	18,095,000	1,326,400	-	1,933,800	1,810,200	408,100	918,300	(14,351,000)
Fire	716,100	827,300		66,000		238,500	588,800	(650,100)
Life Safety	504,800							(504,800)
Code Enforcement	418,400			579,000				160,600
Inspections	602,100				686,200			84,100
Police - Escrow	-							-
Police - Administration	1,026,900							(1,026,900)
Police - Civilian	2,157,700	-						(2,157,700)
Police - Law Enforcement	10,801,500	499,100		629,300	500,000	169,600	329,500	(9,672,200)
Police - Extra Duty	712,500			659,500	124,000			71,000
Police - Pension Grant	500,000				500,000			-
Police - City Pension Appropriation	655,000							(655,000)
Public Works	6,196,600	4,281,000	(735,500)	2,595,600	663,900	1,694,900	2,586,100	(2,201,600)
Administration	514,800		(296,000)					(218,800)
Engineering	192,600							(192,600)
Facility Maintenance	677,800		(225,000)					(452,800)
Grounds	1,123,800	68,100	(214,500)			68,100		(909,300)
Streets	665,100	3,956,400				1,370,300	2,586,100	(665,100)
Sanitation	2,248,000	256,500		2,595,600	-	256,500		347,600
Street Lights	774,500			-	663,900	-		(110,600)
Library and Recreation	2,099,500	146,000	-	71,600	598,800	146,000	-	(1,429,100)
Library Services	1,393,100			71,600	450,000			(871,500)
Recreation Services	706,400	146,000			148,800	146,000		(557,600)
Community and Economic Development	293,000	-	(173,900)	-	-	-	-	(119,100)
Economic Development	223,000		(173,900)					(49,100)
Contribution to DDP	70,000							(70,000)
Central Services	1,312,300	-	(905,900)	-	-	-	-	(406,400)
Fleet Maintenance	776,700		(400,800)					(375,900)
Warehouse & Purchasing	535,600		(505,100)					(30,500)
Inventory Writeoffs	-							-
Financial Administration	2,766,100	-	(1,738,500)	-	-	-	-	(1,027,600)
Information Technology	728,700		(316,300)					(412,400)
Finance	947,100		(569,200)					(377,900)
Customer Service	1,040,300		(853,000)					(187,300)
Uncollectible Write Offs	50,000							(50,000)
Other Employment Expenses	500,000							(500,000)
Debt Service	708,600	75,000			98,500		75,000	(610,100)
Retirees Health Care Premiums	1,636,500							(1,636,500)
Insurance	724,800		(425,500)					(299,300)
Miscellaneous Grant Related Expenses	25,000		-		25,000			-
Total Governmental Activities	36,647,900	5,828,400	(4,863,000)	4,601,000	3,196,400	2,249,000	3,579,400	(23,987,500)
General Revenues								
Property Taxes				11,099,200				11,099,200
Transfer Taxes				1,250,000				1,250,000
Business & Trailer Licenses				1,483,000				1,483,000
Franchise Fees				636,000				636,000
Court of Chancery Fees				1,023,000				1,023,000
Rent Revenue				101,400				101,400
Miscellaneouse Receipts				53,900				53,900
Earnings on Investments				40,000				40,000
Transfers from Reserves				4,000				4,000
Transfers to Reserves	2,196,000	100,000				100,000		(2,196,000)
Subtotal General Revenues & Transfers	2,196,000	100,000	-	15,690,500	-	100,000	-	13,494,500
Total General Fund Activities	38,843,900	5,928,400	(4,863,000)	20,291,500	3,196,400	2,349,000	3,579,400	(10,493,000)
Transfers from Utilities	-	-		10,500,000	-	-		10,500,000
Total General Fund Activities and Transfers	$ 38,843,900	$ 5,928,400	$ (4,863,000)	$ 30,791,500	$ 3,196,400	$ 2,349,000	$ 3,579,400	$ 7,000

City of Dover
Statement of Activities
For the Year Ended June 30, 2015

Functions/Programs	Operating Expenses	Capital Expenses	Indirect Expenses Allocation	Program Revenues: Charges for Services	Program Revenues: Operating Grants and Contributions	Program Revenues: Capital Grants and Contributions	Program Revenues: Debt Issuance	Net (Expense) Revenue: Governmental Activities
Governmental Activities								
General Government	$ 2,290,500	$ -	$ (883,700)	$ -	$ -	$ -	$ -	$ (1,406,800)
Public Safety	18,095,000	1,326,400	-	1,933,800	1,810,200	408,100	918,300	(14,351,000)
Public Works	6,196,600	4,281,000	(735,500)	2,595,600	663,900	1,694,900	2,586,100	(2,201,600)
Library and Recreation	2,099,500	146,000	-	71,600	598,800	146,000	-	(1,429,100)
Community and Economic Development	293,000	-	(173,900)	-	-	-	-	(119,100)
Central Services	1,312,300	-	(905,900)	-	-	-	-	(406,400)
Financial Administration	2,766,100	-	(1,738,500)	-	-	-	-	(1,027,600)
Other Employment Expenses	500,000	-	-	-	-	-	-	(500,000)
Debt Service	708,600	75,000	-	-	98,500	-	75,000	(610,100)
Retirees Health Care Premiums	1,636,500	-	-	-	-	-	-	(1,636,500)
Insurance	724,800	-	(425,500)	-	-	-	-	(299,300)
Miscellaneous Grant Related Expenses	25,000	-	-	-	25,000	-	-	-
Total Governmental Activities	36,647,900	5,828,400	(4,863,000)	4,601,000	3,196,400	2,249,000	3,579,400	(23,987,500)
General Revenues								
Property Taxes				11,099,200				11,099,200
Transfer Taxes				1,250,000				1,250,000
Business & Trailer Licenses				1,483,000				1,483,000
Franchise Fees				636,000				636,000
Court of Chancery Fees				1,023,000				1,023,000
Rent Revenue				101,400				101,400
Miscellaneouse Receipts				53,900				53,900
Earnings on Investments				40,000				40,000
Transfers from Reserves				4,000				4,000
Transfers to Reserves	2,196,000	100,000				100,000		(2,196,000)
Subtotal General Revenues & Transfers	2,196,000	100,000	-	15,690,500	-	100,000	-	13,494,500
Total General Fund Activities	38,843,900	5,928,400	(4,863,000)	20,291,500	3,196,400	2,349,000	3,579,400	(10,493,000)
Transfers from Utilities	-	-		10,500,000	-	-		10,500,000
Total General Fund Activities and Transfers	$ 38,843,900	$ 5,928,400	$ (4,863,000)	$ 30,791,500	$ 3,196,400	$ 2,349,000	$ 3,579,400	$ 7,000

DOVER HUMAN RELATIONS COMMISSION

The Dover Human Relations Commission (DHRC) meeting was held on July 22, 2014 at 5:36 p.m. with Mr. Ruane presiding in the absence of Chairman Wilson. Members present were Mr. Henderson, Mr. Roach (arrived at 6:02 p.m. and departed at 6:28 p.m.), Mrs. Sadusky, Ms. Smith, and Ms. Stewart. Ms. Hicks and Mr. McGiffin were absent.

AGENDA ADDITIONS/DELETIONS

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

Presentation - Dover Public Library Created Equal Project

Members were provided a brochure regarding the film series, "Created Equal: America's Civil Rights Struggle," being offered by the Dover Public Library and co-sponsored by the DHRC and Delaware State University ***(Attachment #1)***. Mr. Ruane advised members that the first session of the Created Equal Project had been held at The Schwartz Center and was very successful, with approximately 350 people attending.

Ms. Michelle Hughes, Head of Adult Services, Dover Public Library, advised members that the Created Equal Project was the result of a grant through the National Endowment of the Humanities in partnership with the Gilder Lehrman Institute of American History. She noted that the Dover Public Library was very fortunate to be one of a few institutions nationwide that were awarded this grant. A steering committee was formed in an effort to reach as broadly into the Dover community as possible and the first event was held on July 2, 2014 in conjunction with the celebration of the 50th anniversary of the signing of the Civil Rights Act of 1964. Ms. Hughes noted that the film series would be expanded to run at the library through September and that she was reaching out to Dover High School to coordinate tours for students to come and view clips of the four (4) documentaries offered. She explained that this was one (1) example of some of the cultural programs that the library provides for the community. In addition, between the beginning of January and February 20, 2015, a traveling display from the Smithsonian Institute called "Changing America," also focusing on the time frame of 1863-1963 and documenting civil rights movements, would be at the library and staff was in discussion with the Delaware Office of Historical and Cultural Affairs to plan programming around this exhibit.

Ms. Margery Cyr, Director, Dover Public Library, stated that the Changing America program would be provided through a separate grant and, between the two (2) grants (Created Equal and Changing America), the library was able to schedule events spanning nearly a year to celebrate the achievements of the United States over the last 100 years in terms of diversity.

Ms. Cyr stated that the Dover Public Library's vision is "that Delaware libraries are leaders in connecting and inspiring a lifetime of discovery." Its mission is "to connect people to a variety of resources and services that inform, educate, and entertain," and staff had been able to focus on developing that mission in their new building. She explained that providing books is only one (1) of the library's services; the library is also a community center, and staff time and resources go to developing cultural and enrichment programs that benefit all members of the community. The July issues of the Dover Public Library newsletter, "In the Stacks" and teen newsletter, "The Loft News" were distributed to members ***(Attachment #2)*** and Ms. Cyr requested that the Clerk's Office forward these monthly newsletters to members via email in the future. She highlighted information regarding teen events in the newsletter, noting that the library has a very active teen program. Ms. Cyr stated

that staff works very hard to ensure that the community is represented with program planning and development and that all of the needs of Dover's diverse community are being met. She explained that staff relies on the public to provide feedback and let them know if themes, genres, or audiences are being missed.

Responding to Ms. Smith regarding how the library handles publicity regarding its offerings, Ms. Cyr informed members that press releases are issued to local newspapers and the library has a Facebook page, an "email blast list" for a weekly newsletter, flyers available in the library, and sometimes advertisements on the radio.

Mr. Ruane noted that the steering committee for the Created Equal program performed outreach into the church community. Ms. Hughes stated that the speakers for the event were interviewed for "The Green," a segment on the National Public Radio (NPR) station in the area, and Mr. Harold Stafford, Chief Executive Office, The Stafford Firm, helped by distributing flyers at the African American Festival which was held the weekend prior to the July 2nd event. Other community members also performed outreach, which helped tremendously.

Mr. Ruane stated that members had previously discussed partnering with other organizations and institutions as part of its strategic plan, and noted that the library was a resource that the DHRC would want to participate with. Responding, Ms. Hughes stated that the Changing America project was the next such partnership opportunity and there was a need to develop adult programming around it. She noted that the Delaware Office of Historical and Cultural Affairs had offered to help and staff was in the early stages of planning with this office; therefore, she felt that this would be a good time for a related discussion with the DHRC.

Ms. Smith commended staff for the work they were doing and requested that the "Created Equal" flyer be forwarded to members for viewing, printing, and distribution. Ms. Cyr agreed to provide this to the City Clerk's Office.

Mr. Henderson stated that he was a member of the Interdenominational Ministerial Association, consisting of 19-20 pastors from some of the larger area churches and indicated his willingness to serve as a conduit for information of this type. He expressed his interest in issues regarding immigration, particularly in regard to Dover's Hispanic community.

Noting that the DHRC was formulating specific objectives, Mr. Ruane suggested that one (1) of them may be to partner with the library, perhaps by having one (1) or two (2) members of the DHRC volunteer to be part of future event steering committees.

Mr. Ruane noted that the Created Equal program would continue on the following day, July 30, 2014, at 2:00 p.m, with the presentation of a documentary entitled, "The Abolitionists," followed by a discussion.

Ms. Hughes explained that the format for the series included a general overview of the time period by a professor or humanities expert, viewing of a film, and fielding questions from the film. The audience is then directed to consider inequalities in regard to freedoms that exist today. She noted that films would be offered every other Wednesday.

Mr. Ruane requested that the DHRC be contacted for participation whenever these types of programs are offered, and perhaps the DHRC could offer assistance and eventually become a genuine co-sponsor. He expressed appreciation for inclusion of the DHRC on the current event.

Ms. Cyr briefed members about an issue that arose recently in the Cape Henlopen School District regarding the removal of a book from the District's summer reading list for freshman students, and Mr. Ruane asked members to consider whether the DHRC might become involved if a similar issue arose in the Capital School District.

Development of DHRC 2014-2017 Strategic Plan/Discussion - DHRC Organizational Structure

During the Special DHRC Workshop held on July 8, 2014, members were asked to develop three (3) proposed Specific, Measurable, Achievable, Realistic, and Time-based (SMART) objectives for the Commission, provide input regarding their views of the role of the Commissioner, and review the mission and vision statements that were proposed during that meeting.

Members were provided the responses to the July 8, 2014 assignment ***(Attachment #3)***. Mr. Ruane reviewed the following suggested objectives from his own submission:

- In cooperation with the City of Dover's Management and its Human Resources Department, evaluate and make recommendations that will improve the City of Dover's Equal Employment Opportunity and Affirmative Action Program, beginning with attendance at its Diversity, Respect and Harassment Training sessions in August and October, 2014. (See Sec. 58-36 (1) Dover Code of Ordinances and Article IV Section 4. B. of the Dover Employee Handbook - Revised 2004).

- To co-sponsor and actively participate in the Dover Public Library's Created Equal Project by attending the film series and moderated discussion. July - September, 2014.

Mr. Ruane reminded members that diversity training sessions would be offered by the City's Human Resources (HR) Department and that, during the Special DHRC Workshop held on July 8, 2014, members were encouraged to attend one (1) of these sessions. This would allow members to learn what kind of diversity training is being provided to City employees, whether the workforce is reflective of the community, and whether those within the workforce are being treated fairly. Mr. Ruane noted that that Section 58 - 36 of the Dover Code indicates that the DHRC should be looking at City programs and making recommendations regarding inclusiveness, civility, and communication and understanding and that a section of the City of Dover Handbook specifically mentions participation by the DHRC. He emphasized that it would be helpful for members to advise the City Clerk which sessions they might like to attend so that they could inform the HR Department and ensure that members cover different sessions.

Responding to Mr. Henderson, Mr. Ruane explained that the library effort was a one (1) time project based on the anniversary of the 1964 Civil Rights Act, although, as Ms. Cyr stated, a similar program would be offered in the future. He felt that the library could be a prime group for the DHRC to partner with, possibly through the participation of one (1) or two (2) members on the steering

committees for these types of events. In this way, the DHRC could help the library make programs more relevant and inclusive, etc., while allowing for good use of resources, noting that one (1) of the DHRC's weaknesses was a lack of staff.

During the Special DHRC Workshop held on July 8, 2014, it was suggested that the DHRC vision statement be: "to gain the respect and trust of the community and constituents so that they would believe the Commission will accomplish what they ask the Commission to do." Ms. Smith expressed her opinion that this sounded like an objective, rather than a mission, since gaining the respect and trust of the community could be accomplished within the short term. She felt that a vision should be applicable in the future and should state "what the City should feel like, look like, and be like," and the objectives should flow from this vision. She suggested that a possible vision would be: "Our vision is a city whose government, organizations, groups, and individuals value diversity, respect, and trust." Mrs. Sadusky and Mr. Henderson concurred with this vision statement.

Responding to Mr. Roach's statement that in instances where the values of diversity, trust, and respect are not adhered to, these issues would come to the DHRC to be handled appropriately, Mr. Ruane noted that the vision statement could also state that the Commission has a role in making this happen. He suggested that Ms. Smith's draft mission and vision statements be used as a basis for members to review and provide their comments during the next meeting.
Ms. Smith questioned if the vision was warm, inviting, or engaging enough.

Mr. Ruane indicated that the DHRC would look at City programs and policies to make sure they are inclusive and advise Council in this regard. The DHRC would also be concerned with changing attitudes in the community. He recommended incorporating the change agent/advocacy role of the Commission in its mission statement.

In reviewing the objectives that she had submitted for the Commission, Ms. Stewart stated that her objectives followed the City of Portland's model, as discussed during the July 8th Special Workshop. She summarized these objectives, as follows: 1) Discovery - partnering with various statewide groups to cultivate relationships; 2) Visibility - enhancing the DHRC's visibility, noting that the website could be updated and could include links to events and other organizations to provide more information; and 3) Education - participating in educational events, such as going to training offered through the City, going out to partnership events, and being active in the community.

Mr. Ruane noted that the objectives submitted by Ms. Stewart and Ms. Sadusky had commonality in terms of addressing a communications plan; therefore, a general objective might be to create and implement a comprehensive communications plan, noting that Mrs. Sadusky had listed specific action steps to enhance the visibility of the DHRC.

Mr. Ruane stated that, in terms of the DHRC organizational structure, the Code seemed to suggest that the DHRC work as a whole; however, it also acknowledged that agreements and partnerships could be established. He felt it possible that the organizational structure would allow for functional committees to be formed to accomplish specific tasks. He suggested that if there were volunteers for a communications committee, these members could take all the ideas relating to communications and develop an objective involving communications. He noted that both Ms. Stewart and

Mrs. Sadusky had included the website as a means to communicate. Concurring, Ms. Stewart stated that the current DHRC webpage should be updated and Ms. Smith stated that the website needed copy and pictures. Mr. Ruane stated that a handout regarding the DHRC could also be developed and that the objectives submitted by Chairman Wilson also included the need to provide news releases and flyers.

Ms. Smith suggested that members could brainstorm as a group about issues taking place in the City and put together articles for submission to the newspapers; for example, this could be done by members attending the library's Created Equal Program events. This would be a way to show the DHRC's support and demonstrate active involvement.

Mr. Henderson stated that he owned one (1) of the films in the series, "Slavery by Another Name," and offered to write something about this. Responding, Ms. Smith suggested that any articles written be distributed to members before submission to the newspaper so that members are all "on the same page."

Mr. Ruane stated that a distinction would be made between comments made as individuals versus those made as members of the DHRC. However, he felt that members should feel free to comment as citizens on issues that touch their hearts or minds, without necessarily identifying themselves as Commissioners. This would show that commissioners are actively involved in the serious issues of the community.

Mr. Ruane stated that one (1) of the objectives submitted by Mrs. Sadusky was that "The DHRC will design a plan as to how it will address concerns brought to us from community members or organizations by November 15, 2014." Mrs. Sadusky indicated that since members had already received an email from a community member stating a concern, it was important to have a plan as to how to go about addressing problems.

Mrs. McDowell explained that she had spoken with Chairman Wilson during the previous week and that he requested that the City Solicitor attend a DHRC meeting, which was being scheduled for September 23, 2014, to discuss how these requests would be handled. She provided members with the City of Dover Human Relations Commission Intake Form that was previously used by the DHRC, for their review ***(Attachment #4)***. Mrs. McDowell reminded members that there is a fine line between issues that the DHRC can address and those they cannot. Mr. Ruane explained that he and Mr. Wilson had also submitted objectives for the DHRC relating to this topic and that his own proposed objective was "to develop and adopt by October 2014 a Memorandum of Understanding (MOU) with the State Human Relations Commission that will delineate the roles and procedures of the two commissions in the solution of alleged discrimination complaints which fall within the jurisdiction of the State Human Relations Commission and identify specific ways the two commissions will work together." He reminded members that the ordinance that the DHRC is mandated to follow is very specific that the City did not intend to duplicate the effort of the State Human Relations Commission (SHRC); therefore, if a complaint falls within the SHRC's jurisdiction, the DHRC's role is to move it forward to the SHRC since they have the staff, expertise, and law behind them. Mr. Ruane advised members that the City of Dover does not have an anti-discrimination ordinance; however, the State does have such an ordinance which is backed by

subpoena rights, and also has the resources to handle it, including a complaint-taking and public hearing process, legal forms, subpoena rights (which the City does not have), etc. He suggested that, rather than developing a DHRC complaint form, that individuals complaining about discrimination be provided the State form, and possibly assistance filling out the form. He recommended that a written understanding with the State be developed stating that they will address issues and keep the DHRC informed on the status of complaints. He noted that the focus of the City's ordinance is on interaction between groups or practices on the part of the City that are not inclusive or fair.

Mr. Henderson indicated that a former Commissioner had expressed frustration to him that she was not clear that she was doing any good. He questioned where members had "teeth," indicating that he wanted to make a difference.

Ms. Smith expressed her understanding regarding Mr. Henderson's comments; however, stated that she did not have the background to process racial, sexual, and religious issues and had not been trained to be a mediator.

Mr. Henderson noted that the only thing that Rosa Parks did was "not get up," which did not take a commission or expertise. He stated that children in junior high and high school were being persecuted due to race or sexual orientation and he wanted to make sure that these problems are addressed.

Mrs. Sadusky stated that Commissioners could act as liaisons to make sure that the school was aware of these issues and addressed these issues and follow up. She questioned why the DHRC would do this if the SHRC was already doing it, noting that there were many things that the DHRC could do to help to grow trust.

Mr. Henderson stated that it would be helpful if the State commissioners came to brief the DHRC and for the SHRC to be aware of the DHRC and its goals.

Concurring, Ms. Stewart suggested that State Commissioner(s) attend the next DHRC meeting. She explained that the SHRC has a website with a complaint form very similar to the one (1) previously used by the City of Dover, as well as a list of the issues that they handle.

Mrs. McDowell explained that Chairman Wilson wanted members to review the previously used intake form, suggest revisions, and consider the suggestion of providing the State's form to those filing complaints. She explained that the Code states that the DHRC cannot handle matters that are under another jurisdiction.

Mr. Ruane stated that there would still be much for the DHRC to do, noting that the Commission has the opportunity to change a whole system, not just respond to an individual's complaint. He felt that the challenge was to make a difference with the City of Dover, its officials, Council, policies, programs, services, and individuals.

Mrs. Sadusky expressed her opinion that the DHRC could also be proactive by having forums or providing education on matters that they feel are not being addressed.

Mr. Ruane noted that many of the objectives brought forward emphasized educating the community. In addition, he noted that the Dover Code provides for the DHRC to be part of the solutions for any community-wide conflicts that may arise. He suggested that, within the next three (3) years, members should become informed enough to do this, and that perhaps some members would be willing to take training on mediation and reconciliation, so that members could become a resource in partnering with others in such instances.

Referring to the objectives provided by Mr. McGiffin that referred to the status of human relations in the City of Dover, Mr. Ruane noted that the DHRC was not aware of human relations issues in the City at this point.

Ms. Smith concurred and suggested that a measuring tool be created to gauge the status of human relations. She felt that it would be difficult to address issues if it were not known what people are thinking or feeling; it is important to know what, who, and why members are serving.

Mr. Ruane noted that the City conducted a citizen survey in 2008 and a section on diversity was included. He suggested that the college community could be encouraged to do a survey to obtain statistics on the City of Dover regarding racial demographics and the availability of specialized programs.

Mrs. Sadusky reviewed the seventh objective for the Commission that she submitted, "The DHRC, in cooperation with Citizens for Criminal Justice Reform, will compile a list of employers in Kent county who are committed to interviewing ex-felons who have re-entered our community and are now seeking gainful employment by January 30, 2014." She explained that this objective arose from her volunteer service at a prison and expressed her interest in helping sex offenders who are being released from prison, as well as assisting to improve their lives while in prison. Mrs. Sadusky stated that Mr. Ken Anderson, an attorney who was formerly incarcerated, had been working on this issue and she contacted him to see if he was aware of anything that the DHRC could do to help, noting that those released from prison have a very "tough road" ahead of them. Mr. Anderson mentioned that the Dover Interfaith Mission for Housing received a grant for $100,000 to work with former prisoners and was attempting to develop a list of employers who would be willing to at least interview for employment ex-offenders who had been screened by the Interfaith Mission. Mr. Anderson was interested in obtaining a letter from the Mayor/City of Dover endorsing this program, that would be provided when approaching prospective employers to be added to the list. Mrs. Sadusky stated that such a letter had been drafted.

Mrs. McDowell stated that this project would have to be approved by Council.

Ms. Smith suggested, if this matter were brought before Council, that all members of the DHRC appear in order to support it.

Mr. Ruane stated that if the City of Dover were not on the list, the DHRC would have an opportunity to review the matter and suggest that this policy be changed. He suggested that members keep in mind that the first focus is on the City of Dover which is a big job and a big opportunity.

Mrs. McDowell stated that, if there were a timeliness issue, Mrs. Sadusky could bring this matter forward as a private citizen to City Council, since a presentation had not been made to the DHRC and the Commission had not voted to recommend this program to Council.

Mr. Ruane stated that it might present a problem for the City of Dover to send a letter to someone else urging them to act on something that the City itself was not doing.

Mrs. McDowell stated that the next meeting of the DHRC would be scheduled for September 23, 2014, with the time to be determined. Members stated that 5:30 p.m. was agreeable.

Ms. Stewart indicated that she was acquainted with the Director of the SHRC and offered to contact her to see if she could attend and provide a presentation regarding the SHRC's function. Responding, Ms. McDowell suggested talking to Chairman Wilson to see if he wanted to schedule both the City Solicitor and the SHRC to attend the same meeting.

Commission Members' Announcements

There were no announcements from Commission members.

By unanimous consent, the meeting adjourned at 7:32 p.m.

Eugene B. Ruane
Acting Chairman

CCW/TM/js/dd
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Attachments

Attachment #1 - Brochure - Created Equal: America's Civil Rights Struggle - Film Series and Moderated Discussion - June 20, 2014 - September 17, 2014
Attachment #2 - Dover Public Library Newsletter - "In the Stacks" and Teen Newsletter - "The Loft News" - July 2014
Attachment #3 - Input provided by DHRC Commissioners following July 8, 2014 Special DHRC Workshop
Attachment #4 - The City of Dover Human Relations Commission Intake Form

Special Thanks

The Dover Public Library would like to thank the following individuals for devoting their time and talents toward making the *Created Equal: America's Civil Rights Struggle* community program a success. With their help and guidance, discussions will be moderated throughout the greater Dover community. Public conversations regarding the changing meaning of civil rights and equality for all will be discussed, ideas cultivated, and the next generation hopefully inspired to write their own history.

April Hill-Addison, Education Associate with the State of Delaware Department of Education; **Dr. Bradley Skelcher**, Associate Provost at Delaware State University; **Dr. Bruce Purnell**, Executive Director of Higher Hopes, Inc, a community non-profit organization; **Daniel Pritchett**, retired teacher with the Capital School District and current teacher with Osher Lifelong Learning Institute and the Delaware Humanities Forum; **Dr. Dolores Finger-Wright**, Associate Professor, Dept. of Social Work, College of Education Health and Public Policy at Delaware State University; **Harold Stafford**, former Secretary of Labor for the Delaware Department of Labor and inductee into the Hall of Fame for Professional Excellence at Henderson State University ; **James Brown**, a Vietnam Veteran, former lawyer and NYS Supervising Administrative Judge, former Military Judge, and current member of Phi Alpha Delta International Law Fraternity; **Jan Konesey**, retired Senior VP Bank of America, current member of the Rehoboth Beach Planning Commission, Common Cause of Delaware, and the FilmFan selection group for the Dover Public Library ; **Patricia Van Wieren**, retired administrative assistant; **Rosita Wilson**, member of the Alpha Kappa Alpha Sorority; **Dr. Stephanie Holyfield**, Visiting Assistant Professor of History at Wesley College; **Syl Woolford**, retired accountant and currently a member of FODA (Friends of the Delaware Public Archives) – Board member, Afro-American Historical and Genealogical Society – DE Chapter , The Historical Society of Cecil County, DE Genealogical Society, and Howard High School Alumni Association; **Tom Summers**, Delaware Public Archives Outreach Services Manager.

The Dover Public Library would also like to thank Dick Carter of the Heritage Commission for providing assistance with printing publication pieces, Randy Goss of the Delaware Public Archives for providing assistance in locating significant historical pictures of Delawareans during the Civil Rights era, Dr. Evelyn Edney, Principal of Dover High School, and Sylvia Cowell, Director of the Schwartz Center for the Arts.

THE GILDER LEHRMAN INSTITUTE of AMERICAN HISTORY

City of Dover Human Relations Commission

NATIONAL ENDOWMENT FOR THE Humanities

DelawareStateUniversity
Making our mark on the world

CREATED EQUAL: AMERICA'S CIVIL RIGHTS STRUGGLE



FILM SERIES & MODERATED DISCUSSION

June 20, 2014 - September 17, 2014

"Created Equal" is part of the *Bridging Cultures* initiative of the National Endowment for the Humanities, produced in partnership with the Gilder Lehrman Institute of American History to encourage public conversations about the changing meanings of freedom and equality in America.

BRIDGING CULTURES

DOVER PUBLIC LIBRARY

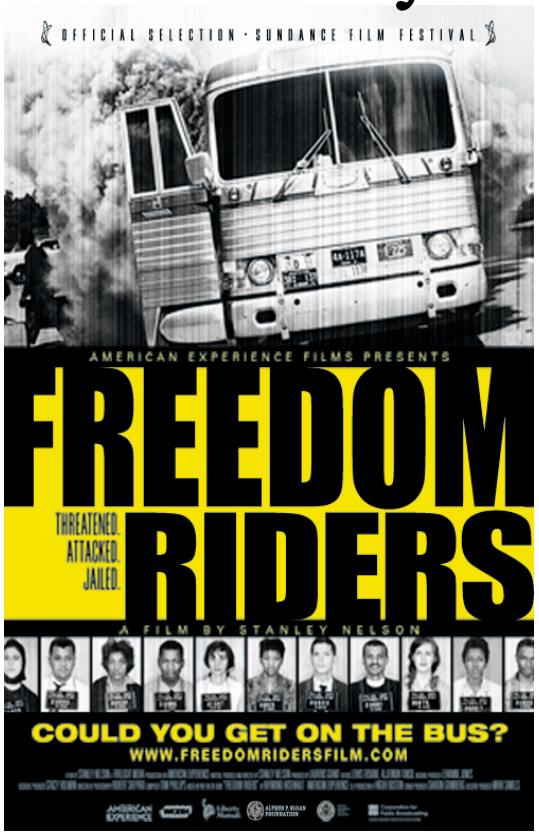
35 Loockerman Plaza
Dover, DE 19901
(302) 736-7030
www.doverpubliclibrary.org

ATTACHMENT #1
DHRC Meeting of 07/22/2014

Grey Matters
Lecture Series

FRIDAY, JUNE 20 @ 7:00PM
DOVER PUBLIC LIBRARY
Created Equal Film
w/Moderated Discussion

Celebrate History with the History-Makers!



July 2nd is the 50th Anniversary of the Civil Rights Act signing. Come meet history-makers and civil rights activists, who will tell their stories and lead a discussion after the film.

Wednesday, July 2 @ 7:00pm
FREE Feature Showing at
The Schwartz Center

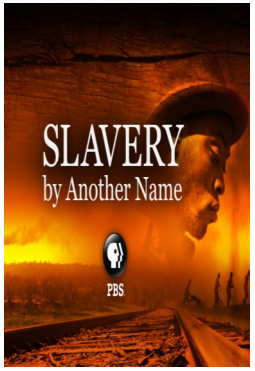
Wednesday, July 9 Part I
Wednesday, July 23 Part II
Wednesday, August 6 Part III
Dover Public Library @ 2pm



Rated: PG
Documentary
Each Part: 1hr

The Abolitionists vividly brings to life the struggles of the men and women who led the battle to end slavery. Through innovative use of reenactments, this three-episode series puts a face on the anti-slavery movement.

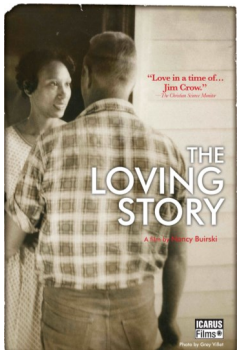
Wednesday, August 20
Dover Public Library @ 2pm



Rated: NR
Documentary
1hr 30mins

It was a shocking reality that often went unacknowledged, then and now: A huge system of forced, unpaid labor, mostly affecting Southern black men, that lasted until World War II. Based on the Pulitzer-Prize-winning book by Douglas Blackmon.

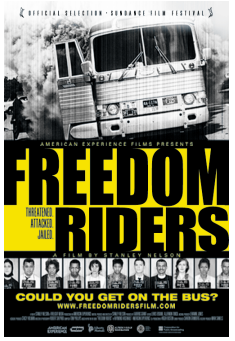
Wednesday, September 3
Dover Public Library @ 2pm



Rated: NR
Documentary
1hr 17mins

The documentary brings to life the Lovings' marriage and the legal battle that followed through little-known filmed interviews and photographs shot for Life magazine. Mildred and Richard Loving were arrested in July 1958, in Virginia, for violating a state law that banned marriage between people of different races.

Wednesday, September 17
Dover Public Library @ 2pm



Rated: NR
Documentary
1hr 57mins

Freedom Riders tells the terrifying, moving, and suspenseful story of a time when white and black volunteers riding a bus into the Deep South risked being jailed, beaten, or killed, as white local and state authorities ignored or encouraged violent attacks. The film includes previously unseen amateur 8-mm footage.

In the Stacks

DOVER PUBLIC LIBRARY

July 2014

CELEBRATE HISTORY WITH THE HISTORY MAKERS

July 2nd is the 50th anniversary of the signing of the Civil Rights Act of 1964. To commemorate this momentous event, the Library will be hosting a FREE screening of *Freedom Riders* at the Schwartz Center for the Arts. James Brown, a former Freedom Rider; and Dr. Dolores Finger-Wright, an activist who was instrumental in orchestrating the Greensboro Four lunch counter sit-in, will talk about their personal experiences and the events they witnessed that changed the course of American history.

The Dover Public Library is one of 473 institutions across the country awarded a set of four films chronicling the history of the civil rights movement. *Created Equal: America's Civil Rights Struggle* is an initiative of the National Endowment for the Humanities that uses the power of documentary films to encourage community discussion of America's civil rights history.

We are pleased to receive this grant from the NEH and excited to screen these films for the Dover community. Each of the films was produced with NEH support and each tells remarkable stories of individuals who challenged the social and legal status quo of deeply rooted institutions, from slavery to segregation. *Created Equal* programs bring communities together to revisit our shared history and help bridge deep racial and cultural divides in American civic life.

The powerful documentaries, *The Abolitionists, Slavery by Another Name, Freedom Riders*, and *The Loving Story*, include dramatic scenes of incidents in the 150-year effort to achieve equal rights for all. *Freedom Riders* received an Emmy in 2012, and *The Loving Story* and *The Abolitionists* were nominated for Emmys in 2013.

The *Created Equal* film series schedule is set as follows:

- July 2 @ 7:00 pm @ Schwartz Center *Freedom Riders*
- July 9 @ 2:00 pm @ DPL *The Abolitionists Pt. 1*
- July 23 @ 2:00 pm @ DPL *The Abolitionists Pt. 2*
- August 6 @ 2:00 pm @ DPL *The Abolitionists Pt. 3*
- August 20 @ 2:00 pm @ DPL *Slavery by Another Name*
- September 3 @ 2:00 pm @ DPL *The Loving Story*
- September 17 @ 2:00 pm @ DPL *Freedom Riders*

The Library thanks the community members who served on the Steering Committee (which has guided this project from its beginnings) and our co-sponsors, the City Of Dover's Human Relations Commission and Delaware State University.

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The Summer Reading Program, 2014 for Children, Teens & Adults





Readers Corner

Literature Reimagined Book Club. Join us for our discussion of *The Big Over Easy: a Nursery Crime* by Jasper Fforde. Unconvinced that a former convict and millionaire philanthropist has been murdered by his suicide-victim ex-wife, detective inspector Jack Spratt and his assistant, Mary Mary, uncover a plot involving money laundering and asylum-seeking titans.

Thursday, July 10, 6:30 PM

Adult Book Group

Teatime for the Firefly by Shona Patel. A young Indian woman joins her new husband on a tea plantation in the jungles of Assam where she struggles to manage a staff of servants and socialize with British wives in a colonial society at the dawn of World War II. **Sunday, July 20, 2:00 PM**

Life-Wide Learning

Free Write—SWORD

A free writing event. Hone your writing skills with others.

Wednesdays, 6:00 PM

Affordable Care Act

Meet with representatives for information and one-on-one counseling. **Wednesdays, 9:00-11:00 AM**

50th Anniversary of the Civil Rights Act of 1964. Celebrate History with the History Makers

Film screening of *The Freedom Riders* followed by a panel discussion with James Brown and Dr. Dolores Finger Wright. Schwartz Center. **Wednesday, July 2, 7:00 PM**

History of the Lenape Indians

Join Chief Dennis Coker for his presentation. Registration is not required. **Tuesday, July 8, 6:00 PM**

Created Equal: *The Abolitionists*, Pt. 1

Documentary film screening followed by discussion with Civil Rights scholars. **Wednesday, July 9, 2:00 PM**

Artist Showcase

Meet local artists; K.M. Hammond, Joyce Lapps, N. Taylor Collins, and T.J. Johnson. Each artist will demonstrate her skills and will be available to answer your questions.

Wednesday, July 9, 11:00 AM-3:00 PM

Gemologist

Michelle Sylvester will give a brief presentation on the basics of jewelry and identification, the 4Cs of diamonds, etc. Registration is requested but not required; call 302-736-7030.

Monday, July 14, 6:00 PM

Purl-Fectly Knit Club

Come share your love of needlework with others! Bring in your current knitting, crochet, or other needle work project, get help with questions, exchange patterns and tips, or just come to craft and socialize. All skill levels are welcome, from complete novice to epic knitter. While this is not a class, beginners will get help with their projects from more experienced members. No registration is required.

Monday, July 21, 6:30 PM

Doctor Who Club

If you are a fan of Doctor Who, join us for the *Doctor Who Club*. Watch the show, participate in discussions, play trivia and enjoy Doctor Who-related crafts. All ages; there is something for everyone! **Tuesday, July 22, 6:00 PM**

Created Equal: *The Abolitionists*, Pt. 2

Documentary film screening followed by discussion with Civil Rights scholars. **Wednesday, July 23, 2:00 PM**

Chess Club **Wednesday, July 23, 6:00 PM**

Money Smart for Older Adults. This class covers important topics for older adults, e.g. investments, caregiver safe guards, abuse, setting up power of attorney. Sponsored by Fort Sill Nat'l Bank. **Thursday, July 31, 5:30 PM**

FilmFans

2sdays

Tuesdays, 2:00 PM

July 1: *Her*. 2:06. Rated R for language, sexual content and brief graphic nudity.

July 8: *The Book Thief*. 2:05. Rated PG-13 for violence and intense depiction of thematic material.

July 15: *Hachi: the Dog's Tale*. 1:33. Rated G.

July 22: *A Late Quartet*. 1:45. Rated R because of sexual situations and strong language.

July 29: *Grand Budapest Hotel. 1:39*. Rated R for violence, language and a little sex.

Foreign Films

Thursday, July 3, 5:30 PM: *Caesar Must Die. Italian*. 76 mins. Not rated.

Saturday Matinees

July 5, 2:00 PM: *12 Years a Slave*. 2 hr., 14 min. Rated R for violence, cruelty, nudity and sexuality.

July 26, 2:00 PM: *Endless Love*. 1 hr., 45 mins. Rated PG-13 for sexual content, brief partial nudity, some language and teen partying.

Family Film

Friday, July 18, 2:00 PM. *Emil and the Detectives*. 92 mins. Not rated.

Last Fridays

July 25, 7:00 PM: *Grand Budapest Hotel. 1:39*. Rated R for violence, language and a little sex.

Fabulous Fridays!

FAMILY FUN: WIZARD OF OZ BOOK PARTY!

Crafts and activities for the whole family based on the book, *The Wizard of Oz*. **Friday, July 11, 2:00 PM**

GREY MATTERS

To Vaccinate or Not to Vaccinate?

Jonathan Kidd, PhD. It shouldn't be a question. Vaccines save lives. The reductions in death and illness, especially in children, from diseases such as diphtheria, whooping cough, and measles is easily documented. More recently developed vaccines such as "Hib" and HPV are also likely to bring about an equal reduction in the targeted diseases. There is no documented evidence that any vaccine has ever caused autism, and the efforts of a small yet vocal minority to undermine the success of these preventative treatments do a disservice to the entire population. Dr. Kidd joined the faculty at Wesley College in 1978. He teaches a variety of courses and is the Director of the Medical Technology program.

Friday, July 18, 7:00 PM

FILMFANS: GRAND BUDAPEST HOTEL

Set between the world wars, with political darkness looming, Wes Anderson's *Grand Budapest Hotel* introduces what *NY Times* describes as "eccentric characters possessed by a kind of madcap melancholy, soulful and silly in equal measure." The film's plot, acting, costumes and sets are super-stylized to great effect. Despite violence and tragedy, it's mostly a comic romp based around a romance, a theft and an inheritance, along with a very nasty hit-man. The latter is Willem Dafoe, accompanied by actors Tilda Swinton, Jeff Goldblum, Jason Schwartzman, Jude Law, Adrien Brody, Edward Norton and Ralph Fiennes in the role of Gustave H, the perfume-loving concierge of an Eastern European hotel who takes refugee Zero Moustafa as his lobby boy and protégé. The film is a delight. 1:39. Rated R for violence, language and a little sex.

Friday, July 25, 7:00 PM

zinio™

Free digital magazines from the Dover Public Library. Magazines on your computer or mobile device.

Small Business Center

Job Center Walk-in Hours

Mondays 12:30 PM-7:00 PM
Wednesdays 9:00 AM-1:00 PM

Computer Classes

7/1	Computer Basics	1:00 PM
7/1	Email Basics	3:00 PM
7/8	Internet Basics	1:00 PM
7/8	LinkedIn	3:00 PM
7/15	Word Basics	1:00 PM
7/15	Excel Basics	3:00 PM
7/22	PowerPoint Basics	1:00 PM

Classes require registration. Please call 736-7030.

APEX Pardons & Expungements. Call for information, 736-7030. **Mondays, 9:15 AM**

Delaware Job Corps. Career planning, on-the-job training, job placement for young people ages 18-24. **Tuesdays, 10:00 AM**

Small Business Volunteer Tax Assistance. Appointments required. No walk-in services. Call Nehemiah Gateway, 302-655-0803 for appointments. **Wednesdays & Fridays, 2:00 PM**

Social Security Administration Delivery Changes & My SSA Account. Social Security specialists will be on site to train you on the changes to the Social Security system and help you with creating an account. **Thursdays, 2:00 PM**

There's a Hole in my Pocket. Where does my money go? Why can't I save money? Learn about saving money, goal setting and debt reduction. Sponsored by the Money School. **Wednesday, July 2, 6:00 PM**

'Stand by Me' Financial Coaching. Financial coach will be available to assist with budget preparation and management; provide free credit report information and reviews; provide free tax preparation; provide college bound services; and more. **Thursday, July 17, 9:15 AM**

Identity Theft & What to Do If Your Identity Is Stolen. This class covers how to deter, detect or defend against identify theft and what to do if your identity is stolen. **Thursday, July 17, 10:00 AM**

Resume Writing. Does your resume get the results you are seeking? Learn tips to make you more marketable. **Tuesday, July 22, 10:00 AM**

Interviewing Skills. Learn what it takes to "ace" that interview. **Tuesday, July 22, 3:00 PM**

Understanding Credit. This class covers the essential components of the credit process and how to use it to your advantage. Sponsored by Ft. Sill Nat'l Bank. **Thursday, July 24, 10:00 AM**

Kids Corner



Summer Reading Club!

Fizz! Boom! Read!



Family Storytime

Mondays, 6:30 PM on the yard. Bring lawn chairs, beach blankets!

Fridays, 10:15 AM

Registration not required.

World of Inventions Writing Club

Thursdays, 10:30 AM

Ages 7-10. , June 26th - July 24th. Do you like to tell stories and make things? Do you have tons of ideas about how to make the world better? We'll combine all of those skills to create fantastic new inventions. We'll learn about how real-life inventors come up with new gadgets; build them and then share their creations with the world. Students will write their own "patent" applications; build their inventions out of found objects; and create commercials about their ideas.

***Registration required.**

Mad Science Club

Ages 9-12. Be a mad scientist! Conduct your own exciting experiments.

Thursdays, 2:00 PM

*Ticket required.



Fizz Boom Kids Science

Ages 6-8. Explore science with exciting interactive STEM activities.

Tuesdays, 2:00 PM

*Ticket required.

Sunday Family Fun

1:00-4:00 PM Drop in for Board Games

Wonderful Wednesdays!

July 2: 4th of July Party! Crafts, games, fun for all!

July 9: Dragons & Dreams. A long time ago science and storytelling were accidently mixed and so began Sciencetellers. Combining their power of words with the power of science, Sciencetellers creates stories filled with suspense, anticipation, excitement and experiments. Experience the science of Fire & Ice as you join the daring adventures to save an entire kingdom in Sciencetellers presents "Dragons & Dreams."

July 16: Engineer It! Brought to us by the Marshall Steam Museum! Learn all about The Museum + design and build a model car out of recycled materials. Ages 7-12. ***Ticket required.**

July 23: Crazy Fun Stuff! Make a Pom Pom, Marshmallow Shooter, Popsicle stick bow & arrow set (that works!) & other fun stuff!

July 30: Spooky Stories & Legends of Delaware. Join us for an evening of spooky fun as storyteller Ed Okonowicz tells spine-tingling stories!

Thursday, July 31
6:00 PM
Arsenic and Old Lace

A teen production by the Childrens' Theatre of Dover

Super Saturdays!

2:00 PM

July 5: Let's make music! Make a Pie Pan Tambourine. Ages 7-12. *Ticket required.

July 12: Pokémon Party! Join us for exciting Pokémon-themed games & crafts!

July 19: Crazy fun stuff! Make a Pom Pom Shooter, Popsicle stick bow & arrow and more! Ages 5-12. *Ticket required.

July 26: Be a superhero! Transform into a superhero by creating your own mask & emblem!

BuildIt! Club

Mondays, 2:00-3:00 & Tuesdays, 6:30-7:30 PM

Where *Your* Imagination

+ *Our* Really Cool Building Stuff

= **FUN!!**

Fun Fridays!

2:00 PM

July 11: *Wizard of Oz* Book Club

July 18: *Emil and the Detectives* Movie

Dover Public Library

Ages 13-19

JULY 2014

Volume 3 Number 7

The Loft News

The Teen Loft Hours:

Mondays-Fridays

11:30-7:45

Saturdays

10:00-4:45

Sundays

1:00-4:45

Loft hours are subject to change based on staffing availability.



August 16

10:00-4:00

Comic Con

5:00-7:00

Fandom Dance

Star Wars characters

Ghostbusters

Artists

Comic Book Vendors

Costume contest

& MORE!!!

Poetry in Motion



Poetry in Motion

with Amillion

7/10, 7/24, 8/7

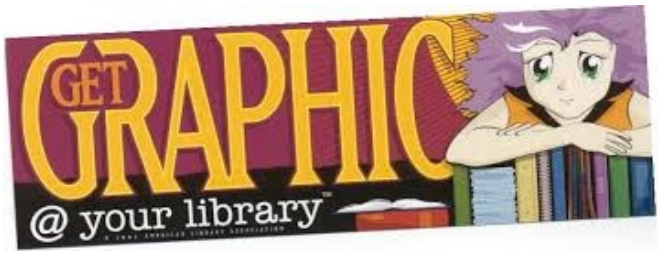
5:00 pm

Amillion is back!

"The bridge between Spoken Word and Hip-Hop is where we shall meet," Amillion the Poet.

Learn to express yourself through spoken work.

All materials are provided.



Graphic Novel Contest

Teen Graphic Novel Contest

Entries may be from a single author or may be collaboration between a writer and artist. The closing date is **Thursday, July 31, 2014**. All entries must be in by **7:00pm**. The winner will be announced Saturday, August 16, 2014. The winning entry can be fiction or non-fiction and will be chosen purely on the strength and promise of the art and writing by a panel of judges.

HOW TO ENTER

The competition is open to all teens between the ages of 13-19, who have not previously professionally published a full-length graphic work. The work can be fiction or non-fiction, with or without words. Please send your entry by email to: kerri.hollyday@lib.de.us or katherine.goff@lib.de.us or drop it of to the Teen Librarian on the 3rd Floor Teen Loft. For complete rules and restrictions go to: http://www.cityofdover.com/Graphic-Novel-Contest/

July

LGBT Club

7/1
Tuesday
5:30

Sciencetellers Special Event

7/9
Wednesday
6:30

Yu-Gi-OH! And Magic: The Gathering

7/20
Sunday
1:30

Teen Filmmaking Club

7/2
Wednesday
5:00

Poetry In Motion Workshop With Amillion

7/10
Thursday
5:00

Doctor Who Club

7/22
Tuesday
5:30

Brony Club

7/2
Wednesday
5:30

Teen Anime/ Manga Club

7/11
Friday
5:30

Teen Filmmaking Club

7/23
Wednesday
5:00

Minecraft
Registration Required.
Call 736-7030

7/3
Thursday
5:00

Pokémon League

7/12
Saturday
12:00

Teen Chess Club

7/23
Wednesday
5:30

Pokémon League

7/5
Saturday
12:00

Yu-Gi-Oh! And Magic: The Gathering

7/13
Sunday
1:30

Poetry In Motion Workshop With Amillion

7/24
Thursday
5:00

Yu-Gi-OH! And Magic: The Gathering

7/6
Sunday
1:30

LGBT Club

7/15
Friday
5:30

Teen Anime/ Manga Club

7/25
Friday
5:30

Health Series: Exquisite Nutrition

7/7
Monday
6:00

Inspirational Fiction Book Club
Heaven by Angela Johnson


7/16
Wednesday
4:00

Teen Anime/ Manga Club

7/26
Saturday
12:00

Tech Tuesday


7/8
Tuesday
4:00

Teen Filmmaking Club

7/16
Wednesday
5:00

Movie Matinee
Endless Love
Rated PG-13


7/26
Saturday
2:00

Teen Advisory Council
New Members Welcome

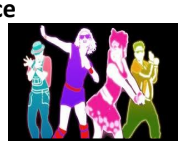
7/8
Tuesday
6:00

Minecraft
Registration Required. Call 736-7030.

7/17
Thursday
4:00

Yu-Gi-OH! And Magic: The Gathering

7/27
Sunday
1:30

Teen Just Dance

7/9
Wednesday
4:00

Teen Game Night


7/18
Friday
5:30

Minecraft
Registration Required.
Call 736-7030.

7/31
Thursday
4:00

Teen Scary Movie
White Noise
Rated PG-13


7/9
Wednesday
5:30

Pokémon League

7/19
Saturday
12:00

Comic Con


8/16
Saturday
10—4

Jane Hicks

Objective

1. Improve customer service, by gaining the trust and patience of the intended individuals so that their case has been properly reviewed with the intention to solve the situation.

2. The commission shall make studies, surveys and investigations to provide accurate data to the DHRC members to recommend such measures as are deemed necessary to carry out the objectives.

3. Advocating for equal opportunity, justice, to services and opportunities. Fostering mutual understanding and respect between people; encouraging education and outreach; developing and promoting programs, which work to eliminate prejudice and discrimination.

Write a brief summary of his/her ideas regarding the role of the commissioner.

My idea regarding the role of a commissioner is to first, the protection of dignity and integrity of every individual. To act as a buffer/liaison in hearing complaints involving racial tension, to bring together the parties involved to discuss the facts and to assist in the resolution of such complaints. To do research, obtain factual data, hold meetings with citizens and consider and recommend the best and fairest means of progressively improving human relations among all, and finally to provide open channels of useful communications among the various racial, religious, ethnic and economic groups in the city.

MEMO

TO: Dover Human Relations Commission

FROM: Jim McGiffin

DATE: July 17, 2014

RE: Objectives & Role Definition

Here is my Dover Human Relations Commission homework.

OBJECTIVES:

1. DHRC will assess the current information available on human relations issues in Dover from all sources and determine whether further investigation and research is necessary to develop the complete picture of the current status of human relations in Dover.

2. DHRC will sponsor a public meeting to report the current status of human relations in Dover and to solicit public input on unrecognized issues as well as on strategies to address the issues.

3. DHRC will determine whether changes in policy or law are necessary to address existing human relations issues and, if changes are necessary, advocate for those changes.

THE ROLE OF THE DOVER HUMAN RELATIONS COMMISSION MEMBER

Each member of the Dover Human Relations Commission is a point of contact for the community, a voice of respected experience and perspective within deliberations, and an advocate for a better way forward for the city, its commercial and professional sectors, and for residents.

Draft Objectives for possible inclusion into the Dover HR Commission Strategic Plan 2014-2017) Gene Ruane July 16, 2014

To develop topics, resources and a schedule for training DHRC Commissioners by September 30, 2014.

In cooperation with the City of Dover's Manager and its Human Resources Department, evaluate and make recommendations that will improve the City of Dover's Equal Employment Opportunity and Affirmative Action Program, beginning with attendance at its Diversity, Respect and Harassment Awareness Training sessions in August and October, 2014.(See Sec. 58-36 (1) Dover Code of Ordinances and Article IV Section 4. B. of the Dover's Employee Handbook Revised 2004)

To assess and make needed revisions of the Commission's strategic plan objectives at each of its quarterly meetings.

To develop and adopt by October 2014 a memorandum of understanding with the State Human Relations Commission that will delineate the roles and procedures of the two Commissions in the solution of alleged discrimination complaints which fall within the jurisdiction of the State Human Relations Commission" and identify specific ways the two Commissions will work together.(See Sec. 58-36 (4) Dover Code of Ordinances; and Summary of June 23, 2014 meeting between the Chairs of the DHRC and the State Commission)

To provide a "report" to the Dover City Council "on a quarterly basis regarding its affairs"; and, to provide an "annual report of its accomplishments and a summary of its recommendations" to the Mayor and the Dover City Council. (See Sec. 58.32 (i) Dover Code of Ordinances)

To conduct an annual "district-focused" meeting between the Chair of the DHRC, Commission members and City Council members in order to identify those objectives for inclusion in the Commission's Strategic Plan that would address specific human relations issues that may be particularly critical or relevant within each City Council District.

Building on its partnership with the Dover Police Department, identify additional human relations approaches and lessons that can be integrated into the Dover Police Department's ongoing Community Relations strategy.(See: Sec. 58-31 (1); 58-36 (1) and page 16 Guidelines for Effective HR Commissions) (October 2014—June 2015)

To co-sponsor and actively participate in the Dover Public Library's Created Equal Project by attending the film series and moderated discussion. July-September, 2014

In cooperation and partnership with other agencies and organizations develop an organized system of services that include mediation, conciliation and response and management of community based conflict within the City of Dover. December 2015. (See: Sec. 58-31 (3) (4) & (5); Sec. 58-36 (2) (3) Dover Code and page 14 and 17 Guidelines for Effective HR Commissions)

Work with the Dover City Manager and City Department Heads to ensure human relations principles and approaches are integrated into the City's Strategy Plan and individual departmental strategic plans and the City's Comprehensive Plan (developed by the Planning Dept.) (See Sec 58-36 (1) Dover Code) Annually during City Budget cycle and whenever the Comprehensive Plan is updated.
Encourage demographic studies by the City Planning Department and local colleges and universities to increase awareness of the impact of population changes on community relations. (See: 58-36 (5) Dover Code and page 20 of Guidelines for Effective HR Commissions)

Role as a Member of the Dover Human Relations Commission: Gene Ruane

As noted in the U.S.DOJ's Guidelines for Effective Human Relations Commissions, I "should be committed to a philosophy of inclusion, equal opportunity and fair treatment" for all citizens in the Dover community. My commitment should be manifested by my building relationships with other Commissioners; and' by my regular and active participation in the DHRC's meetings and programs.

In order to be an effective Commissioner, I also need to become more "familiar with and sensitive to the historic, social, economic, and cultural dynamics" of the Dover community; and, develop a working knowledge of programs and methods that will effectively help the Commission fulfill its mission and the objectives of its strategic plan.

Lynne Sadusky

Here are some drafts of objectives for the DHRC's quarterly mtng on 7/22/14.

1. The DHRC will request an article be written in each local newspaper to inform our community of the commission's mission and vision statements and goals for first year by Sept. 15, 2014 if this has not been done already.

2. The DHRC will co-sponsor one annual public forum on a human rights topic inviting civic, community and city leaders. (eg. Conflict Resolution/Hate Crime Awareness)

3.The DHRC will initiate a poster template to advertise the DHRC, what it does, and ways to contact commissioners and post in public places by December 2014..

4.The DHRC will ask for a link on the City of Dover website to our own page as a means of communicating important actions/events of the DHRC and will be updated quarterly.

5. The DHRC will compile a list of civic, community and church leaders to reach out to with the goal of re-introduction, explaining our ability to assist, and use as contact points for future events.

6. The DHRC will design a plan as to how it will address concerns brought to us from community members or organizations by November 15, 2014.

7. The DHRC, in cooperation with Citizens for Criminal Justice Reform, will compile a list of employers in Kent county who are committed to interviewing ex-felons who have re-entered our community and are now seeking gainful employment by January 30, 2014.

The role of a Commissioner is to be a liaison between citizens or groups of citizens in the Dover Community who have experienced discrimination or other conflict without other resolve after attempts to do so have failed. A commissioner will assist in communication and building stronger relationships between disagreeing parties. A commissioner will also set an example of a human rights advocate by affirming human rights in their personal lives. A commissioner will attempt to decrease tension and increase understanding. He or she will be a resource to direct citizens towards education in fair human rights practices.

City of Dover
Human Relations Committee

Strategic Plan Development
Commissioner S. Renee

Mission:

To develop and implement a sustainable plan that strengthens community relationships through fairness and respect by being an educational resource and liaison between City government and its constituents while addressing potentially discriminating issues affecting organizations, groups, and individuals.

Vision:

Our vision is a city whose government, organizations, groups and individuals value diversity, respect and trust.

1) To increase presence and awareness in the community by providing four forums per year that increases communication and engagement among city government and its constituents.

2) To gain the respect and trust of the community by tackling one major project per year that produces change within and for the community.

3) To build partnerships with organizations ie churches, fraternities, sororities and other organizations to gain greater buy-in and community participation.

1) My role is to listen, understand, engage and provide direction to city council and its constituents for the purpose of increasing and improving communication that promotes greater respect, trust and collaborative teamwork.

Commissioner Stewart

Mission:

To strengthen community relationships by becoming an educational resource that bridges the gap between City government and its constituents while addressing potentially discriminating issues affecting organizations, groups, and individuals.

Vision:

To gain the respect and trust of the community and our constituents, so that they believe that we are going to accomplish our goals and what they ask us to do.

1) develop three (3) SMART (specific, measureable, achievable, realistic, and time-based) objectives for the Commission, which follow the City of Portland Human Rights Commission Model for Change (attached); and

Objective 1:

Discovery: The DHRC should partner with various statewide groups to learn best practices and cultivate relationships with other human rights organizations. The goal should be to create at least two partnerships a year. This objective will help the DHRC to work towards is mission of becoming an educational resource.

Objective 2:

Visibility: The DHRC website should be updated. Additional information with links to partner organizations' websites should also be included, as well as links to any sponsored activities, upcoming meetings, and public workshops. The website update will be an ongoing process as new information becomes available and partnerships evolve. The website should be reviewed at least quarterly to remove outdated and old information and add upcoming events. Success of this objective could be measured by how often the website is accessed.

Objective 3:

Education: The DRHC members should participate in at least one educational event a year. The educational event could consist of having a partner group come to a DHRC meeting and present their plans/ideas for the upcoming year and/or presenting issues that the DHRC members have expressed an interest in learning more about. An educational event could also consist of the DHRC sponsoring or co-sponsoring an event for the community. Success would be measured by the number of events held per year, with a goal of 2 events of year. Success can also be measured by the number of attendees at events.

2) write a brief summary of his/her ideas regarding the role of the commissioner.

Commissioners should act as a liaison between the community and the City of Dover, as well as other entities that would be interested in partnering with the Human Relations Committee. The Human Relations Commission can act as a clearing house when inquiries are received. Some issues/questions can be handled through our group, while other issues can be forwarded to the appropriate entities. I envision the Human Relations Commission as a "first stop". Dover residents can contact Commissioners and review our website to find the information they need.

Commissioners should also be active in the community and promote upcoming DHRC events.

CECIL C. WILSON

DHRC WORKSHOP ASSIGNMENTS

July 22, 2014

DOVER HUMAN RELATIONS COMMISSIONERS ROLE

DRAFT SUMMARY

- The DHRC should use the powers and duties of the city of Dover ordinance Sec.58-36. Powers and Duties

- Recommended:

1. To provide a Commissioner ID to citizen(s) and act with compassion towards all citizens involving racial tension, alleged complaints by using the DHRC Complaint Form and Process

2. To hold District and Citywide meetings with citizens using a public educational forum in order to minimize areas of conflict, community issues and promote resources for harmonious relationships

3. To attend one City of Dover Diversity Training Workshop and provide a written review to Dover City Manager and Dover City Council

4. To seek Homeowners Associations, organizations, religious and ethnic groups as well as under –represented groups on city boards/departments for collaborations and promote harmonious race relations

CECIL C. WILSON

DHRC WORKSHOP ASSIGNMENTS

July 22, 2014

Objective 1: To recognize the presence of District Dover Human Relations Commissioners

Specific:

1. To identify the two appointed District Commissioners for District 1,2,3,4.
2. To identify the one At-large Commissioner for Dover
3. To describe the role of the Dover Human Relations Commissioners
4. To compose news releases and flyers about the Dover Human Relations Commission

Measureable:

1. To collect timely community involvement/ activities reports of District/At-Large Commissioners

Realistic:

1. To justify the need for the two District and one At-large Dover Human Relations Commissioners

Time-Based:

1. To appraise Dover Human Relations Commissioners reports quarterly to Dover City Council and to Dover City Council on "A NEED TO KNOW BASES".

CECIL C. WILSON

DHRC WORKSHOP ASSIGNMENTS

July 22, 2014

Objective 2: To develop a Dover Human Relations Complaint Process

Specific:

1. To compose a DHRC Complaint Form
2. To provide DHRC Commissioners with DHRC Complaint Forms for complainants
3. To summit DHRC Complaint Forms to Dover City Clerk Office
4. To categorize the Complaint Form Information for DHRC/SHRC/Other
5. To disseminate Complaint Forms: City Clerk and/or City Solicitor to evaluate for possible recommended outcome
6. To illustrate the DHRC Complaint Process by print media, oral presentations and technology
7. To generate a response to the complainant in a timely manner

Measureable:

1. To collect timely community DHRC Complaint Forms from District and At-Large Commissioner
2. To inform City of Dover Council members of "Class Action Complaints ".

Realistic:

1. To justify the need for the two District and one At-large Dover Human Relations Commissioners and Dover Council members working together.

Time-Based:

1. To appraise Dover Human Relations Commissioners reports quarterly to Dover City Council and to Dover City Council on "A NEED TO KNOW BASES".

CECIL C. WILSON

DHRC WORKSHOP ASSIGNMENTS

July 22, 2014

Objective 3: To develop Public Educational Human Relation Issue forums

Specific:

1. To identify and create a Dover Human Relations Commission Partnership program
2. To provide DHRC Commissioners with city, county and state conflict resolution program resources
3. To devise a list of speakers, programs, events or community activities
4. To develop a DHRC Public Educational Human Relation Form for review and approval
5. To illustrate the DHRC Public Education HR Forums by print media, oral presentations and technology
6. To employ community individuals to participate in the Public Educational HR Forums

Measureable:

1. To collect timely community DHRC Issue Forums from District and At-Large Commissioner
2. To inform City of Dover Council members of "Alert Issues".

Realistic:

1. To justify the need for the two District and one At-large Dover Human Relations Commissioners and Dover Council members working together.

Time-Based:

1. To appraise Dover Human Relations Commissioners reports quarterly to Dover City Council and to Dover City Council on "A NEED TO KNOW BASES".

A. Intake Form Front Page

THE CITY OF DOVER HUMAN RELATIONS COMMISSION
INTAKE FORM

Name of person or organization filing: (last name, first name, middle initial) ☐ Mr. ☐ Miss ☐ Mrs. ☐ Ms.		Home Phone: ( )	Business Phone: ( )	Fax: ( )
Street Address:	City:	County:	State:	Zip Code:
Identify the contact person that the Commission should notify:				
List the name, address and telephone number of any person or organization that you believe should be invited to appear before the Commission to help resolve your concern:				
Summarize what has or will occur that has given rise to your concern. Use this space for a brief and concise statement of facts (who, what, where, when, why, how). Additional details may be submitted on an attachment.				
What relief or action is being requested?				
Completion of the following questions is *OPTIONAL*: Ethnicity: ☐ Black ☐ White ☐ Hispanic ☐ Asian ☐ Native American ☐ Other: _____ Sex: ☐ Male ☐ Female Age: _____ Nation of Origin: _____				
NOTICE: ALL DOCUMENTS AND TESTIMONY PRESENTED TO THE HUMAN RELATIONS COMMISSION ARE AVAILABLE TO THE PUBLIC AND THE PRESS.				
Signature: Date:				
This form was delivered to: _____(person) on _____(date), located at _____(address). This form was mailed to: _____(person) on _____(date), located at _____(address).				

A. Intake Form - Back of Page

THE CITY OF DOVER HUMAN RELATIONS COMMISSION
RECORD OF ACTION

Case No. _____

CITY CLERK ACTION:

1. On _____ (date), the INTAKE FORM was received by the City Clerk's Office.

2. On _____ (date), the concerns expressed in the INTAKE FORM were placed on the New Business section of the Agenda for the Commission meeting to be held.

3. On _____ (date), a copy of the INTAKE FORM was mailed to members of the Commission along with the Agenda for the Commission meeting.

4. On _____ (date), notice of the date, time and location of the Commission meeting at which the concern(s) expressed in the INTAKE FORM will be considered by the Commission was mailed to the following:
   a.) the party(ies) filing the INTAKE FORM;
   b.) the interested party(ies) identified in the INTAKE FORM; and
   c.) the person(s) or entity(ies) who caused the concern(s) to be raised.

5. On _____ (date), notice of the Commission's final action was sent to the person(s) filing the INTAKE FORM and the other party(ies) listed on the INTAKE FORM.

COMMISSION ACTION:

1. On _____ (date), the Commission decided it did/did not have jurisdiction over the matters set forth in the INTAKE FORM.

2. On _____ (date), the Commission considered the matters set forth in the INTAKE FORM.

3. On _____ (date), the Commission took the following action:

_____
_____
_____
_____
_____

SPECIAL UTILITY COMMITTEE

A Special Utility Committee Meeting was held on July 24, 2014 at 3:05 p.m. with Mr. Blakeman presiding in the absence of Chairwoman Williams. Mr. Snaman was present. Mr. Perza and Mr. Slavin were absent. Councilman Hutchison was also present.

AGENDA ADDITIONS/DELETIONS

Due to the lack of a quorum, no official action could be taken.

Energy Risk Management - Overview and Training

Mr. Scott Koenig, City Manager, indicated that this meeting was scheduled specifically to explain the Hedge Purchase Program that the City uses to stabilize the price of power for residential, business, and industrial customers. He introduced Mr. Rob Trinnear, The Energy Authority (TEA), who serves as the City's expert and would be presenting the information. Mr. Koenig noted that the City receives a lot of support from TEA for all aspects of the Hedging Program.

Mr. Koenig introduced the City's new Electric Director, Mr. Harry Maloney, noting that Mr. Maloney had been in the business for over 30 years; retired from the City of Vineland, New Jersey; and is acquainted with Mr. Kirk Betts, the City's utility attorney, through that career. Mr. Koenig advised members that the City of Vineland's system is very similar to Dover's and is experiencing some of the same challenges and issues as the City of Dover, and that Mr. Maloney was familiar with the Pennsylvania-New Jersey-Maryland (PJM) Interconnection and all its intricacies from working in that environment.

Mr. Maloney confirmed that the City of Vineland faced many challenges, such as being approached by Atlantic Electric for over 100 years regarding the purchase of their system, Council members who felt that they could negotiate (although the City had a strong mayor form of government), etc. He stated that Vineland had a good administrator, who was on the payroll in 1920 and retired in 1970, and that this individual always maintained the utility and continued to build and protect assets, which kept the City whole and allowed Vineland to maintain control of its own rates and destiny, while remaining competitive. In addition, he stated that he had experience with labor negotiations, specifically with the International Brotherhood of Electrical Workers (IBEW).

Mr. Hutchison welcomed Mr. Maloney and stated that members of City Council looked forward to working with him for the betterment of the City's future. He stated that he was looking forward to Mr. Maloney's 30-45 day assessment.

Mr. Blakeman and Mr. Snaman introduced themselves, explaining that they were serving as civilian members of the Utility Committee.

Mr. Snaman requested staff to provide information regarding the cost to produce electricity from the solar plant, not what the company pays. It was his understanding that the federal government subsidized costs and that there were other incentives provided, which should be considered in the calculation. He explained that the City may need to consider the elimination of the tax breaks currently provided and questioned how this would affect the City. Responding, Mr. Koenig indicated that the contract with the solar park is a 20-year contract and that the pricing is fixed; therefore, any action taken regarding the tax credits would not affect what the City would actually

pay, to his knowledge. He felt that the park's revenue stream might be reduced over time but reiterated that this would not change the cost the City will pay since it is a scripted cost that will be paid over the length of the contract (20 years).

Mr. Snaman again explained that his request was for the City's cost. Responding, Mr. Koenig stated that although staff did not have the specific information at this time, some of the information could be obtained and provided at a later time. Elaborating, Mr. Maloney indicated that, often, companies will not disclose certain corporate information.

Mr. Koenig reminded members that the City was one (1) of the first to sign a contract with the solar park and, as such, the City probably does not have the best contract price, explaining that being first in this instance does not equate to a better price.

In regard to Energy Risk Management, Mr. Koenig stated that owning an electric utility requires a multitude of people and a lot of expertise and that today's presentation represented a "snapshot" of what is discussed on a monthly basis in an attempt to provide power at the lowest possible cost. He reminded members that the State was interested in the cost of power that the cities are able to transmit to their business customers. Mr. Koenig stated that the City of Dover currently has the second lowest residential rate in the State, noting that the Lewes Board of Public Works has the lowest. He indicated that the City has not been as competitive on the commercial side (Dover Downs, Energizer, Procter and Gamble, etc.). Mr. Koenig stated that staff was concerned with these issues and was determining how they fit into the "big picture."

Mr. Trinnear reviewed a Presentation - Dover Hedging, July 2014. He advised members that he provides two (2) day seminars on risk management and hedging and that he had, as best as possible, condensed the information to 20 minutes for the presentation this evening.

Mr. Trinnear stated that everyone is subject to some type of risk, such as the risk of being caught in a hurricane or losing a cell phone and that there are three (3) elements that must be considered in regard to risk: 1) the perception that something could happen; 2) the likelihood of something happening; and 3) the consequences of something happening. He advised members that the City of Dover has a power price risk. Mr. Trinnear explained that if prices increased and the City had to purchase power in the market at high rates, this would ultimately result in increases for the City's ratepayers; therefore, a five (5) year hedging program was established to mitigate this risk. He noted that monthly meetings are held with the Risk Management Committee (RMC) to review hedging recommendations and hedging prices, explaining that power prices could be fixed today going out for five (5) years. Mr. Trinnear informed members that there is a market for hedging that can be utilized. He stated that a market that is "liquid" is necessary, one (1) in which transactions can take place and a reasonable price can be obtained. Mr. Trinnear noted that some transactions cannot be hedged, such as PJM fees and extreme events that go outside normal distributions. As a result, the City has a Rate Stabilization Reserve for added protection as well as the power plant portfolio. However, Mr. Trinnear explained that in the winter the City runs on diesel fuel, which means the plant portfolio is very expensive. Since the plant runs only in extreme cases, it is not a true hedge for market prices. He noted that, during the winter of 2014, $240 - $360 per MWh costs were

experienced for the power plant's units; however, with a budget fixed at approximately the $60 - $80 per MWh range, this would created a large gap before reaching $240, where generation would mitigate some of that high-priced power and act as a hedge.

Responding to Mr. Hutchison regarding whether, from an operational perspective, the City could prevent a recurrence of the high costs the City experienced in January 2014. Mr. Trinnear stated that during this period the City experienced much colder than normal weather and that extreme cold conditions would not be factored in the basis risk, since only normal distribution is considered when risk metrics are examined. However, he indicated that some risks could be identified, including the basis risk going from PJM West, where the hedges are, to the City of Dover, and he felt that these risks should be reviewed for possible hedging going forward. Mr. Trinnear felt that action would take place to ensure there would be enough oil, in terms of obtaining suppliers and ensuring their ability to refuel tanks. This would result in the City having more oil in storage than in the past. He stressed that it would be impossible to eliminate all risk.

Mr. Blakeman questioned if the City should consider hedging natural gas purchases rather than electricity so that, in the event that gas prices spike five (5) years out, the City would have a commodity that could be sold for a higher price, which could be used to offset the increases in electricity. Responding, Mr. Trinnear stated that the PJM West market is robust on the power side and power can be sold back to another counterparty. He assured members that if power were not providing a benefit, an alternative, such as gas, would be considered. Generally, he stated that the preference would be to hedge the commodity that has the risk. In the current market, he felt that hedging power made sense; however, if it reached a stage where the market was not robust or some of the counterparties dropped out and a premium was being paid to transact hedges, hedging gas could be considered.

Mr. Blakeman questioned if the City had more commitments for backup generation, whether this would it affect hedging going forward. Responding, Mr. Trinnear stated that this would transfer the risk. If gas were generated, then there would be fuel risk; therefore, the power risk would be reduced and there would be gas risk, which would result in gas hedging. He noted that both the gas market and the PJM West market are robust and as a result, the hedging program can be adapted to whatever it needs to be.

Mr. Blakeman stated his confusion that the budgeted price for hedged kilowatt hours is generally 2% - 8% higher than what is actually paid, as reflected on the monthly budget reports. Responding, Mr. Trinnear stated that although it is known what would be paid for three (3) years, additional hedges are layered on every month, which results in different numbers for the amount budgeted and actual expense. He stated that the volume of hedges constantly increases. He confirmed that the hedges added after the budget was finalized were below the budget price, which is why it is reflected in this way on the budget reports.

In response to Mr. Blakeman, Mr. Koenig stated that the composite information is released but not the individual hedging transactions. He stated that the budget report provided is reflective of commitments made.

Mr. Koenig stated that the three (3) year hedge program had been expanded to five (5) years and has a declining block profile. At the beginning of this year, the City would have expected to be approximately 80% hedged for FY 2015, 60% for FY 2016, 40% for FY 2017, etc. He stated that it is attempted to stay within those targets; however, if there is a really good opportunity to go above this staggered approach, it would be considered at the RMC meeting. Elaborating, Mr. Trinnear stated that there are minimum and maximum bounds, which decline each year.

Referring to Calpine, Mr. Blakeman questioned if a reduction in congestion is expected when the Calpine Unit comes on. Responding, Mr. Trinnear anticipated that this would have a positive affect for Dover pricing.

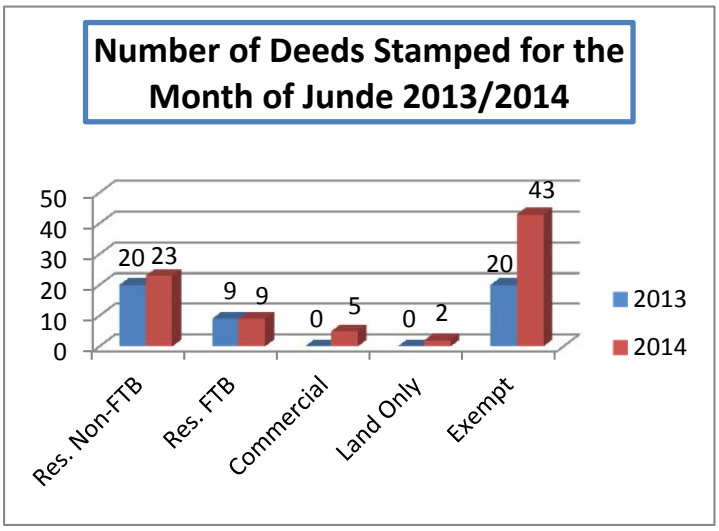
The meeting adjourned at 4:03 p.m.

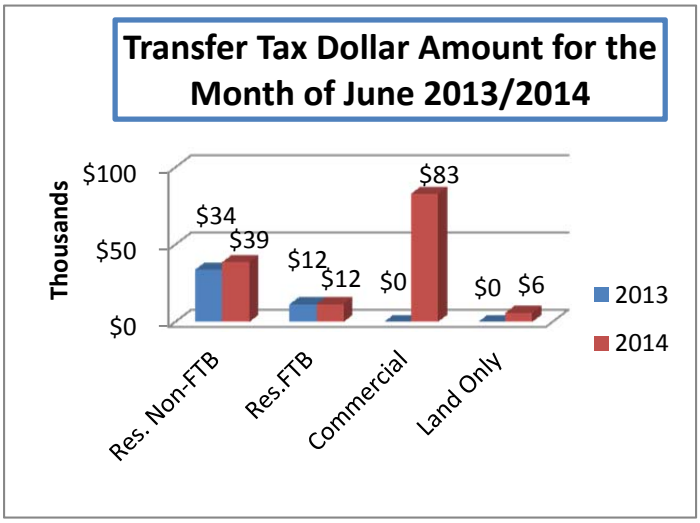
Lester Blakeman
Acting Chair

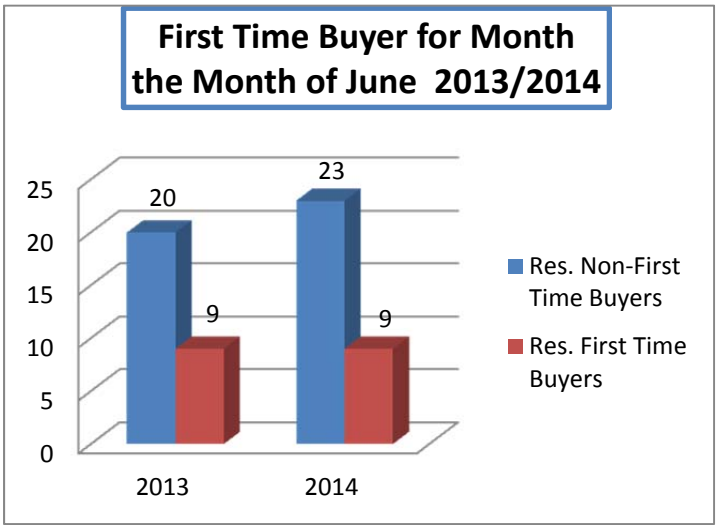
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S:\AGENDAS-MINUTES-PACKETS-PRESENTATIONS-ATT&EXH\Committee-Minutes\2014\07-24-2014 SPECIAL UTILITY.wpd

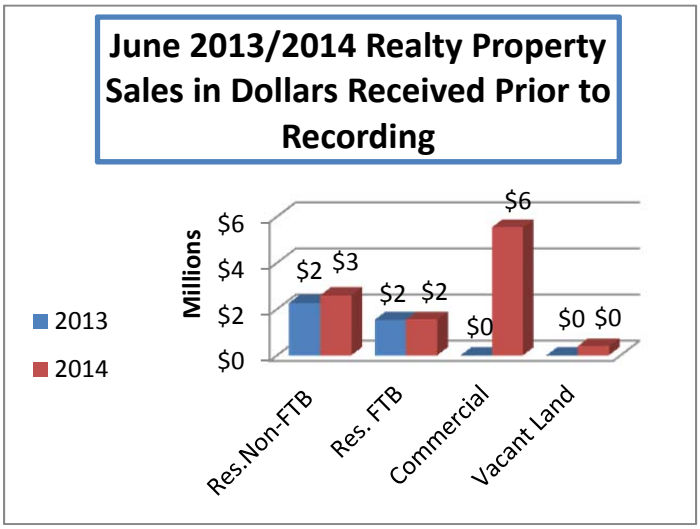
Monthly Report
June 2014

Office of City Assessor









Major Updates

	April - 14	May - 14	June - 14
Assessment Change	-$28,000	$243,800	- $1,532,900

Residential Sales Ratio Report

Sales in Study	Total Assessed Value	Total Sale Price	Ratio	PRD
10	$1,755,000	$1,643,000	1.07	1.04

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

Points of Interest

Scanning & Filing

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

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

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

2015 Revaluation

- The Assessor's Office has started the 2015 Revaluation process by visiting various neighborhoods and collecting data, if necessary

Assessor's Office

- Preparing for the 2014 Tax Billing

CITY OF DOVER
SALES RATIO REPORT

PARID	NBHD	LUC	ADDRESS	UNITS	STYLE	YRBLT	STORIES	SFLA	GRADE	CDU	TOTAL APPR	SALE DT	PRICE	ASR
ED05-057.17-02-47.00	16F	R10	8 WATERFALL DR	1	8	1995	2	1608	C+	AV	155,900	10-JUN-14	142,800	
ED05-067.05-01-18.00	26B	R10	260 MEADOW DR	1	5	1991	2	2691	A-	GD	238,200	27-JUN-14	275,000	
ED05-067.13-01-35.00	3A	R10	17 N PRESTWICK CT	1	5	1979	2	2485	B-	GD	258,000	17-JUN-14	233,000	
ED05-068.10-04-62.00	16L	R10	15 ANCHOR LN	1	5	2002	2	2040	C+	AV	171,800	27-JUN-14	129,800	
ED05-076.03-02-42.00	25	R10	340 PARADEE DR	1	13	2007	2	1760	C+	AV	185,100	25-JUN-14	131,500	
ED05-076.05-01-10.04	17A	R10	18 MARSH CREEK LN	1	13	1998	2	1188	C	AV	135,000	02-JUN-14	133,000	
ED05-076.10-02-66.00	25	R10	242 TRAFALGAR DR	1	13	2004	2	1848	C+	AV	142,100	02-JUN-14	135,000	
ED05-076.10-02-80.00	25	R10	235 TRAFALGAR DR	1	5	2005	2	2306	C+	AV	194,000	13-JUN-14	208,000	
ED05-077.11-02-30.00	13A	R10	605 CRAWFORD AVE	1	5	1967	2	1686	C+	AV	161,200	18-JUN-14	174,900	
LC05-058.18-01-13.00	1	R10	62 KAREN PL	1	11	2006	1	1056	C-	AV	113,700	16-JUN-14	80,000	

CITY MANAGER'S MONTHLY REPORT



JUNE 2014

Monthly Highlights

Customer Services

- In the month of June, we processed 3,556 credit card payments for the month totaling $677,167.62.

Human Resources

- Continued contract negotiations.

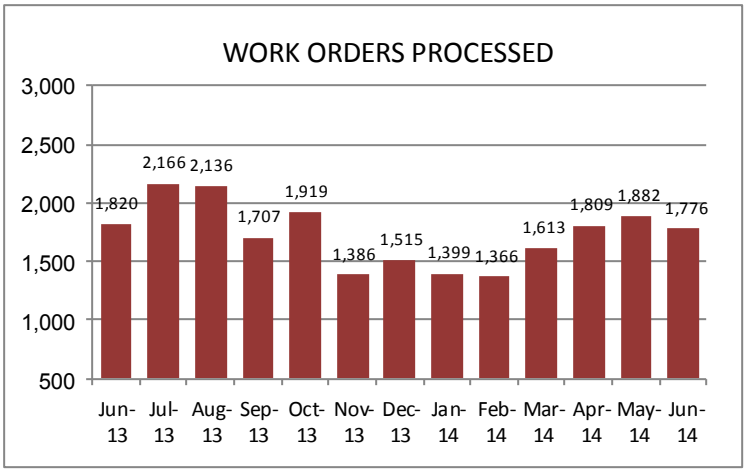
Library

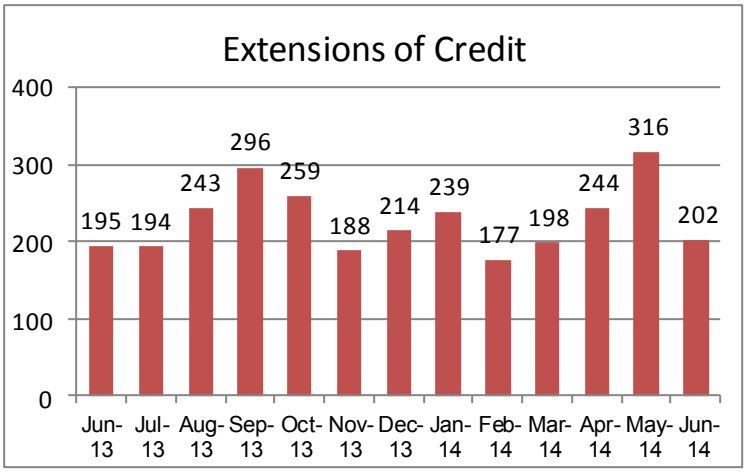
- 437 attended 52 programs for adults.
- 431 attended 17 programs for teens.
- 956 attended 29 programs for children.
- 39 volunteers completed 470.5 hours of service.
- 150 attended 39 programs/classes coordinated through the Job Center.

Public Works

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

CUSTOMER SERVICES





Write-Offs / Electric & Trash Bills

Final quarters of write off pending. The electric write-off for outstanding electric bills with dates ranging mainly from October 2010 until December 2010 . The proposed write-off of $68,479.46 includes $8,394.39 from accounts that filed for bankruptcy. The $68,479.46 is the first write-off for Fiscal 2013 and is .27 percent of the revenue ($24,964,900.) for the write-off period. In other words, the City collected 99.73% of all bills for the write-off period. For every $100 dollars of revenue the City billed in the write-off period, $0.27 was not collected.

The trash write-off for outstanding trash bills with dates ranging mainly from July2010 until September2010. The proposed write-off of $2,396.86 includes $252.84 from accounts that filed bankruptcy. The $2,396.86 is the first write-off for Fiscal 2013 and is $0.47 percent of the revenue ($507,757) for the write-off period. In other words, the City collected 99.53% of all bills for the write-off period. For every $100 of revenue the City billed in the write-off period, $0.47was not collected.

According to the APPA, the industry standard for collections among publicly held utilities of similar size is 99.74% of total electric revenue. The accounts are currently assigned to our collection agency and will remain there even when they have been written off. A complete list of accounts is available upon request.

Major Program Updates	Jun 2014	Jun 2013	Difference	FY 2014 Year-to-Date	FY 2013 Year-to-Date
Number of Customers Served	20,473	20,702	(229)	252,892	273,422
Final Bills	646	645	1	7,639	7,546
Estimated Bills	177	174	3	2,060	1,919
Penalties Posted	$ 16,591	$ 16,596	(5)	$ 231,644	$ 231,124
Extensions of Credit - Amount Extended	$ 56,721	$ 84,449	(27,729)	$ 901,243	$ 989,107
Balance Transfers	$ 41,235	$ 6,434	34,801	$ 103,986	$ 48,689
Utility Collections	$ 16,928	$ 20,262	(3,334)	$ 289,716	$ 270,756
Special Assessments	$ -	$ -	-	$ -	$ 659
Miscellaneous Billings	$ 64,547	$ -	64,547	$ 1,311,525	$ 1,382,118
CNP through Disconnect Collars	$ -	$ 29	(29)	202	369
Court Cases	-	-	-	-	-
Tamperings	-	-	-	4	18
Taxes Levied (includes carry forward)	$ 222,647	$ 287,903	(65,255)	$ 10,914,236	$ 10,921,443
Billing Adjustments	$ (13,696)	$ 30,644	(44,341)	$ 14,031	$ 33,060
Total Taxes Collected	$ 8,531	$ 39,908	(31,377)	$ 10,727,847	$ 10,671,033
Taxes Outstanding	$ 200,420	$ 217,350	(16,931)	$ 200,420	$ 217,350
Payments in Lieu	$ -	$ -	-	$ -	$ 35,000
Billing Accuracy (on schedule billings)	99.0%	99.0%	-	99.0%	99.0%
Bills Published on Schedule	99.0%	99.0%	-	99.9%	99.9%
Meters Read on Schedule	99.9%	99.9%	-	99.9%	99.9%
Customer Satisfaction Rating	99.9%	99.9%	-	99.7%	99.7%
Delinquent Accounts Collected	99.7%	99.7%	-	99.8%	99.8%

HUMAN RESOURCES

Category	June 13	July 13	August 13	Sept 13	Oct 13	Nov 13	Dec 13	Jan 14	Feb 14	Mar 14	April 14	May 14	June 14	Total
Caucasian*	282	281	279	283	284	285	287	288	288	290	289	290	292	N/A
Minorities*	53	54	54	54	56	55	56	57	57	58	58	58	58	N/A
Hired	1	2	2	7	4	1	3	5	1	3	0	1	3	33
Terminated/ Resigned/ Retired/Other	2	1	3	2	1	1	0	3	1	0	1	0	1	16
Transferred/ Promoted	0	2	0	4	1	0	0	1	0	3	0	1	0	12
Jobs Posted	8	5	5	3	2	0	2	4	4	3	3	2	3	44
Workers Comp. Injuries	3	4	3	7	2	2	1	5	2	2	0	1	1	33
Workers Comp. Hours	0	119	62	384	110	48	120	116	0	128	125	51	130	1393
Insurance Claims	7	4	6	2	2	1	4	5	2	4	4	6	4	51

Full-time Employees: 331 Part-time Employees: 19 (4 Pitts Center, 1 Recreation, 13 Library, 1 Customer Service)

-Numbers do not reflect, temporary, seasonal, relief fire dispatchers, committee or council members.

Position Hired: Library Assistants (2) part-time; Motor Equipment Operator I, Water/wastewater

Retired/Transferred/Promoted: Inspector 1, Code Enforcement

Positions Posted: Storekeeper/Buyer, part-time; Inspector III, Fire Marshal; Utility Maintenance Mechanic I

Recruitment Information (Positions closed in June)

Position	Total	Female	Male	Unknown	Black	White	Hispanic	Asian/Pacific Islander	American Indian/Alaskan Native	Unknown	In Dover	Out Dover
Storekeeper/Buyer 1 (part-time)	42	24	13	5	11	20	0	4	1	6	20	22
Inspector III, Fire Marshal	4	0	4	0	0	4	0	0	0	0	0	4
Utility Maintenance Mechanic I	14	0	14	0	1	12	0	0	1	0	7	7

Unfilled/Open Positions by Department*

Unfilled/Open Positions By Department	June 13	July 13	August 13	Sept 13	Oct 13	Nov 13	Dec 13	Jan 14	Feb 14	Mar 14	April 14	May 14	June 14
Electric	4	4	4	4	5	5	5	5	5	5	5	5	5
Public Works	22	20	20	16	15	15	14	13	13	13	13	11	10
Police	1	2	3	3	1	1	1	0	1	0	1	1	1
All Other Departments	6.5	6.5	6.5	6	7.5	6.5	5	6	5	5	5	4	2.5
Totals	33.5	32.5	33.5	29	28.5	27.5	25	24	24	23	24	21	18.5

**Not used for Budgeting Purposes*

The following has been updated to reflected the Fiscal 2013-14 Budget

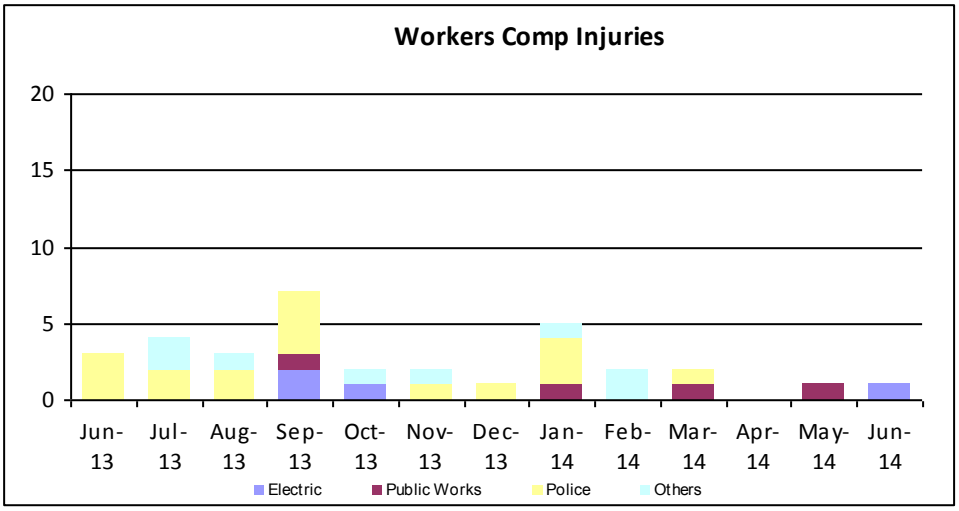
Electric: Electric Director, Electrical Engineer, (3) Lineman 1st Class

Public Works: Utility Maintenance Mechanic II/Wastewater, Operations -Construction Manager, Motor Equipment Operator III (Streets), (2) Motor Equipment Operators II (Grounds), Motor Equipment Operator III (Sanitation), Public Works Operation Manager, Civil Engineer I, Nursery Worker II, Grounds Superintendent,

Police: Police Officer

All Other Departments: Storekeeper Buyer I, part-time; Fire Dispatcher, Assistant Finance Director, Assistant City Manager

HUMAN RESOURCES
continued



Electric: 1 Public Works: 0 Police: 0 All Other Depts.: 0

Turnover Statistics

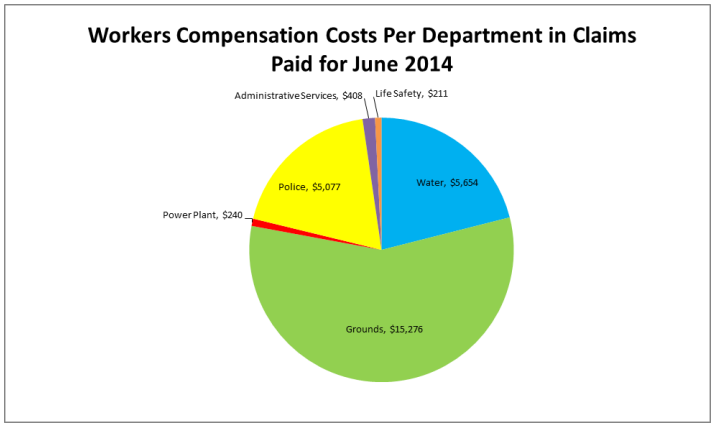
	2010	2011	2012*	2013 *	2014
Total Turnover %	5.57	6.75	11.00	10.91	1.73
Termination Turnover %	0.27	1.08	0.29	1.47	0
Resignation Turnover %	2.12	4.05	5.21	5.01	.58
Retirement Turnover %	3.18	1.62	5.50	4.42	1.15

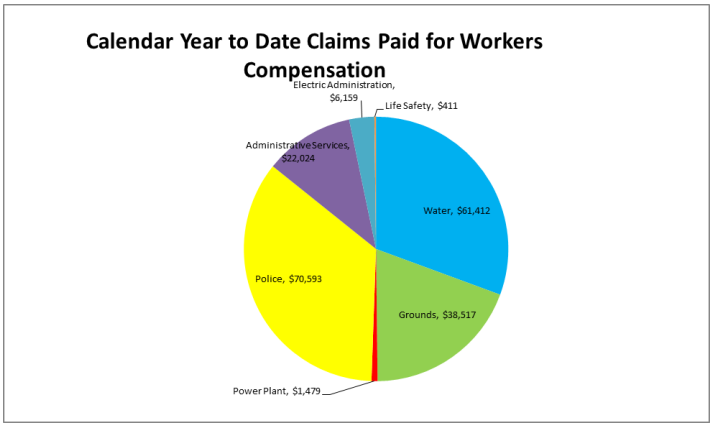
* Healthcare cost sharing implemented
** Healthcare cost sharing implemented for DOE

Average Employees

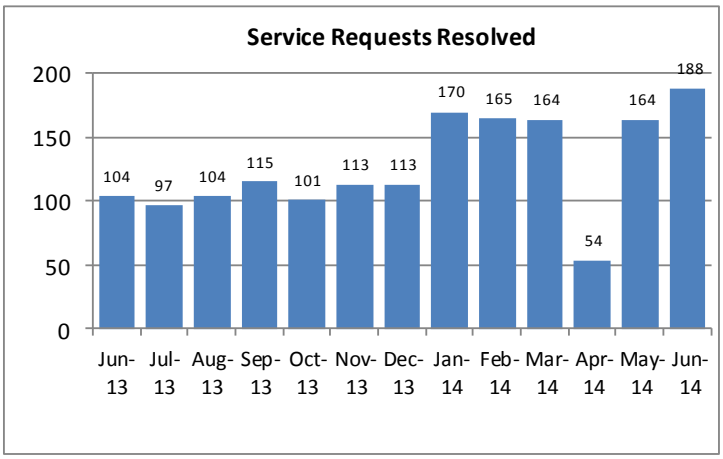
	2010	2011	2012*	2013*	2014
Total Number of Employees Separating from Service	21	25	38	37	6
Average Number of Full-time Employees	362	356	333	325	331
Average Number of Part-time Employees	16	15	12	14	17

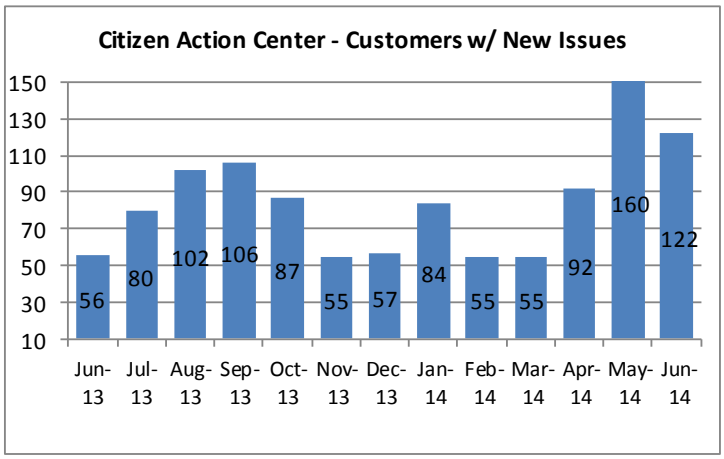
* Healthcare cost sharing implemented

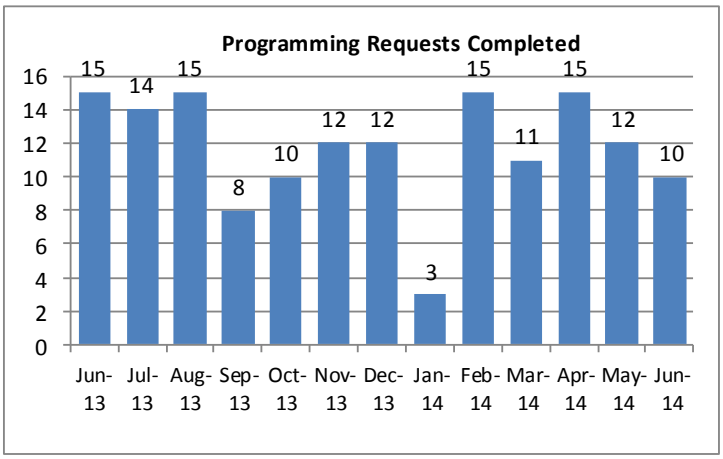


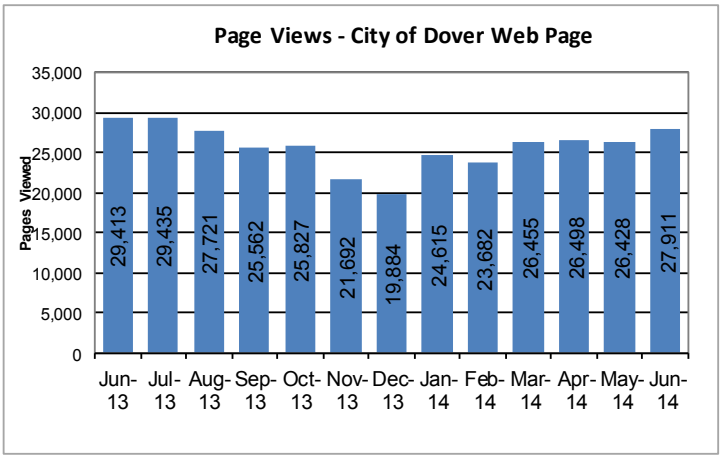


INFORMATION TECHNOLOGY





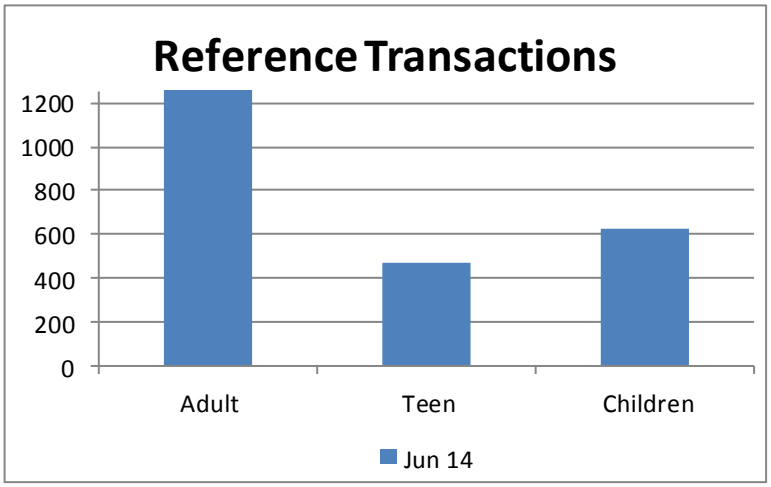




Performance Indicators	Current Month	Last Month	Same Month Last Year
iSeries Availability	100%	100%	100%
Server Availability	100%	100%	100%
AS/400 Connections *(concurrent/authorized users)*	N/A	N/A	N/A
PCs Supported	364	364	355
Scheduled PCs Replaced	-	-	-
Servers Supported	19	19	19
People Trained	21	18	46

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

LIBRARY



Adults – 1273 Teens – 473 Children – 621

Circulation	June 14		FYTD 14		June 13		FYTD 13
Dover residents	22,007		254,218		19,434		208,338
Ebooks	1,673		17,219		1,101		10,500
Kent residents*	15,511		180,943		14,750		162,466
Non-county residents	1,897		27,952		2,425		23,285
Registrations							
Dover residents	461		4,511		401		4,322
Kent residents*	40		769		149		1,454
Non-county residents	6		84		10		129
Other							
Visiting Patrons	29,243		323,958		29,081		317,634
Meeting Room Usage	1,512		22,361		1,925		14,745
Photocopier Usage	1,115		13,895		1,066		15,799
Computer Printing Usage	2,246		31,012		1,953		25,161
Computer Users	4,498		56,037		4,813		49,684
Wireless Computer Users	1,601		16,397		1,122		6,691
Holds (Total)	6,941		75,176		6,589		71,772

***Breakout of Kent County Residential Statistics**

Circulation	Registrations
Harrington: 246	Harrington: 2
Milford: 92	Milford: 0
Smyrna: 1,254	Smyrna: 5
Outside City Limits: 13,919	Outside City Limits: 33

Total Registered Users: (Card Holders)

City: 23,834 Kent County: 12,718 Outside Kent County: 979

Other Points of Interest:

Inter/Interlibrary: 79 items loaned out
50 items borrowed

Technical services: 1,356 items added
794 items deleted

Volunteers: 470.5 hours of service completed

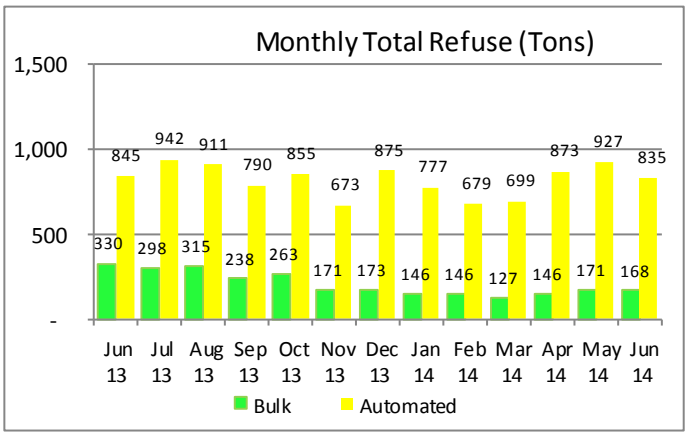
PUBLIC WORKS

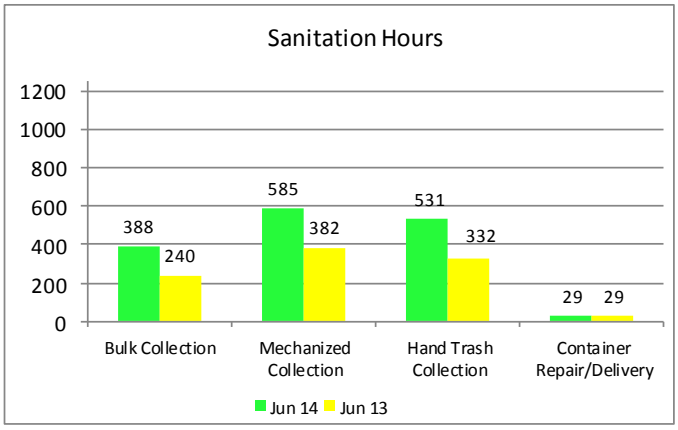
Administration

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





	JUNE 2014	FYTD 14	JUNE 2013	FYTD 13
Trips to DSWA Sandtown Landfill	187	2,247	224	1,990
Total Tonnage to DSWA	1,002.89	11,401	1,174.57	9,838
90-Gallon Containers Delivered	21	230	5	255
300-Gallon Containers Delivered	0	28	0	27
Total Man Hours-containers Delivered	29	378	29	440

CURBSIDE RECYCLING STATS	TOTAL # OF HOUSEHOLDS COLLECTED	TOTAL # OF ACCOUNTS	WEIGHT/LBS.	AVE. LBS.
June 2014	18,753	8,931	299,560	15.97

PUBLIC WORKS
continued

Streets	JUNE 2014	FYTD 14	JUNE 2013	FYTD 13
Signed Installed	32	507	19	277
Signs Repaired	4	175	6	106
Curbs Painted Yellow (feet)	4,017	24,982	63	33,224
New Post Installed	6	80	0	35
Storm Catch Basins Repaired	4	27	10	11
Storm Catch Basin Repairing (Hrs.)	48	214	69	70
Storm Catch Basins Cleaned	3	308	25	6,291
Storm Catch Basins Cleaning (Hrs.)	6	173	15	1,079
Hot Mix Patching (Tons)	14	15	0	236
Hot Mix Patching (Hrs.)	112	112	0	283
Cold Mix Patching Hrs.)	89	355	0	523
Concrete Work (Hrs)	24	320	0	273
Concrete Patching (Cubic Yards)	4	31	0	0
Ditch Work (Hrs).	24	123	17	139
Street and Alley Maintenance (Hrs)	20	774	36	1,446
Street Sweeping (Miles)	1,626	10,840	1,671	13,039
Street Sweeping (Cubic Yards)	318	2,580	306	3,074

Grounds

Total Work Orders = 16	General = 10	Arborist = 6

Arborist Crew	JUNE 2014	JUNE 2013
Trees Trimmed	3	16
Trees Removed	22	3
Stumps Removed	0	5

- Mowed grass a good portion of the month
- Cut up multiple trees
- Tree trimming

Beautification Crew

- Dig up tulips from beds
- Tilled up flower beds
- Planted flower beds
- Watered flower beds and hanging baskets

Mowing Crew

- Mowed grass at various city locations
- 17 hours of spraying of poison ivy and weeds

PUBLIC WORKS continued

Geographic Information Systems (GIS)

- Created and printed various posters for Economic Development Office, HR, Public Works and Dover Public Library.
- Designed and gave a short class on using the new ArcGIS Online Planning Map to the Planning & Inspection Department.
- Recoded the 45,000 record Voter List for the Mayor's special election.
- Covered PW Admin phones during absences and during meetings.
- Created and maintained various GIS layers such as Parcels, Rentals, Curbside Recycling, Fleet
- Maintenance, etc.
- Worked with Kent County GIS to replicated Parcel data.
- Created and printed various maps for the Public Works, City Clerk's Office, Planning & Inspections and the Economic Dev.

Fleet and Facilities Management

Fleet Maintenance

PM Work Orders Completed: **20**
Other Work Orders: **45**
Total Work Orders**: 65**
PM Hours: **105**

Number of Tire Repairs: **12**
Repair Hours: **137.5**
Fabrication Hours: **4.0**

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

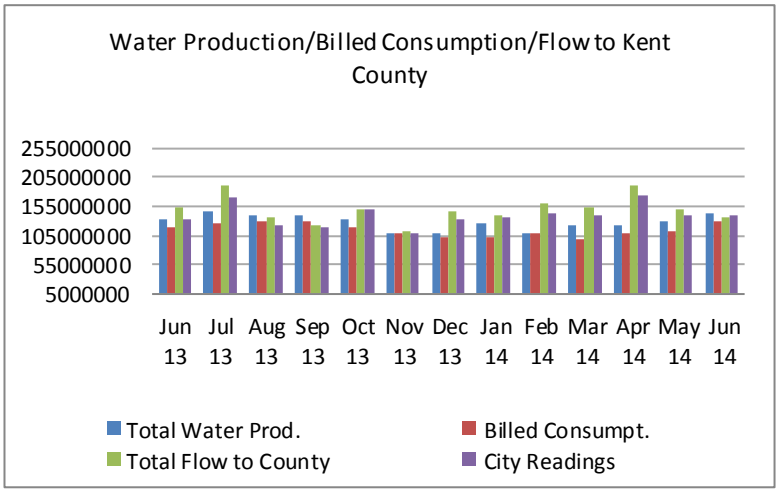
 # Of Scheduled PM's: 35
 # Of Scheduled PM's Completed: 16

Major Program Updates

MEASURE	2014	2013	DIFFERENCE
Fleet - Scheduled Preventative Maintenance appointments being kept *(Quantity and Percentage)*	16 out of 35 45.71 % Warm weather is here and construction is under-way all around the city. That means there is de-bris and foreign materials all over the roads. Tire repairs are on the rise so be aware and watch for debris in the roads to help prevent flat tires.	13 out of 13 100 %	**- 54.29 %**
Facilities Maintenance			
Facilities - Routine work orders completed within 5 days *(Quantity and Percentage)*	24 out of 24 100 %	22 out of 23 95.65 %	**+4.35 %**
Facilities - Emergency work orders completed within 2 days *(Quantity and Percentage)*	0 out of 0 100 %	3 out of 3 100 %	**0 %**

PUBLIC WORKS continued

Water/Wastewater



ENGINEERING SUMMARY

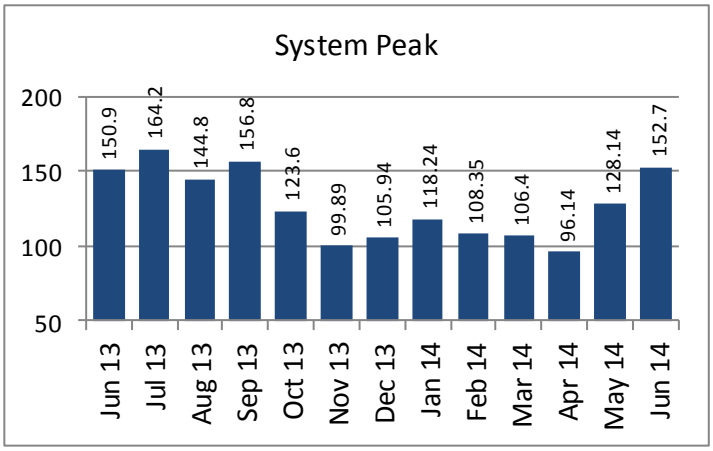
Major Program Updates	JUNE 2014	JUNE 2013	DIFF	FY14 YTD	FY13
State and Federal Violations	0 violations	0 violations	-	-	-
Water Quality Complaints	12	2	+10	115	114
Plan Review Completed Within 30 days of Submission	10 plans 100%	10 plans 100%	0	99	92

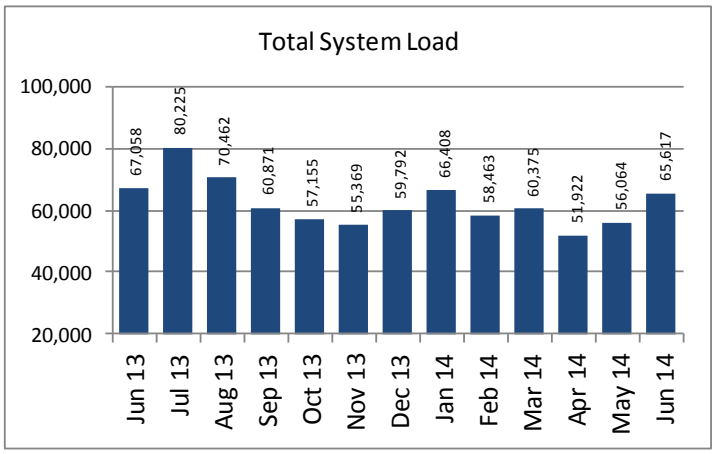
OPERATIONAL SUMMARY

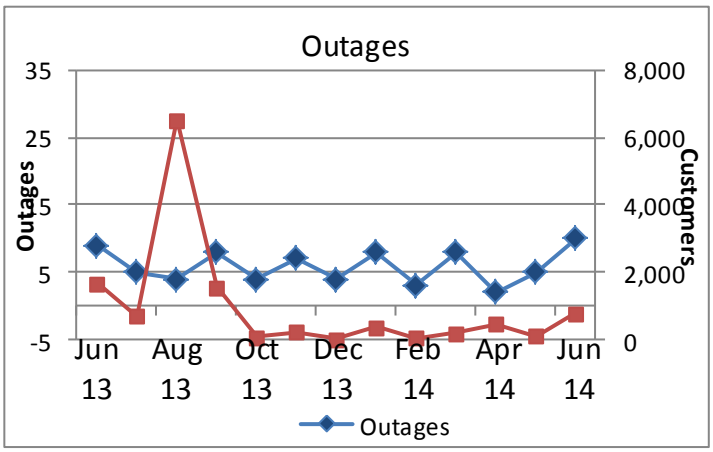
Task	JUNE 14	JUNE 13	CURRENT FY
Water Production - Daily Average	4,778,833	4,415,467	1,532,264,000
Average Field Response Time (goal is <30 minutes)	17.94	17.71	17.259
Water Mains Repaired	1	5	6
Water Service Lines Repaired	3	1	14
Wastewater Mains Repaired	0	0	0
Wastewater Service Lines Repaired	0	2	3
Sewer Lines Flushed - linear feet	167,349	190,042	1,376,280
Sewer Mains Videoed -linear feet	0	17,095	19,733
Total Fire Hydrants in Service	1,819	1,806	1,819
Total Water Meters in City Distribution System	14,223	14,124	14,212

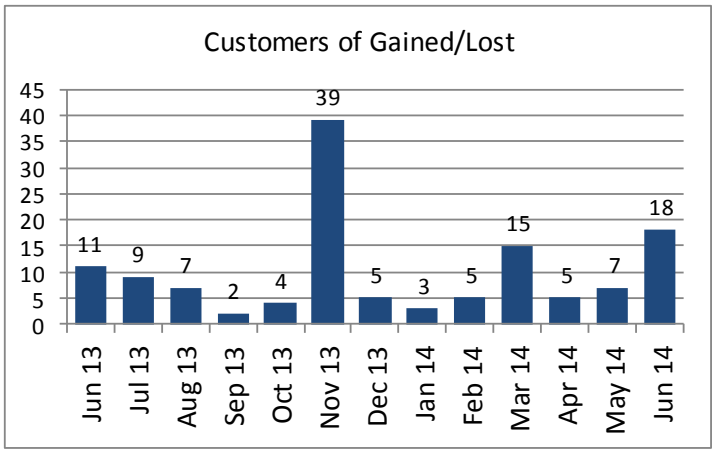
PUBLIC UTILITIES

Electric









Outages: 10 Customers: 794

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 14 YTD	FY 13	FY 12
67.92	50.74	39.44

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**
5	41	32.0 Minutes	28.59 Minutes

PROGRAM UPDATES	JUNE 14	JUNE 13	FY14 YTD
Tree Trimming	250	127	2611
Number of Oil Releases	2	1	13
Lost Time Accidents – All Electric Utility Divisions	1	0	3
New Services	18	11	121
Major Goals Completed in the Past Two Months			
Horsepond Substation Rebuild Up and Running			

City Planner's Monthly Report

Planning, Inspections & Recreation

JUNE 2014

Planning, Inspections & Recreation Highlights

- **Exceeded Revenue Projection -** Proudly, we not only met our Revenue Goal for FY14, we exceeded it!
- **Summer Camps -** Summer Playground and Sports Camps numbers are slightly down this year compared to last year. Many comments received voice the concern for heat on inclement weather days and lack of air conditioning in the Recreation Center.
- **Bicycle and Pedestrian Plan Workshop -** Staff worked with the Kent County MPO and DelDOT's bicycle and pedestrian coordinators to host a public workshop for insight and feedback on the Bicycle and Pedestrian Plans that are currently in the making for Dover.
- **P & G Clean Up -** Proctor and Gamble participated in a Community Service Day activity in which employees spread playground mulch at the Silver Lake playground equipment as well as raked, removed debris and pulled weeds at the Silver Lake exercise equipment. Thanks to the Grounds staff for all of their help in this project.
- **Spring Summer Performing Arts Series On The Green—** Skinny Leg Pete kicked the month off with 173 spectators, the Dover High Alumni night moved over to Frazier's & was extremely well attended, Joe Baione pleased a crowed of 214 and the Honeycombs gave a great show to a crowd of 322. A special thank you goes out to our Gold Sponsor: Eden Hill Medical Group and our Silver Sponsors: Calpine, PNC Bank and the YMCA.
- **Co-Ed Summer Softball League** - Our season ended with the following results: Northern Division Winners: C-Schell, Regular Season Champions and Team Pink, Playoff Champions, and the Southern Division Winners: Knight's Fine Jewelry, Regular Season Champions and DSU Hornets, Playoff Champions.



- Intern Faith Spady joined the Planning Department on June 4, 2014. She attends the University of Notre Dame.
- Bill Cook attended the Community Design Training on June 4, 2014 that was held at University of Delaware Paradee Center.
- Dawn Melson-Williams attended the following APA Webcasts "Adding Density to the Neighborhood" on June 4, 2014 and "Planning Law Review 2014" on June 25, 2014.
- The entire Planning & Inspections Department attended the ArcGIS Overview/Training on June 5, 2014 in the City Hall Conference Room.
- Sam Gonzalez retired from the City after 17 years of service on June 6, 2014.
- Ann Marie Townshend, Dawn Melson-Williams, Greg Akers, and Bill Cook attended the "Creating a Flood Ready Community Training" on June 12, 2014 as part of the IPA Training Series that was held at the University of Delaware Paradee Center.
- Jason Osika and Matthew Brown attended training at the Delaware State Fire School June 2, 2014– June 9, 2014.
- Jason Osika attended "Fire Arson Origin & Cause Investigation National Fire Academy" training June 16, 2014-June 27, 2014 in Emmetsburg, Maryland.

Planning, Inspections & Recreation Revenue

Revenue Stream	FY '14 Budget		FY '14 Actual	
Business License	$1,460,000	$	1,494,299	102%
Trailer License	$20,500	$	22,481	110%
Building Permits	$400,000	$	614,806	109%
Cert. of Occupancy	$9,000	$	5,400	60%
Public Occupancy	$10,000	$	9,824	98%
Lodging House	$14,000	$	14,574	104%
Plumbing/Heating/Air	$75,000	$	67,189	90%
Sprinkler	$25,000	$	24,829	99%
Rental Inspection Fee	$345,000	$	350,785	102%
Miscellaneous	$20,000	$	43,531	218%
Fire Protection Fees	$31,000	$	33,975	110%
Vacant Building Reg.	$60,000	$	107,000	76%
Total P&I Revenue	**$2,469,500**	**$**	**2,788,693**	103%
Recreation	$133,000		$151,925	102%

LOOKING FORWARD …..

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

- ***Softball Champions***
- ***Needs Assessment***
- ***Mallard Pond Park Community Meeting***

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 June 2014, Planning Staff was involved with review of 102 Permits and 9 Certificates of Occupancy permits (2014 calendar year total of 439 Permits and COs compared to 446 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 participating in planning and development design of Garrison Oak Technical Park, the pending updates to the FIRM Maps (Flood Insurance Rate maps) issued by FEMA for flood plains, and research for future ordinance amendments.
- A proposed package of Text Amendments to the Commercial, Office, and Institutional zoning districts (MI-14-10) known as Ordinance #2014-08 was reviewed by the Planning Commission on June 16, 2014.The Planning Commission recommended approval along with Staff Amendment #1 which clarified some language related to Site Development Plan process. The series of Amendments will be considered by the City Council at a Public Hearing on July 14, 2014.

Update to Floodplain Regulations

A series of text amendments to the City's Floodplain Regulations to be in compliance with FEMA's regulations for the National Flood Insurance Program (NFIP) developed by staff with additional technical assistance from DNREC and their flood ordinance consultant. The Ordinance #2014-09, as adopted by City Council on June 9, 2014, amended the *Dover Code of Ordinances*, Chapter 50 – Floods and other related chapters. This review and update of the City's Floodplain Regulations was required as new FIRM Maps (Flood Insurance Rate maps) will become effective in July 7, 2014.

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

Construction activities related to site improvements and the building construction activities continue at the new Dover High School project site along with the associated inspections of the building and site. The monthly coordination meeting on the project was held on June 19, 2014. The sidewalk improvement project for the north side of Route 8 is under construction as is the East Entrance with the installation of the HAWK signal to follow. The Planning Office began Site inspections on June 6, 2014 for compliance with the approved Site Development Plan; this is the first of many future inspections associated with the Certificate of Occupancy process. Information on each agency's requirements for compliance in order to allow furniture move-in, in order to issue a Temporary Certificate of Occupancy, and to issue a Final Certificate of Occupancy continue to be discussed.



Construction Activity

- Preparation for site construction activities began in June on the Uzin Utz Manufacturing facility at 200 Garrison Oak Drive (Lot 12 of the Garrison Oak Technical Park). The Pre-Construction meeting with City Staff was held on June 9, 2014. The Final Site Plan approval was issued on June 23, 2014 and review of the Building Permit application #14-477 was completed.
- 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 Final/Final Administrative Site Plan (S-12-17) approval for the Garrison Energy Center Phase 1 was granted on September 6, 2013 subject to conditions of approval and the project construction is well underway.

BOARD AND COMMISSION ACTIVITY

Planning Commission

The Planning Commission met on May 21, 2014. The next Planning Commission meeting is scheduled for June 16, 2014.

- **SB-14-03 Lands of Robert & Kathleen Dunn at 276 Troon Road -** Moved to approve a Minor Subdivision Plan to create two (2) parcels of land from an existing 26,997 S.F. parcel.
- **C-14-03 Janaid's Hair Salon at 213 West Loockerman Street—**Recommended conditional approval to permit a hair salon in an existing two-story building.
- **C-14-04 109 East Division Street—**Recommended conditional approval to permit professional offices on a property zoned RG-1with conditions.
- **S-14-12 Jolly Joe's Addition at 1160 White Oak Road -** Recommended approval to construct a 2,400 S.F. addition to an existing 1,927 S.F. commercial building to include the waivers requested along with the recommendations from Staff and the DAC requirements.
- **MI-14-10 Text Amendment: Revisions to Commercial and Office Zones—**Recommended approval to City Council for text amendments (revisions) to the *Zoning* Ordinance for the Commercial and Office Zones and Site Development Plan procedures. The Planning Commission recommendation included approval of Staff Amendment #1 which consisted of language clarifications (as suggested by Parks, Recreation & Community Enhancement Committee).

Board of Adjustment

The Board of Adjustment met on June 18, 2014. The next regular scheduled meeting of the Board of Adjustment is scheduled for July 16, 2014. The following applications were considered:

- **V-14-06 Application involving subdividing property into two parcels front and rear at 328 N. DuPont Highway–**Variance approval to subdivide property with Lot 1 having a rear setback of 1 foot and the Residual Parcel having a side yard setback of 10 feet on the east side of the two story building.
- **V-14-07 –Variances at 547 Pennsylvania Avenue–** Consideration of variance request pertaining to front yard setback. Public hearing was closed and action deferred until the next meeting to allow submission of additional information.

Historic District Commission

The Historic District Commission met on June 19, 2014. The next Historic District Commission meeting is scheduled for July 17, 2014.

- **HI-14-04 –Sign Permit #14-279-Signage for Family Dollar at 300 West Loockerman Street–** Referral by the City Planner to the Historic District Commission for Review of Architectural Review Certification for two wall signs. A new Sign Permit was filed (Permit #14-764) that superseded the original Sign Permit #14-279 that makes use of the gooseneck lighting. The Historic District Commission does not need to take any action as the Planning Office can now approve.

COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

- ***CDBG FY13 Projects***

Contracts for FY13 projects have been executed and projects are underway.

- ***Homeownership Assistance Program***

Three (3) first-time homebuyers were provided downpayment assistance to purchase affordable housing in the City of Dover.

- ***MHDC Homeowner Rehabilitation Program***

CDBG funds will be used to rehabilitate owner occupied homes in the City of Dover found in violation of the City's housing code. Five (5) homes have been completed.

- ***Dover Interfaith Mission to the Homeless***

CDBG funds will be used for operations costs for the shelter.

- ***MHDC Emergency Home Repair Project***

CDBG funds will be used to assist very low income homeowners with emergency repairs to eliminate severe housing conditions that constitute health and safety hazards. Seven (7) homes have been completed.

- ***NCALL Research***

CDBG funds will be utilized for foreclosure prevention and pre-purchase homeownership counseling services for up to ten (10) Dover residents. Seven (7) residents have received homeownership counseling.

- ***Elizabeth W. Murphey School***

CDBG funds will be used for minor renovations for one of the facilities that services children that are at risk for homelessness. Replacement of the windows has been completed.

- ***Neighborhood Stabilization Program (NSP)***

The City was awarded $1,426,740 for the acquisition and rehab of foreclosed properties to be sold to qualifying families. A total of $2,080,554 including program income has been expended on the acquisition and renovations for eleven (11) properties. Ten (10) properties have been sold, and one is a rental that serves persons with disabilities. Ten (10) first-time homebuyers have purchased homes through the NSP Settlement Assistance Program. This program has been completed.

218 Ann Avenue (sold)
343 Mimosa Avenue (sold)
907 Woodcrest Avenue (sold)
1430 S. Hancock (group home rental)
1415 S. Hancock (sold)
337 N. Governors Avenue (sold)
254 Green Blade Drive (sold)
302 Stone Brook Place (sold)
11 Westover Drive (sold)
110 Thames Drive (sold)
4 Bennington Street (sold)

Dangerous Buildings, Vacant Buildings & Demolitions

- *200 N. West Street*—The owner was granted their request for a use variance by the City Board of Adjustment on January 27th. Permits have been obtained for renovations and a privacy fence.
- *814 Maple Parkway*—Demolition of the pool is complete.
- *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 engineers report and has submitted plans to renovate the structure.
- *12 N. New Street*—Council approved Staff's recommendation for demolition and gave the owner until May 28, 2014 to demolish the structure or the City would proceed with demolition. An asbestos survey was conducted in June and bids for the asbestos abatement are due on 14th of July. Gateway Construction has been awarded the demolition bid contract.
- *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 25th, 2014
- *238 N. New Street*—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 25th, 2014.
- *803 Westview Terrace*—A lien search has been ordered for the property.
- *231 Mifflin Rd*—A lien search has been ordered for the property.

- *Vacant Buildings*—During the month of June, twenty-one (21) additional buildings were registered as vacant, and $8,750.00 in vacant building registration fees were collected.



231 Mifflin Road—
Dangerous Pool

Code Enforcement Activity—JUNE

Case Type	# cases current month	# cases YTD	% staff initiated current month	% staff initiated YTD
No valid Rental Permit	3	140	100%	96%
No valid Building Permit	15	42	75%	71%
Tall grass and weeds	103	512	85%	89%
Unregistered vehicle	1	20	100%	90%
Abandoned vehicle	8	56	25%	77%
Annual Housing Inspection	11	237	36%	90%
Property Maintenance – Exterior	28	309	32%	74%
Electric Termination	31	178	97%	98%
Dover Code of Ordinances	64	319	72%	71%
Zoning	13	54	62%	74%
Total Cases	**277**	**1867**		
Total # of Inspections For Month	**331**			



640 Nimitz Road–
Dangerous Building

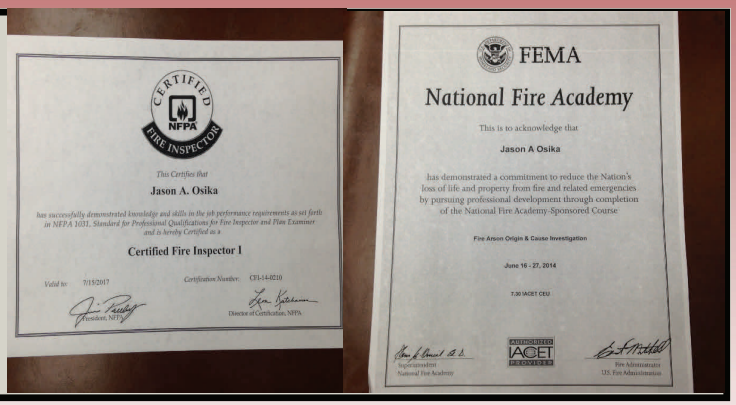
Fire Marshal's Office, Building Inspections & Licensing Summary

LIFE SAFETY				
Inspections	**JUNE 14**	**FYTD 14**	**JUNE 13**	**FYTD 13**
Annual Fire/Life Safety Inspections	6	162	11	318
Fire/Code/DCO Complaints	16	168	37	420
Inspection Deficiencies from AFI	21	261	20	155
C/O & Acceptance Tests	8	15	3	49
Administrative Walk Thru	13	-	-	-
Accidental	$10,000	$1,127,000	$1500	$97,950.00
Incendiary	$0	$100,00	$10,000	$26,100.00
Undetermined	$500.00	$65,000	$15,000	$91,000.00
PERMITTING AND LICENSING				
Permits Issued	**JUNE 14**	**FYTD 14**	**JUNE 13**	**FYTD 13**
Administrative Permit	1	11	1	26
Building Addition/Renovation Permits	44	179	44	337
Building Permits	20	83	17	160
Demolition Permits	11	33	2	52
Fence Permits	19	56	15	106
Fire Prevention Permits	8	37	12	116
Mechanical Permits	22	156	14	284
Plumbing Permits	21	132	21	353
Sign Permits	18	111	15	246
Swimming Pool Permits	4	9	3	18
Business Licenses	1428	1542	995	2175
Merchant Licenses	182	197	103	378
Contractor Licenses	681	837	372	1143
Lodging House Licenses	0	44	1	52
Mobile Homes	133	156	108	341
Public Occupancy	4	314	5	368
Rental Dwelling	20	2882	30	3084
BUILDING INSPECTIONS				
Inspections	**JUNE 14**	**FYTD 14**	**JUNE 13**	**FYTD 13**
Building	277	1286	265	3405
Plumbing/Mechanical	291	1594	548	3803
Certificate of Occupancy	9	12	7	98

Fire Marshal's Office—At a Glance

Jason Osika attended training at the National Fire Academy obtaining a course certificate for "Fire Arson Origin & Cause Investigation" as well as obtaining his National Fire Protection Association certification as a NFPA Fire Inspector I.

Congrats to Jason!!!

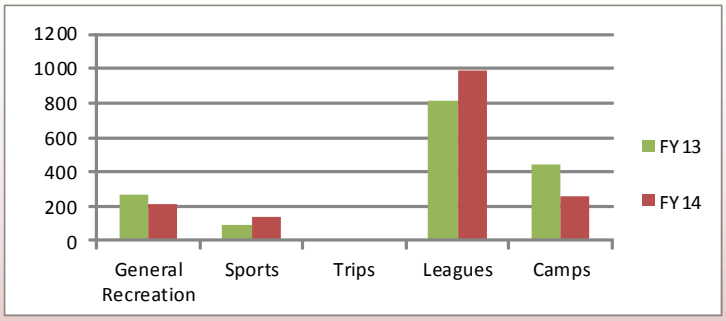


Recreation Division

City of Dover Parks & Recreation

Enrollment Summary

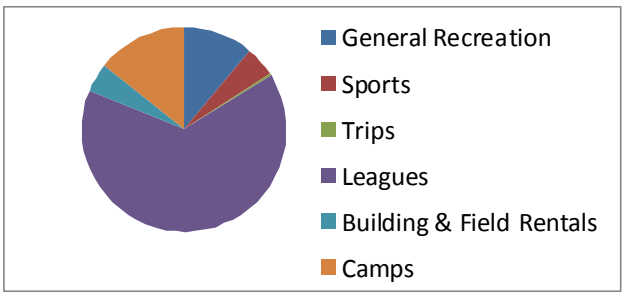
June 2013 verses June 2014

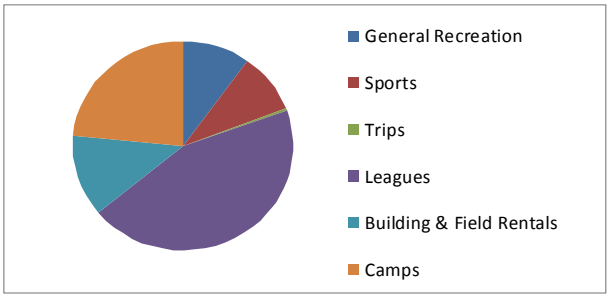




Category	FY13	FY14
General Recreation	271	213
Sports	95	141
Trips	0	2
Leagues	814	992
Camps	448	257

Revenue Breakdown: June 2013 verses June 2014





General Recreation	**2969.00**
Sports	**940.00**
Camps	**6330.00**
Trips	**231.00**
Leagues	**3250.00**
Building & Field Rentals	**730.00**

General Recreation	**1679.00**
Sports	**1570.00**
Trips	**70.00**
Leagues	**7505.00**
Building & Field Rentals	**2135.00**
Camps	**3980.00**

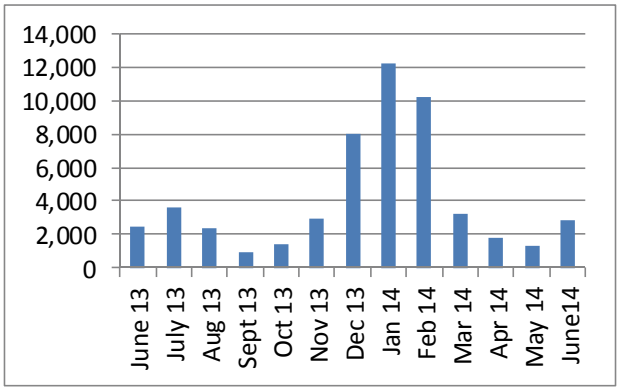




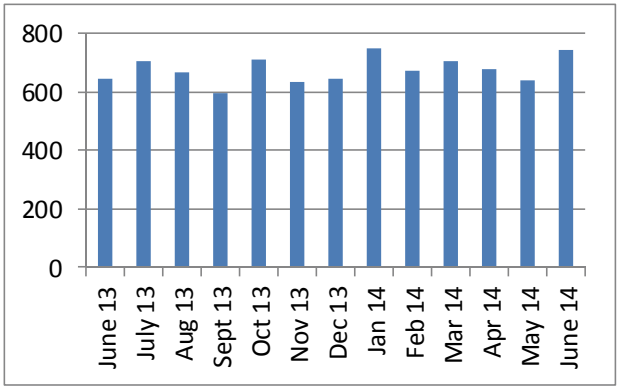


John W. Pitts Recreation Center – JUNE 2014

Total Program Attendance



Facility Usage By The Hour



** Program Attendance figures includes daily participants, parents and spectators in the facility.

Facility Usage By The Hour	JUNE 14		FYTD 14		JUNE 13		FYTD 13
Open Gym	405.5		5,112.25		348.25		5,538.5
Fitness Classes	52.25		670.25		56.5		586.75
Leagues	36		906		36		775
Camps	208		795.5		157		238.5
Sports Classes	14.5		239.25		14		199
Meetings & Rentals	23		331.5		31.5		358
Enrichment Classes	1.5		76		2		59.5
Total Facility Usage Hours	740.75		8,130.75		645.25		7,755.25

Daily Program Attendance**	JUNE 14		FYTD 14		JUNE 13		FYTD 13
Total	2,892		51,017		2,470		51,495
Open Gym	399		5,699		457		10,123
Fitness Classes	355		4,316		370		4,165
Leagues	1,292		29,019		692		27,400
Camps	342		1,780		554		923
Sports Classes	194		2,568		72		1,669
Meetings & Rentals	296		7,457		218		6,988
Enrichment Classes	14		178		107		227

Since our opening in late April 2008, we have had 320,749 guests at the John W. Pitts Recreation Center.

June Open Gym Registrations and Packages Sold

Packages Sold:	March.	MTD	YTD	FYTD
Daily:	23	$69	373	$1,119
Individual Quarterly:	4	$60	27	$405
Individual Annual:	0	$ 0	1	$ 50
Family Quarterly:	0	$ 0	6	$180
Family Annual:	0	$0	2	$200
Revenue:		**$129**		**$1,954**

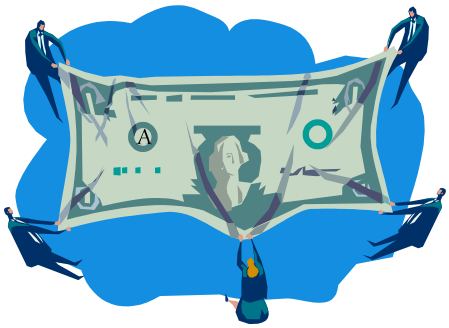


CITY OF DOVER
FINANCE AND PROCUREMENT & INVENTORY DEPARTMENTS
JUNE 2014 PRELIMINARY- MONTHLY BUDGET REPORTS















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
JUNE 2014

FINANCE DEPARTMENT ACTIVITY LEVELS

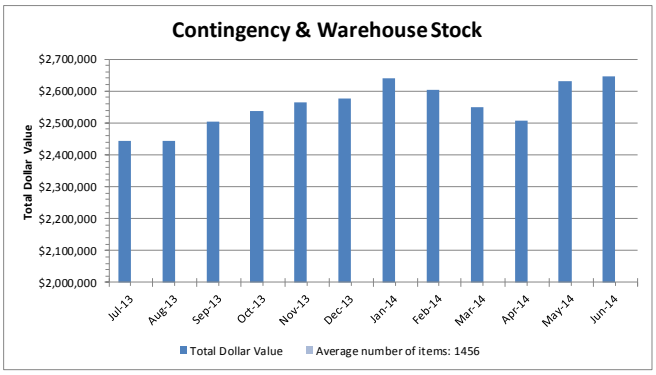
	FY13 YTD			FY14 YTD		
BANK TRENDS						
Number of Deposits Made (Hand, ACH & Wire, Lockbox)	5,641			6,589		
Total Amount of All Deposits	$ 145,595,221			$ 135,215,574		
PAYROLL						
	Hours	%	Amount	Hours	%	Amount
Gross wages per registers	**864,970**	**100.0%**	**$ 20,410,642**	**858,687**	**100.0%**	**$ 20,044,182**
Wages and Hours Worked						
Regular	726,968	84.0%	$ 15,995,567	714,682	83.2%	$ 15,371,379
All over time	37,683	4.4%	$ 1,649,739	38,654	4.5%	$ 1,560,615
Other Paid or Unpaid Wages and Hours						
Vacation	42,987	5.0%	$ 1,120,213	42,970	5.0%	$ 1,115,212
Sick	19,412	2.2%	$ 482,148	18,433	2.1%	$ 456,331
Terminal Leave - Retiree Vacation/Sick Payout	21,016	2.4%	$ 594,083	16,475	1.9%	$ 548,898
Comp Time	8,269	1.0%	$ 233,458	9,572	1.1%	$ 267,544
Personal	1,850	0.2%	$ 52,172	1,638	0.2%	$ 46,766
Leave Without Pay	5,082	0.6%	$ 394	4,285	0.5%	$ -
Other (description below)	1,704	0.2%	$ 282,868	11,978	1.4%	$ 677,402

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

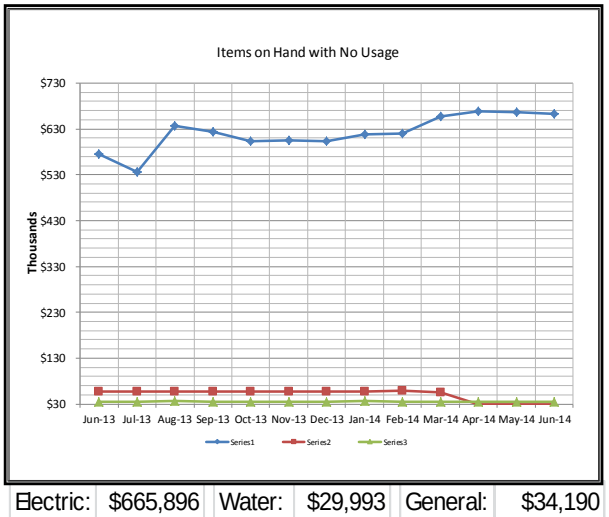
Other Activity		
Number of Pay Periods	26	26
Number of Payroll Checks & Direct Deposits Issued	9,038	9,399
Number of Pension Checks Issued	2,986	3,068
Total Pension Benefits Paid - Defined Benefit Plan	$ 4,941,898	$ 5,176,489

ACCOUNTS PAYABLE		
Number of Check Vouchers	5,090	5,032
Number of EFT Vouchers	1,843	1,742
Vouchers Dollar Amount Disbursed	$ 73,416,527	$ 69,355,572

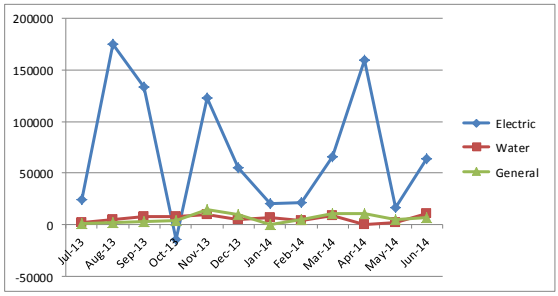
PROCUREMENT & INVENTORY ACTIVITY LEVELS



Value: $2,645,181 Line Items: 1,454



Electric:	$665,896	Water:	$29,993	General:	$34,190



Electric	$ 64,225	Water	$10,351	General	$ 6,800

	Unleaded:	11,776.5	gallons
	Diesel:	6,316.2	gallons
	Total Cost:	$ 55,228	

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

	Budget	Revised Budget	YTD	Balance	100% Budget
Beginning Balance	$ 3,455,200	$ 4,219,800	$ 4,219,831	$ (31)	100.0%
Revenues					
Court of Chancery Fees	863,200	1,002,200	945,260	56,940	94.3%
Fines & Police Revenues	1,316,000	1,223,900	1,209,494	14,406	98.8%
Franchise Fees	606,200	636,000	563,760	72,240	88.6%
Grants	623,500	623,500	570,961	52,539	91.6%
Intrafund Services	4,454,300	4,933,000	4,661,131	271,869	94.5%
Library & Recreation Revenues	599,600	679,300	650,478	28,822	95.8%
Licenses & Permits	2,627,500	2,792,500	3,091,562	(299,062)	110.7%
Property Taxes (Includes BID Revenue) (1)	11,169,500	11,095,500	11,094,479	1,021	100.0%
Miscellaneous Revenues	138,300	93,100	78,112	14,988	83.9%
Curbside Recycling	-	-	-	-	0.0%
Sanitation Revenues	2,676,500	2,595,600	2,595,648	(48)	100.0%
Garrison Farm Rent Revenue	118,500	118,500	92,956	25,544	78.4%
Transfers-In from Special Funds & Utilities					
Municipal Street Aid Fund	527,400	663,900	663,940	(40)	100.0%
Civil Traffic Penalties	600,000	368,400	320,459	47,941	87.0%
Transfer Taxes	1,315,500	1,393,000	1,543,726	(150,726)	110.8%
Verizon, Contingency and CI Reserves	32,000	282,000	271,000	11,000	96.1%
Police Grants	110,000	126,800	80,212	46,588	63.3%
Water/Wastewater Fund	500,000	500,000	500,000	-	100.0%
Electric Fund	8,000,000	8,000,000	8,000,000	-	100.0%
Total Revenues	36,278,000	37,127,200	36,933,178	194,022	99.5%
Total Beginning Balance & Revenues	**$ 39,733,200**	**$ 41,347,000**	**$ 41,153,009**	**$ 193,991**	99.5%
Expenditures					
City Clerk & Council	$ 442,200	$ 479,500	$ 467,281	$ 12,219	97.5%
Mayor, City Manager & Human Resources	874,900	936,400	966,241	(29,841)	103.2%
Police & Police Extra Duty	14,331,800	15,123,600	14,658,586	465,014	96.9%
Public Services	4,131,800	4,587,600	4,244,160	343,440	92.5%
Procurement & Inventory, Facilities Mgmt., Vehicle Maint.	1,870,900	2,019,400	1,951,608	67,792	96.6%
Planning & Inspections	2,045,600	2,267,400	2,210,661	56,739	97.5%
Finance, Info Tech & Customer Services	2,676,400	2,952,200	2,829,903	122,297	95.9%
Library & Recreation	2,038,600	2,054,100	1,996,326	57,774	97.2%
Fire Department	692,100	741,600	671,194	70,406	90.5%
Assessor	198,300	208,400	209,495	(1,095)	100.5%
Contribution to DDP	162,400	162,400	162,400	0	100.0%
Miscellaneous Grant Expense	25,000	25,000	-	25,000	0.0%
Other Employment Expenses	400,000	-	-	0	0.0%
Insurance	658,900	658,900	655,998	2,902	99.6%
OPEB - Retiree's Health Care Contribution	1,636,500	1,636,500	1,636,500	0	100.0%
Police Pension Trust Contribution - State Grant	500,000	500,000	471,461	28,539	94.3%
Appropriation to Employee Pension Fund - Unfunded Liability	1,159,100	121,000	121,000	0	100.0%
Appropriation to Police Pension Fund	307,400	689,400	689,400	-	100.0%
Street Lights	836,000	774,500	774,533	(33)	100.0%
Debt Service	557,300	557,300	552,051	5,249	99.1%
Provision for Uncollectible	10,000	10,000	10,000	-	100.0%
Transfers Out					
Capital Projects Fund	1,278,300	1,448,800	1,448,800	-	100.0%
Total Expenditures	36,833,500	37,954,000	36,727,598	1,226,402	96.8%
Budget Balance - Working Capital (Unaudited)	2,899,700	3,393,000	4,425,411	(1,032,411)	130.4%
Total Budget Balance & Expenditures	**$ 39,733,200**	**$ 41,347,000**	**$ 41,153,009**	**$ 193,991**	99.5%
Reserve Balances					
Contingency	$ 723,600	$ 467,900	$ 467,269		

(1) Property Taxes are the taxes billed and not cash received. The outstanding receivable balance as of 6/30/14 is $198,736 as compared to $264,714 in June 2013.

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

	Budget	Revised Budget	YTD	Balance	100% Budget
Beginning Balance - Water	$ 770,800	$ 732,700	$ 732,740	$ (40)	100.0%
Beginning Balance - Wastewater	$ 412,600	$ 441,400	$ 441,414	$ (14)	100.0%
Beginning Balance - Kent County Treatment	$ 141,600	$ (17,300)	$ (17,267)	$ (33)	99.8%
	1,325,000	1,156,800	1,156,887	(87)	100.0%
Revenues					
Water Fees	4,730,700	4,396,000	4,459,808	(63,808)	101.5%
Wastewater Fees	3,642,700	3,529,000	3,562,400	(33,400)	100.9%
Kent County Treatment Fees	2,980,300	2,900,000	2,930,333	(30,333)	101.0%
Ground Water Inflow Adjustment	1,324,600	1,302,300	1,316,209	(13,909)	101.1%
Water Tank Leases	333,800	321,200	360,307	(39,107)	112.2%
Miscellaneous Service Fee	105,100	64,400	61,596	2,804	95.6%
Impact Fees - Water	357,000	262,700	252,215	10,485	96.0%
Impact Fees - Wastewater	323,000	237,900	230,222	7,678	96.8%
Total Revenues	13,797,200	13,023,500	13,173,090	(149,590)	101.1%
Total Beginning Balance & Revenues	**$ 15,122,200**	**$ 14,180,300**	**$ 14,329,977**	**$ (149,677)**	101.1%
Expenses					
Water/Wastewater Operating Divisions					
Engineering & Inspection	$ 664,400	$ 499,000	$ 459,073	$ 39,927	92.0%
Water	433,900	474,700	498,016	(23,316)	104.9%
Water Treatment Plant	1,501,800	1,495,200	1,489,440	5,760	99.6%
Wastewater	945,100	885,700	900,965	(15,265)	101.7%
Construction	351,400	340,800	337,400	3,400	99.0%
Kent County Treatment	3,524,800	4,030,000	3,775,903	254,097	93.7%
Intrafund Service Fees	1,233,400	1,458,800	1,133,580	325,220	77.7%
Pension Unfunded Liability	339,400	-	-	-	0.0%
OPEB - Retiree's Health Care Contributions	200,000	200,000	200,000	-	100.0%
Debt Service	1,019,500	1,007,200	1,167,558	(160,358)	115.9%
Other Employment Expenses	25,000	10,800	-	10,800	0.0%
Transfers Out					
General Fund	500,000	500,000	500,000	-	100.0%
Water I & E Fund	1,200,000	1,233,200	1,233,200	-	100.0%
Wastewater I & E Fund	1,330,000	1,330,000	1,330,000	-	100.0%
Total Expenses	13,268,700	13,465,400	13,025,135	440,265	96.7%
Budget Balances					
Budget Balance - Working Capital - Water (Unaudited)	1,056,400	711,700	763,764	(52,064)	107.3%
Budget Balance - Working Capital - WW (Unaudited)	797,100	(151,800)	87,706	(239,506)	-57.8%
Budget Balance-Working Capital - KSA (Unaudited)	-	155,000	453,372	(298,372)	292.5%
Total Budget Balances	1,853,500	714,900	1,304,842	(589,942)	182.5%
Total Budget Balances & Expenses	**$ 15,122,200**	**$ 14,180,300**	**$ 14,329,977**	**$ (149,677)**	101.1%
Reserve Balances					
Contingency-Water	$ 105,600	$ 105,900	$ 104,736		
Contingency-Wastewater	$ 191,500	$ 191,500	$ 189,391		
Impact Fee Reserve - Sewer	NO BUDGET	$ 2,820,000	$ 2,776,414		
Impact Fee Reserve - Water	NO BUDGET	$ 200,500	$ 200,174		
Bond Coverage Ratio (Covenant 1.20)	3.99	3.17	3.36		

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

	Budget	Revised Budget	YTD	Balance	100% Budget
Beginning Balance	$ 7,152,400	$ 6,620,900	$ 6,620,878	$ 22	100.0%
Revenues					
Sales to Customers	76,286,700	78,971,700	76,928,295	2,043,405	97.4%
Utility Tax	1,492,200	1,312,300	1,258,957	53,343	95.9%
Weyandt Hall Rents	251,000	180,000	159,109	20,891	88.4%
Miscellaneous Revenues	737,800	709,100	747,368	(38,268)	105.4%
Interest Earned	119,400	12,000	(3,813)	15,813	-31.8%
Transfer from Rate Stabilization	4,000,000	7,000,000	7,000,000	-	100.0%
Intrafund Service Receipts Water/Wastewater	98,500	98,500	94,158	4,342	95.6%
Total Revenues	82,985,600	88,283,600	86,184,074	2,099,526	97.6%
Total Beginning Balance & Revenues	**$ 90,138,000**	**$ 94,904,500**	**$ 92,804,952**	**$ 2,099,548**	97.8%
Expenses					
Power Supply & Generation					
Hedged Energy	$ 23,832,000	$ 26,458,900	$ 28,995,868	$ (2,536,968)	109.6%
Power Supply Management	996,000	996,000	996,000	-	100.0%
Capacity Charges	15,787,200	15,614,100	15,504,095	110,005	99.3%
Dover Sun Park Energy	1,565,800	1,729,200	1,821,037	(91,837)	105.3%
Solar Renewal Energy Credits	300,000	352,600	337,741	14,859	95.8%
PJM Charges - Energy	12,812,900	17,274,000	14,855,117	2,418,883	86.0%
PJM Charges - Transmission & Fees	4,740,000	7,420,000	7,433,120	(13,120)	100.2%
Total Power Supply	60,033,900	69,844,800	69,942,978	(98,178)	100.1%
Plant Operations	6,015,800	5,791,600	5,244,633	546,967	90.6%
Generation Fuels	-	1,603,800	2,679,911	(1,076,111)	167.1%
Capacity Credits	(15,079,800)	(15,079,800)	(15,065,472)	(14,328)	99.9%
PJM Spot Market Energy	(230,500)	(1,004,500)	(862,233)	(142,267)	85.8%
PJM Credits	(397,000)	(5,314,800)	(5,946,189)	631,389	111.9%
Total Generation	(9,691,500)	(14,003,700)	(13,949,350)	(54,350)	99.6%
Total Power Supply & Plant	50,342,400	55,841,100	55,993,628	(152,528)	100.3%
Electric Operating Divisions:					
Transmission/Distribution	3,302,500	3,776,300	3,789,299	(12,999)	100.3%
Electrical Engineering	1,192,200	1,285,300	1,312,042	(26,742)	102.1%
Administration	597,000	628,400	548,354	80,046	87.3%
Meter Reading	220,300	273,800	284,229	(10,429)	103.8%
Systems Operations	543,600	675,800	739,407	(63,607)	109.4%
Intrafund Services	3,319,400	3,572,700	2,885,746	686,954	80.8%
Utility Tax	1,492,200	1,312,300	1,258,957	53,343	95.9%
OPEB Trust Contribution - Unfunded Liability	975,700	975,700	975,700	-	100.0%
OPEB - Retirees Health Care Contribution	513,300	513,300	513,300	-	100.0%
Pension Trust Contribution - Unfunded liability	1,314,200	-	-	-	0.0%
Interest on Deposits	27,000	20,000	20,278	(278)	101.4%
Green Energy Payment to DEMEC	135,800	130,000	127,926	2,074	98.4%
Accounts Receivable Write-Offs	200,000	200,000	200,000	-	100.0%
Other Employee Expenses	150,000	125,700	-	125,700	0.0%
Contractual Services RFP's	100,000	100,000	28,074	71,926	28.1%
Debt Service	3,301,900	3,301,900	3,398,745	(96,845)	102.9%
Transfers Out:					
General Fund	8,000,000	8,000,000	8,000,000	-	100.0%
Electric Improvement & Extension Fund	5,448,600	4,918,600	4,918,600	-	100.0%
Total Expenses	81,176,100	85,650,900	84,994,285	656,615	99.2%
Budget Balance - Working Capital (Unaudited)	8,961,900	9,253,600	7,810,667	1,442,933	84.4%
Total Budget Balance & Expenses	**$ 90,138,000**	**$ 94,904,500**	**$ 92,804,952**	**$ 2,099,548**	97.8%
Reserve Balances					
Contingency Reserve	$ 826,500	$ 820,100	$ 819,140		
Insurance Reserve	$ 739,000	$ 738,300	$ 737,458		
Rate Stabilization Reserve	$ 13,644,000	$ 10,507,300	$ 10,465,816		
Bond Coverage Ratio (Covenant 1.25)	1.97	1.31	0.85		
Megawatt Hours Sold & Purchased					
Sales to Customers MWh (excluding Street Light MWh)	712,675	721,154	712,073		
Sales per MWh	$ 107.04	$ 109.51	$ 108.03		
Purchased/Generated MWh	725,818	756,806	762,255		
All In MWh Supply & Generation	$ 69.36	$ 73.79	$ 73.46		

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

	Budget	Revised Budget	YTD	Balance	100% Budget
Beginning Balance - Projects	$ 241,200	$ 2,801,800	$ 2,801,727	$ 73	100.0%
Beginning Balance - Library	$ (74,700)	$ 256,500	$ 256,526	$ (26)	100.0%
Revenues					
State Grant - Other	15,000	15,000	-	15,000	0.0%
Interest Earnings	-	-	14,508	(14,508)	0.0%
Income from Sale of Assets	-	-	17,192	(17,192)	0.0%
Transfer from Community Transportation Fund	-	60,500	60,500	-	100.0%
Transfer from General Fund for Projects	1,278,300	1,448,800	1,448,800	-	100.0%
Contractor Contributions	-	264,800	264,765	35	100.0%
Transfer from Parkland Reserve	95,000	80,000	14,517	65,483	18.1%
MSA Capital Contribution	-	251,200	176,213	74,987	70.1%
Subtotal Revenues	1,388,300	2,120,300	1,996,495	123,805	
State Grant - Library	-	150,000	143,856	6,144	95.9%
Library Capital Pledges	-	5,000	8,250	(3,250)	165.0%
Subtotal Library Project Receipts	-	155,000	152,106	2,894	98.1%
Total Revenues	1,388,300	2,275,300	2,148,601	126,699	94.4%
Total Beginning Balance & Revenue	**$ 1,554,800**	**$ 5,333,600**	**$ 5,206,854**	**$ 126,746**	97.6%
Expenditures					
Fire	$ 238,500	$ 238,500	$ 238,515	$ (15)	100.0%
Grounds Maintenance	50,100	50,100	30,249	19,851	60.4%
Library	-	446,500	110,438	336,062	24.7%
Recreation	95,000	172,000	5,829	166,171	3.4%
Code Enforcement	30,000	30,900	30,840	60	99.8%
Police	257,300	342,400	290,325	52,075	84.8%
Streets	251,500	3,460,700	1,249,432	2,211,268	36.1%
Sanitation	402,100	395,600	387,504	8,096	98.0%
Information Technology	7,000	7,000	-	7,000	0.0%
Facilities Management	17,800	17,800	17,795	5	100.0%
Procurement & Inventory	55,000	55,000	-	55,000	0.0%
Transfer to Parkland Reserve	-	-	14,517	(14,517)	0.0%
Loss on Sale (of Garrison Tract)	-	-	44,141	(44,141)	0.0%
Total Expenditures	1,404,300	5,216,500	2,419,585	2,796,915	46.4%
Budget Balance - Projects (Unaudited)	150,500	117,100	2,456,773	(2,339,673)	2098.0%
Budget Balance - Library Project (Unaudited)	-	-	330,496	(330,496)	0.0%
Total Budget Balance & Expenditures	**$ 1,554,800**	**$ 5,333,600**	**$ 5,206,854**	**$ 126,746**	97.6%
Reserve Balances					
Capital Asset Replacement Reserve	$ 512,000	$ 509,800	$ 510,363		
Parkland/Recreation	$ 110,000	$ 203,800	$ 204,137		

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

	Budget	Revised Budget	YTD	Balance	100% Budget
Beginning Balance - Water	$ 1,620,000	$ 4,473,800	$ 4,473,776	$ 24	100.0%
Beginning Balance - Wastewater	$ 660,900	$ 2,807,000	$ 2,806,996	$ 4	100.0%
Revenues					
Bond Proceeds - Water	-	3,000,000	3,000,000	-	100.0%
Bond Proceeds - Wastewater	-	1,067,900	1,005,960	61,940	94.2%
State Loan-Wastewater 2011	-	62,000	62,000	-	100.0%
Arbitrage Rebate - IRS Refund	-	-	-	-	0.0%
Income from Sale of Assets	-	-	4,343	(4,343)	0.0%
Interest Earned	25,000	25,000	44,316	(19,316)	177.3%
Transfer from Operating Fund for Water	1,200,000	1,233,200	1,233,200	-	100.0%
Transfer from Operating Fund for Wastewater	1,330,000	1,330,000	1,330,000	-	100.0%
Transfer from Impact Fee Reserve - Water	390,000	-	-	-	0.0%
Transfer from Impact Fee Reserve - Wastewater	-	1,000,000	1,000,000	-	100.0%
Total Revenues	2,945,000	7,784,100	7,768,133	15,967	99.8%
Total Beginning Balance & Revenues	**$ 5,225,900**	**$ 15,064,900**	**$ 15,048,905**	**$ 15,995**	99.9%
Expenses					
Water	$ 1,476,800	$ 7,641,300	$ 1,151,743	$ 6,489,557	15.1%
Wastewater	1,251,000	5,252,400	720,231	4,532,169	13.7%
Water Construction	90,000	90,000	89,500	500	99.4%
Total Expenses	2,817,800	12,983,700	1,961,474	11,022,226	15.1%
Budget Balance - Working Capital - Water (Unaudited)	1,655,700	1,021,200	7,490,063	(6,468,863)	733.5%
Budget Balance - Working Capital - Wastewater (Unaudited)	752,400	1,060,000	5,597,369	(4,537,369)	528.1%
Total Budget Balances	2,408,100	2,081,200	13,087,431	(11,006,231)	628.8%
Total Budget Balances & Expenses	**$ 5,225,900**	**$ 15,064,900**	**$ 15,048,905**	**$ 15,995**	99.9%
Reserve Balances					
Capital Asset Replacement - Water	$ 513,000	$ 514,000	$ 508,486		
Capital Asset Replacement - Wastewater	$ 512,300	$ 512,900	$ 507,322		

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

	Budget	Revised Budget	YTD	Balance	100% Budget
Beginning Balance	$ 3,091,000	$ 3,868,500	$ 3,980,178	$ (111,678)	102.9%
Revenues					
Interest Earnings	25,200	25,200	26,993	(1,793)	107.1%
Transfer from Electric Revenue Fund	5,448,600	4,918,600	4,918,600	-	100.0%
General Service Billing	440,000	440,000	250,238	189,762	56.9%
Total Revenues	5,913,800	5,383,800	5,210,270	173,530	96.8%
Total Beginning Balance & Revenues	**$ 9,004,800**	**$ 9,252,300**	**$ 9,190,448**	**$ 61,852**	99.3%
Expenses					
Electric Generation	$ 2,117,800	$ 2,130,000	$ 1,547,017	$ 582,983	72.6%
Transmission/Distribution	1,100,000	1,144,600	467,144	677,456	40.8%
Electrical Engineering	2,405,800	2,615,500	1,213,227	1,402,273	46.4%
Total Expenses	5,623,600	5,890,100	3,227,388	2,662,712	54.8%
Budget Balance - Working Capital (Unaudited)	3,381,200	3,362,200	5,963,060	(2,600,860)	177.4%
Total Budget Balance & Expenses	**$ 9,004,800**	**$ 9,252,300**	**$ 9,190,448**	**$ 61,852**	99.3%
Reserve Balances					
Depreciation Reserve	$ 9,977,100	$ 9,898,000	$ 9,915,062		
Future Capacity Reserve	$ 10,131,400	$ 10,076,200	$ 10,064,442		

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

	Budget	Revised Budget	YTD	Balance	100% Budget
Beginning Balance	$ -	$ 209,200	$ 209,216	$ (16)	100.0%
Revenues					
Grants Revenue	500,000	1,387,600	938,273	449,327	67.6%
Interest Earned	500	500	324	176	64.8%
Total Revenues	500,500	1,388,100	938,597	449,503	67.6%
Total Beginning Balance & Revenues	**$ 500,500**	**$ 1,597,300**	**$ 1,147,813**	**$ 449,487**	71.9%
Expenses					
Program Expenses - Del Dot	$ 500,000	$ 1,395,100	$ 941,217	$ 453,883	67.5%
Program Expenses - City appropriated	-	62,800	62,800	-	100.0%
Transfer to Capital Project Fund	-	60,500	60,500	-	100.0%
Total Expenses	500,000	1,518,400	1,064,517	453,883	70.1%
Budget Balance - Working Capital (Unaudited)	500	78,900	83,296	(4,396)	105.6%
Total Budget Balances & Expenses	**$ 500,500**	**$ 1,597,300**	**$ 1,147,813**	**$ 449,487**	71.9%

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

	Budget	Revised Budget	YTD	Balance	100% Budget
Beginning Balance	$ 100	$ 175,200	$ 175,236	$ (36)	100.0%
Revenues					
Grants Received	413,000	390,500	259,711	130,789	66.5%
Interest Earned	-	-	793	(793)	0.0%
Total Revenues	413,000	390,500	260,504	129,996	66.7%
Total Beginning Balance & Revenues	**$ 413,100**	**$ 565,700**	**$ 435,740**	**$ 129,960**	77.0%
Expenses					
Program Expenses/Supplies	$ 191,000	$ 249,000	$ 128,607	$ 120,393	51.6%
Computer Hardware	60,000	58,700	17,875	40,825	30.5%
Telephone/Fax	15,000	15,000	16,508	(1,508)	110.1%
Training/Conference/Food/Travel	36,000	32,000	17,000	15,000	53.1%
Consulting/Audit Fees	1,000	1,000	833	167	83.3%
Contractual services	-	6,000	3,887	2,113	64.8%
Operating Transfers - Out	110,000	126,800	80,212	46,588	63.3%
Total Expenses	413,000	488,500	264,922	223,578	54.2%
Budget Balance - Working Capital (Unaudited)	100	77,200	170,818	(93,618)	221.3%
Total Budget Balances & Expenses	**$ 413,100**	**$ 565,700**	**$ 435,740**	**$ 129,960**	77.0%

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

	Budget	Revised Budget	YTD	Balance	100% Budget
Beginning Balance	$ -	$ 27,800	$ 27,839	$ (39)	100.1%
Revenues					
Grants Received	270,100	276,600	280,338	(3,738)	101.4%
Total Revenues	270,100	276,600	280,338	(3,738)	101.4%
Total Beginning Balance & Revenues	**$ 270,100**	**$ 304,400**	**$ 308,177**	**$ (3,777)**	101.2%
Expenses					
Program Expenses/Supplies-State Grants	$ 28,000	$ 24,400	$ 20,605	$ 3,795	84.4%
Program Expenses/Supplies-Federal Grants	-	2,500	2,500	-	100.0%
Office Supplies	24,000	24,000	24,000	-	100.0%
Printing/Duplicating	8,900	8,900	8,900	-	100.0%
Postage	100	100	42	58	42.0%
Books	124,900	128,900	125,174	3,726	97.1%
Furniture	4,700	7,600	7,297	303	96.0%
Audio Visual Supplies	74,000	74,000	65,388	8,612	88.4%
Training/Conference/Food/Travel	3,500	2,900	2,832	68	97.7%
Office Equipment/Repairs & Maintenance	2,000	3,300	3,213	87	97.4%
Other Equipment - Purchases	-	10,500	-	10,500	0.0%
Total Expenses	270,100	287,100	259,951	27,149	90.5%
Budget Balance - Working Capital (Unaudited)	-	17,300	48,226	(30,926)	278.8%
Total Budget Balances & Expenses	**$ 270,100**	**$ 304,400**	**$ 308,177**	**$ (3,777)**	101.2%

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

	Budget	Revised Budget	YTD	Balance	100% Budget
Beginning Balance	$ -	$ -	$ -	$ -	0.0%
Revenues					
Grants Received	31,800	34,000	23,490	10,510	69.1%
Total Revenues	31,800	34,000	23,490	10,510	69.1%
Total Beginning Balance & Revenues	**$ 31,800**	**$ 34,000**	**$ 23,490**	**$ 10,510**	69.1%
Expenses					
Contractual Services	$ 31,800	$ 34,000	$ 23,490	$ 10,510	69.1%
Budget Balance - Working Capital (Unaudited)	-	-	-	-	0.0%
Total Budget Balances & Expenses	**$ 31,800**	**$ 34,000**	**$ 23,490**	**$ 10,510**	69.1%

City of Dover
Finance Department
Monthly Report – June 2014 Preliminary
CDBG Fund

	Budget	Revised Budget	YTD	Balance	100% Budget
Beginning Balance	$ -	$ 4,800	$ 4,806	$ (6)	100.1%
Revenues					
Grants Received	244,800	244,800	274,928	(30,128)	112.3%
NSP Grant Revenue	-	-	155,618	-	0.0%
Total Revenues	244,800	244,800	430,546	(30,128)	175.9%
Total Beginning Balance & Revenues	**$ 244,800**	**$ 249,600**	**$ 435,352**	**$ (30,134)**	174.4%
Expenses					
Current Year Closing Cost/Down Payment Program	$ 40,000	$ 40,000	$ 50,000	$ (10,000)	125.0%
Current year Dover Interfaith Ministry	27,500	27,500	38,208	(10,708)	138.9%
Current Year MHDC Emergency Home Repair	40,000	40,000	52,147	(12,147)	130.4%
Current Year Elizabeth W Murphy School	39,700	39,700	38,574	1,126	97.2%
Current Year NCALL Research Inc.	8,900	8,900	4,500	4,400	50.6%
Current Year Milford Housing H/O Rehabilitation	39,700	39,700	62,245	(22,545)	156.8%
Current Year Salaries	49,000	49,000	28,542	20,458	58.2%
NSP Expense	-	-	80,550	(80,550)	0.0%
Total Expenses	244,800	244,800	354,766	(109,966)	144.9%
Budget Balance - Working Capital	-	4,800	80,586	(75,786)	1678.9%
Total Budget Balances & Expenses	**$ 244,800**	**$ 249,600**	**$ 435,352**	**$ (185,752)**	174.4%

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

	Budget	Revised Budget	YTD	Balance	100% Budget
Beginning Balance	$ -	$ 41,000	$ 41,008	$ (8)	100.0%
Revenues					
Grants Received	55,630	36,900	37,167	(267)	100.7%
Recreation Revenue	33,000	33,000	49,144	(16,144)	148.9%
Total Revenues	88,630	69,900	86,311	(16,411)	123.5%
Total Beginning Balance & Revenues	**$ 88,630**	**$ 110,900**	**$ 127,319**	**$ (16,419)**	114.8%
Expenses					
Temporary Help/Benefits	$ 33,000	$ 54,000	$ 21,993	$ 32,007	40.7%
Program Expenses/Supplies	55,630	36,900	29,860	7,040	80.9%
Total Expenses	88,630	90,900	51,853	39,047	57.0%
Budget Balance - Working Capital (Unaudited)	-	20,000	75,466	(55,466)	377.3%
Total Budget Balances & Expenses	**$ 88,630**	**$ 110,900**	**$ 127,319**	**$ (16,419)**	114.8%

Monthly Report

June 2014

Economic Development Office

2014_6 Economic Development Office

- Weekly Calpine Conference Calls
- Attended weekly planning staff meetings
- Consolidated the Army Corps nationwide permits and DNREC subaqueous permits and provided them to planning staff
- Discussed status of Main Street 501c3 with Senator Carper's office
- Received information regarding 501c3 status, forwarded information to DDP accountant and executive committee of DDP
- Forwarded the infrastructure timeline at GOTP to Chesapeake Utilities to coordinate installation of either 4" or 6" gas line
- Arranged a meeting location and speaker for the July DEED Meeting
- Toured Hirsh Industries with Congressman Carney
- Attended Kent County is Open for Business
- Attended presentation by EPA Secretary at Garrison Energy Center
- Applied for Federal LEI number for DDP Swap
- Provided a tour of GOTP for the vice-president of Environmental Alliance
- Provided demand response information to Scott Lynch at DEMAC for Hirsh Industries
- Teleconference with Brian McGlinchey and Tom Ross
- Made arrangements for Leaf Mulch for Kent County Levy Court Community Garden
- Attended pre-construction meeting with Uzin Utz
- Attended City Council Utility Committee Meeting
- Attended CDCC Board Meeting
- Attended Leads Group meeting at R&R Commercial Realty
- Reviewed incentive application for DSMRE for Dover Litho and Uno's site
- Reviewed Inclusion Study questions with Dr. Casson
- Attended a meeting with City Manager, Councilman Bonar, Brian McGlinchey and Tom Ross in Wilmington
- Provided Councilman Bonar with a written overview of the Friday meeting in Wilmington
- Attended Economic Summit planning meeting at DelTech
- Provided an overview of the Economic Development Office and the DDP Office for the city auditors
- Provided NAPA with the Brownfield certification to be utilized for the refinancing of the NAPA facility
- Attended budget review meeting at Mr. Street's office with members of DDP Board
- Attended DDP planning retreat with DDP Board sponsored by Main Street Delaware
- Teleconference with Director of International and Commercial Development for the State of Delaware regarding attendance at Plant Manager's meeting and requested her to make a presentation

- Per Delaware Economic Development Office's request contacted Dan Ratty regarding Ferguson Enterprises proposed location in Dover, provided Board of Adjustment information and timelines
- Teleconference with Alan Levin regarding prospect for Garrison Oak Technology Park
- Facilitated a meeting between Tom Ross, Brian McGlinchey, and Calpine
- Worked at the Welcome/Information Booth at the Studebaker Convention

Measures:

- 1 Maintain an unemployment rate for the City of Dover that is lower than national and state averages

	2011-2012 Actual	**2012-2013 Actual**	**2013 - 2014 Actual**
Results	<10% unemployment rate in June 2012 8.2% - US Rate 6.8 % - DE Rate 8.6% - City of Dover Rate June 2012 – Actual	< 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

- 2 Monitor number of contacts with small businesses and with out-of-town companies interested in locating in Dover

	2011-2012 Actual	**2012-2013 Actual**	**2013 - 2014 Actual**
Results	≥20 contacts with potential small businesses; **10 contacts YTD** ≥11 contacts with out-of-town companies interested in locating in Dover **9 Contacts YTD**	≥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**

2014-06 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 six (6) prospective small business individuals on locating available space within the downtown district to lease
- Provided nineteen (19) hours of Technical Assistance to merchants located in the Downtown Business Corridor

- Coordinated and implemented logistics (permits, parade registrations, equipment set-up, etc.) for the First Friday Event held on June 6
- Coordinated media (newspaper announcements), website and social media press releases of series of Special Events (Farmers Market, First Friday, and Dover Running Festival) which occurred during June ’14 in downtown Dover
- Attended the Downtown Dover Merchant’s Meeting on June 10th
- Continued working with Chair of the DDP Organization Committee DDP Board on the development of the program yearly Fund Raising Program
- Worked with the Colonial Rotary Club on final logistics needed to conduct the scheduled June 14 Mile Race
- Continued working with the DDP Merchant Committee on the development of the new Downtown Merchant’s Shopping Map Brochure’ 14
- Continued working with the DDP Parking & Safety Committee on the Parking Banner Project
- Continued working with the DDP Parking & Safety Committee on the “Vacancy Count Parking Lot” Survey Project
- Continued working with the DDP Design Committee on the Mural Project Phase I
- Attended the Downtown Dover Partnership Marketing & Promotion Meeting held on June 12th
- Attended and participated as a network partner in the monthly Kent County Open for Business workshop on June 5th
- Continued working with NCALL and the Steering Committee on reviewing and assessing the results collected from the Restoring Central Dover Community Open House Sessions held May 2 -10 for the Restoring Central Dover Project
- Continued working with the DDP Merchant’s Committee on the development (Event Insurance Coverage and event logistics) of the OktDoverFest Event scheduled for October 18
- Worked with the Farmers’ Market Committee on the development (logistics at Loockerman Way Plaza, selection of vendors and approval of licensing) of the Farmers’ Market commencing on for June 18
- Continued working with Downtown Delaware on the implementation of Phase I (identifying vacant properties in downtown Dover) of “Pop Up” Project
- Met with representatives from Centerpoint Church on June 13 to discuss community issues and resources needed to overcome needs address by community members
- Coordinated a “Community Clean Up” Project with employees from Proctor & Gamble on June 24 & 26

MONTHLY REPORT

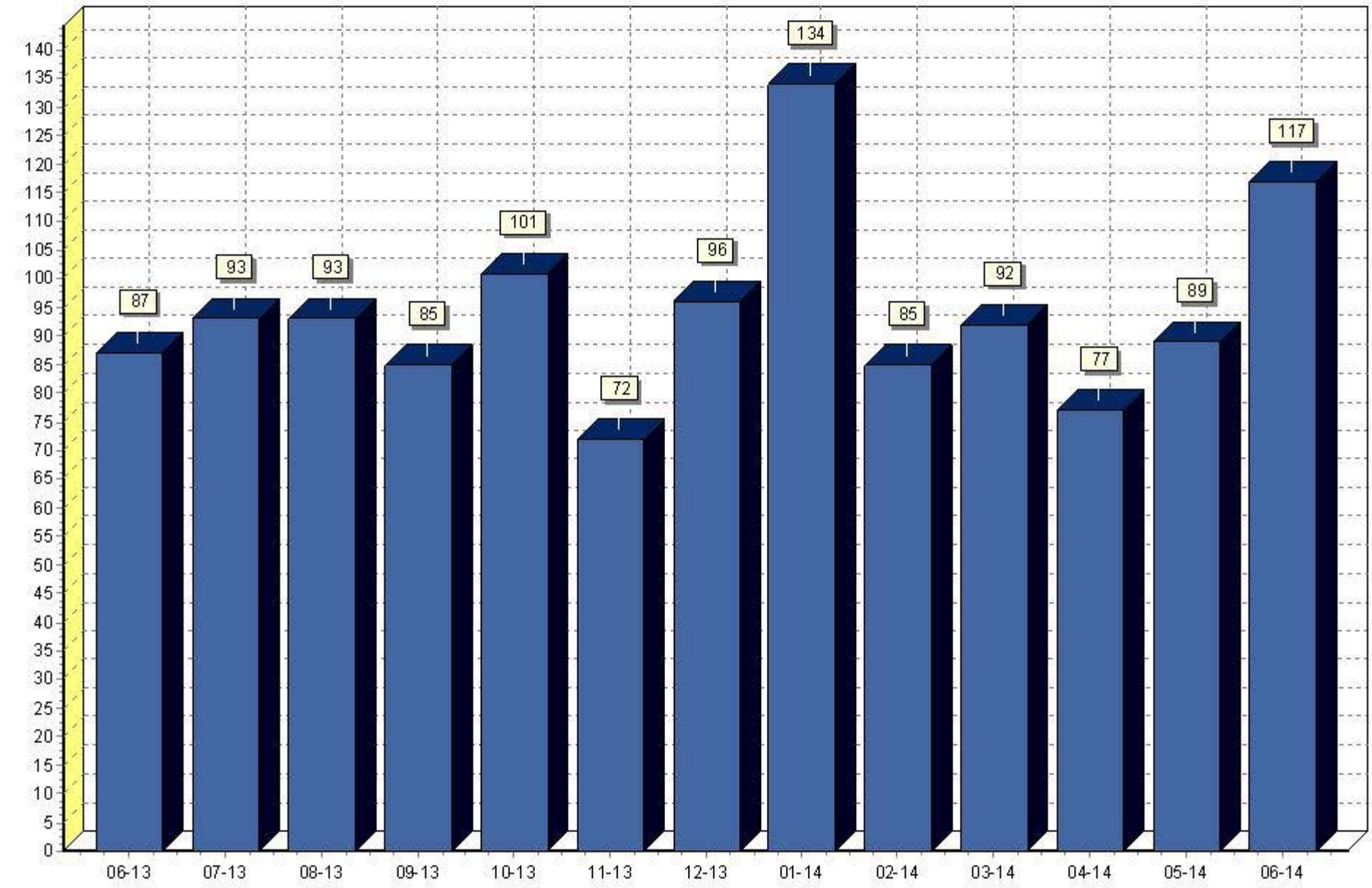


JUNE 2014

Alarms by Month of Year

Dover Fire Department

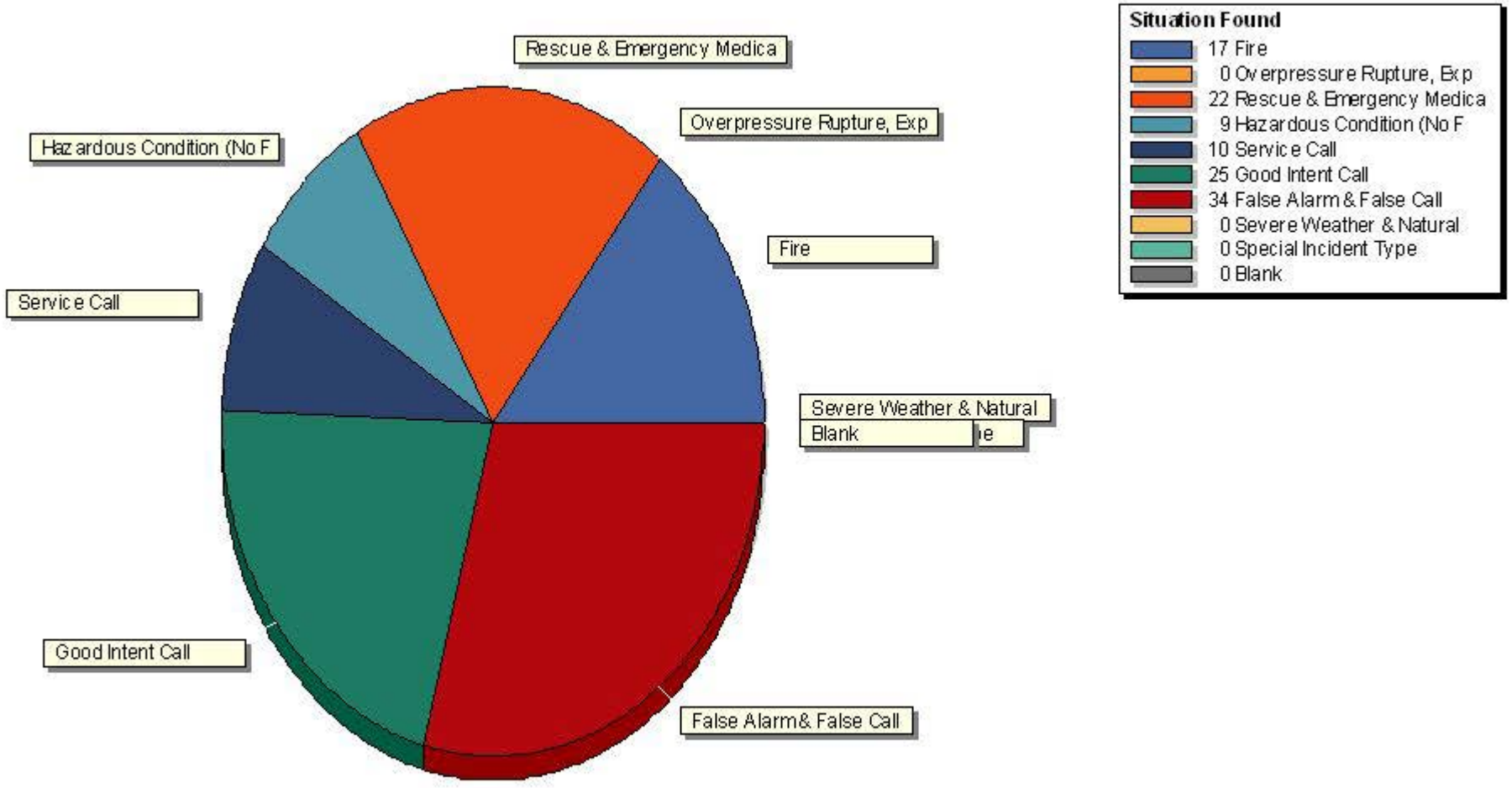
Date Range: From 06/01/2013 to 06/30/2014



Incidents by Situation Found

Dover Fire Department

Date Range: From 06/01/2014 to 06/30/2014



NFIRS Response Times

Dover Fire Department

Date Range: From 06/01/2014 to 06/30/2014

Fractile Response Times	Based on Time of Alarm to Time Responding, Enroute			
Fractile Response (Minutes)	Total Number of Calls	Total Calls	Percent of Calls	Cumulative Percent
0:00 - 0:59		34	29.82	29.82
1:00 - 1:59		31	27.19	57.02
2:00 - 2:59		13	11.40	68.42
3:00 - 3:59		3	2.63	71.05
4:00 - 4:59		14	12.28	83.33
5:00 - 5:59		13	11.40	94.74
6:00 - 6:59		3	2.63	97.37
7:00 - 7:59		1	0.88	98.25
8:00 - 8:59		1	0.88	99.12
9:00 - 9:59		0	0.00	99.12
10:00 - 10:59		0	0.00	99.12
11:00 - 11:59		1	0.88	100.00
12:00 - 12:59		0	0.00	100.00
13:00 - 13:59		0	0.00	100.00
14:00 - 14:59		0	0.00	100.00
15:00 - 15:59		0	0.00	100.00
16:00 - 16:59		0	0.00	100.00
17:00 - 17:59		0	0.00	100.00
18:00 - 18:59		0	0.00	100.00
19:00 - 19:59		0	0.00	100.00
20:00 - 20:59		0	0.00	100.00
21:00 - 21:59		0	0.00	100.00
22:00 - 22:59		0	0.00	100.00
23:00 - 23:59		0	0.00	100.00
24:00 - 24:59		0	0.00	100.00
25:00 - 25:59		0	0.00	100.00
26:00 - 26:59		0	0.00	100.00
27:00 - 27:59		0	0.00	100.00
28:00 - 28:59		0	0.00	100.00
29:00 - 29:59		0	0.00	100.00
30:00 - 30:59		0	0.00	100.00
31:00 - 31:59		0	0.00	100.00
32:00 - 32:59		0	0.00	100.00
33:00 - 33:59		0	0.00	100.00
34:00 - 34:59		0	0.00	100.00
35:00 - 35:59		0	0.00	100.00
36:00 - 36:59		0	0.00	100.00
37:00 - 37:59		0	0.00	100.00
38:00 - 38:59		0	0.00	100.00
39:00 - 39:59		0	0.00	100.00
40:00 - 40:59		0	0.00	100.00
41:00 - 41:59		0	0.00	100.00
42:00 - 42:59		0	0.00	100.00
43:00 - 43:59		0	0.00	100.00
44:00 - 44:59		0	0.00	100.00
45:00 - 45:59		0	0.00	100.00
46:00 - 46:59		0	0.00	100.00
47:00 - 47:59		0	0.00	100.00
48:00 - 48:59		0	0.00	100.00
49:00 - 49:59		0	0.00	100.00
	Total NFIRS Reports Evaluated	114	100.00	100.00
	Total Average	00:02:22		

Incident Run Log

Dover Fire Department

Date Range: From 06/01/2014 to 06/30/2014
Company: All Companies
Sorted by: Not selected

Date	FDID	Incident#	Alarm	###	Address	Suite	Type
06/01/2014	30046	2014-000478	02:50	835	BAY RD		False alarm or false call, other
06/01/2014	30046	2014-000479	07:27	15	VIRGINIA AVE		Alarm system sounded due to malfunction
06/01/2014	30046	2014-000480	14:14	1119	FORREST AVE		Defective elevator, no occupants
06/01/2014	30046	2014-000481	15:02	SR1	SR1 AND THE PUNCHEON RUN		Good intent call, other
06/01/2014	30046	2014-000482	15:51	130	HAMAN DR		Trash or rubbish fire, contained
06/01/2014	30046	2014-000483	17:47	1131	N DUPONT HWY		Service Call, other
06/02/2014	30046	2014-000484	05:28	1760	N DUPONT HWY		Good intent call, other
06/02/2014	30046	2014-000485	15:36	1225	WALKER RD		Unintentional transmission of alarm, other
06/02/2014	30046	2014-000486	15:40	2860	N DUPONT HWY		Dispatched & canceled en route
06/02/2014	30046	2014-000487	19:46		MCKEE RD		Assist police or other governmental agency
06/02/2014	30046	2014-000488	19:54		ORCHARD AVE		Outside rubbish fire, other
06/03/2014	30046	2014-000489	14:15		STATE ROUTE 1		Motor vehicle accident with injuries
06/04/2014	30046	2014-000490	13:09	725	HORSEPOND RD		Medical assist, assist EMS crew
06/04/2014	30046	2014-000491	15:39	28	PATRIOT DR		Electrical wiring/equipment problem, other
06/05/2014	30046	2014-000492	11:33	1137	S STATE ST		Chemical hazard (no spill or leak)
06/05/2014	30046	2014-000493	14:04	591	S DUPONT HWY		Alarm system activation, no fire - unintentional
06/05/2014	30046	2014-000494	15:44	868	S STATE ST		Overheated motor
06/05/2014	30046	2014-000495	18:00	1035	S GOVERNORS AVE		Passenger vehicle fire
06/06/2014	30046	2014-000496	03:40	820	CARVEL DR	B	Smoke detector activation, no fire - unintentional
06/07/2014	30046	2014-000497	08:29	1001	N DUPONT HWY	13	Unintentional transmission of alarm, other
06/07/2014	30046	2014-000498	13:36	1129	GARFIELD DR		Cultivated trees or nursery stock fire
06/07/2014	30046	2014-000499	16:15	101	SILVER LAKE DR		System malfunction, other
06/07/2014	30046	2014-000500	20:34		SR1		Extrication of victim(s) from vehicle
06/07/2014	30046	2014-000501	21:45	3	ROCKFORD CROSSING		Service Call, other
06/08/2014	30046	2014-000502	06:30	120	GREENTREE DR		Water evacuation
06/08/2014	30046	2014-000503	21:17	87	KENTWOOD DR		Authorized controlled burning
06/09/2014	30046	2014-000504	03:57	10	FAIRWAY LAKES DR	O	Malicious, mischievous false call, other
06/09/2014	30046	2014-000505	10:58		R/O DEL TECH & COMM COLLEGE		Alarm system activation, no fire - unintentional
06/10/2014	30046	2014-000506	12:38	1450	N DUPONT HWY	0587	Outside rubbish, trash or waste fire
06/10/2014	30046	2014-000507	21:14	300	WASHINGTON STREET		Outside rubbish, trash or waste fire
06/11/2014	30046	2014-000508	09:54		FORREST AVE		Motor vehicle accident with injuries
06/12/2014	30046	2014-000509	11:56	70	EDGEWOOD RD		Rescue or EMS standby
06/13/2014	30046	2014-000510	12:34	518	BAY RD		Outside rubbish fire, other
06/13/2014	30046	2014-000511	17:07	35	LOOCKERMAN PLAZA		Water & ice-related rescue, other
06/13/2014	30046	2014-000512	18:20	12	S STATE ST		System malfunction, other
06/14/2014	30046	2014-000513	08:17	365	NIMITZ RD		Electrical wiring/equipment problem, other
06/14/2014	30046	2014-000514	11:00	1	PAT LYNN DR		Medical assist, assist EMS crew
06/14/2014	30046	2014-000515	13:58	1200	N DUPONT HWY		False alarm or false call, other
06/14/2014	30046	2014-000516	14:12	721	BACON AVE		Water or steam leak
06/14/2014	30046	2014-000517	16:06	834	S GOVERNORS AVE		System malfunction, other
06/16/2014	30046	2014-000518	08:08	SR1	SR1 AND THE MAIN TOLL PLAZA		Road freight or transport vehicle fire
06/16/2014	30046	2014-000519	16:07	101	SILVER LAKE DR		False alarm or false call, other
06/16/2014	30046	2014-000520	18:40		Route 1		Smoke scare, odor of smoke
06/17/2014	30046	2014-000521	15:22	65	CARVER RD		False alarm or false call, other
06/17/2014	30046	2014-000522	15:45	293	S SAULSBURY RD		Service Call, other
06/18/2014	30046	2014-000523	10:57	157	PRESIDENT DR.		Unintentional transmission of alarm, other
06/18/2014	30046	2014-000524	12:07	1679	S STATE ST		Arcing, shorted electrical equipment
06/18/2014	30046	2014-000525	16:03	101	SILVER LAKE DR		Smoke detector activation due to malfunction
06/19/2014	30046	2014-000526	16:44	20O	W LOCKERMAN ST		Smoke detector activation, no fire - unintentional
06/19/2014	30046	2014-000527	18:54	1131	N DUPONT HWY		Good intent call, other
06/19/2014	30046	2014-000528	21:07	599	PERSIMMON TREE		Medical assist, assist EMS crew
06/19/2014	30046	2014-000529	21:28	1202	WHITEOAK RD		False alarm or false call, other
06/19/2014	30046	2014-000530	23:45		LEIPSIC ROAD/PLAZA DRIVE		Medical assist, assist EMS crew
06/20/2014	30046	2014-000531	09:48		Presimmon Tree Rd		Gas leak (natural gas or LPG)
06/20/2014	30046	2014-000532	10:35	85	CHATHAM CT		Cooking fire, confined to container
06/20/2014	30046	2014-000533	11:40		Persimmon Tree Ln		Good intent call, other
06/20/2014	30046	2014-000534	12:15	60	STARLIFTER AVE KENT CO AEROPAK		False alarm or false call, other
06/20/2014	30046	2014-000535	14:13	1570	N DUPONT HWY		False alarm or false call, other
06/20/2014	30046	2014-000536	14:17	931	MCDOWELL DR		Medical assist, assist EMS crew

Date	FDID	Incident#	Alarm	###	Address	Suite	Type
06/20/2014	30046	2014-000537	15:18		Persimmon Tree Ln		Medical assist, assist EMS crew
06/20/2014	30046	2014-000538	20:18	456	E LOOCKERMAN ST		Smoke detector activation due to malfunction
06/20/2014	30046	2014-000539	21:19	599	PERSIMMION TREE LN.		Medical assist, assist EMS crew
06/20/2014	30046	2014-000540	21:21	599	PERSIMMIONS TREE LN.		Medical assist, assist EMS crew
06/20/2014	30046	2014-000541	23:54		DOVER DOWNS LOT 9		No incident found on arrival at dispatch address
06/21/2014	30046	2014-000542	02:35		LEIPSIC RD/ PLAZA DR.		Medical assist, assist EMS crew
06/21/2014	30046	2014-000543	09:54	43	MORIARTY ST		Smoke detector activation, no fire - unintentional
06/21/2014	30046	2014-000544	14:24	1119	FORREST AVE		System malfunction, other
06/21/2014	30046	2014-000545	17:43	599	PERSIMMION TREE LN		No incident found on arrival at dispatch address
06/21/2014	30046	2014-000546	19:31	599	PERSIMMIONS TREE LN.		Medical assist, assist EMS crew
06/21/2014	30046	2014-000547	21:08	1131	N DUPONT HWY		Medical assist, assist EMS crew
06/21/2014	30046	2014-000548	22:42		NORTH ENTRANCE TO LOT 10		Medical assist, assist EMS crew
06/22/2014	30046	2014-000549	00:35		DIS LOT 9		Medical assist, assist EMS crew
06/22/2014	30046	2014-000550	17:11		DIS LOT 1		Medical assist, assist EMS crew
06/22/2014	30046	2014-000551	20:57	1699	N DUPONT HWY		Gasoline or other flammable liquid spill
06/22/2014	30046	2014-000552	21:22	911	KENTON RD		Medical assist, assist EMS crew
06/22/2014	30046	2014-000553	21:56	18	MORIARTY ST		Smoke scare, odor of smoke
06/22/2014	30046	2014-000554	23:52		DIS LOT 1		Outside rubbish, trash or waste fire
06/23/2014	30046	2014-000555	00:09		DIS LOT 12		Person in distress, other
06/23/2014	30046	2014-000556	00:18	2800	N DUPONT HWY		Cooking fire, confined to container
06/23/2014	30046	2014-000557	00:21		DIS LOT 2		Good intent call, other
06/23/2014	30046	2014-000558	00:58		DIS LOT 12		Good intent call, other
06/23/2014	30046	2014-000559	00:58		DIS LOT 7		Good intent call, other
06/23/2014	30046	2014-000560	01:02		DIS LOT 6		Good intent call, other
06/23/2014	30046	2014-000562	01:04		DIS LOT 18		Good intent call, other
06/23/2014	30046	2014-000563	01:06		DIS LOT 8		Good intent call, other
06/23/2014	30046	2014-000564	01:09		DIS LOT 1		Good intent call, other
06/23/2014	30046	2014-000565	01:10		DIS LOT 4		Good intent call, other
06/23/2014	30046	2014-000566	01:15		DIS LOT 3		Good intent call, other
06/23/2014	30046	2014-000567	01:19	820	CARVEL DR	A	Good intent call, other
06/23/2014	30046	2014-000568	09:41	1131	N DUPONT HWY		Outside rubbish, trash or waste fire
06/23/2014	30046	2014-000569	14:27	301	DOVEVIEW DR		Removal of victim(s) from stalled elevator
06/23/2014	30046	2014-000570	14:40	375	SIMON CIRCLE		Good intent call, other
06/23/2014	30046	2014-000571	14:45	301	DOVEVIEW DR		Defective elevator, no occupants
06/23/2014	30046	2014-000572	17:23	375	SIMON CIRCLE		Brush or brush-and-grass mixture fire
06/25/2014	30046	2014-000573	01:55	124	S STATE ST		System malfunction, other
06/25/2014	30046	2014-000574	13:07	414	FEDERAL ST		Natural vegetation fire, other
06/25/2014	30046	2014-000575	14:37	56	GRISTMILL DR		False alarm or false call, other
06/25/2014	30046	2014-000576	15:41	1537	CHESTNUT GROVE RD		Unintentional transmission of alarm, other
06/25/2014	30046	2014-000577	15:49	57	GRISTMILL DR		False alarm or false call, other
06/25/2014	30046	2014-000578	21:44	500	PERSIMMON TREE LA	7	Malicious, mischievous false call, other
06/26/2014	30046	2014-000579	11:02	1200	N DUPONT HWY		System malfunction, other
06/26/2014	30046	2014-000580	12:00	87	PAR HAVEN DR	I	Cooking fire, confined to container
06/26/2014	30046	2014-000581	13:52	100	HAMAN DR		Good intent call, other
06/27/2014	30046	2014-000582	06:28	1537	CHESTNUT GROVE RD		Water or steam leak
06/27/2014	30046	2014-000583	14:41	2	HEMSTED CT		System malfunction, other
06/27/2014	30046	2014-000584	15:33	206	INGRAM ST		Smoke detector activation, no fire - unintentional
06/28/2014	30046	2014-000585	16:27		COLLEGE RD		Passenger vehicle fire
06/28/2014	30046	2014-000586	22:00	848	WOODCREST DR BLDG A		HazMat release investigation w/no HazMat
06/29/2014	30046	2014-000587	03:17		ROOSEVELT AVE & S DUPONT HWY		Extrication of victim(s) from vehicle
06/29/2014	30046	2014-000588	16:38	446	COUNTRY DR		CO detector activation due to malfunction
06/29/2014	30046	2014-000589	19:06	715	OAK DR		Fires in structure other than in a building
06/29/2014	30046	2014-000590	22:01	30	STARBOARD CT		Dispatched & canceled en route
06/30/2014	30046	2014-000591	01:59	11	FAIRWAY LAKE DR.		Alarm system activation, no fire - unintentional
06/30/2014	30046	2014-000592	07:27	10	FAIRWAY LAKES DR	D	Smoke detector activation due to malfunction
06/30/2014	30046	2014-000593	14:58	950	WHATCOAT DR		Gas leak (natural gas or LPG)
06/30/2014	30046	2014-000594	18:49	59	CHATHAM CT		Dispatched & canceled en route
06/30/2014	30046	2014-000595	19:53	1200	N DUPONT HWY		Electrical wiring/equipment problem, other

Total Incidents: 117

FY 12-13 City Funded Account Balance Sheet

ACCOUNT	BUDGET	SPENT	BALANCE
Apparatus Repairs & Maintenance	$ 67,000.00	$ 95,130.22	**$ (28,130.22)**
Building Maintenace Supplies	$ 1,650.00	$ 268.56	$ 1,381.44
Contractual Services	$ 16,587.00	$ 16,587.00	$ -
Electricity	$ 51,820.00	$ 35,527.53	$ 16,292.47
Gasoline	$ 19,050.00	$ 20,838.40	$ (1,788.40)
Heating Expenses- Gas	$ 20,000.00	$ 14,898.42	$ 5,101.58
Medical Supplies	$ 700.00	$ 118.18	$ 581.82
Office Supplies	$ 2,500.00	$ 1,479.02	$ 1,020.98
Other Equipment Repairs	$ 4,000.00	$ 1,795.31	$ 2,204.69
Program Expenses	$ 36,630.00	$ 38,820.91	**$ (2,190.91)**
Radio Repairs	$ 2,000.00	$ 1,992.73	$ 7.27
Safety & Security	$ 2,150.00	$ 582.90	$ 1,567.10
Small Tools	$ 4,800.00	$ 5,432.48	$ (632.48)
Telephone	$ 13,340.00	$ 7,270.42	$ 6,069.58
Training & Travel	$ 8,815.00	$ 14,508.18	$ (5,693.18)
Uniforms & Firefighting Gear	$ 27,100.00	$ 32,787.03	$ (5,687.03)
Water/ Sewer	$ 3,150.00	$ 2,951.96	$ 198.04

Balance as of: 06/30/14

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

Type	Date	Num	Name	Memo	Split	Amount	Balance
Ordinary Income/Expense							
Expense							
Apparatus Repairs & Maintenance							
Check	06/08/2014	1109	Delaware Tire	Invoice # 225601	City Fund Account	698.70	698.70
Check	06/08/2014	1112	Trexler's Towing	Road Service- Tire repair	City Fund Account	60.00	758.70
Check	06/15/2014	1116	Kunkel Auto Supply	Invoice-56444322	City Fund Account	122.16	880.86
Check	06/15/2014	1116	Kunkel Auto Supply	Invoice-56444501	City Fund Account	20.97	901.83
Check	06/29/2014	1118	Atlantic Emergency Solutions	Invoice- MOR4384MOP- Ladder 1	City Fund Account	618.25	1,520.08
Check	06/29/2014	1118	Atlantic Emergency Solutions	Invoice- MOR4182MOP- Rescue 1	City Fund Account	663.30	2,183.38
Check	06/29/2014	1124	Witmer Public Safety	Invoice # 1548391	City Fund Account	60.00	2,243.38
Check	06/29/2014	1124	Witmer Public Safety	Invoice # 1549674	City Fund Account	66.00	2,309.38
Check	06/29/2014	1124	Witmer Public Safety	Invoice # 1545055	City Fund Account	5,221.64	7,531.02
Check	06/30/2014	1135	Atlantic Emergency Solutions	Invoice # MOR4427MOP	City Fund Account	261.25	7,792.27
Check	06/30/2014	1135	Atlantic Emergency Solutions	Invoice # MOR4428MOP	City Fund Account	156.75	7,949.02
Check	06/30/2014	1136	Delaware Tire	Invoice 3 226362	City Fund Account	32.95	7,981.97
Check	06/30/2014	1137	Dover Automotive	Reference- 651716	City Fund Account	0.00	7,981.97
Check	06/30/2014	1138	Mr. Tire Auto Centers	Engine 3 valve stems	City Fund Account	75.00	8,056.97
General Journal	06/30/2014	LSG 6-3	Dover Automotive	For CHK 1137 voided on 07/20/2014	City Fund Account	6.49	8,063.46
Total Apparatus Repairs & Maintenance						8,063.46	8,063.46
Building Maintenance Supplies							
Check	06/08/2014	1107	City of Dover	2- American Flags	City Fund Account	55.41	55.41
Total Building Maintenance Supplies						55.41	55.41
Contractual Services							
Check	06/29/2014	1125	Robbins Hose Company	Fleet Insurance reimbursement	City Fund Account	16,587.00	16,587.00
Total Contractual Services						16,587.00	16,587.00
Electricity							
Check	06/08/2014	1108	City of Dover Utility	Acct # 44343-32052	City Fund Account	4,285.48	4,285.48
Check	06/29/2014	1120	City of Dover Utility	Acct # 44255-31966	City Fund Account	531.49	4,816.97
Total Electricity						4,816.97	4,816.97
Gasoline							

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

Type	Date	Num	Name	Memo	Split	Amount	Balance
Check	06/30/2014	1127	City of Dover	Unleaded fuel- May	City Fund Account	507.80	507.80
Check	06/30/2014	1127	City of Dover	Bio-Diesel fuel- May	City Fund Account	1,285.66	1,793.46
Total Gasoline						1,793.46	1,793.46
Heating Expenses- Gas							
Check	06/15/2014	1114	Chesapeake Utilities	Station 2 from 04/25 to 05/27	City Fund Account	48.51	48.51
Check	06/29/2014	1119	Chesapeake Utilities	Station 1 from 05/06 to 06/03	City Fund Account	505.82	554.33
Check	06/30/2014	1133	Chesapeake Utilities	Station 2 from 05/27 to 06/25	City Fund Account	51.80	606.13
Total Heating Expenses- Gas						606.13	606.13
Office Supplies							
Check	06/29/2014	1121	Patrick Smith	Certified letters expense	City Fund Account	10.28	10.28
Check	06/30/2014	1127	City of Dover	Postage charges for May	City Fund Account	22.08	32.36
Total Office Supplies						32.36	32.36
Other Equipment Repairs							
Check	06/15/2014	1117	Rommel's ACE	Invoice-36559	City Fund Account	24.96	24.96
Check	06/15/2014	1117	Rommel's ACE	Invoice-36752	City Fund Account	23.96	48.92
Total Other Equipment Repairs						48.92	48.92
Program Expenses							
Check	06/30/2014	1128	Collins Business Systems	Maintenance Contract for Logging Recor	City Fund Account	1,995.00	1,995.00
Check	06/30/2014	1134	Universal Licensing Service	FCC Filing Fee- Call Sign- WNGP583	City Fund Account	60.00	2,055.00
Total Program Expenses						2,055.00	2,055.00
Telephone							
Check	06/08/2014	1113	Verizon Wireless	Monthly charges	City Fund Account	300.20	300.20
Check	06/30/2014	1127	City of Dover	Verizon May phone charges	City Fund Account	270.61	570.81
Check	06/30/2014	1127	City of Dover	Cavalier May phone charges	City Fund Account	21.24	592.05
Check	06/30/2014	1132	Verizon Wireless	Wireless charges from 05/21 to 06/20	City Fund Account	300.20	892.25
Total Telephone						892.25	892.25
Training & Travel Expenses							

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

Type	Date	Num	Name	Memo	Split	Amount	Balance
Check	06/08/2014	1111	Delaware State Fire School	Invoice # 14-2856	City Fund Account	1,420.00	1,420.00
Check	06/15/2014	1115	Delaware State Fire School	Invoice- 14-2981	City Fund Account	10.00	1,430.00
Check	06/15/2014	1115	Delaware State Fire School	Invoice- 14-2982	City Fund Account	400.00	1,830.00
Check	06/29/2014	1122	International Academies of Emer	Invoice # 101417- Maintenance agreeme	City Fund Account	118.50	1,948.50
Check	06/30/2014	1130	Delaware State Fire School	Invoice # 14-3132	City Fund Account	200.00	2,148.50
Check	06/30/2014	1130	Delaware State Fire School	Invoice # 14-3131	City Fund Account	340.00	2,488.50
Total Training & Travel Expenses						2,488.50	2,488.50
Uniforms							
Check	06/08/2014	1110	Dover Army-Navy Store		City Fund Account	61.80	61.80
Check	06/29/2014	1123	Municipal Emergency Services	Invoice # 00522895_SNV	City Fund Account	1,732.02	1,793.82
Check	06/29/2014	1123	Municipal Emergency Services	Invoice # 00523339_SNV	City Fund Account	2,316.45	4,110.27
Check	06/29/2014	1123	Municipal Emergency Services	Invoice # 00526332_SNV	City Fund Account	16,079.35	20,189.62
Check	06/30/2014	1126	Always Advertising, Inc.	Dispatchers Polos	City Fund Account	388.68	20,578.30
Check	06/30/2014	1129	Dover Army-Navy Store	Dispatcher's uniform shorts	City Fund Account	197.68	20,775.98
Total Uniforms						20,775.98	20,775.98
Water/Sewer							
Check	06/08/2014	1108	City of Dover Utility	Acct # 44341-32050	City Fund Account	23.08	23.08
Check	06/08/2014	1108	City of Dover Utility	Acct # 44345-32054	City Fund Account	128.50	151.58
Check	06/29/2014	1120	City of Dover Utility	Acct # 44253-31964	City Fund Account	38.66	190.24
Check	06/30/2014	1131	Sharp Water Culligan	DI Tank Exchange	City Fund Account	125.00	315.24
Total Water/Sewer						315.24	315.24
Total Expense						58,530.68	58,530.68
Net Ordinary Income						-58,530.68	-58,530.68
Net Income						**-58,530.68**	**-58,530.68**

Dover Police Department

Monthly Report

To

Mayor and City Council

"To Protect and Serve"

June 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

August 11, 2014

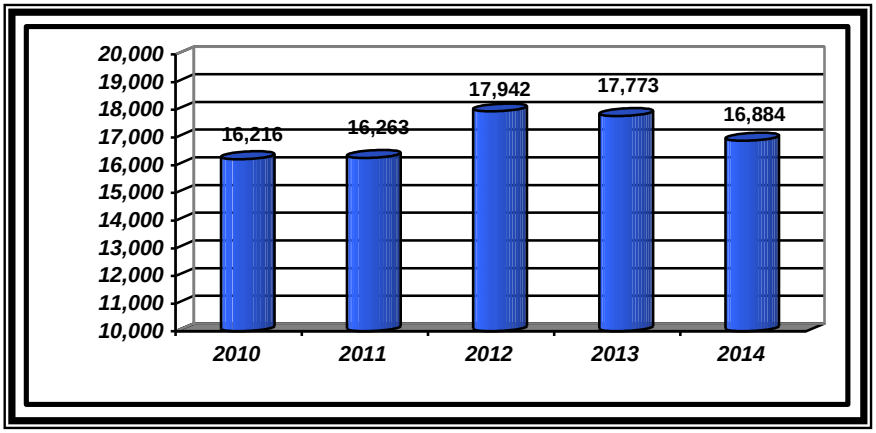
Honorable Robin Christiansen, Mayor
Members of Dover City Council
City Hall
Dover, DE 19901

Mayor Christiansen and Council Members:

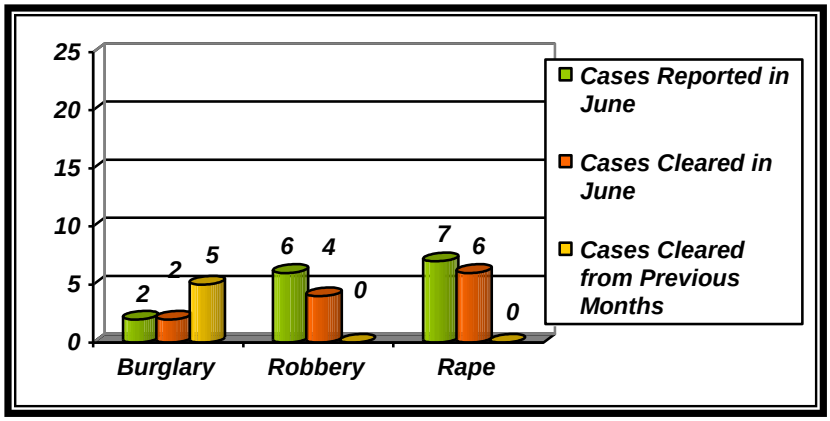
The following is the monthly report for Dover Police Department activities for the month of June 2014:

COMPLAINTS

Total complaints received through June 30th, numbered 16,884. This is a decrease of 889 complaints over the same time period last year.



CRIMINAL INVESTIGATIONS

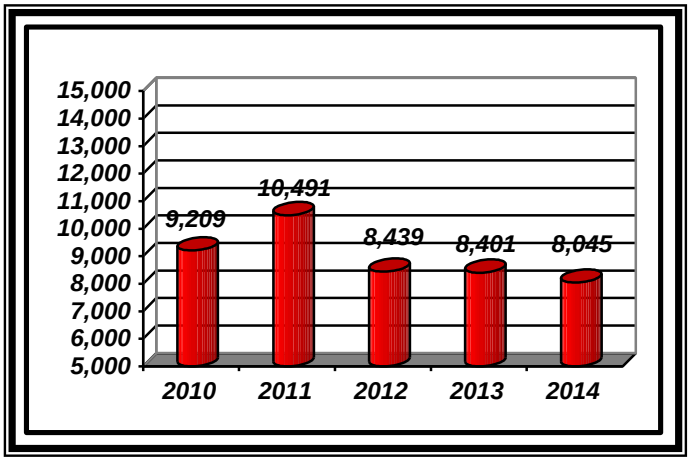


COMMUNITY POLICING/QUALITY OF LIFE SECTION

ENFORCEMENT ACTION	Contacts
ABANDONED VEHICLES	7
ALCOHOL VIOLATIONS/DUI'S	23
ASSIST OTHER	1
WARRANTS ON FILE	0
BIKE ON SIDEWALK	4
CITY PARK VIOLATIONS	5
CRIMINAL ARRESTS	7
DRUG RELATED ARRESTS	2
LOUD MUSIC	0
MISCELLANEOUS VIOLATIONS	27
PARKING VIOLATIONS	32
PEDDLER	0
MEETINGS	149
PROSTITUTION	0
COLLECTION OF DELINQUENT DCO'S	0
WANTED CHECKS/CPC'S	42
TRAFFIC ARRESTS	16
WARNINGS	12
FUGITIVE	10
TOTAL CONTACTS	**337**

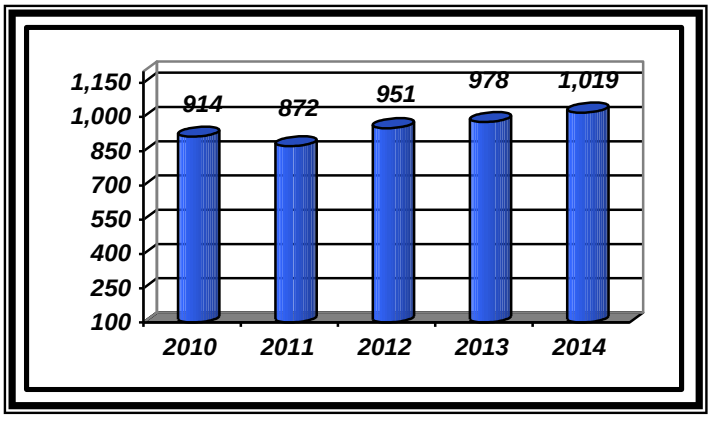
TRAFFIC ARRESTS

The department issued 8,045 traffic citations through this reporting period. This is a decrease of 356 citations over the number issued during the same period last year.

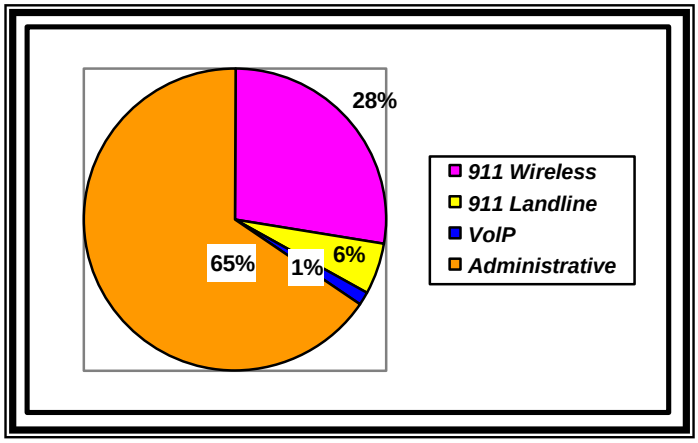


TRAFFIC CRASHES

Through June 30th, Dover Police investigated 1,019 traffic crashes. This is an increase of 41 crashes investigated during the same period last year.



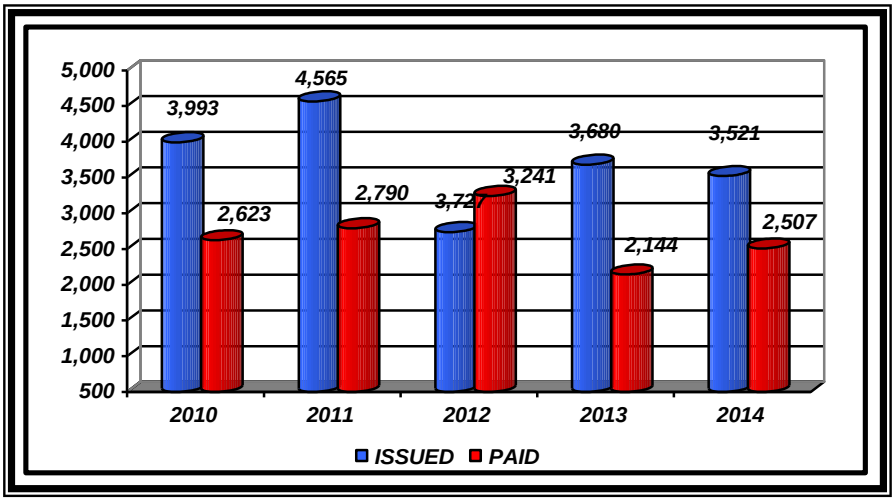
911 CENTER



During the month of June, the Dover Police Department handled a total of 10,916 calls averaging 364 calls per day. Dispatchers handled 3,011 calls on the 911 wireless lines, 604 calls on the 911 landlines, and 141calls on the Voice Over Internet Protocol lines, the remaining 7,160 were administrative calls.

CITY ORDINANCE SUMMONS

*Through June 30th, we issued 3,521 City ordinance summons, a decrease of 159 summonses over the same period last year. *Note: Of those summonses issued in June, 23 DCO's were issued for handicapped parking violations, 1 for fire lane parking violations, 30 for false alarms (0, for 1-2, 23, for 3-5 alarms, 5, for 6-9 alarms, 0, for 10-15 alarms, and 2, for 16 or more alarms) and 9 for noise violations (2 for vehicle violations and 7 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

City of Dover

Capital Investment Plan

Project Tracking Report

Quarterly Report as of June 30, 2014

PRELIMINARY

Points to Remember -

* Original Project Budget = Original Total Project Budget initially included in approved annual budget.
* Latest Project Budget = Revised Total Project Budget included in most recent approved annual budget or one of the following: bond resolution, revolving fund loan agreement, Council approved budget amendment, or City Manager approved amendment as per the Budget Amendment Procedure.
* Current Fiscal Year - Revised Fiscal Year Budget = Current Year approved project budgets plus carry forward balances of unspent budgets in the prior fiscal year. Project Carry Forward balances will be submitted to City Council for amendment in January 2010. Can also be amended with City Manager approval per the Budget Amendment Procedure.
* Water Quality, Inflow/Infiltration, Distribution Upgrades and New Development projects are budgeted as a blanket project and once individual projects are identified and estimated they are created using an allocation of the overall budgeted amount.
* Status and Comments provided by City Manager.
* For Finance purposes projects are considered completed when placed in service and **all** charges have been processed.

Current Year Budget Funding Sources	General	Community Transportation	Water & Wastewater	Electric	Total CIP
Budget Balance	$ 2,941,200	$ 130,300	$ 5,199,600	$ 506,300	$ 8,777,400
Restricted MSA (non Public Safety)	251,200	-	-	-	251,200
Contractor Contributions	264,800	-	-	-	264,800
General Billings for Reimbursement of Expense	-	-	-	440,000	440,000
Debt Financing	-	-	4,195,900	-	4,195,900
Other State/Federal Grants	165,000	-	-	-	165,000
Impact Fee Reserves	-	-	-	-	-
State Community Transportation Funds	60,500	1,387,600	-	-	1,448,100
Gifts/Donations	5,000	-	-	-	5,000
Transfer from Impact Fee Reserve	-	-	1,000,000	-	1,000,000
Transfer from General Fund	1,448,800	-	-		1,448,800
Transfer from Operating Funds	-	-	2,563,200	4,918,600	7,481,800
Transfer from Parkland Reserve	80,000	-	-	-	80,000
Interest Income	-	500	25,000	25,200	50,700
Total Funding Sources (Unaudited)	$ 5,216,500	$ 1,518,400	$ 12,983,700	$ 5,890,100	$ 25,608,700

City of Dover
General Fund - Major CIP Projects
Quarterly Report as of June 30, 2014
PRELIMINARY

				TOTAL PROJECT - PAST, CURRENT & FUTURE BUDGETS					CURRENT FISCAL YEAR						
	Project Code	Type	Description	Original Project Budget	Latest Project Budget	Project To Date Expenses	Project Budget Balance	% Budget Spent	Current Fiscal Year Budget	Revised Fiscal Year Budget	Fiscal YTD Expenses	Budget Balance	% Budget Spent	Status	Comments
1			**FY 2009**												
2	LB0901	M/G/L	New Library Project	$ 18,200,000	$ 20,469,100	$ 20,452,235	$ 16,865	99.9%	$ -	$ 411,500	$ 78,136	$ 333,364	19.0%	Complete	LEED Certification complete in FY 2014
3			**Totals - FY 2009**	$ 18,200,000	$ 20,469,100	$ 20,452,235	$ 16,865	99.9%	$ -	$ 411,500	$ 78,136	$ 333,364	19.0%		
4															
5			**FY 2013**												
	MR1301		Security Cameras (Mayor)						$ -	$ 54,200	$ 54,160	$ 40	99.9%		
6	PR1301		Roof Replacement @ Dover Park	30,000	$ 30,000	$ 6,995	$ 23,005	23.3%	-	-	-	-	0.0%	On Hold	Asbestos survey done of building; Future plans for building being evaluated
7	ST1302		Street & Alley Program	-	1,414,500	-	1,414,500	0.0%	-	-	-	-	0.0%	FY 2014	Moved to General Capital Projects Fund
8	ST1304		Garrison Farm Improvements	1,924,000	2,000,000	295,192	1,704,808	14.8%	-	231,300	231,255	45	100.0%	In process	Financed by Future Capacity Reserve
9	ST1405	G	FY 2012 MSA - Capital non-safety	-	265,215	190,176	75,039	71.7%	-	251,200	176,213	74,987	70.1%	In process	Restricted MSA Funding
10															
11			**Totals - FY 2013**	$ 1,954,000	$ 3,709,715	$ 492,363	$ 3,217,352	13.3%	$ -	$ 536,700	$ 461,628	$ 75,072	86.0%		
12															
13			**FY 2014**												
14	---		Vehicles & Equipment	$ 963,800	$ 1,003,200	$ 903,078	$ 100,122	90.0%	$ 908,800	$ 1,003,200	$ 903,078	$ 100,122	90.0%	In process	
	ST1304		Unallocated	-	1,704,800	-	1,704,800	0.0%	-	1,704,800	-	1,704,800	0.0%		
15	CS1402		Security Cameras/Fence	55,000	55,000	-	55,000	0.0%	55,000	55,000	-	55,000	0.0%		
16	FR1400		Annual Contribution to Robbins Hose	238,500	238,500	238,515	(15)	100.0%	238,500	238,500	238,515	(15)	100.0%	Complete	Truck Payments
17	IT1400		Server & Backup Solution	7,000	7,000	-	7,000	0.0%	7,000	7,000	-	7,000	0.0%		
18	PD1401		Copier Replacement	10,000	9,100	8,865	235	97.4%	10,000	9,100	8,865	235	97.4%	In process	
19	PD1402		Totaled Vehicle Replacement	20,000	-	-	-	0.0%	20,000	-	-	-	0.0%	Cancelled	
20	PR1401		A/C System @ Pitts Center	65,000	65,000	-	65,000	0.0%	65,000	65,000	-	65,000	0.0%		
21	PR1402		Schutte Park Land Improvement	30,000	36,500	1,424	35,076	3.9%	30,000	36,500	1,424	35,076	3.9%		
22	PR1403		Demolition @ White Oak Park	-	70,500	4,404	66,096	6.2%	-	70,500	4,404	66,096	6.2%		
23	ST1402		FY 2014 Concrete Program	70,000	45,500	3,235	42,265	7.1%	70,000	45,500	3,235	42,265	7.1%	In process	Bids going out in February
24	ST1403	B/L	FY 2014 Bonded Street Program	740,000	692,100	501,708	190,392	72.5%	-	692,100	501,708	190,392	72.5%	In process	Approximately 70% complete
25	PD1302		Police Parking Lot	50,000	51,800	-	51,800	0.0%	-	51,800	-	51,800	0.0%		
26	ST1404		Village of Westover IV	264,800	264,800	135,431	129,369	51.1%	-	264,800	135,431	129,369	51.1%		
27	ST1406		Wesley College Infrastructure Reimb	24,500	24,500		24,500	0.0%	-	24,500	24,500	-	100.0%		
28															
29			**Totals - FY 2014**	$ 2,538,600	$ 4,268,300	$ 1,796,661	$ 2,471,639	42.1%	$ 1,404,300	$ 4,268,300	$ 1,821,161	$ 2,447,139	42.7%		
30															
31															
32			**Grand Totals**	$ 22,692,600	$ 28,447,115	$ 22,741,259	$ 5,705,856	79.9%	$ 1,404,300	$ 5,216,500	$ 2,360,925	$ 2,855,575	45.3%		

Legend

M = Multi-year project - a project with a specific schedule to occur over multiple years.
R = Recurring project - a project that begins and ends each fiscal year and is re-budgeted to start over each fiscal year.
G = Grant funded project
B/L = To be financed through bonds or commercial loan.

City of Dover

Community Transportation & General Fund Street Funds - Major CIP Projects (Final)

Quarterly Report as of June 30, 2014

PRELIMINARY

				TOTAL PROJECT - PAST, CURRENT & FUTURE BUDGETS					CURRENT FISCAL YEAR						
	Project Code	Type	Description	Original Project Budget	Latest Project Budget	Project To Date Expenses	Project Budget Balance	% Budget Spent	Current Fiscal Year Budget	Revised Fiscal Year Budget	Fiscal YTD Expenses	Budget Balance	% Budget Spent	Status	Comments
1			**FY 2002**												
2	CT0212		South Street paving	$ 80,400	$ 80,400	$ 42,198	$ 38,202	52.5%	$ -	$ 80,400	$ 42,198	$ 38,202	52.5%		Complete
3			**Totals - FY 2002**	$ 80,400	$ 80,400	$ 42,198	$ 38,202	52.5%	$ -	$ 80,400	$ 42,198	$ 38,202	52.5%		
4															
5			**FY 2009**												
6	CT0555		Little League Park paving	$ 11,600	$ 11,600	$ -	$ 11,600	0.0%	$ -	$ -	$ -	$ -	0.0%		Re-program for signage
7			**Totals - FY 2009**	$ 11,600	$ 11,600	$ -	$ 11,600	0.0%	$ -	$ -	$ -	$ -	0.0%		
8															
9			**FY 2007**												
10	CT0708		E. Water Street Brick	$ 65,000	$ 65,000	$ -	$ 65,000	0.0%	$ -	$ -	$ -	$ -	0.0%		Specialty contract needed
11			**Totals - FY 2007**	$ 65,000	$ 65,000	$ -	$ 65,000	0.0%	$ -	$ -	$ -	$ -	0.0%		
12															
13			**FY 2009**												
14	CT0977	M	Schutte Parking Lot	$ 22,000	$ 22,000	$ -	$ 22,000	0.0%	$ -	$ -	$ -	$ -	0.0%		Trying to re-program for Schutte park sidewalk
15			**Totals - FY 2009**	$ 22,000	$ 22,000	$ -	$ 22,000	0.0%	$ -	$ -	$ -	$ -	0.0%		
16															
17			**FY 2012**												
18	CT1201	M	North Street Roundabout	$ 500,000	$ 572,200	$ 554,365	$ 17,835	96.9%	$ -	$ 572,200	$ 554,365	$ 17,835	96.9%	35%	Site work initiated
19	TE0601	M	Lincoln Park Center	900,000	1,423,500	523,277	900,223	36.8%	-	-	-	-	0.0%	Started	On-going
20			**Totals - FY 2012**	$ 1,400,000	$ 1,995,700	$ 1,077,642	$ 918,058	54.0%	$ -	$ 572,200	$ 554,365	$ 17,835	96.9%		
21															
22			**FY 2013**												
23	CT1317		Wesley College Phase I	148,600	119,240	119,240	(0)	100.0%	$ -	$ 79,985	$ 79,985	$ 0	100.0%		Complete awaiting bill
24	MR1301		Transfer to General Fund for Security Cameras	102,400	102,400	102,440	(40)	100.0%	-	54,200	54,200	-	100.0%		Prior year unused GF Allocation moved to Capital Project Fund.
25	CT1369		Bayard Ave, Orchard Ave & Morris Dr.	130,000	289,378	264,670	24,708	91.5%	-	289,378	264,670	24,708	91.5%		FY 2013 CT agreement
26			**Totals - FY 2013**	$ 381,000	$ 511,018	$ 486,350	$ 24,668	95.2%	$ -	$ 423,563	$ 398,855	$ 24,708	94.2%		
27															
28			**FY 2014**												
29	CTxxxx		Unapplied CT Projects (placeholder)	$ 500,000	$ 500,000	$ -	$ 500,000	0.0%	$ 500,000	$ 342,437	$ -	$ 342,437	0.0%		Future CT Agreements
			Operating transfer to General Fund	-	60,500	6,300	54,200	0.0%	-	6,300	6,300	-	100.0%		
30	CT1405		Lakeview Drive	24,400	24,400	-	24,400	0.0%	24,400	24,400	-	24,400	0.0%		
31	ST1401		American Ave	-	69,100	62,800	6,300	90.9%	-	69,100	62,800	6,300	90.9%		Prior year unused GF Allocation
32			**Totals - FY 2014**	$ 524,400	$ 654,000	$ 69,100	$ 584,900	10.6%	$ 524,400	$ 442,237	$ 69,100	$ 373,137	15.6%		
33															
34			**Grand Totals**	$ 2,484,400	$ 3,339,718	$ 1,675,290	$ 1,664,428	50.2%	$ 524,400	$ 1,518,400	$ 1,064,517	$ 453,883	70.1%		

Legend

M = Multi-year project - a project with a specific schedule to occur over multiple years.

R = Recurring project - a project that begins and ends each fiscal year and is re-budgeted to start over each fiscal year.

C = Project funded by combination of CT Funds and General Fund

B/L = To be financed through bonds or commercial loan.

Water/Wastewater Improvement & Extension Fund - Major CIP Projects
Quarterly Report as of June 30, 2014
PRELIMINARY

	Project Code	Type	Description	TOTAL PROJECT - PAST, CURRENT & FUTURE BUDGETS: Original Project Budget	Latest Project Budget	Project To Date Expenses	Project Budget Balance	% Budget Spent	CURRENT FISCAL YEAR: Approved Fiscal Year Budget	Revised Fiscal Year Budget	Fiscal YTD Expenses	Budget Balance	% Budget Spent	Status / % Complete	Comments
1			**FY 2008**												
2	WD0804	M	1.0 MG Elevated Water Storage	$ 4,196,600	$ 2,556,000	$ 85,327	$ 2,470,673	3.3%	$ 390,000	$ 2,473,500	$ 2,779	$ 2,470,721	0.1%	3.2%	Design & land purchase underway
3	WD0805	M	Piney Point Well	398,800	1,096,200	1,093,202	2,998	99.7%	-	580,000	577,064	2,936	99.5%	85.0%	Awarded bid JJID Feb. 2013
4			**Totals - FY 2008**	$ 4,595,400	$ 3,652,200	$ 1,178,530	$ 2,473,670	32.3%	$ 390,000	$ 3,053,500	$ 579,842	$ 2,473,658	19.0%		
5															
6			**FY 2009**												
7	WQ0907	SL/O	Rt. 13 Water Main	$ 1,023,700	$ 2,467,600	$ 2,314,772	$ 152,828	93.8%	$ -	$ 294,400	$ 141,577	$ 152,823	48.1%	100.0%	Complete 6/30/13, in Litigation
8															
9			**FY 2010**												
10	WW1010	I	Tar Ditch Interceptor Upgrade	$ 518,200	$ 518,200	$ 50,082	$ 468,118	9.7%	$ -	$ 486,300	$ 18,110	$ 468,190	3.7%	6.2%	Easement request sent to residents
11															
12			**FY 2013**												
13	WW1304	M	Garrison Farm Improvements	$ 1,828,000	$ 3,116,000	$ 534,880	$ 2,581,120	17.2%	$ -	$ 3,116,000	$ 426,718	$ 2,689,282	13.7%	In Process	Project awarded on 1/27, pre construction meeting to follow.
14	WD1302	M	Garrison Farm Storage Tank	1,828,000	3,116,000	455,389	2,660,611	14.6%	-	4,022,400	242,793	3,779,607	6.0%	In Process	Project awarded, 95% design, construction to begin in Spring.
15	II1306		FY 2013 I & I Design	1,000,000	748,900	22,608	726,292	3.0%	-	-	-	-	0.0%		Project designed, re-programmed for out year.
16	II1404		Basin #5 I & I Buck Drive	-	342,000	39,151	302,849	11.4%	-	342,000	39,151	302,849	11.4%	In Process	Project under design, 60% complete.
17	II1309		Dover Downs PS Upgrade	-	16,000	15,864	136	99.2%	-	16,000	15,864	136	99.2%	Complete	Completed by September 2013
18	II1310		Puncheon Run PS Upgrade	-	21,000	20,020	980	95.3%	-	21,000	20,020	980	95.3%	Complete	Completed in July 2013
19			**Totals - FY 2013**	$ 4,656,000	$ 7,359,900	$ 1,087,912	$ 6,271,988	31.6%	$ -	$ 7,517,400	$ 744,546	$ 6,772,854	9.9%		
20															
21			**FY 2013**												
22	---		Vehicles & Equipment	$ 354,000	$ 153,600	$ 152,390	$ 1,210	99.2%	$ 354,000	$ 153,600	$ 152,390	$ 1,210	99.2%	In Process	All vehicles have been ordered, awaiting delivery #422 (2/6/14)
23	WD1401		Wellhead Redevelopment	75,000	75,000	71,558	3,442	95.4%	75,000	75,000	71,558	3,442	95.4%	In Process	Contractor completed one wellhead redevelopment, started on second.
24	WD1403		Emergency Generators	80,000	60,000	58,468	1,532	97.4%	80,000	60,000	58,468	1,532	97.4%	In Process	Generator ordered, delivery late Feb.
25	WW1401		Inflow/Infiltration Removal	1,003,800	406,900	-	406,900	0.0%	1,013,800	406,900	-	406,900	0.0%	In Process	Buck Drive 60% designed
26	WD1402		Denny's Road Water Main	-	33,200	19,700	13,500	59.3%	-	33,200	19,700	13,500	59.3%	In Process	Design 95% complete, DelDOT to bid out
27	WD1201	I	Pay-As-You-Go Water Station	-	30,200	-	30,200	0.0%	-	30,200	-	30,200	0.0%		Staff finalizing bid documents
28	WD1304		Columbia Well	-	34,800	25	34,775	0.1%	-	34,800	25	34,775	0.1%		no update
29	WQ1402		West Dover Connector	-	11,000	11,000	0	100.0%	-	11,000	11,000	0	100.0%	In Process	Design continuing, out to bid April 2014
30	WQ1401		Water Quality Improvements	905,000	-	-	-	0.0%	905,000	-	-	-	0.0%		no update
31	WW1204		Baltray Pump Station	-	104,100	6,317	97,783	6.1%	-	104,100	6,317	97,783	6.1%	In Process	Design complete. Purchase materials in February 2014
32	WW1205		Dover Brook Pump Station	-	52,800	1,435	51,365	2.7%	-	52,800	1,435	51,365	2.7%		Bids due April 15, 2014.
33	WW1206		Brandywine Pump Station	-	368,100	2,600	365,500	0.7%	-	368,100	2,600	365,500	0.7%	In Process	Design 95% complete, need to acquire
34	WW1207		McKee PS	-	47,300	-	47,300	0.0%	-	47,300	-	47,300	0.0%		Need to rebid project.
35	WW1301		Hazeltville Rd Interceptor	-	20,400	4,054	16,346	19.9%	-	20,400	4,054	16,346	19.9%		Survey to begin in coming weeks.
36	WW1302		Lakeview PS	-	52,700	37,637	15,063	71.4%	-	52,700	37,637	15,063	71.4%		Survey to begin in coming weeks.
37	WW1303		Westover PS	-	69,200	46,743	22,457	67.5%	-	69,200	46,743	22,457	67.5%		Survey to begin in coming weeks.
38	II1401		Kent Ave. Repair	-	75,000	32,209	42,791	42.9%	-	75,000	32,209	42,791	42.9%	In Process	95% complete
39	II1402		West Dover Connector	-	37,800	33,264	4,536	88.0%	-	37,800	33,264	4,536	88.0%		Design continuing, out to bid April 2014
40			**Totals - FY 2014**	$ 2,417,800	$ 1,632,100	$ 477,399	$ 1,154,701	0.0%	$ 2,427,800	$ 1,632,100	$ 477,399	$ 1,154,701	29.3%		
41															
42			**Grand Totals**	$ 13,211,100	$ 15,630,000	$ 5,108,694	$ 10,521,306	32.7%	$ 2,817,800	$ 12,983,700	$ 1,961,474	$ 11,022,226	15.1%		

Legend
M = Multi-year project - a project with a specific schedule to occur over multiple years.
R = Recurring project - a project that begins and ends each fiscal year and is re-budgeted to start over each fiscal year.
SL = State Loan Project - construction phase is financed
I = Impact Fee (partially) financed project
O = Operating revenues

Electric Improvement & Extension Fund - Major CIP Projects
Quarterly Report as of June 30, 2014
PRELIMINARY

				TOTAL PROJECT - PAST, CURRENT & FUTURE BUDGETS					CURRENT FISCAL YEAR						
	Project Code	Type	Description	Original Project Budget	Latest Project Budget	Project To Date Expenses	Project Budget Balance	% Budget Spent	Current Fiscal Year Budget	Revised Fiscal Year Budget	Fiscal YTD Expenses	Budget Balance	% Budget Spent	Status	Comments
1			**FY2012**												
2	EG1212	M	Unit 3 Turbine Inspection/Repair	$ 1,494,000	$ 1,653,536	$ 1,561,756	$ 91,780	94.4%	$ 1,149,800	$ 1,149,800	$ 1,058,020	$ 91,780	92.0%	In process	Will complete Spring Outage
3	EG1214	M	Industrial WW Discharge System	272,000	272,000	283,767	(11,767)	104.3%	-	8,000	9,418	(1,418)	117.7%	Complete	Expenses are a 100% complete
4			**Totals - FY 2012**	$ 1,766,000	$ 1,925,536	$ 1,845,523	$ 80,013	95.8%	$ 1,149,800	$ 1,157,800	$ 1,067,438	$ 90,362	92.2%		
5															
6			**FY 2013**												
7	EE1308	M	Horsepond Substation Upgrade	$ 761,800	$ 761,800	$ 619,526	$ 142,274	81.3%	$ 591,800	$ 1,301,100	$ 588,675	$ 712,425	45.2%	In process	Under Construction
8	EE1312	M	General Scott Switchgear	1,155,000	1,150,000	17,374	1,132,626	1.5%	800,000	55,000	17,374	37,626	31.6%	In process	Under Design
9	EE1314		Capitol Park Upgrade	-	347,872	320,423	27,449	92.1%		248,000	220,551	27,449	88.9%	In process	Under Construction
10	EE1330		Morris Estates 1 Upgrade	-	275,000	254,047	20,953	92.4%	-	32,600	11,647	20,953	35.7%	In process	Under Construction
11	EG1312		Generator Repairs	-	4,200	-	4,200	0.0%	-	4,200	-	4,200	0.0%	Complete	Expenses are a 100% complete
12			**Totals - FY 2013**	$ 1,916,800	$ 2,538,872	$ 1,211,369	$ 1,327,503	47.7%	$ 1,391,800	$ 1,640,900	$ 838,247	$ 802,653	51.1%		
13															
14			**FY 2014**												
15	---		Vehicles & Equipment	$ 660,000	$ 704,600	$ 275,360	$ 429,240	39.1%	$ 660,000	$ 704,600	$ 275,360	$ 429,240	39.1%	In Process	Ordered
16	EE1401		Air Condition Replacement Monitors	12,000	8,200	8,200	-	100.0%	8,200	8,200	8,200	-	100.0%		
17	EE1402		Substation Battery Replacement	24,500	24,500	23,185	1,315	94.6%	24,500	24,500	23,185	1,315	94.6%	In Process	Under Design
18	EE1403		Distribution Upgrades	400,000	61,000	-	61,000	0.0%	400,000	61,000	-	61,000	0.0%		
19	EE1404		Lighting Improvements	50,000	50,000	46,920	3,080	93.8%	50,000	50,000	46,920	3,080	93.8%	In Process	Under Construction
20	EE1405		Distribution Feeder Replacement Program	277,500	-	-	-	0.0%	277,500	-	-	-	0.0%		
21	EE1406		Distribution Capacitors & Controls	60,000	60,000	31,484	28,516	52.5%	60,000	60,000	31,484	28,516	52.5%	Complete	Complete
22	EE1407		Transmission Line Maintenance Program	75,000	-	-	-	0.0%	75,000	-	-	-	0.0%		
23	EE1408		Substation Switch Replacement	80,000	-	-	-	0.0%	80,000	-	-	-	0.0%		
24	EE1410		Air Mobility Command	-	13,500	34,174	(20,674)	253.1%	-	13,500	34,174	(20,674)	253.1%	In Process	New Design
25	EE1411		Bergald Lane (DAFB)	-	29,000	28,709	291	99.0%	-	28,800	28,709	91	99.7%	Complete	Complete
26	EE1412		Capital City Trail	-	22,700	21,448	1,252	94.5%	-	22,700	21,448	1,252	94.5%	Complete	Complete
27	EE1413		Lebanon 400 Feeder	-	20,000	18,710	1,290	93.6%	-	20,000	18,710	1,290	93.6%	In Process	Material Ordered
28	EE1414		New Developments	600,000	93,700	89	93,611	0.1%	600,000	93,700	89	93,611	0.1%		
29	EE1417		Bayside Drive (Persimmon Tree to White Oak Rd)	-	42,300	38,634	3,666	91.3%	-	42,300	38,634	3,666	91.3%	Complete	Complete
30	EE1418		The Grande	-	28,000	10,068	17,932	36.0%	-	28,000	10,068	17,932	36.0%	Complete	Complete
31	EE1419		Home 2 Suites Hotel	-	37,000	38,534	(1,534)	104.1%	-	37,000	38,534	(1,534)	104.1%	In Process	Under Construction
32	EE1421		Richardson Circle Upgrade	-	91,000	89,740	1,260	98.6%	-	91,000	89,740	1,260	98.6%	In Process	Under Construction
33	EE1423		7-Eleven New Service	-	5,800	4,397	1,403	75.8%	-	5,300	4,397	903	83.0%	Complete	Complete
34	EE1424		McKee Run Substation Repairs	-	36,800	-	36,800	0.0%	-	36,800	35,820	980	97.3%	In Process	Under Construction
35	EE1425		EZ-Pass Delaware	-	12,000	9,351	2,649	77.9%	-	10,800	9,351	1,449	86.6%	Complete	Complete
36	EE1426		Eden Hill Entrance	-	52,400	44,836	7,564	85.6%	-	52,400	44,836	7,564	85.6%	In Process	Under Construction
37	EE1428		Tidewater General Green	-	34,000	17,248	16,752	50.7%	-	19,600	17,248	2,352	88.0%	In Process	Under Construction
38	EE1429		Clearview Meadows	-	88,000	4,108	83,892	4.7%	-	85,300	4,108	81,192	4.8%		Not Started
39	EE1430		Calpine Equipment Move	-	37,600	37,521	79	99.8%	-	37,600	37,521	79	99.8%	Complete	Complete
40	EE1431		Generals Green Lighting	-	20,500	10,747	9,753	52.4%	-	20,500	10,747	9,753	52.4%	In Process	Under Construction
41	EE1432		Connective @ 409 Pickering Beach Rd	-	20,200	1,182	19,018	5.9%	-	20,200	1,182	19,018	5.9%	In Process	Under Construction
42	EE1433		Chandale Airport	-	-	47,301	(47,301)	0.0%	-	-	47,301	(47,301)	0.0%		
43	EE1434		50 Wolfcreek - Dr. Patel	-	6,100	4,345	1,755	71.2%	-	6,100	4,345	1,755	71.2%	In Process	Under Construction
44	EE1435		Patriot Village	-	29,900	27,563	2,337	92.2%	-	29,900	27,563	2,337	92.2%	In Process	Under Construction
45	EE1437		DP & L Donas Landing Road	-	15,000	7,081	7,919	47.2%	-	15,000	7,081	7,919	47.2%		
46	EE1438		Dover Downs Tower	-	53,800	-	53,800	0.0%	-	53,800	-	53,800	0.0%		
47	EE1439		Family Dollar Store	-	9,800	-	9,800	0.0%	-	9,800	-	9,800	0.0%		
48	EE1440		Kraft Foods 69KV Temp	-	10,000	5,739	4,261	57.4%	-	10,000	5,739	4,261	57.4%		
49	EE1443		GOTP Transmission Line Relocation	-	550,000	-	550,000	0.0%		550,000	-	550,000	0.0%		Unplanned project
50	EG1402		Unit 3 Cooling Tower Repairs	42,000	42,000	31,785	10,215	75.7%	42,000	42,000	31,785	10,215	75.7%	In Process	Will complete Spring outage - PO for work issued
51	EG1404		McKee Run #3 Aux System Component	116,000	116,000	113,016	2,984	97.4%	116,000	116,000	113,016	2,984	97.4%	In Process	Will complete Spring outage
52	EG1405		VanSant #11 Component Replacement	32,000	32,000	30,588	1,412	95.6%	32,000	32,000	30,588	1,412	95.6%	In Process	Will complete Spring outage
53	EG1406		McKee Run Energy Pipe Replacement	80,000	80,000	53,514	26,486	66.9%	80,000	80,000	53,514	26,486	66.9%	In Process	Will complete Spring outage - PO for work issued
54	EG1407		Metering System Upgrades	25,000	25,000	-	25,000	0.0%	25,000	25,000	-	25,000	0.0%	In Process	Multi-year project - Design to be complete Spring
55	EG1408		McKee/VanSant Safety & Compliance	86,000	86,000	22,926	63,074	26.7%	86,000	86,000	22,926	63,074	26.7%	In Process	Will complete in Spring
56	EG1409		McKee Run Natural Gas Valves	65,000	65,000	18,152	46,848	27.9%	65,000	65,000	18,152	46,848	27.9%	In Process	Will complete Spring outage
57	EG1413		McKee/VanSant Preserve Structure	42,000	42,000	-	42,000	0.0%	42,000	42,000	-	42,000	0.0%	In Process	Work on hold pending additional funds needed
58	EG1415		McKee Run Units 1 & 2 component Replacement	105,000	105,000	31,173	73,827	29.7%	105,000	105,000	31,173	73,827	29.7%	In Process	Will Complete spring outage
59	EG1416		VanSant Capacity Increase	250,000	250,000	98,056	151,944	39.2%	250,000	250,000	98,056	151,944	39.2%	In Process	Multi-year project - Design to be complete Spring
60															
61			**Totals - FY 2014**	$ 3,082,000	$ 3,110,400	$ 1,285,882	$ 1,824,518	0.0%	$ 3,078,200	$ 3,091,400	$ 1,321,702	$ 1,769,698	42.8%		
62															
63			**Grand Totals**	$ 6,764,800	$ 7,574,808	$ 4,342,774	$ 3,232,034	26.5%	$ 5,619,800	$ 5,890,100	$ 3,227,388	$ 2,662,712	54.8%		

Legend
M = Multi-year project - a project with a specific schedule to occur over multiple years.
R = Recurring project - a project that begins and ends each fiscal year and is re-budgeted to start over each fiscal year.
B = Bonded Project
S = State fully or partially reimbursed project

ACTION FORM

PROCEEDING: Council	**AGENDA ITEM NO.:**
DEPARTMENT OF ORIGIN: Public Works	**DATE SUBMITTED**: 08/01/2014
PREPARED BY: Sharon Duca, P.E., Public Works Director/City Engineer	
SUBJECT: Evaluation of Proposals - Engineering Services and Project Management for Department of Public Works	
REFERENCE: N/A	
RELATED PROJECT: N/A	
APPROVALS: City Manager and Controller	
EXHIBITS: Consultant Pricing Schedules	
EXPENDITURE REQUIRED: As Needed	**AMOUNT BUDGETED**: N/A
FUNDING SOURCE (Dept./Page in CIP & Budget): Funding is provided within the budget for various capital improvements projects as well as the operations budget with the Department of Public Works. The past three (3) years of contract value were approximately: FY-12 $424,744; FY-13 $294,863; and FY-14 $344,515.	
TIMETABLE: Contracts are to be executed within 30 days of Council approval.	
RECOMMENDED ACTION: Award three (3), three-year contracts to URS Corporation, JMT, and Pennoni Associates Inc. as per the pricing included in the proposal submittal.	

BACKGROUND AND ANALYSIS

The City of Dover Department of Public Works is continuously working on various system upgrades and capacity improvements to all infrastructure components. These projects take numerous hours of engineering design and analysis in addition to project management efforts. This request for proposal was designed to obtain engineering firms capable of performing engineering and project management services in areas appropriate for Public Works assets. The City of Dover received ten (10) proposals, on May 30, 2014, the City requested an extension on the proposal service until August 12, 2014, eight (8) of the firms supplied the necessary extension and two (2) did not provide additional information. The eight (8) firms which submitted extensions and complete proposals, which are listed on the next page, were evaluated based on ability to provide services and may not represent the lowest price.

In light of the amount of projects, as well as the variety of complexity involved in each project, the Department's review team felt that it would best serve the City's requirements to award three (3) companies this contract. This would allow the Department the flexibility to choose a firm based on their availability and individual expertise. Each firm was reviewed based upon the consideration of each function in the following areas:

- Experience (demonstrated experience with similar projects and history of achieving highest and best results among its peers)
- Project Management (project organization and management, including staffing, management control and sub-contractor utilization)
- Staff (qualifications and utilization of the firm's employees assigned to the provision of services, including previous work experience, technical management experience, education and training)
- Costs (analysis of hourly rates and other costs for the various phases of services proposed)
- Service Ability (firm's ability to provide a full spectrum of engineering services including personnel, managerial and other resources as and when required to meet the project's objectives)

- Location (geographical location in relation to the City of Dover)
- Local Standards (familiarity and experience with City of Dover Standards, Delaware Department of Transportation (DelDOT), Kent Conservation District (KCD), Delaware Natural Resources and Environmental Control (DNREC) and Delaware Office of Drinking Water (ODW))

The total cost over the term of each contract will probably exceed $25,000; however, costs will be reflected in the appropriate budget. Upon award, these consultants will be available to all City departments requiring Civil Engineering based services. These services, as contained within the Scope of Work in the Request for Proposals, include: Civil Design Engineering, Construction Engineering/Inspection, Project Administration, General Civil Support (plan review, cost estimating, surveying, mapping, project conceptualization, etc.), Traffic Engineering, Structural Engineering and Geological/Geotechnical Engineering or other related services.

The following is a summary of the point-based evaluations:

Firm	Score	Rank	Recommendation
URS Corp.	***83.7***	***1***	***Award Contract***
JMT	***81.2***	***2***	***Award Contract***
Pennoni Associates Inc	***80.7***	***3***	***Award Contract***
KCI Technologies	75.0	4	
WR & A	72.3	5	
CABE	63.2	6	
McCormick Taylor	52.9	7	
Landmark	55.3	8	
MRA	Did not provide additional information		
Wallace Mont. & Associates	Did not provide additional information		

City of Dover (Year 1-3)
RATE SCHEDULE

PART I - GENERAL

1.	**PROJECT TITLE** City of Dover RFP- Engineering Services and Project Management for Dept. of Public Works	**2. RFP Number** 14-0029PW
3.	**NAME OF CONSULTANT** URS	**4. Proposal Date** 3/12/2014
5	**ADDRESS OF CONSULTANT** Sabre Building, Suite 300, 4051 Ogletown Road, Newark, DE 19713	

PART II - COST SUMMARY

LABOR	HOURLY RATE	
Senior Consultant	$155.00	
Project Manager	$140.00	
Project Engineer	$112.00	
Staff Engineer	$82.00	
Structural Engineer	$125.00	
CAD Designer	$86.00	
CAD Technician	$70.00	
Survey Crew (2 person)	$145.00	
Professional Land Surveyor	$120.00	
Construction Manager	$120.00	
Resident Project Representative (RPR)	$65.00	
Sr. Geotechnical Engineer	$140.00	
Staff Geotechnical Engineer	$75.00	
Professional Geologist	$140.00	
Staff Geologist	$70.00	
GIS Specialist	$82.00	
Sr. Traffic Engineer	$155.00	
Project Traffic Engineer	$90.00	
Clerical	$60.00	
INDIRECT COSTS	RATE	
PAYROLL AND GENERAL OVERHEAD	1.200%	
PROFIT	10%	
PRINCIPALS COST WHERE APPLICABLE	$175.00	
OTHER DIRECT COSTS		
a. TRAVEL		
(1) TRANSPORTATION (Mileage)	$0.57 / mile	
b. OFFICE MATERIALS, SUPPLIES (Specify)	Included in General Overhead	
c. FIELD EQUIPMENT RENTAL AND SUPPLIES	1.1 times cost	
d. ISSUED CAD DRAWINGS	$0.50 / SF	
c. SUBCONSULTANT(S)		
URS Mark-up	1.1 times cost	
Carew Associates, Inc.		
Principal	$150.00	
Project Manager	$128.00	
Senior Engineer	$124.00	
Engineer	$118.00	
Senior Designer	$115.00	
Designer	$93.00	
CAD Drafter	$77.00	

City of Dover (Year 4)
RATE SCHEDULE

PART I - GENERAL

1. **PROJECT TITLE** City of Dover RFP- Engineering Services and Project Management for Dept. of Public Works	2. **RFP Number** 14-0029PW
3. **NAME OF CONSULTANT** **URS**	4. **Proposal Date** 3/12/2014
5 **ADDRESS OF CONSULTANT** Sabre Building, Suite 300, 4051 Ogletown Road, Newark, DE 19713	

PART II - COST SUMMARY

LABOR	HOURLY RATE
Senior Consultant	$158.00
Project Manager	$143.00
Project Engineer	$114.00
Staff Engineer	$84.00
Structural Engineer	$127.50
CAD Designer	$88.00
CAD Technician	$71.50
Survey Crew (2 person)	$148.00
Professional Land Surveyor	$122.50
Construction Manager	$122.50
Resident Project Representative (RPR)	$66.50
Sr. Geotechnical Engineer	$143.00
Staff Geotechnical Engineer	$77.00
Professional Geologist	$143.00
Staff Geologist	$71.50
GIS Specialist	$84.00
Sr. Traffic Engineer	$158.00
Project Traffic Engineer	$92.00
Clerical	$61.00

INDIRECT COSTS	RATE
PAYROLL AND GENERAL OVERHEAD	1.200%
PROFIT	10%
PRINCIPALS COST WHERE APPLICABLE	$178.50

OTHER DIRECT COSTS	
a. TRAVEL	
(1) TRANSPORTATION (Mileage)	$0.57 / mile
b. OFFICE MATERIALS, SUPPLIES (Specify)	Included in General Overhead
c. FIELD EQUIPMENT RENTAL AND SUPPLIES	1.1 times cost
d. ISSUED CAD DRAWINGS	$0.50 / SF

c. SUBCONSULTANT(S)

URS Mark-up — 1.1 times cost

Carew Associates, Inc.	
Principal	$153.00
Project Manager	$130.50
Senior Engineer	$126.50
Engineer	$120.50
Senior Designer	$117.50
Designer	$95.00
CAD Drafter	$78.50

City of Dover (Year 5)
RATE SCHEDULE

PART I - GENERAL

1.	**PROJECT TITLE** City of Dover RFP- Engineering Services and Project Management for Dept. of Public Works	**2. RFP Number** 14-0029PW
3.	**NAME OF CONSULTANT** URS	**4. Proposal Date** 3/12/2014
5	**ADDRESS OF CONSULTANT** Sabre Building, Suite 300, 4051 Ogletown Road, Newark, DE 19713	

PART II - COST SUMMARY

LABOR	HOURLY RATE	
Senior Consultant	$161.00	
Project Manager	$146.00	
Project Engineer	$117.00	
Staff Engineer	$85.50	
Structural Engineer	$130.00	
CAD Designer	$89.50	
CAD Technician	$73.00	
Survey Crew (2 person)	$151.00	
Professional Land Surveyor	$125.00	
Construction Manager	$125.00	
Resident Project Representative (RPR)	$68.00	
Sr. Geotechnical Engineer	$146.00	
Staff Geotechnical Engineer	$78.00	
Professional Geologist	$146.00	
Staff Geologist	$73.00	
GIS Specialist	$85.50	
Sr. Traffic Engineer	$161.00	
Project Traffic Engineer	$93.50	
Clerical	$62.50	
INDIRECT COSTS	RATE	
PAYROLL AND GENERAL OVERHEAD	1.200%	
PROFIT	10%	
PRINCIPALS COST WHERE APPLICABLE	$182.00	
OTHER DIRECT COSTS		
a. TRAVEL		
(1) TRANSPORTATION (Mileage)	$0.57 / mile	
b. OFFICE MATERIALS, SUPPLIES (Specify)	Included in General Overhead	
c. FIELD EQUIPMENT RENTAL AND SUPPLIES	1.1 times cost	
d. ISSUED CAD DRAWINGS	$0.50 / SF	
c. SUBCONSULTANT(S)		
URS Mark-up	1.1 times cost	
Carew Associates, Inc.		
Principal	$156.00	
Project Manager	$133.00	
Senior Engineer	$129.00	
Engineer	$123.00	
Senior Designer	$120.00	
Designer	$97.00	
CAD Drafter	$80.00	

SECTION C: RATE SCHEDULE

PROFESSIONAL LABOR COSTS

JOHNSON, MIRMIRAN & THOMPSON

1. Civil Design Engineering Services / Project Administration / General Civil Site Support Services / Traffic Engineering Services*[1]

Category	Average Labor Rates		
	2014-2016 (Years 1-3)	2017 (Year 4)	2018 (Year 5)
Engineering			
Principal / Technical Advisor	$68.00	$70.25	$72.25
Project Manager / Sr. Project Engineer	$57.25	$59.00	$60.50
Project Engineer	$47.25	$48.50	$50.00
Senior Design Engineer	$38.50	$39.75	$40.50
Design Engineer	$31.50	$32.50	$33.50
CADD/Technician	$27.50	$28.50	$29.50
Environmental Scientist	$35.00	$36.50	$37.50
Project Assistant	$23.00	$24.00	$24.75
Surveying			
Project Surveyor	$62.00	$64.00	$65.75
Survey Office Technician	$33.75	$34.75	$36.00
Party Chief	$31.75	$32.50	$33.50
Instrument Man	$23.75	$24.50	$25.25
Rod/Chainman	$18.25	$18.75	$19.25

Overhead Rate: 144.6%
Profit: 10%
Direct Expense Costs

- Transportation[2] $0.55/mile
- Drawing Prints $1.00/sheet
- Photocopies $0.05/sheet
- Parking ..... $Actual Value
- Express Mail (letter) $15.00

[1] Professional Fees include average rates and cover Project Administration Services, General Civil Support Services, and Traffic Engineering Services
[2] Transportation charged once on-site and does not include mileage to and from the City.
An escalation rate of 3% was used from 2016 to 2017 and then again from 2017 to 2018 for all rates.

SECTION C: RATE SCHEDULE

PROFESSIONAL LABOR COSTS

JOHNSON, MIRMIRAN & THOMPSON

2. Construction Engineering / Inspection Services *[3]

Category	Average Labor Rates		
Construction Engineering / Inspection	**2014-2016 (Years 1-3)**	**2017 (Year 4)**	**2018 (Year 5)**
CM Project Manager	$54.75	$56.25	$58.00
Resident Engineer	$42.00	$43.25	$44.50
Senior Field Inspector	$36.50	$37.50	$38.75
Field Inspector	$30.00	$30.75	$31.75
Project Assistant	$27.50	$28.25	$29.25

Overhead Rate: 135.1%
Profit: 10%
Direct Expense Costs

- Transportation[4] $0.55/mile
- Drawing Prints $1.00/sheet
- Photocopies $0.05/sheet
- Parking ..... $Actual Value
- Express Mail (letter) $15.00
- Field testing or laboratory analysis ..... Actual Value

[3] Construction Engineering and Management fees are associated with a lower overhead rate and will be invoiced accordingly.
[4] Transportation charged once on-site and does not include mileage to and from the City.
An escalation rate of 3% was used from 2016 to 2017 and then again from 2017 to 2018 for all rates.

SECTION C: RATE SCHEDULE

PROFESSIONAL LABOR COSTS

Brickhouse Environmental
Consultants and Engineers

3. Geological / Geotechnical Engineering Services

Category	Average Labor Rates		
Geological / Geotechnical	**2014-2016 (Years 1-3)**	**2017 (Year 4)**	**2018 (Year 5)**
Principal	$82.00	$84.50	$86.75
Project Director	$58.50	$60.25	$62.00
Senior Project Manager	$49.00	$50.75	$52.00
Project Manager	$42.00	$43.50	$44.50
Senior Project Scientist	$37.50	$38.50	$39.75
Senior Geoscientist	$37.50	$38.50	$39.75
Project Scientist II	$32.75	$33.75	$34.75
Project Scientist I	$30.50	$31.50	$32.25
CAD Manager	$32.75	$33.75	$34.75
Designer	$42.00	$43.50	$44.75
Admin. Support	$16.50	$17.00	$17.38

Overhead Rate: 100%[5]
Profit: 10%
Direct Expense Costs

- Transportation[6] $0.55/mile
- Drawing Prints $1.00/sheet
- Photocopies $0.05/sheet
- Parking ..... $Actual Value
- Express Mail (letter) $15.00
- Field testing or laboratory analysis ..... Actual Value

[5] Brickhouse does not carry an audited overhead rate. For the purpose of calculating fees an overhead rate of 100% was used. With a 10% profit margin, the effective multiplier is 2.2
[6] Transportation charged once on-site and does not include mileage to and from the City.
An escalation rate of 3% was used from 2016 to 2017 and then again from 2017 to 2018 for all rates.

RATE STRUCTURE

ENGINEERING SERVICES AND PROJECT MANAGEMENT

DEPARTMENT OF PUBLIC WORKS | CITY OF DOVER, DE | BID NUMBER 14-0029PW

ENGINEERING	Hourly Without Overhead
Principal Engineer	$50.00
Senior Engineer/Geologist	$47.00
Project Engineer	$44.00
Staff Engineer	$38.00
Environmental Scientist	$37.00
Senior Electrical Designer	$35.00
Electrical Designer	$34.00
Associate Engineer	$34.00
Graduate Engineer	$31.00
Senior Engineering Technician	$30.00
Engineering Technician II	$30.00
Engineering Technician I	$26.00
CONSTRUCTION	
Construction Inspector	$29.00
SURVEYING	
Senior Surveyor	$43.00
Project Surveyor	$37.00
Staff Surveyor	$33.00
Senior Survey Technician	$28.00
Survey Technician	$23.00
Two-Person Survey Crew	$48.00
Three-Person Survey Crew	$68.00
Overhead Rate	160%
Profit	10%

DIRECT COSTS	UNIT RATE
Mileage	IRS Rate
Meetings Exhibits and Display Boards	At Cost
Printing Reports	Paid by Pennoni
Printing Maps and Plans* (standard size)	Paid by Pennoni*
Phone	Paid by Pennoni

* We do not bill for reasonable quantities of plan and map printing and reproduction. Large volume reproduction will be billed at cost.

ACTION FORM

PROCEEDING: City Council	**AGENDA ITEM NO.:**
DEPARTMENT OF ORIGIN: Public Works	**DATE SUBMITTED**: 8/1/14
PREPARED BY: Sharon Duca, P.E., Public Works Director/City Engineer	
SUBJECT: Evaluation of Bids – Brandywine Pump Station Replacement	
REFERENCE: CIP- Brandywine Pump Station Replacement	
RELATED PROJECT: N/A	
APPROVALS: City Manager, Controller	
EXHIBITS: Map	
EXPENDITURE REQUIRED: $332,000	**AMOUNT BUDGETED**: $365,500
FUNDING SOURCE (Dept./Page in CIP & Budget): Department of Public Works- Wastewater Management, CIP Project #WW1206, CIP Project Name: Brandywine Pump Station Replacement Account No.: 417-6900-569.40-31.	
TIME TABLE: Notice to proceed to be issued within thirty (30) days of Council approval. Project anticipated to be completed in 180 calendar days.	
RECOMMENDED ACTION: Award the contract to JJID, Inc. for the City of Dover Brandywine Pump Station Replacement Project, Bid #14-0048PW, for the amount of $332,000.	

BACKGROUND AND ANALYSIS

This capital investments project includes the replacement of the Smith & Loveless package pumping station installed in 1977 and rehabilitation of the existing wet well. The station has exceeded its anticipated life expectancy of 20-25 years and is in need of a capacity upgrade due to the increased growth in the basin. The existing pump rate is 200 gallons per minute (GPM). To address the increase in capacity, a new pump station will be installed to handle a flow of 260 GPM. City staff is currently in negotiations with the owner of the property to properly obtain the necessary easements for this infrastructure.

A structural condition assessment was performed by Pennoni Associates Inc. on the existing wet well of the Brandywine Pump Station. Based on this assessment, it was recommended to the City to line the interior of the wet well to protect and extend the service life of the structure. This pump station replacement and rehabilitation will improve the City's wastewater system by increasing the structural integrity and wastewater flow capacity of the pump station.

The bid was advertised to the public as an Invitation to Bid in accordance with the City's purchasing policy by the City's Purchasing Agent under ITB #14-0048PW. Bids were opened on July 16, 2014. The City of Dover received one (1) bid. City staff reviewed the submission and found that the bid met all requirements for the qualifications of the project. The price is fair and consistent with the approved budget. The Contractor and estimated cost for the project are as follows:

CONTRACTOR	ADDRESS	PRICE
JJID, Inc.	100 Julian Lane Bear, DE 19701	$332,000

Based on the above, staff recommends awarding the contract to JJID, Inc. in the amount of $332,000 for the Brandywine Pump Station Replacement Project.

EXHIBIT A


BRANDYWINE PUMP STATION
FORREST AVENUE (ROUTE 8)
MH380
MH381
MH385
MH386
MH387
MH388
MH389
MH390
MH391
MH392
MH393
MH394
MH395
MH396
MH397
MH398
MH399
MH400
MH401
MH402
MH403
MH404
MH406
MH407
MH82
MH83
MH351
MH354
MH355
MH356
MH357
MH358
MH359
MH360
MH4333
MH434
MH435
MH4369
Heatherfield Way
Kevin Ct
Par Haven Dr
Office
Marsh Creek Ln
Greenway Sq
Greenway Ln
Fairway Lakes Dr
Courtside Dr
Forrest Ave
97 J
87 I
74 H
56 G
46 F
39 E
21 D
9 C
44 B
34 A
1549
1551
1547
1543
1539
1486

ATTACHMENT A

42 Parhaven Drive
Brandywine Pump Station Replacement



0 50 100 Feet

Date Printed: August 1, 2014
File: m:\gis_data\projects\tech_mxds
\attachment_a_142_parhaven_dr
Department: Public Works GIS
City of Dover, Delaware

N

Legend

- PS Pump Station
- Manholes
- Force Main
- Dover Parcels
- Sewer Line

10" 12" 15" 16" 18" 20" 21" 24" 27" 30" 35" 36" 4" 6" 8"

ACTION FORM

PROCEEDING: City Council	**AGENDA ITEM NO.:**
DEPARTMENT OF ORIGIN: Public Works	**DATE SUBMITTED**: 8/1/14
PREPARED BY: Sharon Duca, P.E., Public Works Director/City Engineer	
SUBJECT: Evaluation of Bids – McKee Road Pump Station Comminutor Replacement	
REFERENCE: CIP- McKee Road Pump Station Comminutor Replacement	
APPROVALS: City Manager, Controller	
EXHIBITS: Map	
EXPENDITURE REQUIRED: $147,110	**AMOUNT BUDGETED**: $47,300
FUNDING SOURCE (Dept./Page in CIP & Budget): Department of Public Works- Wastewater Management, CIP Project #WW1207, CIP Project Name: McKee Road Pump Station Comminutor Replacement Account No.: 417-6900-569.40-31. Additional funds to be provided by allocating funds from other Wastewater Management CIP projects, see table enclosed in this Committee Action Form	
TIME TABLE: Notice to proceed to be issued within thirty (30) days of Council approval. Project anticipated to be completed in 100 calendar days.	
RECOMMENDED ACTION: Award the contract to Blooming Glen Contractors, Inc. for the City of Dover McKee Road Pump Station Comminutor Replacement Project, Bid #14-0051PW, for the amount of $147,110.	

BACKGROUND AND ANALYSIS

This capital investments project includes the replacement of the comminutors at the influent line to the pumping station installed in 1995. This acts as a screen/grinder at the influent side of the station, cutting or stopping large debris from entering the wet well and clogging the pumps. The motors have run 24/7 since the initial startup of the pumping station. The comminutors have lasted beyond their life expectancy of ten (10) years. If the comminutors are not replaced, the City is at risk of having pump issues at one of the largest pump stations that we own and operate.

The bid was advertised to the public as an Invitation to Bid in accordance with the City's purchasing policy by the City's Purchasing Agent under ITB #14-0051PW. Bids were opened on July 22, 2014. The City of Dover received one (1) bid. City staff reviewed the submission and found that the bid met all requirements for the qualifications of the project. The original budget was created with material costs, due to the complexity, staff revised the bid to include installation. The following is proposed to pay for the work required in accordance with existing City Council approved financial policies. (All numbers have been rounded to 100s as required.)

FUNDING SOURCE	DESCRIPTION	BUDGET	SPENT / ENCUMBERED	SAVINGS / REMAINING	REQUIRED FOR PROJECT
					$147,110
Wastewater	WW1207 McKee Road Pump Station Comminutor Replacement	$47,300	-	$47,300	$99,810
Wastewater	WW1204 Baltray Pump Station Upgrades	$104,100	$6,400	$97,700	$2,110
Wastewater	WW1205 Doverbrook Gardens Pump Station Upgrades	$52,800	$4,500	$48,300	$0

The Contractor and estimated cost for the project are as follows:

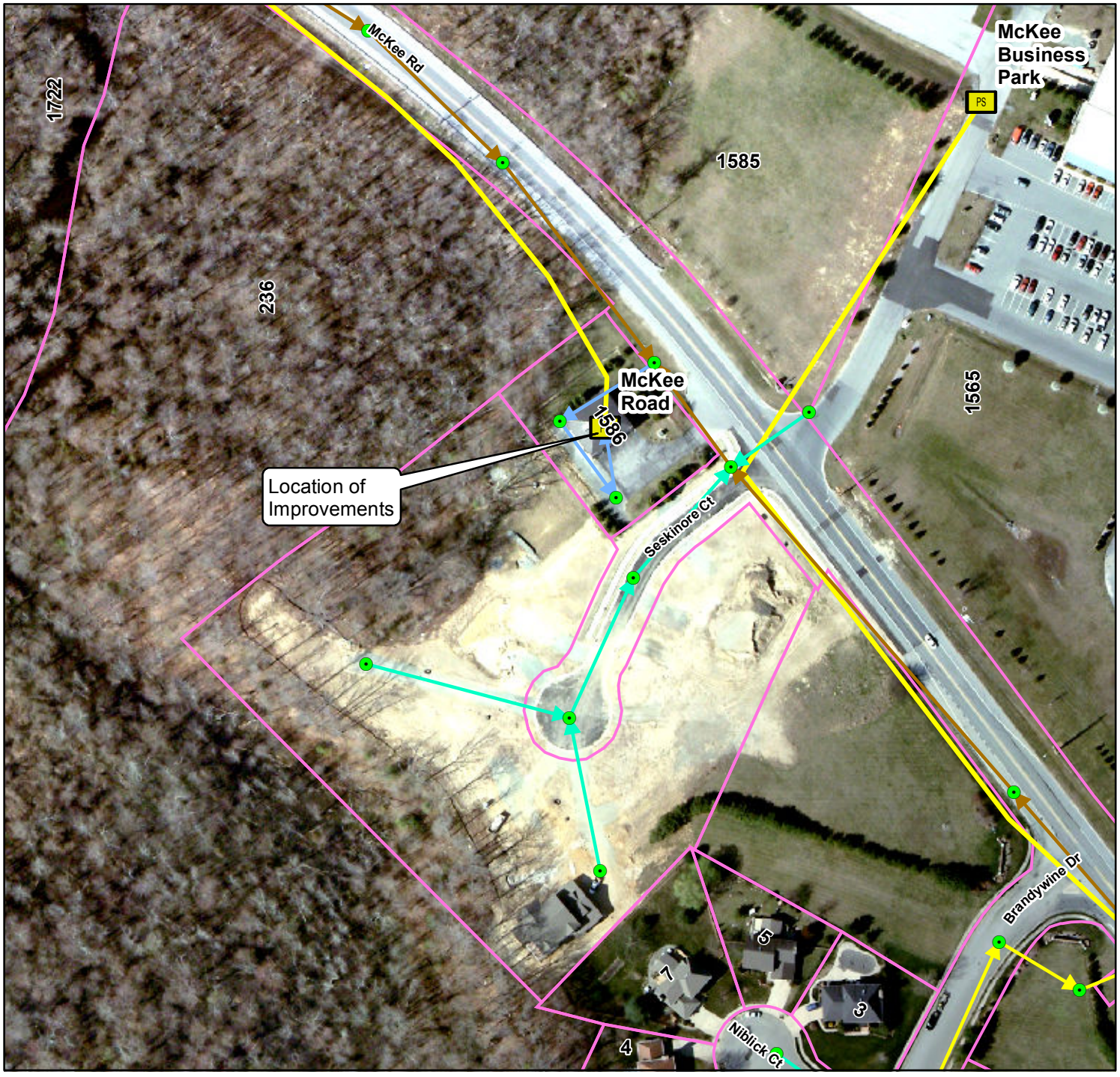
Blooming Glen Contractors, Inc.	PO Box 391, Blooming Glen, PA 18911	$147,110

Based on the above, staff recommends awarding the contract to Blooming Glen Contractors, Inc., in the amount of $147,110 for the McKee Road Pump Station Comminutor Replacement Project.

ATTACHMENT A

1586 Mckee Road

Mckee Road Pump Station Comminutor Replacement



0 50 100 Feet

Date Printed: August 1, 2014
File: m:\gis_data\projects\tech_mxds
\attachment_a_1586_mckee_rd
Department: Public Works GIS
City of Dover, Delaware

N

Legend

- PS Pump Station
- Manholes
- Force Main
- Dover Parcels
- **Sewer Line**

10" 12" 15" 16" 18" 20" 21" 24" 27" 30" 35" 36" 4" 6" 8"

ACTION FORM

PROCEEDING: City Council	**AGENDA ITEM**:
DEPARTMENT OF ORIGIN: Public Works	**DATE SUBMITTED**: 08/01/2014
PREPARED BY: Sharon J. Duca, P.E., Public Works Director / City Engineer	
SUBJECT: Evaluation of Bids – Concrete Construction and Replacement Phase I	
REFERENCE: CIP – Street, Concrete and Alley Program	
RELATED PROJECT: Concrete Construction and Replacement Phase II	
APPROVALS: City Manager, Controller	
EXHIBITS:	
EXPENDITURE REQUIRED: $100,931.00	**AMOUNT BUDGETED**: See Funding Source
FUNDING SOURCE (Dept./Page in CIP & Budget): Multiple Funding Sources: General Fund; $900,000 Community Transportation Funds; $24,500, FY14 Concrete Program, ST1402; $42,300 Account No.: 147-1800-554.40-31 and 318-990-582.40-31	
TIMETABLE: Notice to Proceed to be issued within 30 days of Council approval. Project anticipated to be completed in 60 calendar days from Notice to Proceed issuance.	
RECOMMENDED ACTIONS: Award a unit price contract, based upon Bid #14-0052PW for the Concrete Construction and Replacement Phase I Project to Fontana Concrete Contractors, Inc. The Public Works Director may add or delete from the contract, up to 35%, based on available funding throughout the contract period and inform the City Manager of such additions and deletions. All work will be paid for at the unit prices bid for work completed and accepted by the City of Dover. The total work authorized under this contract will not exceed the available funding in conjunction with the Concrete Construction and Replacement Phase II Project & FY15 Street Program, which is part and parcel of the above referenced CIP project.	

BACKGROUND AND ANALYSIS

In concurrence with the City of Dover's Capital Investments Plan, it is proposed to replace various sidewalk sections throughout the City of Dover during Fiscal Year 2015. This portion of sidewalk replacement areas will be partially funded by Community Transportation Funds and therefore, are required to be paid with prevailing wages for the labor. The following locations were included in the proposed scope of work to be completed under the Concrete Construction and Replacement Phase I Project:

ADDRESS	SIZE OF REPAIR	SQUARE FEET	DEPTH	COMMENTS
105 North State Street	242'x6'x4"	1452	4"	Remove brickwork and replace with concrete
Intersection of North State Street and Division Street	238'x7'x4"	1666	4"	Remove brickwork and replace with concrete
33 South State Street	40'x5'x4"	200	4"	Remove and replace concrete
45 South State Street	74'x5'x4"	370	4"	Remove brickwork and replace with concrete
12-34 North Governor's Ave	300'x5'x4"	1500	4"	Remove and replace concrete
Post Office, East Loockerman Plaza	225'x5'x4" 225'x3'x2 ¼"	1125 675	4" 2 ¼"	Remove and replace concrete; Install new brickwork; Remove and replace streetlights

The bid was advertised to the public as an Invitation to Bid in accordance with the City's purchasing policy by the City's Purchasing Agent under ITB #14-0052PW. Bids were opened on July 24, 2014. The City of Dover received six (6) bids. Based on the proposed quantities, the estimated contract values are as follows:

CONTRACTOR	LOCATION	TOTAL COST
A-DEL CONSTRUCTION CO.	NEWARK, DE	$136,904.50
FONTANA CONCRETE CONST., INC.	**WILMINGTON, DE**	**$100,931.00**
GRASSBUSTERS LANDSCAPING CO., INC.	NEWARK, DE	$104,294.00
INNOVATIVE BUILDING CONCEPTS	DOVER, DE	*$452,610.73**
MITTEN CONSTRUCTION CO.	DOVER, DE	$125,370.00
SAM'S CONSTRUCTION, LLC	WILMINGTON, DE	$130,811.00

**Evaluated Bid based on Local Vendor Preference*

The Public Works Director may add or delete from the contract, up to 35%, based on available funding throughout the contract period and inform the City Manager of such additions and deletions; therefore, the contract final value may be adjusted to reflect all available funding.

Based on the above, staff recommends awarding the contract to Fontana Concrete Construction, Inc. in the amount of $100,931.00 for the Concrete Construction and Replacement Phase I Project.

ACTION FORM

PROCEEDING: City Council	**AGENDA ITEM**:
DEPARTMENT OF ORIGIN: Public Works	**DATE SUBMITTED**: 08/01/2014
PREPARED BY: Sharon J. Duca, P.E., Public Works Director / City Engineer	
SUBJECT: Evaluation of Bids – Concrete Construction and Replacement Phase II	
REFERENCE: CIP – Street, Concrete and Alley Program	
RELATED PROJECT: Concrete Construction and Replacement Phase I	
APPROVALS: City Manager, Controller	
EXHIBITS:	
EXPENDITURE REQUIRED: $64,018.00	**AMOUNT BUDGETED**: $900,000
FUNDING SOURCE (Dept./Page in CIP & Budget): Department of Public Works- Streets, CIP Project #ST1502, CIP Project Name: Street, Concrete and Alley Program, Account No.: 147-1800-554.40-31	
TIMETABLE: Notice to Proceed to be issued within 30 days of Council approval. Project anticipated to be completed in 60 calendar days from Notice to Proceed issuance.	
RECOMMENDED ACTIONS: Award a unit price contract, based upon Bid #14-0053PW for the Concrete Construction and Replacement Phase II Project to Fontana Concrete Contractors, Inc. The Public Works Director may add or delete from the contract, up to 35%, based on available funding throughout the contract period and inform the City Manager of such additions and deletions. All work will be paid for at the unit prices bid for work completed and accepted by the City of Dover. The total work authorized under this contract will not exceed the available funding in conjunction with the Concrete Construction and Replacement Phase I Project & FY15 Street Program, which is part and parcel of the above referenced CIP project.	

BACKGROUND AND ANALYSIS

In concurrence with the City of Dover's Capital Investments Plan, it is proposed to replace various sidewalk sections throughout the City of Dover during Fiscal Year 2015. The following locations were included in the proposed scope of work to be completed under the Concrete Construction and Replacement Phase II Project:

ADDRESS	SIZE OF REPAIR	SQUARE FEET	DEPTH	LENGTH OF CURB REPAIR	COMMENTS
12 Kings Highway	14'x4'x6" 23'x5'x6"	56 115	6"		Remove and replace driveway and sidewalk apron
40 Kings Highway				273'	Remove and replace Type I curb
1435 South Hancock Ave/Thornton St Intersection	20'x5'x4"	100	4"	10'	Remove and replace concrete; Remove and replace Type III curb and gutter
16 North Bradford Street	5'x4'x4"	20	4"	6'	Remove and replace concrete; remove and replace Type II curb
617 North Bradford Street	50'x5'x4"	250	4"		Remove and replace concrete

ADDRESS	SIZE OF REPAIR	SQUARE FEET	DEPTH	LENGTH OF CURB REPAIR	COMMENTS
814 South Bradford Street	20'x5'x4" 5'x3'x4" 10'x5'x6" 3'x4'x6"	100 15 50 12	4" 4" 6" 6"		Remove and replace concrete; remove and replace step to curb; remove and replace sidewalk and driveway apron
31 Arbor Drive	8'x4'x4" 10'x7'x6"	32 70	4" 6"		Remove and replace concrete; remove and replace driveway apron
824 Miller Drive	12'x5'x6"	60	6"		Remove and replace concrete; remove and replace sidewalk apron
935 Buck Drive	10'x5'x4"	50	4"		Remove and replace concrete
936 Buck Drive	36'x5'x4"	180	4"		Remove and replace concrete
981 Boggs Drive	10'x5'x4"	50	4"		Remove and replace concrete
Duncan Center Triangle and Entrance	404'x5'x4" 20'x5'x6"	2020 100	4" 6"		Remove and replace concrete around triangle and entrance
Hope Street				51'	Remove and replace Type I curb

The bid was advertised to the public as an Invitation to Bid in accordance with the City's purchasing policy by the City's Purchasing Agent under ITB #14-0053PW. Bids were opened on July 24, 2014. The City of Dover received five (5) bids. Based on the proposed quantities, the estimated contract values are as follows:

CONTRACTOR	**LOCATION**	**TOTAL COST**
A-DEL CONSTRUCTION CO.	NEWARK, DE	$118,759.50
FONTANA CONCRETE CONST., INC.	**WILMINGTON, DE**	**$64,018.00**
GRASSBUSTERS LANDSCAPING CO., INC.	NEWARK, DE	$72,046.00
INNOVATIVE BUILDING CONCEPTS	DOVER, DE	*344,872.83**
SAM'S CONSTRUCTION, LLC	WILMINGTON, DE	$69,646.00

**Evaluated Bid based on Local Vendor Preference*

The Public Works Director may add or delete from the contract, up to 35%, based on available funding throughout the contract period and inform the City Manager of such additions and deletions; therefore, the contract final value may be adjusted to reflect all available funding.

Based on the above, staff recommends awarding the contract to Fontana Concrete Construction, Inc. in the amount of $64,018.00 for the Concrete Construction and Replacement Phase II Project.