REGULAR COUNCIL MEETING
AGENDA

OCTOBER 10, 2016 - 7:30 P.M.

CITY HALL COUNCIL CHAMBERS
15 LOOCKERMAN PLAZA
DOVER, DELAWARE

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

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

INVOCATION BY BISHOP THOMAS L. HOLSEY

PLEDGE OF ALLEGIANCE LED BY COUNCILMAN HUTCHISON

AGENDA ADDITIONS/DELETIONS

* **CONSENT AGENDA**

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

* **1. ADOPTION OF MINUTES**

- **A. SPECIAL COUNCIL MEETING OF SEPTEMBER 26, 2016**
- **B. REGULAR COUNCIL MEETING OF SEPTEMBER 26, 2016**

2. PRESENTATIONS

- **A. CERTIFICATE OF APPRECIATION - FRIENDS OF OLD DOVER**
- **B. CERTIFICATE OF CONGRATULATIONS - DELAWARE STATE UNIVERSITY 125TH ANNIVERSARY**
- **C. 2016 MAYOR'S ARTS AWARDS**
  - **JACK AND JEFFREY KIDNER**
  - **MICHAEL KOSIOR**
  - **INNER CITY CULTURAL LEAGUE**
  - **DR. JAMES WILSON**
  - **ENGLISH COUNTRY DANCERS**

3. PROCLAMATION - NATIONAL COMMUNITY PLANNING MONTH

* **4. COUNCIL COMMITTEE OF THE WHOLE REPORT - SEPTEMBER 27, 2016**

A. SAFETY ADVISORY AND TRANSPORTATION COMMITTEE

(1) REQUEST FOR FOUR-WAY STOP SIGN - WYOMING AVENUE AND WESTVIEW TERRACE

(COMMITTEE DEFERRED THE WHOLE MATTER FOR ONE (1) MONTH PENDING THE COMPLETION OF THE FLASHING LIGHTS TO BETTER COLLECT THE INFORMATION FOR THE SPEED DETERMINATION)

B. LEGISLATIVE, FINANCE, AND ADMINISTRATION COMMITTEE

(1) ANNUAL REVIEW OF INVESTMENT POLICY

(COMMITTEE RECOMMENDED APPROVAL OF THE PROPOSED CHANGES)

(2) DISCUSSION OF DUTIES AND ASSIGNMENTS OF CITY PERSONNEL

(COMMITTEE DEFERRED THIS MATTER UNTIL THE NEXT COUNCIL COMMITTEE OF THE WHOLE/LEGISLATIVE, FINANCE, AND ADMINISTRATION COMMITTEE MEETING)

(3) DESIGNING AND EXPANDING RECRUITMENT FOR CITY COMMITTEES, COMMISSIONS, AND BOARDS

(COMMITTEE RECOMMENDED ACCEPTANCE OF STAFF'S RECOMMENDATION)
(COMMITTEE RECOMMENDED ADOPTION OF "PROPOSED RECOMMENDATIONS FOR ADVANCING A MORE EFFECTIVE RECRUITMENT PROCESS FOR CITY COMMISSIONS, COMMITTEES AND BOARDS" POINTS #1 - #4)
(COMMITTEE DEFERRED CONSIDERATION OF "PROPOSED RECOMMENDATIONS FOR ADVANCING A MORE EFFECTIVE RECRUITMENT PROCESS FOR CITY COMMISSIONS, COMMITTEES AND BOARDS" POINT #5, RELATED TO THE REQUIREMENT OF TRAINING FOR BOARD, COMMITTEE, AND COMMISSION APPOINTEES, UNTIL THE NEXT MEETING OF THE COUNCIL COMMITTEE OF THE WHOLE/LEGISLATIVE, FINANCE, AND ADMINISTRATION COMMITTEE, AND TO RECOMMEND THAT THE CITY CLERK'S OFFICE AND THE HUMAN RESOURCES DIRECTOR COME BACK WITH AN EXPLANATION OF THE ONBOARDING PROCESS FOR NEW APPOINTEES)

* **5. MONTHLY REPORTS - AUGUST 2016**

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

6. ACCEPTANCE OF PROPOSAL - SUPERVISORY CONTROL AND DATA ACQUISITION (SCADA) MASTER HARDWARE/SOFTWARE REPLACEMENT - SOLE SOURCE VENDOR

(STAFF RECOMMENDS PURCHASING THE SCADA MASTER HARDWARE AND SOFTWARE FROM THE SOLE SOURCE VENDOR, SIEMENS ENERGY, INC. FOR $114,370)

7. EVALUATION OF BIDS

A. SOUTH NEW STREET WATER MAIN REPLACEMENT

(STAFF RECOMMENDS AWARDING THE CONTRACT TO AZTECH CONTRACTING, INC. FOR THE CITY OF DOVER NEW STREET WATER MAIN REPLACEMENT PROJECT, BID #17-0009PW, FOR THE AMOUNT OF $246,593.37)

B. FY 2017 STREET AND ALLEY PROGRAM

(STAFF RECOMMENDS AWARDING A UNIT PRICE CONTRACT, BASED UPON BID #17-0008PW FOR THE FY-2017 STREET AND ALLEY PROGRAM TO GEORGE & LYNCH, INC. USING THE NON-PREVAILING WAGE UNIT PRICES FOR EACH WORK ITEM SUBMITTED. THE CURRENT VALUE OF THE CONTRACT IS $1,037,600 BASED ON THE CURRENT AVAILABLE FUNDING. ACTUAL QUANTITIES AND LOCATIONS WILL BE ADJUSTED TO MATCH THE AVAILABLE FUNDING. WORK WILL BE PERFORMED IN STRICT ACCORDANCE TO THE BID SPECIFICATIONS. THE FINAL VALUE OF THE CONTRACT WILL BE BASED UPON THE FINAL AVAILABLE FUNDING COORDINATED WITH THE CONTRACT LANGUAGE.)

* **8. APPOINTMENT RECOMMENDED BY COUNCIL PRESIDENT SLAVIN - HUMAN RELATIONS COMMISSION - REVEREND RITA MISHOE PAIGE - FOURTH DISTRICT (TO FILL THE UNEXPIRED TERM OF JANE HICKS) - TERM TO EXPIRE FEBRUARY 2017**

9. CITY MANAGER'S ANNOUNCEMENTS

10. COUNCIL MEMBERS' ANNOUNCEMENTS

11. ADJOURNMENT

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EXECUTIVE SESSION PURSUANT TO:

29 DEL. C. §10004(B)(2) - PRELIMINARY DISCUSSIONS ON SITE ACQUISITIONS FOR ANY PUBLICLY FUNDED CAPITAL IMPROVEMENTS, OR SALES OR LEASES OF REAL PROPERTY;

29 DEL. C. §10004(B)(4) - STRATEGY SESSIONS, INCLUDING THOSE INVOLVING LEGAL ADVICE OR OPINION FROM AN ATTORNEY-AT-LAW, WITH RESPECT TO COLLECTIVE BARGAINING OR PENDING OR POTENTIAL LITIGATION, BUT ONLY WHEN AN OPEN MEETING WOULD HAVE AN ADVERSE EFFECT ON THE BARGAINING OR LITIGATION POSITION OF THE PUBLIC BODY;

29 DEL. C. §10004(B)(6) - DISCUSSION OF THE CONTENT OF DOCUMENTS, EXCLUDED FROM THE DEFINITION OF "PUBLIC RECORD" IN §10002 OF THIS TITLE WHERE SUCH DISCUSSION MAY DISCLOSE THE CONTENTS OF SUCH DOCUMENTS;

29 DEL. C. §10004(B)(9) - PERSONNEL MATTERS IN WHICH THE NAMES, COMPETENCY AND ABILITIES OF INDIVIDUAL EMPLOYEES ARE DISCUSSED, UNLESS THE EMPLOYEE REQUESTS THAT SUCH A MEETING BE OPEN

SPECIAL COUNCIL MEETING

A Special Council Meeting was held on September 26, 2016 at 6:01 p.m. with Council President Slavin presiding. Members present were Mr. Anderson (arrived at 6:03 p.m.), Mr. Cole, Mr. Hare, Mr. Hosfelt, Mr. Hutchison, and Mr. Neil. Mr. Lewis and Mr. Sudler were absent. Mayor Christiansen was also present.

Council staff members present were Mr. Koenig (departed at 6:31 p.m.), Mrs. Mitchell (departed at 6:31 p.m.), and Mrs. McDowell (departed at 6:31 p.m. and returned at 6:36 p.m.). Other staff members present were Chief Bernat (departed at 6:31 p.m.) and Mr. Hudson (departed at 6:31 p.m.).

ADOPTION OF AGENDA

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

Mr. Hare moved to recess into Executive Session pursuant to 29 Del. C. §10004 (b)(6) - Discussion of the content of documents, excluded from the definition of "public record" in §10002 of this title where such discussion may disclose the contents of such documents (§10002 (l)(1) Any personnel, medical or pupil file, the disclosure of which would constitute an invasion of personal privacy, under this legislation or under any State or federal law as it relates to personal privacy) and §10004(b)(2) - Preliminary Discussions on Site Acquisitions for Any Publicly Funded Capital Improvements, or Sales or Leases of Real Property). The motion was seconded by Mr. Hosfelt and unanimously carried.

The Special Council Meeting recessed into Executive Session at 6:02 p.m.

Mr. Anderson moved to adjourn the Executive Session, seconded by Mr. Hosfelt and unanimously carried.

Executive Session adjourned at 6:38 p.m.

ACTION RESULTING FROM THE EXECUTIVE SESSION

Request for Approval of Extension of Pay Benefits

During the Executive Session, members of Council considered a request for approval of an extension of 100% pay for Corporal Thomas Hannon, in accordance with Section 12, On-the-Job Injury, of the Fraternal Order of Police (FOP) contract.

Mr. Cole moved that on or before November 1, 2016 Corporal Thomas Hannon will return to light duty and a Special Council meeting will be held on October 24, 2016 to review the status. The motion was seconded by Mr. Hosfelt and unanimously carried.

Potential Land Acquisition

During the Executive Session, Mr. Scott Koenig, City Manager, advised members of the potential purchase of two (2) parcels of land.

Mr. Hutchison moved to authorize the City Manager to proceed with negotiations on those parcels mentioned as the first set of properties discussed with the figures the City Manager had used. The motion was seconded by Mr. Neil and unanimously carried.

Mr. Cole moved to adjourn the Special Council Meeting, seconded by Mr. Hare and unanimously carried.

Special Council Meeting adjourned at 6:39 p.m.

TRACI A. McDOWELL
CITY CLERK

All orders, ordinances, and resolutions adopted by City Council during their Special Meeting of September 26, 2016 are hereby approved.

ROBIN R. CHRISTIANSEN
MAYOR

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REGULAR COUNCIL MEETING

The Regular Council Meeting was held on September 26, 2016 at 7:36 p.m. with Council President Slavin presiding. Council members present were Mr. Anderson, Mr. Sudler, Mr. Neil, Mr. Lewis, Mr. Cole, Mr. Hosfelt, Mr. Hare, and Mr. Hutchison (departed at 8:57 p.m.).

Council staff members present were Police Chief Bernat, Mrs. Mitchell, Mr. Koenig, Mrs. Melson-Williams, Fire Chief Carey, City Solicitor Rodriguez, and Mrs. McDowell. Mayor Christiansen was also present (departed at 8:33 p.m. and returned at 8:34 p.m.).

OPEN FORUM

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

Ms. Marla Purvis, 9 Par Haven Drive, C-34, informed members that she was trying to expand her business to the downtown Dover area and, although she had thought that the City owned a lot of the property in that area, she learned that it does not. She had called a number of business owners and had reached only voice mails, full mailboxes, or numbers that no longer exist. Ms. Purvis was surprised to learn that some buildings had been vacant for long periods of time, in some cases for over 10 years, and noted that some businesses had apartments above. She questioned what could be done to open up opportunities for people like her who want to start businesses downtown but were having difficulty because of all the rules and regulations. Ms. Purvis specified that her comments referred only to the downtown area and that other parts of the City were good. She believed that Loockerman Street could be a beautiful, vibrant place if property owners would allow people to rent some of the office spaces, as well as the apartments above them. Ms. Purvis indicated that if she had the opportunity to start a business, she could help the City by paying taxes and using her profits to help people in need with furthering their education, or by becoming partners with them. She asked if she could speak with someone about her concerns. Mr. Slavin advised her that the Mayor would be glad to speak with her after the meeting.

Mr. Mark Kershaw, 161 Lexington Place, expressed concern with a vacant lot across from the entrance to the Lexington Glen subdivision. He explained that, approximately three (3) years ago, a developer had started piling dirt there. Mr. Kershaw indicated that debris, including concrete, metal, trash, and an engine, had been collecting on the pile. He indicated that there was tall grass growing on the property, the City had issued a citation which had not been paid, and he had been dealing with this issue for approximately two (2) years. Mr. Kershaw informed members that he would email them a picture of this area ***(Exhibit #1)***. He advised that he had met the owners of the properties on both sides of this lot, a gentleman named John, who lives on the east side of the lot, and Ms. Joyce Bordley, who lives on the west side. Mr. Kershaw noted that Ms. Bordley was dealing with significant water runoff onto her land. He requested that this matter be addressed very rapidly, noting that the owner had two (2) years notice regarding this issue.

Responding to Mr. Slavin, Mr. Kershaw stated that Mr. Henry Mast owned the lot, and he was not sure if there was another party as well.

Pastor Eric Cooper indicated that he was an advocate for the homeless in the community. He explained that he recently had the opportunity to actually become a part of what he was fighting against and was shocked and appalled about what he witnessed. Pastor Cooper explained that a couple of weeks earlier, he found out that he had some unpaid parking tickets or traffic violations, and by the time he had taken care of all of the things he needed to, the offices were about to close. He stated that the person who was helping him mistakenly went to the wrong courthouse, and the correct courthouse closed before they could pay for his bond. Pastor Cooper was thankful that the judge reduced the amount to 10%, so the payment was only $30; however, since he had not made it to the courthouse in time, Pastor Cooper had to spend nine (9) days in the Smyrna prison.

Pastor Cooper advised that he was not present to blame anyone, nor to speak about the different things that he found appalling in the correctional facility, noting that there were more than 45 to 50 people on the tier and it was so overcrowded that they had people sleeping on floors instead of on beds. He explained that he had been amazed to find that 12% of the 50 or 60 people in that tier were homeless. Pastor Cooper indicated that he was present to speak about the number of homeless people in prison because they had been charged with misdemeanors like loitering and sleeping and could not find a way to get out. He had talked to a young man who was in prison for two (2) years for something simple, got caught in the system, and now could not figure out a way to get out of there. Pastor Cooper stated that he had also seen a young man beaten to a pulp, who was probably 21 or 22 years old.

Pastor Cooper stated that, earlier in the day, a man told him that he had been charged with being drunk in a public place because he was loitering with an open container. He expressed concern because this individual had never been in trouble before, and he did not know what was going to happen to him. Pastor Cooper stated that these things were happening right here in the community and could be addressed if the community did some of the things that he and others had suggested, such as using the empty apartments that Ms. Purvis had mentioned for the homeless.

Ms. Joyce Bordley, 1542 North Little Creek Road, informed members that since 1988 she had lived at the property on the west side of the vacant lot that Mr. Kershaw had spoken about where the pile of dirt exists. She stated that when she moved there, the former owners had an above-ground pool, and she felt that it was good land because she would be able to have a garden. Ms. Bordley expressed that she cannot have a garden now because her property is lower than the vacant lot, and the pile of dirt makes it worse. When it rains hard, the water floods not only her backyard but also her basement. She did not know that she could do anything about it until Mr. Kershaw asked her if she was having problems with it. Ms. Bordley explained that her property has the vacant lot on one (1) side and a storm drain on the other that the Department of Natural Resources and Environmental Control (DNREC) does not keep clear. She stated that this creates so much water that a pond forms, and one (1) year it was so large that a neighbor with a boat stocked the pond with fish. Ms. Bordley believed that the reason nothing had been built on the vacant lot was because the land is so low that the owner cannot get a perc test on it. She noted that the dirt pile contained weeds and trash. Ms. Bordley advised that the two (2) properties on the west side of her lot are outside of the City's limits; however, the vacant lot and her property are inside the City's limits, and she hoped that City Council could do something.

Ms. Alexis Simms informed members that she was currently homeless and is a 21-year-old, visually impaired, pregnant female who is suffering from lupus. She stated that she had tried calling every social system she knew of in an attempt to find housing, but there was no help available for her. Ms. Simms asked who the system could help if there was no help for someone in her situation. She indicated that the systems are not helping anyone who cannot help themselves. Ms. Simms believed that being homeless should not be thought of as a disease, noting that the homeless want and need help. She stated that one person she had called raised the price of a one-bedroom residence from $500 to $850 when they found out that she was homeless. Ms. Simms informed members that she only makes $700 per month. She noted that the waiting list for public housing is three (3) years and asked how anyone could survive three (3) years of the winters here. Ms. Simms believed that the City had millions of dollars, but instead of helping people, they were helping themselves. She indicated that those present were going to keep coming to the meetings, whether they were homeless or not, and that all they want is a place to stay. Ms. Simms pointed out that members are warm at night, and if they were to step into the shoes of the homeless, they would not survive.

Pastor Aaron Appling, Victory Church, 2736 Forrest Avenue, thanked Ms. Simms for her bravery in speaking in her condition. He reiterated the severity of her condition, being pregnant and blind due to lupus. Pastor Appling also pointed out that Ms. Simms has a two-year-old daughter, making it even more important to find her a place to stay. He indicated that they had been working desperately for the last week to help her, but every call had been a dead end.

Pastor Appling referred to a homeless man who came to them after he had a stroke and was released from the hospital. He indicated that there are no resources for people in these situations, and they look towards the pastors and the community members. Pastor Appling stated that they are not equipped for this purpose, and sometimes have to break laws in order to help people because they feel it is morally wrong to see them living on the streets. He expressed frustration that some of the homeless people were told that they could not walk through the downtown market, and wanted to know whether this came from the Planning Department, Council, or the Mayor. He felt that this was discrimination because they have a right to walk where anyone else is allowed to walk.

Pastor Appling was also concerned that some of his associates were repeatedly told that they were not allowed to feed the homeless at the library, but they were not given an alternate place to go to feed them. Referring to recent events around the country, specifically Charlotte, North Carolina, Pastor Appling believed that this kind of thing was what was pushing people to violence, and that they were trying to stop those things from happening here. He stated that they were a peaceful and respectful organization, but they need help. Pastor Appling indicated that there are people in the City that desperately need help, stating that his organization needs opportunities opened up in order to help them. He explained that it is getting cold outside and there are many other churches and groups involved with their organization, and they are not going to let people be on the streets by themselves this winter. Pastor Appling advised members that they will either be out there with the homeless or they will find a place to be with them indoors. He urged members to put this item on their agenda before it starts getting cold, and reminded them that they are running out of time.

The invocation was given by Chaplain Wallace Dixon followed by a moment of silence for Wilmington Firefighters Lieutenant Christopher Leach and Senior Firefighter Jerry Fickes who were

killed, and Ardythe Hope and Brad Speakman who were injured, fighting a fire the previous Saturday. The moment of silence was followed by the Pledge of Allegiance.

AGENDA ADDITIONS/DELETIONS

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

Mr. Hosfelt requested that item #3-C, Review of Requests for Utility Connection Assistance, be removed from the Consent Agenda.

Mr. Cole requested that item #4-A (5), Discussion of Survey Results Regarding Programs, Activities, and New Building at Dover Park, be removed from the Consent Agenda.

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

ADOPTION OF MINUTES - SPECIAL COUNCIL MEETING OF SEPTEMBER 12, 2016

The Minutes of the Special Council Meeting of September 12, 2016 were unanimously approved by motion of Mr. Lewis, seconded by Mr. Hare and bore the written approval of Mayor Christiansen.

ADOPTION OF MINUTES - REGULAR COUNCIL MEETING OF SEPTEMBER 12, 2016

The Minutes of the Regular Council Meeting of September 12, 2016 were unanimously approved by motion of Mr. Lewis, seconded by Mr. Hare and bore the written approval of Mayor Christiansen.

PROCLAMATION - CYBER SECURITY AWARENESS MONTH

The City Clerk read the following Proclamation into the record:

WHEREAS, we recognize the vital role that technology has in our daily lives and in the future of the City of Dover. Today many citizens, schools, libraries, businesses, and other organizations use the Internet for a variety of tasks, including keeping in contact with family and friends, managing personal finances, performing research, enhancing education, and conducting business; and

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

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

WHEREAS, Delaware's DigiKnow Campaign is aimed at increasing the understanding of cyber threats and empowering the public to be safer and more secure online. Maintaining the security of cyberspace is a shared responsibility in which each of us has a critical role, and awareness of

computer security essentials will improve the security of the City of Dover information infrastructure and economy.

NOW, THEREFORE, I, ROBIN R. CHRISTIANSEN, MAYOR OF THE CITY OF DOVER, DELAWARE, do hereby proclaim October 2016 as Cyber Security Awareness Month in the City of Dover and urge all citizens to learn about cyber security and put that knowledge into practice.

Mayor Christiansen, on behalf of members of City Council, presented the proclamation to Mr. Andy Siegel, Information Technology Director for the City of Dover, and expressed their appreciation for his efforts.

Mr. Siegel advised that cyber security lies within each individual and the way that they operate their computers. He noted that Yahoo was hacked the previous week and 500,000,000 accounts were affected. Mr. Siegel emphasized the need for secure passwords and the use of two-factor authentication whenever possible.

PROCLAMATION - FIRE PREVENTION WEEK

The City Clerk read the following Proclamation into the record:

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

WHEREAS, the 2016 Fire Prevention Week theme, "Don't Wait - Check the Date! Replace Smoke Alarms Every 10 Years" represents the final year of a 3-year effort to educate the public about basic but essential elements of smoke alarm safety; and

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

WHEREAS, smoke alarms should be replaced every 10 years, make sure you know how old all the smoke alarms are in your home. To find out how old a smoke alarm is, look at the date of manufacture on the back of the alarm and replace it if it is more than 10 years from that date.

NOW, THEREFORE, I, ROBIN R. CHRISTIANSEN, MAYOR OF THE CITY OF DOVER, DELAWARE, do hereby proclaim October 9 - 15, 2016 as Fire Prevention Week in the City of Dover and urge all residents to make sure their smoke alarms are working properly, and to support the many public safety activities and efforts of fire and emergency service personnel.

On behalf of City Council and the citizens of Dover, Mayor Christiansen and Councilmen Hosfelt, Anderson, and Lewis presented Fire Chief Carey with the proclamation. Mayor Christiansen expressed their appreciation for the work of the active fire fighters and the fire prevention program that Robbins Hose Company has had in place for many years. He noted that they teach fire safety regulations to between 2,500 and 3,000 children during Fire Prevention Week, and throughout the course of the year.

Mayor Christiansen also recognized Councilmen Anderson and Lewis for allocating $1,000 of their discretionary funds to purchase 200 smoke detectors for the Fire Department to give to those in need. Chief Carey thanked Mr. Anderson for his support and advised that the smoke detectors were available at Station No. 1 on South Governors Avenue. He also thanked the City Manager, Mr. Scott Koenig, and Controller/Treasurer, Mrs. Donna Mitchell, for their assistance.

Chief Carey advised that they were ready for Fire Prevention Week and will contribute 40 to 60 man-hours per day for that entire week going to schools, preschools, and daycares. He also noted that they sent pamphlets out to all of the schools three weeks prior so that they could schedule a school visit or visit the station that week.

PROCLAMATION - HALLOWEEN TRICK-OR-TREAT

The City Clerk read the following Proclamation into the record:

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

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

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

WHEREAS, the Mayor of the City of Dover has deemed it advisable to observe the celebration of Halloween Trick-or-Treat on Monday, October 31, 2016 between the hours of 6:00 p.m. and 8:00 p.m.

NOW, THEREFORE, I, ROBIN R. CHRISTIANSEN, MAYOR OF THE CITY OF DOVER, DELAWARE, do hereby proclaim that the Halloween Trick or-Treat observance be held on the 31st day of October 2016, between the hours of 6:00 p.m. and 8:00 p.m. in the City of Dover and urge all residents, both young and old, to make this a happy and safe occasion for our children.

ECONOMIC DEVELOPMENT COMMITTEE REPORT - SEPTEMBER 13, 2016

The Economic Development Committee met on September 13, 2016 with Mayor Christiansen presiding.

Economic Development Committee Transition Discussion

Review Team Membership to Determine if Others are Needed to Accomplish the Goal/Vision

During the Regular City Council Meeting of September 12, 2016, members considered Proposed Resolution No. 2016-09 Formally Establishing the Economic Development Committee. Members amended Line #13 of the Proposed Resolution

to include the word "inclusive" following the word "targeted." A motion by Councilman Anderson to add two (2) members that represent minority business interests to the Economic Development Committee failed.

Mayor Christiansen stated that he would like the Economic Development Committee to recommend to Council that two (2) more members be allowed for residents of the community, with a leaning toward business owners. In response to Mr. Koenig, Mayor Christiansen confirmed that these would be two (2) additional voting members.

Mrs. Townshend questioned if the previous proposal was specific that those two (2) members be minorities and questioned if this was also Mayor Christiansen's intent. Responding, Mayor Christiansen confirmed that they would be minority members to reflect inclusion of the entire community in the City's economic development efforts.

Mr. Koenig questioned if it Council would select and appoint these members. Responding, Mayor Christiansen stated that since Council was the creator of this Committee, they would make the appointments. He indicated that notice of the vacancies would be posted on September 27, 2016, following the City Council meeting on September 26, 2016. Mayor Christiansen stated that he would like to close out selection by the first weekend in October.

Mrs. Townshend noted that the Committee was set up to include City staff, elected officials, and representation of the Downtown Dover Partnership (DDP). If two (2) more members were to be added, she questioned if they should specifically be business owners and if they both needed to be minorities. Mrs. Townshend stated that other business owners had not been included at this point and that it seemed less inclusive to add members in this fashion. She believed it was important, if people were to be added, that they have a business interest. Responding, Mayor Christiansen indicated that it would be at the pleasure of the Committee, stating that his suggestion was made to meet the request that had been made by the community and a promise on his part to include the entire community in the City's economic development efforts.

Mr. Moore stated that he thought it was fine to add two (2) members; however, he felt it was important that they have an economic development/business acumen, regardless of their ethnicity or sexual orientation. He wanted people who could contribute and felt that adding people who cannot contribute would be a disservice to the committee's ability to actuate good decisions. Mayor Christiansen concurred.

Mr. Hudson, Assistant City Manager, stated that he believed that it would not be enough for someone just to have an interest and that they needed to be bringing value to the table. He felt that this would apply to any City committee.

Mrs. Townshend noted that Mayor Christiansen had mentioned residency and questioned if members must live in the City or own a business in the City.

Responding, Mayor Christiansen indicated that he did not want members who were non-residents, noting that he would want members to have ties to the economic future of the City.

Mr. Koenig moved to recommend that two (2) minority voting members be added to the Economic Development Committee and that the qualifications and selection be subject to the policy of City Council. The motion was seconded by Mrs. Townshend.

Mr. Koenig indicated that Council would decide how they wanted to post the vacancies and select members. The Committee would not make recommendations on who would be sitting on the Committee, and Mrs. Townshend and Mayor Christiansen concurred. Mr. Koenig stated that Council members could solicit those who are interested, vet their qualifications, and recommend to the full Council who should sit on the Committee.

Mayor Christiansen noted that this would be considered by Council during their regular meeting on September 26, 2016. Vacancies could be posted on September 27, 2016 and candidates could be brought to the Economic Development Committee by the first meeting in October and approved by Council.

Mr. Hudson questioned what applicants would be asked to submit. Responding, Mr. Koenig advised that this would be up to Council, noting that Council was in the middle of a debate regarding how they would solicit interest for committees and what qualifications were needed. Mayor Christiansen indicated that there was a form on the City's website and this would be for Council to handle. He stated that it was the Economic Development Committee's intention to be inclusive and to enjoin everyone in the community in economic development. He stated that the parameters were established.

In response to Mayor Christiansen, Mrs. Jody Stein, Administrative Assistant, City Clerk's Office, advised that the motion was to add two (2) minority voting members to the Economic Development Committee with qualifications and selection to be determined by Council.

Mr. Moore stated his understanding that economic development oriented qualifications were required.

Mayor Christiansen questioned if it was members' understanding that new members must be residents and economic development oriented or if they wanted to leave this open. It was Mr. Koenig's opinion that the criteria would be up to Council. He indicated that he would think that Council would put people that are economic development related on the Economic Development Committee.

Mr. Moore moved to amend the motion to add the criteria that the members be economic development or business oriented, seconded by Mrs. Townshend and unanimously carried.

> The Committee recommended adding two (2) minority voting members who are economic development or business oriented to the Economic Development Committee, with qualifications and selection to be determined by Council. *(City Clerk's Office Note: This recommendation is reflected in Council Resolution No. 2016-11Amending Resolution No. 2016-09 Formally Establishing the Economic Development Committee, which will be considered by City Council during their Regular Meeting of September 26, 2016.)*

During the Council meeting, Mr. Scott Koenig, City Manager, advised that there was a detailed and lengthy discussion at the last Economic Development Committee meeting regarding the Committee's composition in relation to past discussions regarding the addition of minority voting members to the voting block for the Committee. He stated that, after substantial discussion, the Committee recommended adding two minority voting members who have an economic develop and/or business oriented background to the Economic Development Committee, with the qualifications and selection to be determined by City Council.

Mr. Anderson thanked the Economic Development Committee, the Mayor, and the Council President for their support and listening to the community on this issue.

By motion of Mr. Anderson, seconded by Mr. Sudler, the Committee's recommendation of adding two (2) minority voting members who are economic development or business oriented to the Economic Development Committee, with qualifications and selection to be determined by Council was approved and Resolution No. 2016-11 amending Resolution No. 2016-09 Formally Establishing the Economic Development Committee was adopted, as follows:

A RESOLUTION FORMALLY ESTABLISHING THE ECONOMIC DEVELOPMENT COMMITTEE

WHEREAS, during the Special Council Meeting - Budget Review of May 26, 2016, City Council dissolved the City's Economic Development Office and created an Economic Development Committee within the City, with the Mayor to serve as the Committee Chair and the other members to consist of the City Manager, or the City Manager's designee, the Chair of the Legislative, Finance, and Administration Committee, the Chair of the Utility Committee, a designee of the Downtown Dover Partnership (DDP), the City Planner, and two (2) minority voting members who are economic development or business oriented with qualifications and selection to be determined by City Council; and

WHEREAS, a strong and robust local economy is essential to the quality of life of all residents of the City of Dover and its surrounding community. It is vital that the City pursue sound and innovative strategies to promote growth, attract investment, create and protect jobs, and support existing businesses and enterprises; and

WHEREAS, the Mayor and Council wish to develop a collaborative, targeted, inclusive, and effective approach to economic development in the City of Dover.

NOW, THEREFORE, THE MAYOR AND COUNCIL OF THE CITY OF DOVER HEREBY FORMALLY ESTABLISH THE CITY OF DOVER ECONOMIC DEVELOPMENT COMMITTEE, WHICH SHALL:

1. Promote the economic interests of the City of Dover, formulate recommendations to Council and staff, and coordinate with staff, other government bodies and institutions, the business community, and the public on economic development matters.

2. Provide monthly reports to City Council.

ADOPTED: SEPTEMBER 26, 2016

Rural Economic Development Loan Program (REDL)

During the Council Committee of the Whole/Legislative, Administration, and Finance Committee meeting of August 23, 2016, members considered an Application for Rural Economic Development Grant Through U.S. Department of Agriculture (USDA). Members recommended authorizing staff to proceed with the application for funds and the establishment of a loan fund, as recommended by staff. If Council would like further review of the funding recipients for the first round of funding, staff requests that this role be assigned to the Economic Development Committee.

Mrs. Ann Marie Townshend, Director of Planning and Community Development, advised members that staff was in the process of completing an application for a $300,000 grant from USDA. In reviewing the guidelines and regulations governing the grant program, staff discovered that the City did not appear to be eligible for some of the things that they previously thought could be applied for. Mrs. Townshend indicated that she had contacted USDA for clarification and USDA agreed that these items were not eligible for the program. She explained that the first $360,000 in funding, including $300,000 from USDA and a 20% City match, could be loaned only for a fairly specific, narrow group of purposes. Mrs. Townshend advised that once the loan funds are repaid, they are termed "revolved funds." She noted that the purposes for revolved funds are then broadened, and they can be used for any economic development purpose in the City's program that is developed through the application. Mrs. Townshend stated that when the grant application is submitted it must include the City's specific project. She stated that staff had been aiming for September 30, 2016; however, they were not prepared to meet that deadline. The next deadline would be December 31, 2016, and staff believed that this would allow enough time to prepare a solid application and loan program.

Mayor Christiansen asked if any projects in the pipeline would be affected. Responding, Mrs. Townshend stated that, based on staff's reading of the regulations and confirmation by USDA, the projects in the pipeline that had been discussed were not eligible for the first round of unrevolved funding. She stated that staff would continue working on the application and bring updates to the Committee.

In response to Mayor Christiansen, Mrs. Townshend confirmed that it was desired to develop a valid application for the loan, but the September 30, 2016 deadline could not be met.

Review of Requests for Utility Connection Assistance

Mr. Scott Koenig, City Manager, informed members that two (2) requests had been received for utility connection assistance. The first was from Mr. Michael Maupin, Managing Director, MauTiste Investment Group, for financial relief from the fees associated with electrical, water, and sewer utility connections for MauTiste Square, a six (6) townhome project at 420 Reed Street. Mr. Koenig advised that the property had been purchased and old buildings were torn down. He noted that there was existing water and sewer service to the property; however, it did not meet the needs of the new buildings. Mr. Koenig indicated that the request was to have utilities extended from Reed Street and to upgrade the electrical infrastructure for ground transformers and primary service to the new buildings. He explained that, under the current Electric and Water/Sewer Handbooks, the code requires developers to incur those costs, since the City does not incur them as part of the development application. Mr. Koenig advised that the City was redeveloping the infrastructure along this road, and staff knew ahead of time where the connections needed to be. He indicated that the City would potentially have installed these lines as there was an associated capital project.

Mr. Koenig noted that Mr. Maupin was asking for consideration for the costs associated with the electrical service and the extension of water and sewer services from where they exist in the road to at least the right-of-way or the building. He was also asking for consideration of geotechnical services, which were required because a building had been demolished at the location. Mr. Koenig explained that the City wanted reasonable assurance that there would not be settlement after construction because the City did not want to be responsible for future homeowner claims that the City did not do its duty by requiring someone to build in accordance with acceptable practices.

Mrs. Townshend stated that the building code requires a certain pound per square inch (PSI) figure, and the geotechnical report would substantiate the PSI.

In response to Mayor Christiansen regarding the projected cost, Mr. Koenig noted that Mr. Maupin had also asked for asbestos abatement and the total request was for approximately $84,000. In Mr. Koenig's opinion, there would be no consideration for the geotechnical engineering or the asbestos abatement request, and the Committee could only weigh in on whether the City wanted to offset any of the costs regarding the extension of electric or water and sewer services to the facilities. He stated that these were not budgeted expenses and would be out-of-pocket costs that the City would have to incur or reimburse the property owner for. Mr. Koenig stated that the only source for financing this request would be funding that was intended for capital improvements or reserve funds. He explained that staff could not create a

capital improvement project or move money from the reserves without authorization from Council.

Mr. Koenig felt that the real issue was the precedent that would be set, noting that this request would probably total $65,000 and that there was another application that had requested $30,000. If this concept was approved, he felt that every development application in the Downtown Development District (DDD) would likely make a request, and their requests would be based on equity.

Mayor Christiansen questioned if requests would be judged on a case-by-case basis. Responding, Mrs. Townshend explained that there were non-profit housing partners, including NCALL, Habitat for Humanity, and Milford Housing Development Corporation (MHDC) that currently have five (5) homes under construction and have submitted plans for additional homes. These organizations were paying these same costs for water and sewer connection, and discussions had been held with Habitat for Humanity regarding cost concerns relating to electric infrastructure and water and sewer connection. Mrs. Townshend noted that they had also been required to provide geotechnical reports because they were building on demolished sites.

Responding to Mayor Christiansen, Mrs. Townshend stated that she did not believe that the cost for these entities would amount to the costs for the MauTiste project; however, she noted that Mr. Maupin's project included six (6) units; therefore, his cost was not a per unit amount. She stated that she believed, if funds were provided, that there would be requests that had merit from other entities. Mrs. Townshend also stated that everything being built by non-profit groups was required to be owner occupied and not rented. She acknowledged that Mr. Maupin was hoping for owner occupation; however, she indicated that there were no assurances.

Mr. Kirby Hudson, Assistant City Manager, advised that Mr. Maupin had stated that he was not interested in renting the units and that he wanted to develop affordable housing that he could turn around and sell. According to Mr. Maupin, based on the current costs, the housing price would be unaffordable.

In regard to the second request for utility connection assistance, Mr. Todd Stonesifer, owner of The Moving Experience Real Estate, advised members that he was working extremely hard to bring economic development to the downtown area. He had been working closely with a current business and property owner in the downtown area regarding the property at 131 West Loockerman Street, most recently known as Computers Fixed Today. Mr. Stonesifer explained that a restaurant was proposed for that gateway location; however, the owner discovered that the water mains large enough for the building's required sprinkler system were located across either Governors Avenue or Loockerman Street. Mr. Stonesifer explained that the cost of connection would be approximately $30,000. He indicated that he and the owner were $30,000 apart on the real estate deal and could not make it happen without bringing a sprinkler across the street, which would involve the Delaware Department of Transportation (DelDOT), street repairs, etc. Mr. Stonesifer suggested that

perhaps the first project mentioned could take advantage if the sprinkler line was across the street, and future projects would not have to absorb this extra cost and could also tap into it as the building stock is updated.

In response to Mr. Stonesifer, Mr. Koenig stated that there was a water line on Loockerman Street but it was on the south side of the street and on the west side of Governors Avenue. Mr. Koenig believed that the cut would be made on Loockerman Street; however, this would depend on where the connection would be in the building.

Mrs. Townshend asked if this connection could be done in a way that would serve other buildings for fire suppression. Responding, Mr. Koenig explained that it would depend on the actual fire need for the building being serviced.

In response to Mayor Christiansen, Mr. Brandon Pelton, owner of 33 West Ale House and Grill, stated that the downstairs area of the building at 131 West Loockerman Street was approximately 2,000 square feet. He indicated that he had spoken with the Fire Marshal and the downstairs area was the only part that needed to be sprinklered. Mr. Pelton stated that he needed to put in a two (2) hour firewall and a sprinkler system downstairs due to the apartments upstairs. He explained that the cost of installing the sprinkler system would be $30,000 and bringing the stub across the street would be an additional $30,000. Mr. Pelton recalled that this would be a six (6) inch sprinkler, and he stated that he could cover the cost of the system. He indicated that he would have to put in a dry sprinkler system over the overhang and that the $30,000 cost of going across the street would consume all of his emergency funds.

Responding to Mr. Moore, Mr. Pelton stated that he was interested in purchasing the building as a capital investment and would probably renovate the apartments in approximately a year as they become vacant. In response to Mayor Christiansen, Mr. Pelton stated that there was one (1) apartment on the third floor and two (2), two-bedroom apartments on the second floor. He noted that they share a doorway with the Raubacher building next door, where a game store and Uncorked Canvas are located.

Mayor Christiansen noted that the downtown area would have to be brought up to code as it develops and questioned if reconstruction or remodeling projects would require sprinkler systems. Responding, Mrs. Townshend stated that it would depend on the use. In this case, a sprinkler system was required because the facility would be a restaurant serving alcohol and was due to the occupant load rather than the building size. She stated that it would have to meet National Fire Protection Association (NFPA) standards for retrofits and the drivers would be alcohol being served and an occupant load past 100. Mrs. Townshend explained that an art studio would not necessarily require a sprinkler system.

Mr. Koenig noted that, ideally, all of the structures would be sprinklered for their preservation over time, especially due to the close proximity of the structures. He noted that a property owner would not want to invest a lot of money in a structure that has unsprinklered structures around it.

Mrs. Townshend stated that she felt it was a better scenario to sprinkler the building than to try to find loopholes. She expressed concern that the business district had a lot substandard building stock, stating that money must be put into it to bring it to current code standards instead of finding ways around the code standards. Mrs. Townshend believed that sprinklering was important and that both of the projects being discussed were consistent with the objectives set forth in the City's DDD plan and could be beneficial. Her concern was the precedent and dealing with other requests that would come in. Mrs. Townshend questioned if a lien that is forgivable over a period of time should be put in place to ensure that people do not walk away from these properties and that they are developed as planned.

Mayor Christiansen believed that if the City was truly dedicated to economic development downtown and revitalizing the neighborhood that surrounds it, it would behoove the City to look for sources of revenue. He asked Mrs. Donna Mitchell, Controller/Treasurer, if a mechanism could be put in place to make these projects happen, noting that there were developers wanting to invest substantial money on both projects that would be beneficial to the downtown area. Responding, Mrs. Mitchell stated that the City already had a DDD incentive program and if the program was to be expanded, it must be approved by City Council.

Responding to Mr. Hudson, Mrs. Townshend stated that the USDA grant program could not be utilized because this was a loan program and funds would need to be paid back. In addition, she explained that the uses proposed were not eligible for the first round of funding from the USDA program.

Responding to Mayor Christiansen, Mrs. Mitchell stated that if the requests for assistance were taken to Council, there was not currently a source of revenue to cover the cost of both projects. Mr. Koenig advised that there was no line item in the budget for such extensions of service. If the committee recommended supporting the requests, funds would have to be identified and there would have to be a budget amendment listing it as a miscellaneous expense. Mr. Koenig noted that these were substantial expenses; however, he indicated that the $30,000 investment would significantly increase the value and safety of a downtown building, regardless of who makes the investment. He stated that there would be a long payback period for the utility since it would take a long time to regenerate $30,000 profit under the water utility with current rates. Mr. Koenig reminded members that there had been complaints about the quality of the buildings downtown and noted that they would not get better by themselves. He stated that his initial reaction was that he was not in favor of the requests; however, he noted that there was a substantial benefit to the City and the DDD and he expressed the need to talk through it. Mr. Koenig stated that he felt it should not be viewed as if the service could be expanded to other

properties because it would be driven by engineering calculations, and it would be difficult to know where the extensions could be used.

In response to Mayor Christiansen, Mr. Koenig advised that either a six-inch or eight-inch tap in would be required off the water line from Governors Avenue. If an eight-inch tap was used, a two-inch domestic service could be taken off that and a brand new fire and domestic service would be available, eliminating the concern about water infrastructure for the foreseeable future. Mr. Koenig stated that he believed that a new building like this in a shopping mall would have an eight-inch tap with a six-inch fire service, and a one-and-a-half or two-inch domestic service. Mr. Koenig stated that funding would have to be taken from funds used to expand and improve the overall water system or from other reserves to make it available for this project and it was not in the budget.

Mrs. Townshend asked, since the improvements would be in the right-of-way, if the City would bid the work and award the contracts. Responding, Mr. Koenig stated that if the Committee recommended in favor of the requests, the project should be bid out as a separate project by the City using City guidelines. A third-party contractor would be hired to make the tap and run the line. In response to Mr. Moore, Mr. Koenig stated that this would also be true of the six (6) townhouses because the City did not have the staff to do this project.

Mrs. Townshend stated that she would prefer that the City use a contractor so that procurement policies are followed.

Mr. Moore felt that the six (6) townhouses would enhance the residential mix of the downtown area, as would adding a new restaurant to this corner downtown. He noted that, if this request was not supported, he believed this property would remain vacant.

Mr. Pelton stated that he had done due diligence and put numbers together with other available grant funds. If the funds were there, he had no problems with whatever wording members wanted to include. Mr. Pelton stated that if he were to receive twice as much as he thought through grant funding, he would pay for bringing the stub across the street; however, he stated that he could not move forward without having money for emergencies. Mr. Pelton noted that, otherwise, he would be putting in more than $60,000 before taking out a piece of flooring or knocking down drywall. He stated that he would be happy to establish some sort of contingency.

Mr. Stonesifer questioned whether any future building would be able to connect to that line without going across the street if a large enough supply line was brought across Loockerman Street. Mr. Moore explained that this would not be easy because the line must be taken vertically in front of the building and the sidewalk or street must be torn up. He felt it would likely be cheaper to tap into another location if the building is three doors down. Mr. Moore stated that this might be possible for a building next door, but there would be a limit to how far horizontally one could go.

Mr. Stonesifer stated that he felt it would be less expensive for the next couple of buildings to go under the sidewalk to that tap than to go across the street. He noted that he understood that there was no guarantee; however, he believed that it would benefit more than just one building.

Mrs. Townshend stated that the DDD district grants do not include expenses for the extension of services, noting that expenses eligible for grant reimbursement are only those on the site. She advised that the 20% rebate would not apply to bringing utilities to the site. Responding to Mr. Hudson, Mrs. Townshend stated that the demolition and asbestos removal expenses related to the duplex project would be eligible for the 20% rebate available through the DDD grant program.

In response to Mayor Christiansen, Ms. Tamika Graham, National Council on Life and Labor Research (NCALL), Neighborhood Revitalization Coordinator, stated that NCALL's mini-grant program had limited funding and was set up primarily to go through work groups, so it would not be available directly for this use.

Mrs. Townshend explained that Mr. Maupin was already working with the NCALL loan fund on his project, noting that this was a loan rather than a grant.

Mr. Moore moved to recommend funding the utility extensions to provide for the restaurant at 131 West Loockerman Street and the six (6) townhouses.

Mr. Koenig questioned if the motion was to fund the water service. Responding, Mr. Moore stated that he had mentioned the utilities. Mrs. Townshend stated her belief that the motion was for the water and sewer connections. Mr. Koenig stated that utilities would include electric service. In response, Mr. Moore stated that he did not know that electric service was being considered. Mrs. Townshend explained that Mr. Maupin's request included $7,100 for electric expenses.

Mrs. Townshend seconded the motion to recommend funding the utility extensions to provide for the restaurant at 131 West Loockerman Street and the six (6) townhouses, with the amendment that the City ensure that the costs are managed using the bidding process through the City's procurement policy.

Mrs. Townshend stated her concern that the cost might be inflated.

Mr. Moore stated that the motion would include electrical and plumbing services. He felt that geotechnical engineering and asbestos would get into a broader area and, from a precedent setting standpoint, could include every building in the City. Mr. Moore believed that the infrastructure issue in the downtown, in the sense of water and sewer access, as well as sprinkler access to townhomes and duplexes, was limiting the ability for growth. He felt that if geotechnical engineering or asbestos removal were provided for, developers would request assistance with geotechnical engineering for their foundations and asbestos removal for their renovations, and he believed that these were normal costs. Mrs. Townshend concurred, noting that

geotechnical engineering and asbestos removal costs were eligible for the 20% rebate from the City, whereas the utilities were not.

Ms. Chantell Scott, 214 Thornton Street, stated that she had heard someone mention that there were water system funds and asked Mrs. Mitchell if this was correct. Responding, Mrs. Mitchell stated that the City Manager had been referring to the water utility budget itself. She indicated that there was capital improvement project money that would have to be reallocated. Mrs. Mitchell believed that Mr. Koenig had indicated that funds would have to be taken from what they were originally budgeted for to be used for these projects.

Ms. Scott questioned if there were any funds in the budget that had not been allocated for a project. Responding, Mr. Koenig indicated that there were funds allocated to water quality improvements and the bids for those funds had not been fully authorized by Council, so there was money allocated for water quality improvements.

Ms. Scott questioned if some of those funds could be used for these two (2) projects. Responding, Mr. Koenig stated that if Council were to authorize funding the projects, the water components could be charged to the water budget.

Ms. Scott questioned if a motion could be made to recommend funding the requests so that this part of the projects could be taken care of since it was her understanding that was money available. In response, Mr. Koenig indicated that money had been budgeted. Mrs. Townshend explained that it was budgeted for water quality improvements; however, this was not a water quality improvement. Mr. Koenig advised that the money had been budgeted for a purpose and had not been converted to a contract. Mrs. Townshend stated that Ms. Scott's proposal would be taking funds away from another project.

Ms. Scott stated her understanding that these funds had not been allocated for a project and were extra funds. In response, Mrs. Townshend indicated that water quality improvement funds were allocated in the capital budget for improvements in water infrastructure to eliminate the brown water problem. While it may not be allocated to a certain pipe, she explained that it was allocated for that purpose.

Ms. Scott stated her belief that Mr. Koenig had indicated that there was money allocated for infrastructure improvement and had not mentioned brown water. She stated that she has brown water in her home, which was newly constructed, and she just runs her water until it stops being brown. Ms. Scott stated that these young men wanted to take a section on the corner of Loockerman Street and Governors Avenue that had been empty for many years and make a restaurant. She felt that they needed help and that this water main fell under water infrastructure. In response, Mr. Koenig advised that it could fall under water structure.

Ms. Scott requested members to make a motion to take this money from this specific budget. Mrs. Townshend stated that this was not within the Committee's purview but

was in City Council's purview. Mr. Moore explained that the Economic Development Committee did not have a budget and did not have access to the City's budget. He stated that he wanted the Committee to vote on the requests for utility connection assistance to direct Council regarding the Economic Development Committee's recommendation. Mrs. Townshend noted that Mr. Moore had made a motion to fund the projects and that she had seconded this motion.

Mr. Moore clarified that his motion was to fund the utilities for both projects; however, he did not agree on funding the geotechnical and asbestos aspects. Ms. Scott questioned if the money was technically available. Responding, Mrs. Townshend stated that it was the responsibility of the City Manager, Finance Director, and City Council to determine how it would be paid for and this was beyond the scope of the Committee. Mr. Koenig explained that these costs, according to the handbooks, are developer related and the property owner and/or developer is responsible under the Code for these types of cost.

Ms. Scott stated that in the Economic Development Committee meeting it was decided that it was in the best interest of the City to help with this development because, technically, this water main was in the middle of the road, which belonged to the City and that these young men would be helped. Responding, Mr. Koenig stated that members had not made that determination.

In response to Mayor Christiansen, Mrs. Stein stated that there was amendment to the motion to require using the City's bidding process. Mrs. Townshend withdrew the amendment of the motion.

Mr. Moore stated that the motion was to recommend funding for further enhancing six (6) residential units and one (1) new business by approving the infrastructure for water, plumbing, and electric to these two (2) areas as an economic development initiative from this Committee. The motion was seconded by Mrs. Townshend.

Mr. Koenig explained that there was a distance from the main to the right-of-way line and a distance from the right-of-way line into the building for the six (6) townhouses. He did not believe that the City should, in any circumstances, be discussing the private side of the line.

In response to Mayor Christiansen, Mr. Koenig stated that he was unsure how Mr. Maupin had developed his $59,000 estimate or what it included. He stated that the developer cost that the City was proposing to discuss was from the main to the right-of-way line. Mr. Moore concurred.

Mr. Brandon Pelton, owner of 33 West Ale House and Grill stated that he already had budgeted to take it from the sidewalk to the building. Mr. Koenig stated that, for 131West Loockerman Street, the right-of-way was the building or approximately one (1) foot from the building, which was different from the residential project. He wanted it to be clear, because of the way the handbook is written, that there is a

distinction between where the private responsibility starts and where the public infrastructure ends. Mr. Koenig did not want to pay for private infrastructure, i.e., the cost of going from the curb stop at the road into the house. He was unsure if that number was part of the plumbing estimate provided.

Mr. Moore indicated that he was not saying that he agreed with the numbers provided. He noted that the request was to take a line from the main, which is a public facility, to the right-of-way, which is the end of the public responsibility, and that it would be the developer's responsibility to get it in the building. Mr. Moore stated that the City should not be doing this work inside buildings or houses, which was the developer's responsibility. Mrs. Townshend stated that once the extension is on the property, they are eligible for a 20% rebate. Mr. Moore stated his belief that Mr. Koenig's clarification was part of his motion.

The Committee recommended that the City pay for the cost of extending the electrical and water/sewer infrastructure for the projects at 420 Reed Street and 131 West Loockerman Street as it relates to the water and sewer from the main to the right-of-way line and the remainder would be the private property owners' responsibility.

Mr. Koenig explained that he opposed the motion because he would like to see a cap of $25,000.

During the Council meeting, Mr. Scott Koenig, City Manager, advised that the Economic Development Committee had been discussing a number of ways to encourage economic activity throughout the City. He noted that, in this case, the recommendations were coming specifically out of the Downtown Development District efforts. Mr. Koenig reminded members that there are a number of incentives associated with the Downtown Development District including reimbursement of project expenses through the State or Kent County and the waiving of fees and tax abatement from the City of Dover.

Mr. Koenig advised that the Committee discussed two (2) requests received from developers for incentives. He noted that one request was from MauTiste Investment Group for financial relief from the fees associated with electrical, water, and sewer utility connections for MauTiste Square, a six (6) town home project at 420 Reed Street and the other was from Mr. Brandon Pelton, owner of 33 West Ale House and Grill, for assistance with the $30,000 cost of bringing the water main across the street for the sprinkler at the corner of Loockerman Street and Governors Avenue. Mr. Koenig stated that, in both cases, the development applicants are requesting reimbursement or offsetting of costs related to utility expansion. He advised that, currently, all costs associated with electric, water, or sewer infrastructure expansion for development projects in the City of Dover are the responsibility of the developer. Mr. Koenig stated that, in some cases, a majority of that infrastructure is turned over for ownership and maintenance to the City of Dover.

Mr. Koenig noted that the request associated with the development of six (6) residential units at 420 Reed Street was related to the extension of infrastructure for six (6) new water, sanitary sewer, and ancillary electric services to the properties, noting that the previous building was a single,

commercial structure with only one service to the building. He advised that there would be costs of approximately $67,000 for extension of the infrastructure.

Mr. Koenig advised that the request associated with the development of property located at the corner of Loockerman Street and Governors Avenue was related to the extension of a water main. He noted that there is an existing water service to the property and the water main extension would be an upgraded fire service so that the building could be sprinklered. The estimated cost of that extension is $30,000 and the applicant is requesting that the City contribute $30,000 to offset the cost. He advised that commercial and residential space is proposed to be refurbished with this project.

Mr. Koenig stated that, in both cases, there are long term improvements that the City has been requesting developers to make. He also noted that the utility expansions would create long term public value, including renewal of residential stock and improved fire safety and suppression in the downtown area.

Mr. Koenig advised that none of these costs were currently identified in the City budget and noted that he would like to see the program capped at $25,000. He advised that, at the $25,000 range, there could be the potential of over $100,000 of investment and authorizing the full cost could be in the range of several hundred thousand dollars of investment.

He stated that he understood that the City was in a difficult position because they want to encourage investment downtown; however, there are applicants saying that the utility costs are making the projects non-economical and non-feasible. Mr. Koenig noted that these requests could become substantial moving forward with the Downtown Development District and advised that if Council was in favor of these types of investments, they would bring a budget amendment forward to fund the changes, as well as guidelines for how the funds should be expended, how many quotations for work should be submitted, and who should prepare those estimates. He indicated that if the current requests are approved, they were likely to receive two or three additional requests.

Mr. Anderson stated that if they were supposed to focus on development and economic inclusion in the Downtown Development District they should provide the infrastructure to do it, noting that they put millions into Garrison. He advised that he felt a few hundred thousand dollars to revitalize the downtown seemed appropriate. Mr. Anderson also stated that he was hesitant about approving something without a process and suggested referring this matter to either the Utility or Legislative, Finance, and Administration Committee to work out the details. Responding, Mr. Koenig stated that if Council endorsed the concept, he thought that the process needed to be laid out by Staff, including identifying a level of funding, how the requests would be budgeted, the process for improvements, milestones that have to be met, and the process for considering applications. The process could then be endorsed by City Council and the developers would have an understanding of the funding they would have to work with in the future.

Responding to Mr. Hosfelt, Mr. Koenig stated that this money was not currently identified in the budget. Mr. Hosfelt asked if the City had done this type of thing with the utilities in the past. Mr. Koenig responded that they had waived fees related to economic development; however, he could not recall contributing cash to a private developer or funding individual utility services for

commercial development. He noted that there had been some instances where the City would pay a developer the price difference to install oversized pipe in a residential subdivision to accommodate future extension.

Mr. Hosfelt stated that he was concerned that this item was placed on the Consent Agenda and if they had not read their packets or were not paying attention, they would have approved the spending of $97,000 which was not budgeted for this project. He also expressed concern that Staff, whom he considers to be leaders, did not direct the requests to a committee and he noted that he thought it was a problem that should be addressed.

Mr. Hosfelt expressed concern that a greater issue will be getting into the business of picking and choosing who gets how much money. He felt that even if they were to budget at a cap of $25,000 per project, they are still at $50,000 which has not been budgeted. Mr. Hosfelt stated that he wanted to see the downtown developed just like everybody else; however, he was not sure that they should be in the business of supporting landlords and restaurants.

Mr. Slavin advised that the requests were considered by the Economic Development Committee and it would be up to Council to decide if it needed an additional look. He stated that he believed that the City, as a government, is being outpaced by the market. Mr. Slavin advised that the City has some business owners who want to expand or open new businesses downtown, and they have been coming to members and requesting what they get from other municipalities. He noted that this is the kind of infrastructure improvements that are usually laid in downtown areas to encourage growth; however, the City of Dover chose not to, for whatever reason. Mr. Slavin stated that the City would now have to do that on a case by case basis and this is the exact moment when the City can either expand businesses downtown or not.

Mr. Slavin stated that no one was making a request for several hundred thousand dollars and there was no need to inflate the request that was brought forward. He noted that members could be very good bureaucrats and wait until they get processes established and the forms right, and everything else. Mr. Slavin advised that, in the mean time, the City is getting beat to the market, not by Philadelphia or Annapolis, but by Smyrna and Milford.

Mr. Slavin stated that he was just as much a steward of the public's money as anybody else; however, he questioned how the old way of government was working for the City in attracting businesses downtown. He noted that there are people who want to improve two (2) eye sores and make them better properties and they want to expand existing businesses or add additional business to the downtown area, in addition to addressing life safety issues for both of those structures.

Mr. Slavin stated that he understood and respected Mr. Hosfelt's concerns; however, he also stated that he thought that members needed to move a little quicker on these things in order to be responsive to what the market is presenting them. Mr. Hosfelt responded that he thought it went back to a greater question, which is that they, Council and Staff, do not plan ahead; for example, they were just going to spend $97,000, which they do not have. Mr. Hosfelt stated that if it was something that was budgeted for, and they did a long range planning, then he could see maybe supporting it; however, at this point, he did not know how members could support something that

is not in the budget, especially at this expense. Mr. Slavin reminded members that some of the discussions they had earlier were about larger expenses that may come from the budget as well.

Responding to Mr. Cole, Mr. Koenig stated that the request from the MauTiste Investment Group identified approximately $7,000 in electrical costs and just under $60,000 in water and sewer extension costs.

Responding to Mr. Hare, Mr. Koenig advised that MauTiste Investment Group is a for-profit investment company that is building residential housing units. Mr. Koenig stated that he thought the intent was for the properties to be owner occupied. Mayor Christiansen stated that they would be owner occupied.

Mr. Hare stated that he understands that a business wants to relocate downtown; however, he suggested that it should be stipulated that the business is going to be there for the long term. He expressed concern that this could open the door for a lot of realty companies buying up properties, rehabilitating them, and then the City pays for a lot of their expenses and they make the profit without paying the City back. Mr. Hare stated that he felt there was a difference between helping a business that would stay downtown and helping a developer.

Mr. Hosfelt recalled that he read in the Economic Development Committee meeting minutes that they were not sure if the properties were going to be owner occupied or rented. There was no commitment one way or the other.

Mayor Christiansen stated that the developer's intent is to have owner-occupied properties and he has a reputation that they have vetted out. He stated that this person is committed to the same vision that he believes the members of Council are, which is revitalizing the downtown area.

Mayor Christiansen advised that, at this point in time, the downtown area is 82% rental properties and it is their intent to stabilize the neighborhood with owner-occupied housing, which will result in other savings to this community and to all of Dover's citizens.

Mr. Hosfelt stated that if he had concern with one over the other, it is definitely the fact that they want to help somebody build six (6) town homes and sell them for a profit. He noted that he knows what the owner of 33 West Ale House and Grill brings to downtown and there is already a commitment there that he believes in. Mr. Hosfelt advised that he was unsure of the other developers commitment and wondered if they should say no to both requests out of fairness and to stay out of the business of trying to determine which business is better than the other.

Mr. Neil stated that he would prefer not to have additional rental properties and suggested that there should be some sort of a claw back to return the money to the treasury. He also stated that he would prefer to have a system in place, as suggested by the City Manager, so that they will know the amount of the incentive being provided. Mr. Neil noted that the City would eventually receive taxes on the town homes.

Mr. Anderson advised that City Council agreed to a terrific plan that was developed for downtown Dover when they endorsed the Restoring Central Dover plan. He noted that the plan was six-fold

and included bringing back both residential home ownership and a vibrant business district. Mr. Anderson indicated that what members were considering was traditionally a government piece and noted that the infrastructure is not a private infrastructure that serves or is owned by one group but is in place to allow them to do the things they have known they were going to have to do. Mr. Anderson indicated that members know the infrastructure in that area has to be expanded anyway and the question, in his view, was not if they should proceed but how they should proceed. He stated that he thought members should endorse a concept and refer this matter to an appropriate Committee, develop procedures, and move relatively quickly. Mr. Anderson noted that he would personally like to see this matter referred to Staff to see what they come up with in the next 60 days. He stated that he did not think the City should allow investment opportunity to go away and that investment money will find a place to invest.

Mr. Sudler stated that he had witnessed the dedication, commitment, and patience that the 33 West owner and its patrons have endured with the pipe system and sewer and that he would support this request because the owner had shown his dedication and was worthy of assistance. Mr. Sudler indicated that he could not support the request of MauTiste Investment Group because he had not seen that they were committed to the City of Dover.

Mr. Hare stated that he had no issue with supporting Mr. Pelton's request for 131 West Loockerman Street and suggested giving an $11,000 credit to MauTiste Investment Group when each of the six (6) town houses are built, sold, and become owner occupied.

Mr. Cole stated that he would support providing MauTiste with credits and suggested establishing a 30 or 60 day window moving forward, noting that there are going to be other businesses, owners, and groups coming forward. He noted that, while he is supportive, he wants to start with some type of process and a cap.

Mr. Lewis stated that he had concerns with funding the requests and setting a precedence, noting that what they have to do for one, they have to do for all.

Mr. Sudler moved to support the request of the potential owner of 131 West Loockerman Street, as referred to in the Economic Development Committee Report. The motion was seconded by Mr. Anderson.

Mr. Neil stated that his preference would be to table this matter until the next Council meeting with a specific plan for handling requests and how much money they will allocate under these circumstances. He noted that he was particularly concerned with the building of homes and if they are being sold or rented. Mr. Neil stated that he could not currently support this request and he hoped that tabling it would allow them to develop a plan for the future, including how requests would be funded.

Mr. Hutchison stated that Council should support the concept; however, he felt that a business plan was needed. He suggested that this matter be referred to the City Manager to come back with a proposal to provide a clear direction of where the funds will be applied.

Mr. Sudler, noting that the Mayor, City Manager, Planning and Zoning Director, and two (2) Council persons serve on the Economic Development Committee, stated that he felt there were enough credentials on the Committee that if they were going to make this recommendation, or at least bring it to the table, that they would have already thought it out to the extent that Council should move forward. Mr. Sudler stated that he understood the budget issue; however, he noted that the City is trying to revitalize the businesses downtown and he believed members should support the businesses that are already there. He reiterated that he supported the 131 West Loockerman Street request.

The motion to support the request of the potential owner of 131 West Loockerman Street, as referred to in the Economic Development Committee Report, was carried by a roll call vote of five (5) yes (Anderson, Sudler, Cole, Hare, and Slavin) and four (4) no (Neil, Lewis, Hosfelt, and Hutchison).

Mr. Anderson moved to refer the request for 420 Reed Street back to Staff and report back in 60 days. The motion was seconded by Councilman Sudler and carried by a roll call vote of eight (8) yes (Anderson, Sudler, Neil, Lewis, Cole, Hare, Hutchison, and Slavin) and one (1) no (Hosfelt).

Economic Development Committee Transition Discussion (continued)

Provide an Orientation to the Initiative
This item was deferred due to time constraints.

Review Purpose of Team
This item was deferred due to time constraints.

Adopt a Goal/Vision
Mr. Hudson introduced Dr. Michael Casson, Delaware State University (DSU), Director of the University Center for Economic Development and International Trade (UCEDIT). He informed members that an opportunity had been extended through Mayor Christiansen to Dr. Casson relating to a seat at the table regarding the Economic Development Committee, and Mr. Hudson advised that this would be recommended to City Council. He informed Dr. Casson that, prior to his arrival at the meeting, the Committee had agreed to recommend the appointment of two (2) minority members to the Committee that had a business or economic development orientation.

Mayor Christiansen stated that the Economic Development Committee had previously discussed developing a Memorandum of Understanding (MOU) with Dr. Casson. He asked if Dr. Casson had made progress on the MOU so that it could be included in the vision of the Committee. Responding, Dr. Casson explained that, after discussing this matter with Mr. Hudson, he consulted with colleagues on campus. He indicated that there would be several points of entry for a university such as DSU to support the initiatives of the City of Dover, and from the feedback he received from leadership on campus, they would look forward to having additional leadership at this table. In regard to an MOU with the University, Dr. Casson noted

that UCEDIT was identified as the platform from which DSU would engage the City, but there was a need to look at the different entities on campus and how they could best be engaged. For example, he explained that the Business and Finance Office had conducted minority vendor workshops to engage the population in the area. Dr. Casson noted that the question was how this office could engage the citizens of the Dover for those same opportunities and how the MOU would be written. He advised that they had done research across the country to see some other MOU's and located an MOU from Chicago that engaged five (5) universities in that area, each of which had different plug-in areas for the City. Dr. Casson indicated that they had gleaned some information from the research, but he stated that they were trying to identify the best focus areas for each entity, with UCEDIT serving as the platform for deliveries and the liaison between university resources and the leads and opportunities for the City.

Mayor Christiansen asked if there would be any discussion or potential for workforce development in the MOU. He indicated that they did not want DSU to reinvent the wheel, noting that this was in the realm of the State of Delaware; however, he stated that the City needed to know what resources were available for future employers in the City and to provide young people with jobs as they look for economic development. Responding, Dr. Casson stated that workforce development would be included, noting that DSU had just finished a press release regarding a strategic workforce development plan for the City of Wilmington and they received funding to put those recommendations into action with workforce implementation training.

Mrs. Townshend asked if the City of Dover could see the plan, noting that the Restoring Central Dover Initiative had an important workforce development component regarding the development of job opportunities in the community that do not require travel for those who do not have cars. She indicated that it would be exciting to review what had been done in Wilmington, since there may be an opportunity to do something similar in Dover.

Responding to Mayor Christiansen regarding when this package could be brought back to the community, Dr. Casson stated that the University would include their roles and responsibilities in the MOU, and there would be a blank section for the City to outline its roles. Both parties would then come together to make sure that everyone is amenable to those roles and objectives. Dr. Casson stated that he felt the MOU would be available by the end of the month and the City would then have an opportunity to add its responsibilities.

Mrs. Townshend questioned what types of responsibilities Dr. Casson had seen for municipal governments and if DSU had an MOU with the City of Wilmington. Responding, Dr. Casson advised that they did not have an MOU with Wilmington but were interested in engaging in one.

Mrs. Townshend explained that, in Delaware, municipal governments do not provide some of the services that are provided by some of the larger cities in other states. For

instance, the City of Dover does not run the state service centers, which are places where people are often reached. Mrs. Townshend indicated that she would be interested in getting a sense of the types of roles that would be expected.

Dr. Casson believed that the service would be more from a perspective of engagement, such as being a part of the strategic planning process. From what he had seen regarding the City of Chicago, the City's role was that of facilitator in bringing the individuals to the table and brokerage types of things. Mrs. Townshend indicated that this could relate to how certain things are addressed in the context of the City's Comprehensive Plan and its implementation. Mayor Christiansen suggested that Dr. Casson present this matter to the Committee during their first meeting in October. Further discussion on this item was deferred due to time constraints.

Identify Challenges to the Goal/Vision and Develop Strategies
This item was deferred due to time constraints.

Organizational Items

Identify Meeting Roles
This item was deferred due to time constraints.

Discuss and Adopt Ground Rules for Future Meetings
This item was deferred due to time constraints.

Setting the Next Agenda and Scheduling the Meeting
Mayor Christiansen advised that next meeting was scheduled for September 27, 2016. Mrs. Townshend noted that Economic Development Committee meetings would be held on the same day the Council Committee of the Whole meetings are held, on the Tuesday following the second and fourth Monday of the month.

Mr. Sudler moved to accept the Economic Development Committee Report for September 13, 2016, seconded by Mr. Anderson and unanimously carried.

COUNCIL COMMITTEE OF THE WHOLE REPORT - SEPTEMBER 13, 2016

The Council Committee of the Whole Meeting was held on September 13, 2016 at 6:02 p.m., with Council President Slavin presiding. Members of Council present were Mr. Anderson (arrived at 6:32 p.m.), Mr. Sudler, Mr. Neil, Mr. Hare, and Mr. Hutchison. Mr. Lewis, Mr. Cole, and Mr. Hosfelt were absent. Mayor Christiansen was also present. Civilian members present for their Committee meetings were Mrs. Horsey (*Parks, Recreation, and Community Enhancement*), and Ms. Arndt and Mr. Blakeman (*Utility*). Mr. Caldwell (*Parks, Recreation, and Community Enhancement*) was absent.

PARKS, RECREATION, AND COMMUNITY ENHANCEMENT COMMITTEE

The Parks, Recreation, and Community Enhancement Committee meeting was held with Chairman Sudler presiding.

Review of Active Recreation Area Plan - Loockerman Way Redevelopment Master Plan: Two Mixed Use Buildings at 126 West Loockerman Street (Planning References S-16-18 and HI-16-05)

Mrs. Dawn Melson-Williams, Principal Planner, informed members that this project is for the redevelopment of the property at 126 West Loockerman Street (known as Loockerman Way) to include two (2) mixed use buildings. The project is proposed as a Master Plan consisting of two (2) phases for the construction of two (2) mixed use buildings with commercial (retail and/or restaurant) space and a total of 20 apartment units. Phase 1 is to consist of the three-story, 24,960 square foot (S.F.) west building (5,860 S.F.$^{+/-}$ retail and eight (8) apartment units), while Phase 2 is to consist of the four-story 29,272 S.F. east building (6,913 S.F.$^{+/-}$ retail and twelve (12) apartment units). Reconfiguration of the existing plaza on site and construction of additional parking are also proposed with the project.

Mrs. Melson-Williams reviewed the Landscape Plan Phase 1 and Phase 2 Loockerman Plaza, explaining that the two (2) proposed buildings would be located near Loockerman Street, in the grass lawn areas that currently exist on the site. She noted that there is currently a parking lot on the site near North Street and with this project there would be some reconfigurations and an additional parking lot in that area.

Mrs. Melson-Williams advised that the proposal is for two (2) mixed use buildings; the first floor of each of the buildings would provide an opportunity for retail, restaurants, or other commercial uses that would be allowed in the Central Commercial Zone (C-2); and the upper floors are proposed as apartments. She stated that this matter was being considered by the Committee because of the residential use as apartments, explaining that with all residential projects there is a requirement for active recreation which is reviewed as part of the site development plan process as it goes foward for Planning Commission review. Mrs. Melson-Williams stated that this project had already started the review process, noting that it was considered by the Historic District Commission since the property is located in the Historic District. She explained that the Historic District Commission considered recommendations regarding the architectural review certification, which relates to the building materials, massing, etc.

Mrs. Melson-Williams stated that this project would ultimately include a total of 20 apartment units and, based on the City's active recreation area requirements, those apartment units are required to provide 75 S.F. of active recreation area per unit or a minimum of 2,500 S.F. She advised members that this project would need the 2,500 S.F. minimum of active recreation area. Mrs. Melson-Williams explained that

the project is proposing that active recreation area be provided in the form of a walkway that would connect from Loockerman Street to North Street. The central portion of the project area would be a plaza area and walkway that connects those two (2) streets segments. She indicated that the plan also notes that there will be opportunities for seating in the general area near the walkway, including benches and other site features.

Mrs. Melson-Williams stated that staff expects that the site will meet the 2,500 S.F. requirement for active recreation area and they will need to specifically define that area. She advised that the current proposal indicates that the walkway is a minimum of eight (8) feet in width, to be a paved hard surface proposed as concrete. Mrs. Melson-Williams noted that additional detailing elements may be included in the form of brick in some of the plaza areas as the project is further defined. She stated that the proposed walkway would be accessible and provide an opportunity for the public and the residents of the property to move through the space. Mrs. Melson-Williams noted that the project is also required to have bike racks, which would also be an amenity to serve both the general public as well as the residents of the site.

Referring to the Data Sheet for Recreation Plan Review, Mrs. Melson-Williams reviewed the Staff Recommendations. She advised that staff recommended approval of the active recreation component in the form of the walking pathway system with the adjacent amenities, including bicycle parking and bench seating. Mrs. Melson-Williams stated that there were some things that will need to be clarified on the plan; however, this is to be expected as a site plan moves through the review process. She noted that some advisory comments regarding procedures were also included in staff's report.

Staff recommended approval of the active recreation area plan with the comments and conditions provided.

Mr. Neil noted that this was the area used for the Santa House and asked if that would still be available for use. Responding, Mrs. Melson-Williams stated that the Santa House is currently located in the plaza area at Loockerman Way. She explained that with the redevelopment of this project site, there is a change in ownership and the new home for the Santa House would be part of the deal made with the sale of the property. Mrs. Melson-Williams advised that the Santa House is related to the Downtown Dover Partnership (DDP), which is the current owner of this parcel of land, and the developer is a new purchaser. She stated that staff had identified a number of amenities or elements, including the Santa House, that will need to be addressed in terms of a new location and/or disposal, if they are no longer going to be located on Loockerman Way.

Mr. Neil noted his presumption that the movies and other events that were held on Loockerman Way in the past would also be subject to change to a different location. In response, Mrs. Melson-Williams explained that Loockerman Way is currently a public plaza that the DDP manages, including events and activities. She expressed

her opinion that the DDP would certainly be looking for other opportunities and locations to relocate some of those activities to, if need be.

Responding to Mr. Hare, Mrs. Melson-Williams stated that there would be a total of 20 apartment units. She explained that the west building would be a three-story building and contain eight (8) apartment units. The east building would be a four-story building and contain 12 apartment units.

Mr. Hare felt that the DDP is advocating putting up more apartments downtown and building up residential rather than business uses. In response, Mrs. Melson-Williams stated that the DDP is the property owner and they are in the process of selling this parcel of land for development. She informed members that, as part of the Dover Transit Neighborhood Plan, this property was looked at and two (2) buildings were envisioned being developed on this site at some future time, and that future time is being proposed now. Mrs. Melson-Williams noted that the current public plaza was an intervening step.

Mr. Hare questioned if, when the DDP sells this property, they would be using any of the money to pay back what they owe the City. Responding, Mrs. Melson-Williams stated that she could not speak for the DDP and explained that, since the DDP is the property owner, he would have to direct that question to them specifically.

Referring to Mr. Hare's question regarding apartments versus retail, Mrs. Ann Marie Townshend, Director of Planning and Community Development, informed members that both the Transit Center Neighborhood Plan and the Restoring Central Dover Plan specifically emphasize retail on the first floor with apartments above because all of the studies that have been done for downtown emphasize the importance of having people living downtown to have a vibrant round-the-clock downtown. She stated that the bottom stories would be restaurants or retail, not residential, the upper stories would be residential, and this is consistent with the plans that the City has adopted for the downtown.

Mr. Hutchison asked if there would be parking onsite and offsite. In response, Mrs. Melson-Williams stated that two (2) parking lots are proposed for this project. She explained that, as part of their application to the Planning Commission, the developer will be seeking a waiver to reduce the overall parking requirement for the site, noting that parking is related to the apartment units. Mrs. Melson-Williams stated that the concept here is to provide at least one (1) parking space per apartment unit and then provide the balance of the parking available to general parking that could be managed in some fashion. She noted that there is certainly parking and this site is near other modes of transportation for pedestrians, bicyclists, and transit options.

The Committee recommended approval of the active recreation area plan with the comments and conditions provided, as recommended by staff.

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

Re-Evaluation of the Need for the Blue Light Phones in City Parks

During their Regular meeting of July 11, 2016, Council approved the Safety, Advisory, and Transportation Committee's recommendation that this matter be referred to the Parks, Recreation, and Community Enhancement Committee with a comparison and analysis of data regarding blue phone usage versus the number of emergency cell phone calls received over the last five (5) years.

Captain David Spicer, Dover Police Department, informed members that, following the Committee meeting of June 28, 2016, he was tasked with trying to obtain information regarding the emergency cell phone calls that came in from the City park. He stated that he asked the City's 911 Manager to obtain this information; however, there were some concerns regarding obtaining the information because cell phones are often not accurate. Captain Spicer explained that even current technology cannot depict the actual location where a cell phone call comes from. Captain Spicer advised that he went to dispatch earlier this evening and they received a 911 phone call from a young lady who was involved in an accident and, although she said that she was on Walker Road, her cell phone was actually providing an address that was in the Baytree Development. He stated that the 911 Manager explained to him that dispatchers take a lot of calls at a given time, and there are drop-down menus to reflect whether the call is from a cell phone or a land line. The dispatchers obtain each caller's name, the nature of their complaint, and their address. Additionally, when time permits, they select whether the call is from a land line or cell phone from the drop-down menu and dispatch or transfer the call to fire, EMS, or police. Captain Spicer informed members that, with the understanding of the inaccuracy of cell phone locations, he requested the 911 Manager to provide the emergency calls from Silver Lake Park. He apologized that this was not the exact information that members requested; however, he explained that technology did not allow him to provide that information.

Captain Spicer stated that the 911 Manager researched the Priority 1 emergency calls for Silver Lake Park and there were many different types of calls, including medical situations, the closure of the park gates, etc. He advised that he reviewed all of the calls and picked out the most serious, Priority 1 calls. Captain Spicer reviewed several lists, charts, and graphs regarding the Priority 1 calls for Silver Lake Park over the past five (5) years, noting that 300 Washington Street is on the west side of Silver Lake and 1 Lewis Mill Drive is on the east side. He indicated that the incident type reflected the type of complaints and explained that there were 911 cellular, 911 land line, disorderly conduct, domestic, and medical complaints.

Referring to a chart depicting Actual Blue Phone Calls for Service, Captain Spicer advised that the these calls for service for a five-year period reflected two (2) calls for service from the Silver Lake Beach area, one (1) in 2013 and one (1) in 2014. He stated that there were also 57 other Blue Phone calls for service, which reflect the

number of malfunctioning calls that were received from those units because there was some type of mechanical issue with the phone. Captain Spicer informed members that there was a total of 59 calls for the five-year period, and 97% of those calls were malfunctions coming from Silver Lake.

Captain Spicer stated that the Police Department wanted to bring this matter to members' attention because they realized there were some mechanical issues with the blue phones. He explained that this is old technology, and it would take a significant amount of money to refurbish the technology to current standards. Captain Spicer stated that the Police Department did not believe that the City was getting enough value for the money in this technology.

Staff recommended discontinuing the Blue Light Phone program in City parks, due to the significant increase in personal cell phone ownership and use since 2007, as well as the historical low use of the phones.

Mr. Hare moved to recommend approval of staff's recommendation. The motion was seconded by Mr. Hutchison.

Mr. Slavin stated that many constituents had indicated to him that they understand that the technology has not kept up; however, they like the presence of the blue light in the park because it signals that there is some type of public safety presence nearby. He noted that whether people know that the phone is working or not, if the blue light is lit they may assume it is something. Mr. Slavin asked if there are other methods that the City can utilize to ensure that kind of presence is available in the parks so that people feel at least that comfort level. In response, Captain Spicer stated that he does not want to give someone a false sense of security by providing just a phone. He advised that his recommendation would be to install some cameras in the east side and west side of Silver Lake when the Department is expanding their camera system. Captain Spicer reminded members that there is a significant amount of activity, of all types, at these parks and the Department does its best with the cadets and officers, noting that they do proactive enforcement at Silver Lake Park all the time, apprehending drug users, drug dealers, etc. He reiterated that he would recommend trying to purchase extra camera equipment and expand that program.

Mr. Slavin asked if Captain Spicer was aware of other jurisdictions that point a camera at the vehicles entering a park, noting that he had seen this before. Mr. Slavin indicated that there would not be an invasion of privacy regarding what people are doing while they are in the park; however, it would provide a visual record of every vehicle that has entered the park during that day. He questioned how helpful this would be and how much of the crime is committed by pedestrians versus bicyclists or people driving vehicles. Responding, Captain Spicer stated that it is hard to say and distinguish where the crime is actually coming from, whether it is pedestrians or vehicular traffic. He advised that there is technology available that will read tags and record them, noting that the City has a mobile unit that does this and the software to keep it up and running is expensive. Mr. Slavin indicated that he did think that the

City should go as far as recording, but could have the ability to run the tape back to determine a time range when an incident occurred. In response, Captain Spicer indicated that if the cameras are positioned in strategic locations, the City could capture a description of the vehicle and the tag number.

Mr. Slavin and Captain Spicer agreed that the City wants its parks to be safe and people to use them without feeling that their privacy is being invaded.

Mr. Sudler asked for Captain Spicer's opinion regarding having a camera and a panic button that individuals could press and then look at the camera, to show that someone may be in distress. He stated that the camera could be able to capture the individual's face as well as anyone who may be around them. Mr. Sudler asked if this option might be less expensive and whether it might work. In response, Captain Spicer expressed his opinion that it may be less expensive; however, he was not aware of the technology. He noted that if Mr. Sudler was thinking about it, somebody had probably already created it and if it could be tied together with the camera system, this could be another option as well.

Mr. Hutchison asked if the cameras were purchased or leased. Responding, Captain Spicer stated his understanding that the cameras are purchased with a service agreement. He advised that the Department had just purchased 14 more and was in the process of completing that project. It was his belief that the Department has a service agreement for a couple years for each camera.

Mrs. Horsey stated that she likes the idea of having some measure of protection in parks, especially after dark. She indicated that, although the blue phones really do not work today, she would be in favor of some other method. Mrs. Horsey felt that instead of just taking them out, the City could possibly replace them with cameras, some type of a panic system, or something else. She noted that the last thing you are able to do is to reach for your cell phone and call 911, and some people do not have cell phones. In response, Captain Spicer stated that a lot of the people that the Police Department come in contact with today, from young children to adults, do have cell phones. He indicated that a lot of people start at a very young age, explaining that their parents purchase them cell phones because they want to know where they are. Captain Spicer noted that he was a road sergeant not long ago and made sure that the park gates were locked at dark every evening and reopened every morning. He stated that the Department cannot prevent pedestrian traffic from walking in there and committing a crime and they cannot afford to leave an officer in there at all hours of the night. However, he thought that the implementation of at least a couple of cameras, maybe at the entrance and exit areas of the park, would definitely help solve crime if there was an issue, and the panic button would also be a good idea.

Mr. Neil asked how members would facilitate making sure that the City has the additional cameras in the budget in order to move on this suggestion. He questioned whether the funding would come from the Police Department's budget or if it would be something extra that the City would need to do. Responding, Captain Spicer

stated that he did not want to speak on behalf of Police Chief Paul Bernat or Mr. Scott Koenig, City Manager. He was uncertain whether the Department could obtain some type of grant in the future, noting that they do become available sometimes, or if the City would be willing to look at expanding the project. Mr. Koenig stated that Advantech is the City's vendor and they had been good about coming out and providing proposals for different ideas. He advised that he did not have any concerns with obtaining an actual proposal essentially for the entrances to various parks. Mr. Koenig explained that this could either be part of future budget amendments, or it could be part of the FY 18 draft budget for Council consideration. Mr. Koenig stated that the general discussion was that the technology the City currently has is not working and is at the end of its service life. He explained that if there are other things that would do the same job or an even a better job, the City would need to evaluate those options. Mr. Koenig advised that his only caution would be that the cameras would probably be an increased cost over what the City was now doing because there would be maintenance costs on the cameras. He also noted that the number of cameras was currently in the 80s, and individual dispatchers or officers do not sit at the Police Department watching the individual cameras, they see a display of many cameras. Mr. Koenig stated that this would be a security tactic because people would know that cameras were present because the City would post that the area is being videoed; however, the footage is not constantly watched. He felt that this measure would give some people comfort but if something happens, the City would have to go back and look at the video to search for license plates for a certain period of time, and there would not be an instantaneous response. Mr. Koenig explained that this would change the type of security in the park. He noted that if someone picks up the phone, that call is very quickly received by the dispatch center and they can dispatch someone. This would be a different method of security; however, it would probably be more effective than what the City has currently.

Mr. Hutchison noted that, with winter approaching, staff would have until next summer to look at the new technology and make a recommendation.

The Committee recommended approval of staff's recommendation to discontinue the Blue Light Phone program in City parks, due to the significant increase in personal cell phone ownership and use since 2007, as well as the historical low use of the phones.

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

Proposed Land Swap - Capitol Baptist Church/Mayfair Park

During their Regular meeting of August 22, 2016, Council approved the Parks, Recreation, and Community Enhancement Committee's recommendation to authorize the City Manager and other City staff to negotiate a proposed land swap which is mutually beneficial to the property owners and the City of Dover, including any necessary research and legal expenses necessary to determine the terms and

conditions of a potential land swap that involves the public open space known as Mayfair Park with four (4) caveats, as follows: 1) that staff would come back and present at least three (3) alternatives on the proposed land swap that include maps and drawings; 2) that there would be commentary from the Parks and Recreation Department on what the potential effect would be on the future uses of the park for the land swap; 3) that it would include an estimate of costs, and a proposed cost sharing arrangement with the church would be identified, and 4) that staff was not authorized to expend any funds at this point without further approval.

Mr. Scott Koenig, City Manager, advised members that he and Mrs. Ann Marie Townshend, Director of Planning and Community Development, met with the Pastor and representatives of Capitol Baptist Church on Thursday, August 25, 2016 to discuss this matter. Representatives of the church presented three (3) hand drawn concepts of potential revisions to property lines to satisfy Council's request. Mr. Koenig stated that these hand drawn sketches were provided to the City's GIS Department for digital plotting so they can be further evaluated as viable options. He explained that staff will map the concepts to determine whether they are one-to-one swaps or how the City can get to a one-to-one swap. Mr. Koenig advised that once the maps have been digitized, staff will meet again with the church representatives to discuss the pros and cons of each potential layout of the park. He stated that staff has not spent any funds regarding legal issues or anything like that and has no intent to do so. Mr. Koenig noted that no further action has occurred at this time; therefore, no formal discussion on the topic is necessary.

Mr. Koenig anticipated that staff would be bringing this matter back before the Committee in the next month to six (6) weeks with several layouts including comments from staff regarding the pros and cons, as well as additional information regarding whether this swap could be in conflict with grant funds or is reasonable under grant funding.

Mr. Koenig stated that staff had a good meeting with representatives from the church who shared some interesting ideas. He noted that they brought members that had been involved with the church for 50 years, who are familiar with when things happened in the neighborhood, including when construction was done on various facilities. Mr. Koenig stated that the representatives shared pros and cons about different layouts and he did not believe that they have a fixed concept for the best alternative at this time.

Mr. Hare stated that the public in that area of the City needs to be involved in the discussion because they also have input. He thought that, once staff gets all of the recommendations from the church, the City needs to have them come back for public input.

Mr. Hare asked if the church was going to take down their no parking and private property signs in their parking lot, noting that they made an agreement that people could park there and use the park after the City paved their parking lot. Responding,

Mr. Koenig stated that this was not discussed at the last meeting with representatives of the church. Mr. Hare suggested that someone call the church to find out if they are going to take those signs down, noting that he had received a few calls about it. Mr. Koenig stated that he would have to ask them.

Mr. Hare stated that there are a lot of people that live around the park who are not very excited about having the church in their backyard and moving everything over their way. He asked if the church has plans for the property they own on New Burton Road. In response, Mr. Koenig explained that he thought that the church had plans for this property because expansion of parking into that lot was one of the items that they wanted to discuss. Mr. Hare questioned if the easement would work there and Mr. Koenig stated that it would.

Review of New Castle County Disorderly Premises Ordinance (Deferred during the meeting of August 9, 2016 due to time constraints)

Mr. Sudler informed members that he requested that the Committee review Chapter 22 - Offenses and Miscellaneous Provisions, Article 2 - Offenses Generally, Section 22.02.006 - Disorderly Premises of the New Castle County Code in hopes of using it as a blueprint for a new City ordinance. He suggested that the Planning Department also review the language for future discussion and orchestration of new ordinances.

Mr. Neil noted that the City has an ordinance which was created to provide the City leverage in areas where the City experiences a lot of problems. He stated that he thought the New Castle County ordinance looked very good; however, he questioned how this would fit in with the current ordinance.

Mrs. Ann Marie Townshend, Director of Planning and Community Development, stated that there appeared to be some duplication of the City's Safe Communities ordinance in the New Castle County ordinance. She advised that the City's Safe Communities ordinance is more detailed in how the City deals with the residential side; however, it only addresses rental dwellings, it does not address owner occupied homes or businesses. Mrs. Townshend stated that there are elements of the New Castle County ordinance that would fill some of the gaps in the City's current ordinance, explaining that the City does not currently have a structure for fining individuals who own their home or business and allow people to do bad things in and/or around the property.

Mr. Slavin informed members that he and Mrs. Townshend recently had a conversation regarding a liquor store and concluded that the City does not have the tools needed to close down businesses. He felt that the City needs to have these tools and if this is the moment where members discover the better tool through New Castle County, they need to get it in place. Mr. Slavin suggested that members move forward with this and put it on the floor for debate. He stated that there are a number of businesses in the City that are the root cause of a rippling effect of bad things that are happening in neighborhoods. Mr. Slavin expressed his opinion that if the City

were able to get to those businesses and get rid of them, it would help to clean up whole sections of the City where there are problems. Mrs. Townshend indicated that these are the places where trash most often accumulates.

Mr. Sudler referred to Chapter 22 - Offenses and Miscellaneous Provisions, Article 2 - Offenses Generally, Section 22.02.006 - Disorderly Premises, Subsection D of the New Castle County Code, noting that it states that "Any person convicted of a violation of this Section shall be fined no more than one thousand dollars ($1,000.00) for any offense but no less than one hundred dollars ($100.00) for the first offense. . . ." Mr. Sudler expressed his opinion that if the fine is $1,000 or more, people would pay more attention to how their property is being managed, how people are congregating on their property, and how that affects the City. He stated that the Elks Lodge on Kirkwood Street was pretty much the driving force for considering the language in this ordinance, explaining that it was provided to him by the Department of Justice.

Mr. Hutchison asked if the Police Department had reviewed this. Responding, Captain David Spicer, Dover Police Department, stated that, to his knowledge, the Police Department had not reviewed this ordinance. Mr. Hutchison stated that, in fairness, he would like to see the matter referred to the Police Department for review and recommendation. Mr. Sudler noted that Police Chief Paul Bernat and Deputy Police Chief Marvin Mailey were aware of this ordinance, explaining that they were present when he met with representatives from the Department of Justice regarding the Dover Elks Lodge 1125 located at 217 Kirkwood Street, and the Department of Justice provided the ordinance to everyone at the meeting. He stated that he would not object to the Police Department reviewing the ordinance.

Mr. Hutchison stated that the ordinance seemed very good to him, noting that it would give the City some teeth to get things accomplished.

Mrs. Townshend advised that the New Castle County ordinance could not be used verbatim, but staff would use elements to craft a draft ordinance for the City and staff would work closely with the Police Department. She stated that the Planning and Inspections Department would work with the Police Department because this would be jointly enforced, like the Safe Communities ordinance.

The Committee recommended requesting that staff create a disorderly premises ordinance for consideration by the Committee within 60 days.

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

Discussion of Survey Results Regarding Programs, Activities, and New Building at Dover Park (Deferred during the meeting of August 9, 2016 due to time constraints)

Mrs. Ann Marie Townshend, Director of Planning and Community Development, stated that when the City of Dover Recreational Needs Assessment was done, this particular assessment was designed to be a City-wide assessment looking at all of the parks and recreation areas across the City. She informed members that the Mt. Zion A.M.E. Church's Social Action Commission (SAC) 2014 East-side Assessment Report focused principally on Dover Park and whether the existing recreation center, which is no longer there, should be demolished and, if so, should be rebuilt and what types of programming it would hold.

Mrs. Townshend advised members that she was currently in the process of writing a Request for Proposals (RFP) to hopefully bring on a landscape architect/engineering joint effort to do a master plan for Dover Park. She explained that at that point the City would pull in the information from the Recreation Needs Assessment, specifically the Dover Park questions, as well as the results of the SAC Assessment Report. Mrs. Townshend stated that as the City is doing the scope, the City will want to make sure that the process for developing a master plan for Dover Park brings in the public, the resources available through both of the assessments, and also addresses the safety issues that have been expressed regarding Dover Park. She explained that the vegetation at Dover Park provides a lot of opportunities for people to not be seen if they do not want to, and staff wants to develop a plan for vegetation management. Mrs. Townshend stated that the City would also address the location of a building. She reminded members that when the City demolished the recreation center, the utilities continued to be stubbed and are still available.

Mrs. Townshend advised that the idea is that staff would develop a plan that would allow for a building at whatever point in time Council deems it necessary or desirable, and also deal with issues of a multi-use path, explaining that the biggest activity in the park is walking and jogging, and people are currently only using the road. Mrs. Townshend stated that the plan would also address vegetation management, lighting, and how to deal with the sports area in the back, which could use some sprucing. She explained that once all of these issues are addressed, that will lead into and drive the programming.

Mr. Sudler reviewed the Mt. Zion A.M.E. Church's Social Action Commission (SAC) 2014 East-side Assessment Report, explaining that the results of the survey reflected some of the programs and activities that were deemed necessary by residents and constituents from the Third Council District, the Fourth Council District, and that surrounding area. He explained that the SAC provided a list of items that the survey applicants would be most interested in and then tallied and prioritized the responses.

Responding to Mr. Sudler, Mrs. Townshend confirmed that summer camps were provided at Dover Park at one point.

Mr. Anderson suggested that one way to achieve these efforts is to be open to public-private partnership, noting that the Mayor had mentioned the possibility of partnership with organizations that might fill some of the programming gaps.

Mr. Anderson asked about the order of priority, noting that one of the most important things people seem to want is indoor restroom facilities at the two (2) parks that do not currently have them. Responding, Mrs. Townshend stated that for Dover Park and Silver Lake Park, indoor restroom facilities were the highest ranked request.

Mr. Anderson asked what the order of priorities would be as staff looks at the RFP and takes into account the information from the assessments. In response, Mrs. Townshend stated that she thought the City would start to develop the order of priorities through the public process. She noted that the Recreation Needs Assessment was at a high level and now the City would be getting down deeper and, through the Master Planning process, the City would bring the public out. Mrs. Townshend advised that having a meeting in the park would provide an opportunity for people to look at what they like and do not like, and the priorities would start to come out of that dialogue. She stated that this was just done for Schutte Park and, in that case, the City had done a land survey about a year-and-a-half ago and were using in-house staff to do the design work. However, in this case, the City would be bringing in someone from the outside. Mrs. Townshend explained that through that process and engaging the public in the dialogue the City will be able to get a better sense of what people really want, noting that there is only so much you can get from a survey. She stated that the City will want to make sure that those who attend the White Oak/ Towne Point meetings know what is happening, as well as Dover Housing Authority so the residents of Manchester Square can participate and the City can really engage the public.

Mr. Anderson asked about holding meetings at White Oak/Towne Point and Manchester Square, noting that there is not an indoor facility at the park. In response, Mrs. Townshend stated that it was not a bad idea; however, she explained that the City would definitely want to have at least one (1) meeting in the park because it gets people out, and people think differently when they are in that surrounding. She suggested that the City could attend a White Oak/Towne Point meeting to provide a presentation and get input, and also encourage them to come to the park when a meeting is held there.

Mr. Neil noted that the City's Recreational Needs Assessment was very well done. He stated that this assessment dealt with parks and outdoor areas, and the types of outdoor activities people want, which he thought the City has to encourage people to do, for health reasons. Referring to the SAC Assessment, Mr. Neil noted that there were a lot of social interactive issues that would need a facility or a building. He stated that it struck him that the City has a marvelous Library that is holding activities and many of these things could actually take place without waiting. Mr. Neil stated that the Library can provide the skills and mentoring activities suggested, and it is certainly close enough to the Third and Fourth Council Districts for them to be able

to utilize and the City would not have to build a building or a gym now. He advised that members need to consider what the cost would be for all of the programs and activities that people would really like to have. Mr. Neil expressed his opinion that there are certain things in the SAC Assessment that can be done now since they are separate from the outside activities or indoor plumbing, which is known to be a problem.

In response to Mr. Neil, Mrs. Townshend stated that some of the programs mentioned in the SAC Assessment are currently offered at the Library. She advised that the Library has money school type programs, as well as financial literacy, and they also have the Job Center, noting that it may just be a matter of addressing how to get more people into these programs.

Mr. Sudler stated that the Committee would be looking forward to an update as things progress.

During the Council meeting, Mr. Cole stated that, in response to the Discussion of Survey Results Regarding Programs, Activities, and New Building at Dover Park, people had been calling and stopping him to thank him for approving the new building and he has advised them that Council had not gotten to that point yet. He indicated that he wanted to have a discussion as to where they were in the process and where they were going.

Mr. Cole stated that, while he is supportive of looking at all aspects of it, there is an issue with safety due to vegetation as well as staffing issues that he was not sure had ever really been discussed. He also noted that public/private partnerships had been mentioned and, while he agrees that they sometimes work, a lot of times, in the end, the public is left holding the bag. Mr. Cole stated that each council district has an elementary school, middle school, or high school and many Council members have good relationships with the Capitol School District. He indicated that he was not aware of members reaching out to the District regarding programming at the schools. Mr. Cole also reminded members of the new Kent County Recreation Center and the unknown impact that it may have. He suggested that Council should look at a long-term strategic plan.

Mr. Neil stated that his concern was that many of the programs that have been suggested that would require a building do not need a building specifically at Dover Park. He also noted that the library is already doing some of the programs that had been suggested in other surveys. Mr. Neil stated that, while it could possibly cost money, Capital School District has playgrounds and play areas that could be utilized for outdoor sports, as well as the inside of the buildings for other kinds of training and social programs. He stated that he would rather look at that option before considering a building that would cost the City building maintenance and staffing and before finding out exactly what each district wants. Mr. Neil suggested having a workshop to spend some time talking with the people about this specifically to find out what they want. He stated that he would prefer for Staff to go through the process and then tell Council how to proceed based on what people want rather than Council telling Staff what to do.

Mr. Hare stated that he sometimes felt like members were throwing darts at a wall to decide what to do and he reminded members that Council used to have a Retreat every year to sit down and map

out a plan. Responding, Council President Slavin, noting that the new members had been working together for a year and it would be a natural evolution to begin the process of strategically looking out again, advised that he would schedule a planning workshop.

Mr. Sudler recalled that in 2013 or 2014 when this discussion first came up, Councilman Hutchison said that before he left, he would make sure that a building or something was in place to address the parks and recreation issues at Dover Park. He suggested looking back at the minutes to see the discussion and look at the fact that the people have already spoken. Mr. Sudler stated that the tax payers had already spoken, they know what they want, and it is not a matter of what Council wants, it is what they want. He noted that they want a recreational facility to meet their unique programs and activities, some of which could be addressed at the Dover Library or other places. He stated that he thought that the individuals on that side of town have been put off long enough. Mr. Sudler, speaking as a Council person for the Fourth District and as the Chair of the Social Action Commission, stated that it has been long enough and they need to move forward and not stall this any longer.

Mr. Hutchison stated that he thought it was important to keep in mind that there is a detailed review currently being considered. He noted that he has said for a long time that they should look comprehensively at the school system, the churches, Kent County, and the State to see what is being offered. Mr. Hutchison stated that things were very different now compared with when the review process was first started and they need to find out what the answers are before making a financial decision. He stated that he felt very strongly that they had a responsibility to get those facts.

Mr. Neil stated that he thought they needed to look at the cost, where the money is coming from, and if the tax payers who want it are going to be willing to pay for it. He thought that they also needed to look at other resources.

Mr. Lewis stated that he thought the bottom line was determining what the tax payers want. He advised that when he served on the Parks, Recreation, and Community Enhancement Committee a year ago, they conducted a survey and he went out in his community and asked people. Mr. Lewis stated that the answers ranged from wanting another building, a dog park, and a water park. Mr. Anderson, Chair of the Parks, Recreation, and Community Enhancement Committee at that time agreed and added that, over the past couple of years they have sat at public hearings and there have been at least three surveys. He stated that they also reached out to the schools to see what cooperation would come from the Capital School District. Mr. Anderson advised that the schools have their own programs and activities, which limits scheduling. He noted that a private partnership was considered where they could build a publicly accessible building on the public land and it would not cost staff time or maintenance.

Community Development Block Grant (CDBG) Program Quarterly Update (April, May, and June) (Deferred during the meeting of August 9, 2016 due to time constraints)

Mrs. Ann Marie Townshend, Director of Planning and Community Development, reviewed the Community Development Block Grant (CDBG) Program Quarterly Update for April, May, and June 2016. She explained that the Status of FY-15 Program Funds Spent - Fiscal Year 7/1/15 - 6/30/16 chart depicts the funds expended

and unencumbered balances for 2015 grant projects. Mrs. Townshend stated that additional funds have been expended since June, noting that Milford Housing had applied for reimbursement. She believed that funds had also been expended for Habitat for Humanity associated with the partial rehabilitation of one (1) of their projects. Mrs. Townshend stated that everyone was diligently moving forward with their CDBG projects. She informed members that staff was getting ready to start the next round, and it was her understanding that Mrs. Tracey Harvey, Planner I, had just finished the funding agreements.

UTILITY COMMITTEE

The Utility Committee meeting was held with Mr. Hutchison presiding in the absence of Chairman Cole.

Dedication of Rights-of-Way and Public Infrastructure - Crawford Carroll Avenue

Mr. Scott Koenig, City Manager, advised members that the City Manager's Office was requesting that all public infrastructure improvements related to the construction of Crawford Carroll Avenue from West Rustic Lane to KW Boulevard be dedicated to the City of Dover for permanent ownership and maintenance. He stated that this is the standard format that the City uses to dedicate roads and infrastructure. Mr. Koenig informed members that these improvements were constructed a number of years ago using Delaware Department of Transportation (DelDOT) standards for road construction. He noted that the discussion regarding construction of a service road, now named Crawford Carroll Avenue, probably began at least 20 years ago with Mr. Greg Kramedas and would, hopefully, eventually be fully extended south and tied into U.S. Route 13, potentially at the current location of Produce Junction.

Mr. Koenig advised that this road was initially constructed on an easement that Mr. Kramedas negotiated with DelDOT and a number of others to develop the service road concept. He stated that, through a number of discussions with DelDOT over the last two (2) or three (3) years, this road has appeared on the City's Municipal Street Aid (MSA) listing, so the City is actually getting MSA for the road section. Although this road segment is listed on the City's inventory for MSA, the improvements were never dedicated to the City of Dover.

Mr. Koenig explained that with the land transfer of the Sheraton Hotel from the Kramedas family to Delaware State University, a deed was recorded for this right-of-way on December 11, 2015. Since the recordation of a plat now shows this right-of-way and it has a parcel number, a small tax bill is being generated to the Kramedas family for this land, which was intended to be the right-of-way of Crawford Carroll Avenue. Mr. Koenig advised that formal dedication of the right-of-way to the City of Dover will resolve the tax billing issue and align the City's MSA inventory with the City's ownership and maintenance obligations for this road. He stated that the value of the infrastructure, including the roads, the water system improvements, and the storm system improvements, is approximately

$300,150. Mr. Koenig explained that once Crawford Carroll Avenue is fully extended to the south and tied into U.S. Route 13, ownership and maintenance of the entirety of Crawford Carroll Avenue will be transferred to DelDOT. He stated that this was an interim step of infrastructure ownership with the long-term goal of transferring it to DelDOT. It was noted that no construction as-built plans are part of this dedication and the infrastructure is not covered by a bond.

Staff recommended acceptance of dedication of rights-of-way and public infrastructure for Crawford Carroll Avenue from West Rustic Lane to KW Boulevard. The dedication is to include all of the referenced public improvements.

The Committee recommended approval of staff's recommendation.

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

Water Production Well #6 Fencing Upgrade

Mr. Scott Koenig, City Manager, informed members that the City currently owns, operates and maintains a water production well on the south side of Charles Polk Road, in Rodney Village. He stated that this site contains a well house and all necessary utility infrastructure and equipment to provide potable water to the customers. Mr. Koenig advised members that the water production well #6 fencing upgrade had come up since the initial budget submissions for the FY 2017 budget. He reminded members that the Delaware Department of Transportation (DelDOT) was heavy into the construction of the West Dover Connector, which is a major road improvement that begins on the south end of Rodney Village, will transfer across New Burton Road and run to the Eden Hill Farm, and will substantially change the traffic patterns in this area of the City. Mr. Koenig expressed his belief that the Rodney Village Shopping Center was built in the mid-1950s. He stated that water production well #6 was constructed at that time and this is the southern end of the City's water production system. Mr. Koenig informed members that this well remains a very large producer of water for the City's system, explaining that it pushes water up from the southern terminus of the system and has been quietly tucked back off of a residential road for many years.

Mr. Koenig advised that to provide security to the infrastructure, the site has a locked chain link fence around the perimeter; however, due to vegetation overgrowth and age, the fence has started to fail. He reviewed photographs depicting the current condition of the site, noting that the vegetation growth to the south side of the property is from the trees that are owned by Kent County, as this site is adjacent to the Brecknock Park property. He stated that the condition of the existing trees that surround the fence are an operational hazard, as the size of these trees could prohibit the function of the well if they were to fall on the well house. Mr. Koenig advised that, with the upgrade of the road, staff would like to upgrade to more secure fencing like the fencing that surrounds the new well constructed at Schutte Park, the St. Jones

Substation, and the Bayard Avenue water tower. He stated that this is a more industrial strength security fence for the City's utility facilities.

Mr. Koenig advised that the City currently has an approved fence contractor to install new fences and repair existing fences. He stated that staff recommends that the existing vegetation and fence be removed and that approximately 450 linear feet of eight-foot high black iron fence be installed on this site. Mr. Koenig reiterated that this was not a Capital Improvement Project in the Fiscal Year 2017 budget. He explained that the project would require an approximate expenditure of $40,000, which was proposed to be funded from the Water Quality Improvements budget. Mr. Koenig stated that, upon Council approval, the fencing project would be initiated and staff would time the installation of the fence with the completion of the road. He explained that this is a very innocuous facility; however, the fencing is important for security reasons and would provide an aesthetically pleasing City site to the public, especially with the installation of the new West Dover Connector road by DelDOT.

Staff recommended authorization to secure a contract with Duck's Quality Fence to replace the existing security fence with a new iron fence, for the amount of $40,000.

Mr. Anderson asked what would be deferred in order to complete this project. Responding, Mr. Koenig explained that the funds for this project would come out of water quality improvements. He stated that no specific project would be delayed; however, the amount of money available for water quality improvements would be reduced by $40,000. Mr. Koenig advised that this is the same fund that will be used to pay for the South New Street water main upgrade which will be considered by Council again once the new bids are received. He advised that this is a facility that the City needs to protect as much as all others. Mr. Anderson agreed, stating that in today's world, security of a major water supply is not something to take lightly.

Ms. Arndt asked whether staff obtained other estimates, noting that she thought $40,000 sounded high. In response, Mr. Koenig stated that Duck's Quality Fence was the City's approved vendor on file for this type of service.

Ms. Arndt questioned if the fence needed to be iron or whether staff considered other materials that might be cheaper. Responding, Mr. Koenig advised that the proposed fencing was aluminized steel, although it looks like wrought iron.

Ms. Arndt asked if the City coordinated with DelDOT to ensure that construction with the West Dover Connector would not impact the fence. In response, Mr. Koenig stated that the fence would not be installed until after DelDOT is finished. He advised that the timing is important and, once Council authorization is received, the installation of the fence will be coordinated with staff engineers and the DelDOT field engineers and their contractors.

Mr. Hare noted that the price seemed a little high and asked whether the City could see if there are other contractors who could do this project for less, even though

Duck's Quality Fence is the City's approved contractor. Responding, Mr. Koenig advised that this would be an eight (8) foot tall fence. He stated that the City typically uses the approved contractor and does not bid each of these projects individually; however, he supposed that staff could put this project out for bids.

Mr. Hare questioned whether the City would use the approved contractor for $40,000 if someone else was able to do this project for $25,000. In response, Mr. Koenig explained that this project was not put out for bids; staff only requested a quote from the approved contractor.

Mr. Hare asked if staff could simply get quotes for this project without bidding it out. He explained that he wanted to ensure that the City was getting the best deal, not just using the approved contractor. Responding, Mr. Koenig stated that staff could request quotes if that was what Council wanted.

Mr. Slavin asked if quotes could be obtained by the time this matter is considered by Council, so that Council can consider them when they make their decision and no time is loss. In responding, Mr. Koenig believed that $40,000 would be the top end of the quotes, so any quote received that is cheaper would be a savings. He stated that he could not guarantee that he could have the information by the Council meeting on September 26, 2016, explaining that due to the amount of money, staff would probably have to do sealed bids to comply with the purchasing policy.

Mr. Slavin asked what the threshold was on the purchasing policy for sealed bids. Responding, Mr. Koenig stated that it is either $10,000 or $25,000. Mr. Slavin thought that this was another issue and suggested that he and Mr. Koenig meet to discuss this. He stated that there seemed to be a need for the City Manager to have the ability to obtain three (3) quotes rather than three (3) sealed bids for a capital project over $10,000. Mr. Slavin expressed his opinion that it seemed that the City was spending an awful lot of time doing bidding when it could be doing quoting.

Ms. Arndt stated that if she had her choice between specific water quality improvements and spending more money on a really nice, attractive fence, she would lean more toward saving that money for water quality improvements.

Mr. Blakeman requested clarification regarding whether the approved contractor was acquired through the bidding process and the City chose preferred contractors. In response, Mr. Koenig stated that he believed that the purchasing agent put out annual contracts, and that this was the same contractor that the City used for the fences at the Kirkwood Street park and the Bayard Avenue water tower. He explained that this is one (1) of the blanket contracts that the City puts out for fencing services because the City has fence repairs that happen on a frequent basis.

Mr. Blakeman requested confirmation that any contractor could submit a bid to be the preferred fencing contractor, and that the City did not just select someone. Responding, Mr. Koenig stated that anyone could submit a bid, explaining that staff

did not just select someone. He advised that it may be a rider on the State contract; however, he believed that the City actually bid this contract separately.

Mr. Neil questioned how asking for bids for this project will affect the timing of the project in terms of the West Dover Connector. In response, Mr. Koenig stated that, if he understands the policy correctly, this is a two-step recommendation. The first step is to actually create the project and a project budget of $40,000, and the second step is to either accept the bid of Duck's Quality Fence or go out and get other bids. He explained that if Council adopts the project and the project budget, it would become part of the Council-enacted City Budget and, as long as the quotes or bids are within the project budget, he can approve the bids because staff has authorization to enact the City's Budget in accordance with the approved policies. Mr. Koenig did not believe asking for bids would affect the timing of the project itself.

Mr. Anderson moved that this matter be forwarded to Council with no recommendation, seconded by Mr. Blakeman.

Mr. Neil asked if this motion was made with the intent that staff will get another bid or have a Request for Proposals (RFP) sent out. In response, Mr. Anderson reminded members that Mr. Koenig stated that he would be researching it during the intervening time, and Mr. Anderson was sure that Mr. Koenig would at least have some clarification. Mr. Anderson stated that part of his concern pertained to timing, explaining that this is not that large of a project and, even if the City bids it out, there will not be any savings once the staff time to prepare it, scope it out, advertise, etc. is taken into account. He noted that by the time all of that is done, the City may not receive a lower bid since this was a service that was already bid. Mr. Anderson stated that the City has two (2) more weeks to get more information, and he believed that Council would be able to make a clear decision by that time. He did not want to see this matter delayed in Committee because it would then take another month to make a decision.

Mr. Hare reminded members that this project had not been bid out but that this was an approved contractor indicating that they would do this project for $40,000. He suggested that the City did not have to do an RFP but that staff could just call somebody to get the bids. Mr. Hare noted that this would only take a few hours and offered to make the calls. He indicated that this fence had been in disrepair for a long time and that two (2) to four (4) weeks would not make a big difference.

Mr. Koenig explained that the request was really to create the project at a budget of $40,000. The fencing estimate was actually $33,600. He noted that if Council wanted staff to obtain additional quotes, that would be fine and staff would do it. Mr. Koenig emphasized that he was really only asking to get the project and the project budget approved.

Mr. Sudler stated that he was a little confused with no recommendation or no action, noting that he liked what Mr. Koenig said about at least getting it approved and if

staff finds something that is less then he will bring it back at that time and thought that the Committee could go with that. Although he did not believe there was a big urgency, Mr. Sudler felt that members needed to move forward with the understanding that due diligence research would be done and if there is a lower cost or a lower bid from a contractor that is willing to do the project, then money could be saved.

Responding to Mr. Sudler, Mr. Anderson stated that the idea was not to take no action because then the item would stay in Committee. He reminded members that the Committee cannot technically approve matters, it can only make recommendations to Council. If the Committee recommends that this matter passes or makes no recommendation, the matter will still move forward to Council. Mr. Anderson explained that the motion, with no recommendation, will move this item forward to Council for discussion, and hopefully in that time more information will be provided which will give Council a clearer picture.

The Committee forwarded this matter to Council with no recommendation.

(City Clerk's Office Note: Subsequent to the meeting, Mr. Koenig provided additional information regarding New Project - Water Production Well #6 Fencing Upgrade, in a memorandum dated September 16, 2016.)

During the Council meeting, Mr. Scott Koenig, City Manager, advised that the Committee's review of the fencing upgrade led to a discussion regarding the fencing quote from Duck's Quality Fence, dated July 14, 2016. He explained that Staff had since gone back and discussed the issue with the purchasing agent and Staff is recommending, based on those discussions, authorizing Staff to create a Capital Improvement Project titled Water Production Well #6 Fencing Upgrade, with a project budget of $40,000.

Mr. Koenig advised that this project includes expenses related to the removal and disposal of the existing fence, purchase and installation of the new fence, and any miscellaneous concrete expenses to install sidewalk or curbing to protect the fencing. The funding of the project would be transferred from a large project known as Water Quality Improvement. Mr. Koenig stated that the Water Quality Improvement budget for FY17 was $645,800 and if Council authorizes the Water Production Well #6 Fencing Upgrade, the Water Quality Improvement budget would be reduced to $605,800 and the Water Production Well #6 Fencing Upgrade project would be inserted into the Capital Plan at $40,000.

Mr. Koenig advised that the fencing specifications were sent to Mr. Pete Gregg, Contract and Procurement Manager, and were advertised on September 22, 2016. He noted that bids on the fencing are due on October 6, 2016, provided Council authorizes the project, and Staff will execute the lowest responsive bid. Mr. Koenig stated that any funds remaining after the project is completed would revert back to the Water Quality Improvement budget and would be eligible for future projects in the FY17 budget.

Mr. Neil moved to proceed with the RFP for the fencing upgrade for Water Production Well #6, seconded by Mr. Hare and unanimously carried.

Mr. Anderson moved for acceptance of the Council Committee of the Whole Report for September 13, 2016, seconded by Mr. Neil and unanimously carried.

ICMA 401 PLAN AMENDMENT FOR NON-BARGAINING EMPLOYEES

During their Regular Meeting of May 23, 2016, City Council approved a proposal for non-bargaining employees' contributions to the Deferred Compensation plan to be kept at a minimum of 3% and a maximum of 9%, and that the increases would be at the employee's option. During their Regular Meeting of June 13, 2016, City Council adopted Ordinance #2016-10 which removed reference to a fixed percentage contribution and instead referred to the Deferred Compensation Plan documents for contribution amounts.

Mrs. Mitchell, Controller/Treasurer, advised that the increased minimum and maximum contributions authorized for non-bargaining employees mirrored the 401 changes provided to Dover Organization of Employees (DOE) members with their most recent contractual agreement; however, the DOE contributions were fixed as opposed to the range of contributions afforded the non-bargaining employees.

Mrs. Mitchell stated that she contacted ICMA Retirement Corporation (ICMA-RC) regarding questions that she had about the plan documents and noted that she received a response dated September 12, 2016 which stated: "With the exception of voluntary after-tax contributions, all employee elections with respect to 401(a) plan contributions must be made during the enrollment period when the employee first becomes eligible to participate in the plan (or any 401(a) plan of the employer, including a 401(a) defined benefit plan, if earlier), and the employee will not have the ability to discontinue or change the amount of his/her contributions after becoming a participant. As such, employees who are already participating in the employer's 401(a) plan (or another 401(a) plan of the employer), and employees who were previously eligible to participate in such a plan, cannot be provided with an opportunity to make a new contribution election, even if the employer amends the plan's contribution formula."

Mrs. Mitchell advised that the employee can choose between a range of contributions when they are hired; however, their contribution election is irrevocable and cannot be increased or decreased. She stated that Council could approve minimum contributions of 3% and maximum contributions of 9%, effective September 26, 2016, for newly hired non-bargaining employees, with the understanding that whichever percentage they choose within these ranges is irrevocable, based on IRS regulations.

Recalling the long discussions related to this issue, Council President Slavin asked how it was that they spent all that time on the issue without knowing that the plan would not support it. Responding, Mrs. Mitchell stated that she had spent a considerable amount of time trying to get answers from ICMA-RC regarding the DOE contract and they advised her to submit the plan document with the changes, which she did. She noted that the DOE plan document with the changes incorporated was approved, signed, and returned by ICMA-RC. Mrs. Mitchell stated that she was still uncomfortable because there was language in the plan document about the elections being irrevocable; however, there was also language regarding ranges. She advised that she called ICMA-RC on multiple

occasions, but each time she called she never spoke to the same person. Mrs. Mitchell noted that she emailed the City's account representative several times and she was not real responsive. Once her questions were finally sent into the legal area, someone called her back. Mrs. Mitchell advised that ICMA-RC, because of the date of the document, was under the understanding that the DOE contract applied to new hires; not that they were grandfathering in other employees. Mrs. Mitchell stated that she sent a letter on June 14, 2016 and another on August 9, 2016 and she received a response dated September 12, 2016.

Mr. Hosfelt moved to approve a minimum deferred compensation contribution of 3% and a maximum contribution of 9%, effective September 26, 2016, for newly hired non-bargaining employees, with the understanding that whichever percentage they choose within these ranges is irrevocable. The motion was seconded by Mr. Neil and unanimously carried.

APPOINTMENT RECOMMENDED BY COUNCIL PRESIDENT SLAVIN - CONSTRUCTION AND PROPERTY MAINTENANCE CODE BOARD OF APPEALS - COUNCILMAN FRED NEIL - ANNUAL APPOINTMENT TO EXPIRE MAY 22, 2017

Council President Slavin requested the appointment of Councilman Fred Neil to the Construction and Property Maintenance Code Board of Appeals for a term to expire May 22, 2017.

By consent agenda, Mr. Lewis moved for approval of the appointment of Councilman Neil, as recommended by Council President Slavin, seconded by Mr. Hare and carried by a unanimous roll call vote.

REZONING REQUEST FOR PROPERTY LOCATED AT 51 ROOSEVELT AVENUE - FIRST READING OF PROPOSED ORDINANCE #2016-20

A request was received to rezone property located at 51 Roosevelt Avenue, consisting of $7,675^{+/-}$ s.f., owned by Carla M. And John W. Russum. The property is currently zoned R-8 (One-Family Residence) and the proposed zoning is C-1 (Neighborhood Commercial).

Prior to amending the zoning ordinances and zoning map of the City of Dover, a public hearing is required.

Mr. Hare moved to refer the request to the Planning Commission on October 17, 2016 and set a public hearing for November 14, 2016 at 7:30 p.m. The motion was seconded by Mr. Neil and unanimously carried.

In accordance with Section 1-9 of the Dover Code, Council acknowledged the First Reading of Proposed Ordinance #2016-20 as read by the City Clerk, by title only, as follows:

> AN ORDINANCE AMENDING THE ZONING ORDINANCE AND ZONING MAP OF THE CITY OF DOVER BY CHANGING THE ZONING DESIGNATION OF PROPERTY LOCATED AT 51 ROOSEVELT AVENUE

CITY MANAGER'S ANNOUNCEMENTS

Mr. Scott Koenig, City Manager, announced that the fall leaf collection would begin on Monday, October 17, 2016.

Mr. Koenig also noted that the City was beyond the time frame to have property taxes paid and the tax delinquency list, which is available on the website, was approximately 42 pages long. He requested people to check to see if they are on the list. Mr. Koenig advised that the Assessor's Office would be mailing delinquent tax notices on October 3, 2016 and the City would start invoking the Clean Hands Ordinance for permits.

COUNCIL MEMBERS' ANNOUNCEMENTS

Council President Slavin offered a belated birthday wish to Councilman Hosfelt.

Councilman Anderson announced that the National Council on Agricultural and Labor Research Fund, Inc. (NCALL) would be having a free energy educational workshop which will help explore ways to reduce energy bills. He stated that the workshop would be held on Thursday, September 29, 2016 from 4:00 p.m. to 5:00 p.m. at NCALL Research, 363 Saulsbury Road in Dover. Mr. Anderson advised that anyone who wanted to register could do so by calling 302-249-7014. He noted that the First State Community Action Agency is promoting the event.

Councilman Anderson thanked the citizens who have responded to the land bank proposal and have been submitting their information. He noted that Dover citizens are the best research crew around and he encouraged people to keep submitting information. Mr. Anderson advised that there should be a proposal coming in the near future.

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

Meeting adjourned at 8:59 p.m.

TRACI A. McDOWELL
CITY CLERK

All ordinances, resolutions, motions, and orders adopted by City Council during their Regular Meeting of September 26, 2016, are hereby approved.

ROBIN R. CHRISTIANSEN
MAYOR

/TM
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Exhibits
Exhibit #1 - Photo provided by Mr. Mark Kershaw, Lexington Glen

EXHIBIT#1
Regular City Council Meeting of 09/26/2016



CERTIFICATE OF APPRECIATION

presented to

The Friends of Old Dover for contributing their labor, time, and energy to clear weeds and debris from Constitution Park on September 24, 2016, and for their continued efforts to restore the appeal of this significant cultural and historical landmark.

Your public service and selflessness have increased the quality of life for the residents of the City of Dover.

October 10, 2016

ROBIN R. CHRISTIANSEN	***TIMOTHY A. SLAVIN***
MAYOR	***COUNCIL PRESIDENT***

CERTIFICATE OF CONGRATULATIONS

presented to

Delaware State University on its 125th Anniversary

Delaware State University was established as the State College for Colored Students on May 15, 1891 by the Delaware General Assembly and, in its first year, enrolled a dozen students and offered five courses of study.

Through great determination, persistence, visionary leadership, and the demonstration of academic excellence, the College obtained university status in 1993, when Governor Thomas Carper signed legislation renaming the institution Delaware State University. The University is now a fully accredited, vibrant institution with a reputation for distinguished scholarship, enrolling more than 4,500 students and offering over 51 baccalaureate, 25 master's, and five doctoral degree programs through 21 academic departments and five distinct colleges.

Delaware State University has been recognized by the Association of Public and Land-Grant Universities as "1890 University of the Year" twice in recent years, and is ranked fourth among the nation's Historically Black Colleges and Universities. Throughout its history, the University has been a cornerstone of the Dover community, offering access and educational opportunities to diverse populations from Delaware, the nation, and the world.

The City of Dover extends its sincere congratulations.

October 10, 2016

ROBIN R. CHRISTIANSEN	***TIMOTHY A. SLAVIN***
MAYOR	***COUNCIL PRESIDENT***

PROCLAMATION

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

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

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

***WHEREAS**, the 2016 theme is "Civic Engagement" which underscores the necessity of engaging the public, elected officials, and key leaders in discussions that shape the future of our community;*

***NOW THEREFORE, I, ROBIN R. CHRISTIANSEN, MAYOR OF THE CITY OF DOVER, DELAWARE,** do hereby proclaim the month of October 2016 as*

NATIONAL COMMUNITY PLANNING MONTH

in the City of Dover, and encourage all citizens to join me in recognizing the participation and dedication of the members of the City of Dover Planning Commission and the valuable contributions made by community and regional planners and our partner agencies at the State and county level, and extend our heartfelt thanks for the continued commitment to public service by these professionals and private citizens.

ROBIN R. CHRISTIANSEN
MAYOR

COUNCIL COMMITTEE OF THE WHOLE

The Council Committee of the Whole Meeting was held on September 27, 2016 at 6:00 p.m., with Council President Slavin presiding (departed at 7:00 p.m. and returned at 7:03 p.m.). Members of Council present were Mr. Anderson (arrived at 6:20 p.m.), Mr. Sudler (departed at 7:01 p.m.), Mr. Neil (arrived at 6:15 p.m.), Mr. Cole (arrived at 6:09 p.m.), Mr. Hosfelt, Mr. Hare, and Mr. Hutchison. Mr. Lewis and Mayor Christiansen were absent. Civilian members present for their Committee meetings were Mr. Keller and Mr. Shelton (*Safety Advisory and Transportation*), and Mr. Shevock and Dr. Stewart (*Legislative, Finance, and Administration*).

SAFETY ADVISORY AND TRANSPORTATION COMMITTEE

The Safety Advisory and Transportation Committee met with Councilman Hosfelt presiding.

AGENDA ADDITIONS/DELETIONS

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

Request for Four-Way Stop Sign - Wyoming Avenue and Westview Terrace

Mr. Scott Koenig, City Manager, advised members that Second District Councilman William F. Hare received a petition from area residents interested in the potential installation of a four-way stop condition at the intersection of Wyoming Avenue and Westview Terrace. The engineering staff in the Department of Public Works determined that a four-way stop was justified at this location based on the current Manual on Uniform Traffic Control Devices (MUTCD). In addition, Mr. Koenig indicated that there had been consistent speeding complaints on this section of road. Speed monitoring signs had been installed previously, but the dangerous conditions had persisted. He stated that staff had no objections to the request and had made preparations for the installation of the four-way stop at the referenced intersection. Mr. Koenig explained that, after roadside message boards were placed to alert motorists to the upcoming stop installation, several complaints and/or concerns were voiced by area residents regarding the planned installation. This item was placed on the Committee agenda to receive public comment and final direction on the request.

Mr. Koenig informed members that Wyoming Avenue was scheduled for the FY 17 paving program and would be paved by the end of the fiscal year, noting that bids for the program were scheduled for consideration by Council during their meeting scheduled for October 10, 2016. He explained that there is also potential for a change in traffic volumes in this area related to the opening of the West Dover Connector. Mr. Koenig indicated that although this bypass would not really reduce speeding, it may reduce the total number of cars traveling through the area, at least in the short term. He stated that staff's recommendation was that the four-way stop condition meets the technical merits and, if public comment is favorable, staff would prepare to install the signs either now or after the paving project; however, if the testimony indicates that they would like to wait, staff is prepared to wait until a future date to install the signs.

Staff recommended the installation of a four-way stop condition at the intersection of Wyoming Avenue and Westview Terrace; however, final action should consider any public testimony received at the committee meeting.

Referring to the MetroCount Traffic Executive Speed Bin Chart, Mr. Hare stated that approximately 31,000 cars, or a rough average of 3,100 cars per day, traveled Wyoming Avenue in a 10-day period, according to this police survey. Approximately 19.4% of the traffic was traveling between 35 and 60 miles per hour (m.p.h.). Mr. Hare indicated that Police Chief Paul Bernat had stated that there was a speeding problem on Wyoming Avenue. Mr. Hare noted that he had been out on a day when the police were issuing tickets and they had already issued six (6) tickets by 12:30 p.m, when Mr. Hare had to leave.

Deputy Police Chief Marvin Mailey stated that the speed limit in the area was 25 m.p.h. He reviewed the MetroCount Traffic Executive Speed Bin Chart, explaining that there were 9,390 vehicles, or 29.8%, at 25 to 30 m.p.h.; 13,433, or 42.7%, at 30 to 35 m.p.h.; 4,776, or 15.2%, from 35 to 40 m.p.h.; and 1,055, or 3.2%, at 40 to 45 m.p.h.

Mr. Hosfelt stated that the majority of vehicles were traveling between 30 and 40 m.p.h.

Deputy Chief Mailey stated that the Police Department had been conducting enforcement in this area. He noted that traditionally police officers allow 15 m.p.h. over the speed limit in the City of Dover; however, this area had been a concern over several years, officers had been out there periodically, and officers had restricted the speed to 10 m.p.h. over the limit and were stopping vehicles on that basis. Deputy Chief Mailey stated that officers were continuing to see more cars in the area and stopping more traffic, and they would continue to do so.

Mr. Anthony DePrima, 575 Westwood Drive, stated that he had lived in the Woodbrook neighborhood for 25 years and had never had a problem getting onto or crossing Wyoming Avenue due to high speeds or high volume, unless there was a bicycle race going on. He did not deny that there was speeding in the area, stating that there had been speeding since he moved there, as well as a law enforcement presence. Mr. DePrima indicated that the speeds and the volumes do not cause a problem for accessing the street or crossing it. He stated that he opposed a stop sign at Westview Terrace and Wyoming Avenue, believing that it was an unnecessary inconvenience that would not work for the goal that was being established. Mr. DePrima explained that he had talked to a number of his neighbors who indicated that they did not understand the proposal and did not see a problem. He asked if those neighbors could stand and provide their names and addresses, and the following individuals did so: Mr. Jeramie Forbes, 524 Westwood Drive; Mr. Don Stein, 522 Woodsedge Road; Mr. Tom Bursler, 523 Westwood Drive; Mr. Jeff Buttillo, 551 Westwood Drive; Mr. Jerry Abrams, 1110 Woodsedge Road; Mr. Ralph Taylor, 1017 Westview Terrace; and Mrs. Marsha Lees; 1014 Westview Terrace. *(City Clerk's Office Note: The petition requesting the installation of stop signs on the east-west intersection of Wyoming Avenue and Westview Terrace included the signatures of Mr. Ralph Taylor and Mrs. Marsha Lees.)*

Mr. DePrima stated that he had not obtained a petition, although he believed he could have done so since many people felt the same way that he did. He explained that he travels this road several times a day and felt that the proposed stop sign would be a nuisance to the approximately 3,000 people who would have to stop there every day, according to the traffic count cited. In addition, Mr. DePrima stated that one (1) of his neighbors pointed out that there are times when several cars stopped at the red light on Governors Avenue are all released when the light turns green. He felt that when these cars reach the proposed stop sign, they will each have to stop repeatedly as they wait for the cars in front of them to cross the four-way stop. Mr. DePrima reiterated that a four-way stop would not help the problem. He had analyzed the traffic study and believed it was flawed because the eastbound flasher on Wyoming Avenue was not working during the study, he had never seen it working, and it was still not working. Mr. DePrima believed that these types of flashing signs are effective and that speeds in the study were a little higher because the flasher was not functioning.

Mr. DePrima stated that, in terms of the volume of traffic, if the number of cars counted were compressed into an 18-hour period, they would equate to three (3) cars per minute, or one (1) car passing every 20 seconds on average. He felt that sitting at a stop sign for an average of 20 seconds would feel like a long time to drivers. Mr. DePrima stated that, when looking at the numbers in the study, the majority of cars were actually traveling between 25 and 35 m.p.h., and the average speed was 31 m.p.h.

Mr. DePrima felt that a four-way stop would not be an effective control because stop signs are safety control rather than speed control devices. He noted that there was not a safety problem at this location, stating that Chief Bernat had brought up this point with him, and there was not a record of accidents at this location. Mr. DePrima advised that a stop sign only affects the speeds in front of the sign as cars are starting to slow, and a car going between 30 and 35 m.p.h. requires between 110 and 140 feet to come to a stop. Outside of this range, there would still be a speeding problem. He stated that Mr. Hare had advised him that people were having a hard time getting out of their driveways; however, Mr. DePrima explained that there were only two (2) driveways within 150 feet of the stop sign, since residents on the north side of the road exit out onto an alley. He also believed that traffic volumes would decrease once the West Dover Connector opens. Mr. DePrima noted that cars were traveling from the south of Dover up State Street and Governors Avenue, making a left turn onto Wyoming Avenue and a right turn onto New Burton Road to go work at Playtex, Dover High School, or General Foods, and this would definitely change when the Connector is complete.

Mr. DePrima reiterated that a four-way stop was not an effective speed control measure and this was not a safety issue. As a solution he recommended fixing the eastbound flasher, which had not worked since he could remember, and bringing back enforcement to the levels that were there before the flashers were installed. Mr. DePrima stated that his neighbors agreed that enforcement had left once the flashers were installed, and the motorcycle policemen that had been a standard had gone away, probably because the business went away. He noted that Chief Bernat had advised him that he had instructed traffic units to drop the standard for tickets from 15 m.p.h. over the speed limit to 10 m.p.h. over, which Mr. DePrima felt was a good move. He believed that bringing enforcement back, giving out tickets, and fixing the flasher would result in slower speeds. Mr. DePrima stated that if there continued to be a problem after the West Dover Connector was finished, measures should be considered that are designed to slow traffic over the whole length of the road. He

indicated that there are many kinds of traffic calming measures, noting that Council was discussing one (1) such measure on State Street, and suggested not treating just a 300-foot section of the road but the whole road if enforcement does not work.

Ms. Laura Hauss, 1155 Yearsley Drive, stated that she travels down Wyoming Avenue at least 10 times per day and she is opposed to the proposed stop sign. She advised that she was not opposed to stop signs in general, and noted that 30 years ago she had petitioned the City of New York to upgrade an intersection with poorly placed stop signs to a four-way flasher, although they did not do this until there was a fatal accident. Ms. Hauss believed that the current situation was the opposite of the problem in New York City since people would not expect a stop sign in this location, and there would probably be accidents where there had not been any previously. She stated that many people start speeding around the corner from New Burton Road and suggested that this would be a good place to address the problem, rather than in the middle of Wyoming Avenue. Ms. Hauss indicated that there are several accidents each year on State Street and Wyoming Avenue and she had never seen any measures to address this situation. She did not think a four-way stop would address the problem of those having trouble getting out of their driveways because it would produce a line of cars waiting, noting that the intersection is especially busy in the morning rush hour and this would make their problem worse.

Ms. Elizabeth Hauss, 1155 Yearsley Drive, stated that she was against the stop sign and agreed with Mr. DePrima's comments. She indicated that she had lived there most of her life and is an avid runner who crosses this intersection twice on her daily runs, but had rarely waited to cross because the traffic moves so smoothly. Ms. Hauss did not see the benefit of a stop sign because this is a safety feature, not a speed feature. She felt that the petition with 30 people in support of the measure was completely irrelevant if it was not determined how many people were against it, and questioned if everyone in the area had been surveyed to see who was opposed. Ms. Hauss advised that she had seen much more dangerous intersections throughout Dover that do not get any attention, and questioned if this was because they were not a special interest. She noted that there had been numerous fatal pedestrian accidents on State Street and Governors Avenue that had not been addressed, yet the intersection being discussed somehow warranted taxpayers' money. Ms. Hauss believed that the overpass would decrease traffic and eliminate those people who are speeding when trying to get to work. She stated that she was unsure why action was being taken now, noting that the problem may go away once the overpass is complete. Ms. Hauss believed that the people who are speeding were most likely not from the neighborhood, since people have more respect for their own neighborhoods in most cases. Ms. Hauss stated that she opposed the four-way stop overall, but would definitely like to see what happens after the overpass is in.

Mrs. Marsha Lees, 1014 Westview Terrace, thanked those who time the lights at Governors Avenue and State Street, stating that this is a great rotation. She advised that this allows traffic to go through efficiently late at night and this intersection was one of the best in Dover. Mrs. Lees advised that she was against the stop sign at Wyoming Avenue and Westview Terrace. She felt that Wyoming Avenue was as wide as Webb's Lane, which is a 35 m.p.h. street and, even though it has a school operating at times, it is a straight and efficient shot between Governors Avenue and New Burton Road. It was her opinion that the speed limit should be 35 m.p.h. on Wyoming Avenue and that speed bumps would be more effective for speed control because people are more worried

about their cars than about the issues of time. Mrs. Lees indicated that she had lived in Atlanta and Denver and had been involved in City matters, traffic, and safety, and the engineers that she spoke to agreed that stop signs were not for speed control. She also favored waiting until the new Connector goes in.

Mrs. Debbie Grinstead, 320 Wyoming Avenue, informed members that she and her husband, Alan, had lived at this location for almost 15 years. She stated that when they first moved there, there were hardly any children on the street or in the neighborhood; however, there were now numerous children. Mrs. Grinstead stated that speeding had gotten progressively worse, and she had made calls about this on numerous occasions. She advised that they now have grandchildren and are very concerned, noting that it is a beautiful neighborhood with sidewalks, but there is constant speeding on the road. Mrs. Grinstead stated that those who oppose the stop sign do not live on Wyoming Avenue. She indicated that she would be more than happy to wait for a car, noting that she was almost hit today when backing out of her driveway prior to the arrival of a police officer who was monitoring speed. Mrs. Grinstead stated that she did not care about herself getting hit but was concerned about the children and safety in the neighborhood. She was grateful that no children or animals had been hit but questioned if it would have to come to that. Mrs. Grinstead acknowledged that a stop sign may not stop every occurrence; however, she felt that it would at least slow traffic down to the point where cars would not start off again and reach 60 m.p.h. before reaching the next stop between New Burton Road and Governors Avenue. Mrs. Grinstead stated that members could opt for speed bumps if they chose. She explained that she and her husband observe speeding constantly while sitting on their porch, especially on weekends when police patrol does not seem to be as strong and there is drag racing down the street. Mrs. Grinstead suggested putting the stop sign in and removing it if the bypass takes traffic away, stating that if everyone was worried about taxpayer money, she would pay for the stop sign. She indicated that she did not want to see someone's child hurt because a few people were inconvenienced by stopping for an average time of 20 seconds.

Mr. Richard Cook, 516 Wyoming Avenue, stated that he had seen the traffic and the scofflaws on Wyoming Avenue increase dramatically. He stated that he did not agree with everything that had been said about the speed and statistics. Mr. Cook noted that the speed limit was 25 m.p.h., but those who drive at 30 m.p.h. or less comprised 37.9% of the traffic and approximately 62% were driving faster than that. He noted that almost 20% drive between the speeds of 35 and 60 m.p.h., and one (1) out of every five (5) cars on Wyoming Avenue was exceeding the speed limit by at least 10 m.p.h.

Mr. Cook referred to Mr. DePrima's comment that only two (2) driveways back out onto Wyoming Avenue near the intersection and informed members that one (1) of those driveways was his and there were two (2) additional driveways on the other side of Westview Terrace. He stated that if members wanted to change the speed limit, they should do that; however, if they wanted public safety, they must find a way to allow people to live on the street and not be concerned about whether a feral cat or a child chasing a ball into the street would be hit. Mr. Cook stated that a way must be found to slow traffic down. He advised members that the idea of a stop sign would be to provide a temporary pause between New Burton Road and Governors Avenue about midway. He indicated that it would not matter where the sign was, noting that it could be at Westview Terrace

or Sunset Terrace, but Monroe Terrace would be a little too close to Governors Avenue to have any effect. Mr. Cook indicated that the two (2) electronic speed indicator signs installed on Wyoming Avenue cost a lot of money and were supposed to warn people of the 25 m.p.h. speed limit. He agreed that the sign on the west end of Wyoming Avenue had been out of operation for a while and was unsure why. Mr. Cook believed that the presence of the speed sensor signs was an admission by the City that there was a problem and stated that something should be tried to alleviate the problem. He felt that the police presence absolutely works because people see the police and slow down, noting that some people have applications on their phones that advise where the police are, which lets them know to slow down. Mr. Cook stated that the problem is with these people who know they are breaking the law and noted that this is a high-traffic road.

Mr. Cook advised that tonight was the first time that he had heard that there was consideration of paving the road and believed that making it smoother would exacerbate the problem. He did not feel it was an inconvenience to stop at a stop sign, noting that stopping while traveling 25 m.p.h. does not take a lot of time, although traveling at higher speeds would require more braking and more time. Mr. Cook indicated that there was also a lot of cell phone use. He asked members to seriously consider this safety issue.

Mr. Ralph Taylor, 1017 Westview Terrace, stated that his neighborhood is fantastic, mature, and involved, and his neighbors socialize, have block parties, and do things together. He felt that this was a great place to live and raise kids. Mr. Taylor stated that the neighborhood was in transition and, since it is an area where young people with children can afford to live, families were coming in. Since there were more children, he felt it important to be conscious of children and the school bus situation. Mr. Taylor advised that he lives one (1) house from the corner and traffic moves at a really good clip, day in and day out. Mr. Taylor believed that the morning school buses were a legitimate concern and police officers must be there to see exactly what is going on. He stated that when he was previously serving as motorcycle policeman, he knew that he would not have to wait long at the corner of Wyoming Avenue and Westview Terrace before issuing tickets because there were many speeders there, including his neighbors. Mr. Taylor understood that the bypass would be coming and suggested that a compromise would be to review the study when the bypass is complete. He felt that the opening of the West Dover Connector was a legitimate point; however, from an eyewitness point of view, Mr. Taylor believed that the intersection was dangerous and a stop sign was needed and would be welcomed to slow people down. Mr. Taylor stated that he had observed a car that left the Oktoberfest last Saturday and traveled at an estimated speed of 65 or 70 m.p.h. down Wyoming Avenue, with a driver that was probably intoxicated. He felt that cars must be slowed down. He stated that children and families with legitimate concerns must be taken care of in the interim, and this could be later reviewed and the traffic pattern changed.

Mr. Ray Hebert, 515 Wyoming Avenue, informed members that the speeding in the area is awful. He explained that he can look out his front window and observe cars going by at 45 or 50 m.p.h. Mr. Hebert indicated that the police were there earlier in the day and cars were slowing down; however, as soon as the police leave, speeds increase. He agreed with Mr. Cook that many people have a phone application that identifies where police are and they slow down so they will not get caught. Mr. Hebert believed this was a safety issue and estimated that some cars travel 60 or 65 m.p.h. He felt that installing a stop sign would slow people down and did not feel this would be

an inconvenience. Mr. Hebert noted that some of the neighbors who spoke lived on Westview Terrace, not Wyoming Avenue, so they do not see the traffic going by. He stated that he had seen school buses traveling down the road at an estimated 40 m.p.h. and screeching to a halt at Wyoming Avenue and Westview Terrace to let off children. Mr. Hebert indicated that this was a problem the City was aware of and had addressed before, and police could not be there all of the time. He believed that a stop sign would work since a stop sign had been placed on South Bradford Street, where he lived previously, and had slowed traffic.

Responding to Mr. Hosfelt, Mr. Koenig stated that he would look into the eastbound flasher. Mr. Koenig stated that the West Dover Connector was estimated to be completed in late spring or early June of 2017, in approximately eight (8) to nine (9) months.

Mr. Slavin advised that this issue was reminiscent of a speed problem experienced on Spruance Road, a wide road in the Third District, where a stop sign was installed and the speeding problem continued. He indicated that two (2) measures can be taken to slow speeding: 1) changing things physically with the road, or 2) make it expensive for people to speed so that recidivism does not occur. Mr. Slavin informed members that Spruance Road was a wide road where no one parked on either side because they had parking in front of the houses. The road was striped both down the center and with parking areas. Mr. Slavin indicated that this changed the entire field of vision for those coming down the road and caused them to slow down. He wondered if design might address the situation on Wyoming Avenue, and if there was an opportunity for striping or embedding reflectors in the road with the repaving contract. In response, Mr. Koenig indicated that this was a possibility, noting that a similar technique was used on Independence Boulevard by putting a double yellow line down the center, which provided a visual means of slowing down the traffic. He thought there was probably enough room on Wyoming Avenue to paint a center line and a white line along the edge of the parking bay to recognize it as on-street parking. Mr. Koenig stated that a number of techniques could be used as the paving is being done, noting that he did not expect this to happen before the end of the calendar year because of the timing of the contract.

Mr. Slavin asked if an alternate to the bid for the striping could be requested from the same company that does the striping, to obtain an idea of the costs. Responding, Mr. Koenig stated that the cost on Independence Boulevard was just under $5,000 and estimated that this addition to the Wyoming Avenue project would be approximately in the $4,000 to $5,000 range.

Mr. Slavin requested Deputy Chief Mailey to speak to Chief Bernat about creating special enforcement districts for speeding within the City so that a ticket would be issued as well as a City of Dover citation. Mr. Slavin indicated that this was previously discussed in regard to North State Street and Independence Boulevard and Chief Bernat had stated that he would research this issue. Mr. Slavin stated that this would place added fines for speeding because there would be a violation of the City of Dover ordinance as well and would indicate to a speeder that this was a costly error.

Regarding enforcement, Mr. Slavin advised Deputy Chief Mailey that there had been many comments from residents about enforcement and felt that they needed to see enforcement more frequently. Mr. Slavin acknowledged that when speed limits are enforced in neighborhoods,

invariably someone who has complained about the speeding receives a ticket for speeding, and he cautioned those present to be careful.

Mr. Cole moved to table this matter, seconded by Mr. Sudler.

Mr. Hutchison stated that a very serious issue of public safety had been raised, and he felt that an alternative was needed to address the immediate issue, although maybe not with a stop sign. He believed that something must be done to address safety concerns due to speeders, noting that the Police Department could not be expected to be there on a regular basis. Mr. Hutchison did not have an issue with tabling the matter, but reiterated the need to address safety.

Mr. Cole indicated that he was open to amending the motion. Responding, Mr. Anderson stated that a motion to table cannot be amended. Mr. Cole stated that he was open to stipulations.

Mr. Hare stated that he was not opposed to tabling this matter because there was a speeding problem acknowledged by the City and some good suggestions to address it. He stated that he had not heard any reason not to have the stop sign, other than that it would be a nuisance and an inconvenience, and had not heard anything from a safety aspect. Mr. Hare questioned whether to wait for accidents or someone being hit before doing something.

Mr. Sudler asked if the initiator of the motion would be open to a friendly amendment. He stated that he would like to not only defer this matter but also request that the City Manager, or the appropriate division, repair the flashing light immediately, as a temporary fix to somewhat address the issues related to speeding. Mr. Sudler thought that the light could be restored back to where it was at once, to have something in place, until the City does the study.

Mr. Slavin advised members that there was a motion to table, which is not open for discussion. He asked the maker of the motion to withdraw the motion entirely.

Mr. Cole withdrew the motion to table the matter.

Mr. Cole moved to defer this matter until the October meeting, when staff will have recommendations as to some alternatives to meet the safety needs and concerns of the neighborhood. The motion was seconded by Mr. Anderson.

Mr. Neil apologized for arriving late to the meeting due to being involved in an accident in the library parking lot. He stated that he was impressed by the number of people who signed the petition and felt it imperative to do something for those with a legitimate complaint. Mr. Neil noted that there had been an issue of speeding on North State Street and that speeding was a problem in the City. He was unsure if some of the devices discussed for North State Street, with the help of the Delaware Department of Transportation (DelDOT), could be applied here. He noted that there were a number of devices that could be used to slow traffic that might be examined.

Mr. Keller stated that what had struck him was the issue of children, which he could appreciate as a grandfather. Acknowledging that it would not take much time to defer this matter, he felt that the

sooner action was taken the better. Mr. Keller stated that he had gone out to the area and talked to some of the people. He noted that there were already sign poles in place and asked how long it would take to put up a couple of signs. Mr. Keller stated that he was ready to have signs put up right now and did not believe members should table this matter.

Mr. Hutchison stated that a new traffic device now in place on northbound North State Street had not been there very long and was very impressive. He explained that when approached, the device lights up and, if the driver is over the speed limit, it flashes and does a good job in slowing people down. Mr. Hutchison indicated that those kinds of devices should be considered.

Mr. Hare stated that he had seen devices in Virginia that flash when a driver is over the speed limit and take a picture. He asked if this was possible in Dover. Responding, Mr. Koenig advised that this technology existed but was not yet authorized at the State level. He indicated that the State legislature had denied this technology in 2010 or 2011.

Mr. DePrima noted that the study was flawed because the flasher was not working and requested that Council fix the flasher and redo the counts. Responding, Mr. Hare stated that the flasher did not have anything to do with the study, noting that two (2) cords were put across the street and the flashers did not count cars. Mr. DePrima stated his point was that the flashers work to slow traffic. He advised that everyone had acknowledged that it is helpful to have the flasher in place; however, for the entire study, the flasher was not working, so people were not getting the message to slow down. Mr. DePrima suggested fixing the flasher and running the study again, so that it would not be flawed.

Ms. Elizabeth Hauss questioned if a stop sign had ever been taken down. Noting that it had been mentioned that there were people drag racing, she stated that drag racers do not care about stop signs and would run through them, hurting someone at the stop sign who was casually looking right or left and not down the road at the speeder. She felt that if there was no four-way stop, drivers would be looking further down the road to see these potentially hazardous people. Ms. Hauss believed that putting up a stop sign would cause more accidents. She questioned how many accidents would have to occur for the City to remove the stop sign. Referring to the petition, Ms. Hauss stated that she could find 30 people to sign a petition saying that a unicorn should be President; however, this was irrelevant if it was not shown how many people were opposed, and that had not been done. She felt that it would be a different matter if the entire area was surveyed and the majority of the people in the neighborhood wanted the four-way stop.

Mr. Hosfelt stated that there was a motion on the floor to defer this matter for one (1) month to gather more information from staff and the Police Department. He assumed that the Police Department could conduct a study with properly working flashers on both ends of Wyoming Avenue within a month, and more information could be gathered to make a better decision. Mr. Hosfelt noted that the there was a similar situation on Independence Boulevard in the First District, and striping had significantly reduced the speed. He advised that Independence Boulevard is similar to Wyoming Avenue because it is a cut-through or shortcut, and residents of that road seemed very happy with the results. Mr. Hosfelt noted that additional speed calming measures would be taken in that area.

In response to Mr. Sudler, Mr. Hosfelt stated that the original motion was to defer the whole matter for one (1) month to obtain further information.

Mr. Anderson stated that repairing the flasher was part of the motion to defer. Responding, Mr. Hosfelt stated that that was normal, routine maintenance which Mr. Koenig had already agreed to do. Mr. Hosfelt indicated that the motion on the floor was to defer this matter for one (1) month and gather more information from staff, and this motion had been seconded.

As a point of order, Mr. Sudler stated that he did not think that the motion was read according to his understanding that the flashing lights were to be fixed as a directive from the Committee to Mr. Koenig. He stated that he knew that Mr. Koenig said that he would do that; however, he did not think it was added in the motion. Mr. Sudler asked if this was part of the initial motion, and requested that the motion be read for the record.

At the request of Mr. Sudler, Chairman Hosfelt requested Mr. Cole to restate his motion for clarification. Responding, Mr. Cole stated that the motion was to defer the whole matter for one (1) month pending the completion of the flashing lights to better collect the information for the speed determination. Mr. Anderson confirmed that he seconded the motion.

The motion to defer the whole matter for one (1) month pending the completion of the flashing lights to better collect the information for the speed determination carried, with Mr. Keller voting no.

Mr. Slavin thanked the community for coming out, stating that he was pleased to see people interested in safety in their neighborhood and expressed confidence that a solution would be reached together, whether through a stop sign, striping, enforcement, or all of these strategies. He urged those present not to let themselves be divided by whether or not a stop sign is installed, stating that what was important was that the community was united in their desire for a safer community. Mr. Slavin assured them that Council was willing to take measures to achieve this.

Mr. Hutchison moved for adjournment of the Safety Advisory and Transportation Committee meeting, seconded by Mr. Neil and unanimously carried.

Meeting adjourned at 6:58 p.m.

LEGISLATIVE, FINANCE AND ADMINISTRATION COMMITTEE

The Legislative, Finance, and Administration Committee meeting was held with Chairman Hare presiding.

AGENDA ADDITIONS/DELETIONS

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

Annual Review of Investment Policy

Mrs. Donna Mitchell, Controller/Treasurer, advised that an annual review of the City of Dover Investment Policy Statement had just been completed. She stated that staff reviewed changes recommended by Public Financial Management, Inc. (PFM), the City's investment advisory firm, and some of PFM's recommendations were incorporated into the policy amendments. Mrs. Mitchell indicated that many of the proposed amendments were administrative, such as changes in the names of rating agencies. She stated that a more significant change was the lowering of credit ratings from AA to A to enhance returns and provide more investment choices. In addition, referring to Section 8.8 of the Policy, Asset Backed Securities, Mrs. Mitchell explained that PFM recommended the addition of these securities, which include auto-loan receivables, credit card receivables, home equity loans, and manufactured housing loans. She indicated that she initially had some hesitation about including investments that include these types of notes; however, she reviewed the State's investment policy and found that this would mirror their policy. Mrs. Mitchell stated that she was comfortable adding these securities to the portfolio, as a single issuer was only a small portion of the City's portfolio and could not exceed 5%.

Staff recommended approval of the proposed changes to the Investment Policy Statement.

Mr. Hutchison moved to recommend approval of the proposed changes to the Investment Policy Statement, as recommended by staff, seconded by Mr. Shevock and unanimously carried.

Discussion of Duties and Assignments of City Personnel

During the Council Committee of the Whole/Legislative, Finance, and Administration meeting of July 26, 2016, members discussed the Duties and Assignments of City Personnel and deferred this matter until members had all the information they needed. During their meeting of August 23, 2016, the Committee deferred this item until September 27, 2016.

Mr. Slavin reminded members that this agenda item stemmed from discussions during the 2016 Budget Review. It was his belief that members wanted to discuss the Planning and Inspections Department/Parks and Recreation Department cluster. Noting that Mrs. Ann Marie Townshend, Director of Planning and Community Development was not present, Mr. Slavin suggested that it might be best to defer this discussion.

Mr. Anderson noted that Mr. Sudler was not present either because he had to leave for an appointment.

Mr. Anderson moved to defer this matter until the next Council Committee of the Whole/Legislative, Finance, and Administration Committee meeting. The motion was seconded by Mr. Neil and unanimously carried.

Designing and Expanding Recruitment for City Committees, Commissions, and Boards

During the Council Committee of the Whole/Legislative, Finance, and Administration Committee meeting of August 23, 2016, members considered Designing and Expanding Recruitment for City Committees, Commissions, and Boards. Members deferred this matter until September 27, 2016 to

allow the ideas to be solidified, Mr. Lewis and Mr. Anderson to review and refine it further, and for Mrs. Sass and the City Clerk's Office to work together.

Mrs. Kay Sass, Public Affairs and Emergency Management Coordinator, stated that she had reviewed the information pertaining to committees, commissions, and boards with the City Clerk's Office. She noted that at the previous meeting, she had suggested that social media postings of vacancies could be distributed through five (5) or six (6) postings starting at 10 to 12 weeks prior to applications being due, with repostings at six (6) to eight (8) weeks, two (2) to four (4) weeks, three (3) to five (5) days, and on the final date of the acceptance of applications. Mrs. Sass explained that she and the City Clerk are the individuals who are authorized to post on social media for the City and could cover this responsibility. She stated that they also believed that a link could be placed on the main page of the City website showing the listing of available committees, the openings, and the application. Mrs. Sass expressed her hope that each member had an opportunity to review the application that was proposed at the previous meeting, which she felt was a big improvement from the current application. She noted that it was much more thorough and requested information from applicants that should result in a diverse selection of individuals from across the City. Mrs. Sass explained that, when creating the application, Mrs. Traci McDowell, City Clerk, compared different applications, including those from Newark and the State of Delaware, and the best portions were incorporated in the proposed City application. It was Mrs. Sass's opinion that there were benefits to having laymen on committees, noting that some people approach matters by considering their financial impact, some by the time management impact, and others by the impact on the community as a whole. She expressed her hope that members would be open to not limiting an applicant because they did not believe that they were a subject matter expert. Mrs. Sass felt that everyone could offer something and felt it important to keep an open mind, noting that there are subject matter experts on staff that could help to clarify matters. She encouraged all individuals to apply and personally felt that committees should not be limited but should reflect the community as a whole.

Mr. Hutchison expressed his compliments regarding the proposed application and questioned how long applications remain on file after submission. Responding, Mrs. McDowell stated that applications are kept forever.

Dr. Stewart noted that she had not been present when this was previously discussed and asked whether the goal was to obtain more applicants, more qualified applicants, or more diverse applicants. Responding, Mr. Anderson stated his belief that the City was not hearing from enough people and indicated that he had been approached by people who wanted to be involved in the City but were unsure how to do so, what positions were available, or were hearing about openings too late. He explained that he wanted to make the process simple so that individuals could go to one (1) place to see openings and how to apply. Mr. Anderson stated that the goal for the application was to provide useful information for members to review. He indicated that applications are currently not distributed unless requested. Mr. Anderson noted that if someone applies and is not chosen for a committee, their application would provide useful information that would allow them to be considered for different opportunities. He expressed the desire to get more people involved and to provide a pool of individuals that can be contacted to fill other vacancies. Mr. Anderson noted that it would also be helpful to be able to provide an explanation when asked about why someone was chosen and to be able to state, for example, that they had some background or interest, or that they

were the only applicant. He stated that there are vacancies that have existed for years as a result of the current process, and he felt this illustrated that information was not getting distributed since there are frequently people who state they want to serve.

Mr. Neil stated his belief that people do not realize that they have an opportunity to serve and volunteer their time, and that opening up the pool for committees would give them an opportunity to become involved in government. He noted that Councilman Lewis was not present this evening but had previously suggested requiring training through the Delaware League of Local Governments (DLLG). Mr. Neil stated that it was difficult to find people who are interested enough in the City to volunteer their time and effort. He felt that they should not be discouraged by imposing requirements, which would close more doors than it would open. Mr. Neil suggested bringing individuals in, letting them experience what is here, and allowing them to go to staff and Council to understand aspects of government. He felt that staff had done a marvelous job in heading up this effort and providing a form to allow for a greater pool of people.

Mrs. Sass clarified that information had always been available on the website for all of the openings that had existed and that it was not a matter of this not being there for the public. She stated that sometimes it is a matter of people not being interested, and suggested that perhaps another way must be found.

Mr. Anderson disagreed, stating that he was aware of existing vacancies that were not reflected on the website. Responding, Mrs. Sass stated that the City had just converted to a new website and the priority was to make sure that meeting minutes and agendas required by law were posted. She noted that there would be several weeks of correcting errors found throughout the entire site. Mr. Anderson stated that he had looked at the website earlier in the day and all the vacancies were not listed. For example, he noted that the listing for the Dover Human Relations Commission (DHRC) was not current and that Mr. Kenneth Roach was still listed as the Fourth District Representative, although this position was vacant. Mr. Anderson noted that another committee listing was not current, although he could not recall what it was.

Mr. Hare stated that there were vacancies on the DHRC in the First and Fourth Districts and noted that it was incumbent on Council members to encourage people to get involved and make recommendations for committees. He asked if Mr. Anderson had made recommendations for the Fourth District. Responding, Mr. Anderson stated that he had not made a recommendation yet; however, he had reached out to people who were considering applying.

Mr. Hare stated that a vacancy on the Compensation Commission was about to be filled. He expressed his belief that requiring committee members to be trained through the DLLG might be counterproductive, noting that these were not high-paid positions but volunteer opportunities, and putting restrictions on them might discourage applicants. Mr. Hare agreed with the application process and having vacancies listed.

Mrs. Sass advised that staff would be happy to start promoting openings if Council was ready and wanted staff to do so.

Mr. Slavin stated that the reason for the discussion was to develop a wide expanse of diverse candidates with deep, varied backgrounds. He indicated that better information was also needed to vet candidates. Mr. Slavin stated that Councilman Lewis had raised this issue. As someone with responsibility of making many of these appointments, Mr. Slavin stated that he had not been calling members to tell them that there were vacancies and request names, noting that the process was not as simple as just thinking about who would do well in a position. He explained that he had run into roadblocks, noting that in some cases individuals were already serving on other boards or commissions at the State or County level. In addition, Mr. Slavin noted that an individual's appointment must be vetted by their employer to make sure there are no conflicts of interest, and they must go through the City's Clean Hands Ordinance. He stated that some boards require residence by district, and some do not. Mr. Slavin advised that it is not a simple process of penciling in names on rosters and obtaining appointees. He indicated that some are volunteer positions and others offer a meager amount of pay, and that people work a lot these days, often working varied hours, leaving those who work Monday through Friday from 9:00 a.m. to 5:00 p.m. few and far between. Mr. Slavin stated that Council would continue to work at this.

In regard to training, Mr. Slavin felt there should be an onboarding process for new appointees to any committee, commission, or assignment, similar to the process that a full-time or part-time employee goes through. He asked that the City Clerk's Office or the Human Resources Director look at this process and provide members with an overview of what that process involves. Mr. Slavin stated that he was not convinced that sending these individuals to another organization for training would fit the City's needs, noting that he was unsure what training Mr. Lewis was proposing that they be sent to. Mr. Slavin believed that useful information would include how meetings are run, how to access information on the City's website, who appointees can call within the City, and what resources are available to them. He noted that a huge portion of the training would be related to Freedom of Information Act (FOIA) laws so that people would be grounded when they walk in the door.

Mr. Hare recalled that, in the 1990s, one-hour workshops were held for newly-appointed committee members, and explanations were provided about FOIA rules, etc. He agreed with this approach, rather than sending members elsewhere for training.

Mr. Slavin stated that it may be cheaper to bring a resource in to train all appointees in one (1) place, rather than sending them elsewhere.

Referring to page 4 of the proposed application, Mr. Shevock questioned why it would be desired to have applicants indicate if they or a relative have a disability, and to describe their disability, gender, and ethnicity. He noted that providing this information was optional; however, he questioned what it had to do with working on a committee. Responding, Mrs. Sass indicated that it would be up to members' discretion whether this should be included; however, she advised that this was included to make sure that the committees, commissions, and boards represent a true snapshot of the Dover community. She explained the desire to ensure that minorities include various groups such as African-Americans, women, and Indians. Mrs. McDowell stated her belief that these questions came from the State and probably dealt with obtaining someone with the experience needed for a particular committee. She noted that, in creating the new application, there was a lot

of discussion about diversity and the makeup of committees. Mrs. McDowell noted that staff could not say what the races or nationalities of current members were because they never ask. Mr. Slavin explained that these questions reflect standard information gathering required by Equal Employment Opportunity (EEO) practices. He stated that this information is optional, but the City would try to capture it to show that its recruitment process is fair.

Mr. Neil suggested including a statement that the City does not discriminate under any circumstances in regard to ethnicity, gender or disability. He also expressed the importance of making sure that the disabled can get into the City's facility. Mr. Neil noted that there could be difficulty because it is not very convenient for someone in a wheelchair to come into the Council Chambers to serve on a committee, and allowances may have to be made.

Mr. Anderson felt it was a good suggestion to add that the City provides equal opportunity and does not discriminate on any lawful basis.

Mr. Slavin indicated that the discussion had pivoted and was now addressing EEO policies. He advised that he, Mr. Scott Koenig, City Manager, and Mrs. Kim Hawkins, Human Resources Director, had discussed this approximately two (2) weeks ago. Mr. Slavin stated that had noticed that when he clicked on the EEO policy statement on the old City website, it indicated that it was "under construction," and he was unsure what had caused this. He informed members that he had asked Mrs. Hawkins to prepare a full briefing on what the City's policy is, what its goals are, where the City is vis-a-vis those goals, and what strategies are in place with recruitment and hiring. Mr. Slavin indicated that he believed that some of his questions had been shared with members of Council. He stated that this matter was scheduled for consideration during the Council Committee of the Whole/Legislative Finance, and Administration Committee's second meeting in October. Mr. Slavin expressed his opinion that the EEO statement should go on everything that the City has, not just hiring-related information.

Mr. Anderson agreed with Mr. Slavin and stated his hope that members would review the report prepared by Dr. Bobby Jones related to recruitment that Council passed and enacted, which he felt had fallen a little by the wayside. *(City Clerk's Office Note: During their Regular meeting of February 13, 2012, Council accepted the Legislative, Finance, and Administration Committee's recommendation that the Minority Recruitment Committee (MRC) Report* ***(Attachment #1)*** *be referred to staff for a report back to the Committee within 60 days. During their Annual meeting of May 14, 2012, Council accepted the Implementation Plan for the Minority Recruitment Committee Recommendations* ***(Attachment #2)****, as recommended by the Legislative, Finance, and Administration Committee.)*

Mr. Anderson moved to recommend acceptance of staff's recommendation, seconded by Mr. Neil and unanimously carried.

Members were provided "Proposed Recommendations for Advancing a more effective Recruitment Process for City Commissions, Committees and Boards" ***(Attachment #3)***, as submitted by Councilman Lewis. Referring to this document, Mr. Anderson noted that most of the five (5) recommendations it included had been implemented.

Mr. Anderson moved to recommend that the five (5) points submitted by Councilman Lewis be adopted, with division of the question between point #4 and point #5, and that point #5 be voted upon separately. The motion was seconded by Mr. Slavin.

At the request of Mr. Anderson, Mrs. McDowell read "Proposed Recommendations for Advancing a more effective Recruitment Process for City Commissions, Committees and Boards" into the record.

Referring to the recommendation regarding advertising and publishing vacancies, Mrs. Sass advised members that she had absolutely no problem doing the social media and website postings; however, she explained that she did not have an advertising budget and suggested that this recommendation be rephrased. Responding, Mr. Anderson stated that it would be up to members to come up with the money to advertise and it was not for Mrs. Sass to be concerned with. He noted that the recommendation was to "advertise/publish" and did not mandate advertising; therefore, a press release could be issued and would have no cost.

Responding to Mr. Neil, Mr. Anderson stated that advertising would not necessarily mean paid advertising.

The motion to recommend adoption of "Proposed Recommendations for Advancing a more effective Recruitment Process for City Commissions, Committees and Boards" points #1 - #4 carried with Mr. Shevock voting no.

Mr. Slavin moved to defer consideration of "Proposed Recommendations for Advancing a more effective Recruitment Process for City Commissions, Committees and Boards" point #5, related to the requirement of training for board, committee, and commission appointees, until the next meeting of the Council Committee of the Whole/Legislative, Finance, and Administration Committee, and to recommend that the City Clerk's Office and the Human Resources Director come back with an explanation of the onboarding process for new appointees. The motion was seconded by Mr. Cole and unanimously carried.

Mr. Hare questioned if this would relate to members of committees, commissions, and boards attending DLLG training. Responding, Mr. Slavin stated that this question would be deferred until members determine what can be taught in-house.

Mr. Cole moved for adjournment of the Legislative, Finance, and Administration Committee meeting. The motion was seconded by Mr. Neil and unanimously carried.

Meeting adjourned at 7:32 p.m.

By unanimous consent, the Council Committee of the Whole meeting adjourned.

Meeting adjourned at 7:32 p.m.

Timothy A. Slavin
Council President

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Attachments
Attachment #1 - Minority Recruitment Committee (MRC) Report
Attachment #2 - Implementation Plan for the Minority Recruitment Committee Recommendations
Attachment #3 - "Proposed Recommendations for Advancing a more effective Recruitment Process for City Commissions, Committees and Boards", submitted by Councilman Lewis

September 29, 2011

Dr. William McGlumphy, Chair
Legislative and Finance Committee
Dover City Council
Dover, Delaware

Mr. Scott Koenig
Acting Manager
City of Dover
Dover, Delaware

Gentlemen:

The Minority Recruitment Committee (MRC) was commissioned by Mr. Anthony DePrima, former City Manager to develop recommendations to improve minority hiring with the City. The first meeting of the Committee was held on February 17, 2011. Mr. DePrima provided the MRC with a working document that included recommendations brought forward earlier by a Minority Recruiting Focus Group. (Exhibit A).

The attached report reflects the result of deliberations and recommendations, addressing the outlined purpose of the Committee. While Priority # 1 (Current Employee Morale) is not directly related to recruitment, members of the committee felt strongly that it was germane to the issue and must be addressed before they were willing to move forward.

The Minority Recruitment Committee completed its work August 23, 2011. Sincere thanks are extended to Ms. Kim Hawkins for speaking with the group and providing information about employment with the City. Recommendations, addressing four (4) major areas are hereby submitted on behalf of the Minority Recruitment Committee.

Sincerely,

Bobby C. Jones

Bobby C. Jones, Ed. D.
Chair, Minority Recruiting Committee
Member, Legislative and Finance Committee

September 29, 2011
MINORITY RECRUITING COMMITTEE

Priority #1: Employee Morale

Rationale: The prevailing low moral among employees should be addressed before new employees are actively recruited.

Recommendations:

1. Implement mandatory structured training for all employees, including supervisors, managers, others who supervise members of the Bargaining Units. Suggested training topics are Effective Communication Skills, Harassment Prevention (verbal, sexual, etc.), Diversity and Employee Evaluations.

2. Implement a published document outlining procedures for hearing non-bargaining employee grievances.

3. Develop consistent training materials for all employees. Outside training materials should be considered and adapted to the City's needs.

4. Implement an on-going program of activities/communications for all employees to facilitate a sense of pride and satisfaction. For example, holiday city-wide events, in-house newsletter, focusing on staff and their accomplishments. Such activities are very low cost or no cost.

Priority #2: Upward Mobility/ Career Ladder

Rationale: The percentage of minorities employed by the City does not mirror either the percentage of city employees or the minority population in the City. (Exhibit B, Paragraph 1 provided by K. Burns and Exhibit C, provided by K. Hawkins).

1. Implement a "Mentoring" Program to identify employees who may wish to move up the career ladder within the City.

2. Guidelines relative to goals and eligibility should be developed and made available to all employees, via website, newsletter, bulletin boards, handbooks, etc.

3. Develop strategies to recruit minorities for professional positions.

Priority # 3 Enhanced Technology for City Image and Recruitment

Rationale: To attract quality prospective employees, the city's website must be enhanced provide information that is inviting and clearly addresses such topics as Recruitment, Employee Benefits, Commitment to Diversity, and Departmental Goals/ Responsibilities.

Recommendations:

1. The City's website should be enhanced to convey pertinent information that may be of interest to a prospective employee.

2. The City should have links that will give specific information about the Departments.

3. There should be a standard format for information representing departments.

Priority #4: Internship for high school and college students.

Rationale: Provide a well-defined one or two day experience for students who may be thinking of a career in municipal government. A special effort would be made to recruit minority students, including Blacks, Hispanics, and women. Criteria for participation would be jointly developed by the schools and the City.

Exhibit A

Minority Recruiting Committee
DRAFT

Purpose: The purpose of a Minority Recruiting Committee is to 1) implement several recommendations that were brought up during the session held with minority and female employees, 2) attend community events to promote commitment to fair hiring 3) develop new ideas to improve minority hiring that may arise from the group. The list below is the recommendations brought forward that the initial Minority Recruiting Focus Group:

- Develop a mentorship/internship program for students and unemployed persons. Suggested names would be "First Step Program" or "City Academy".
- Visit local graduating classes to discuss employment opportunities and prepare students for employment after high school and college. It was expressed that, not only management, but also all levels of employees should go to the schools to talk with students and answer their questions.
- An employee expressed that minorities are not applying due to the perception in the community that the City of Dover does not hire minorities. Improve our image through community events and involvement.
- Develop a City organized Youth Government Day.
- Develop a cover to the City of Dover application with images of actual employees at work, as well as, introductory material on jobs highlights, benefits offered, etc.
- Slideshow on the City of Dover website of employees at work.
- Develop a video advertisement with image of employees at work.

Volunteers: The following employees have volunteered to participate on the Committee and/or to help with the cover of the City application:

- ***Denise Roberson*** has been with the City for 20 years and currently works as an Account Clerk III in the Customer Service Dept and Library Clerk I in the Library (part time).

- ***Kelli Burns*** has been with the City of Dover Police Department for 17 years and currently hold the rank of Police Master Corporal. She is responsible for recruiting at Dover Police Department.

- ***Francis Stevens*** has been with the City of Dover for 3 years and currently works as a Motor Equipment Operator I within the Sanitation Department of Public Services. He previously worked in the Water and Electric Departments.

- ***Kerry Walker*** has been with the City of Dover for 2 years and currently works as a Motor Equipment Operator I within the Grounds Department of Public Services.

- ***Ron Cotton*** has been with the City of Dover for 19 years and currently works as a Lineman 1st Class II within the Transmission and Distribution Department of Public Utilities.

- ***Sharon Duca*** has been with the City of Dover for 7 years and currently works as Water / Wastewater Manager within Public Utilities.

- ***Pattee Luppino*** has been with the City of Dover for 8 years and currently works as Administrative Assistant for Public Utilities.

- ***Tracey Harvey*** has been with the City of Dover for 10 years and currently works as Community Development Manager within the Planning and Inspections Department.

- ***Alicia Rabenold-Connelly*** has been with the City of Dover for 6 years and currently works as a Motor Equipment Operator II within the Grounds Department of Public Services.

- ***Kristen Couden*** has been with the City of Dover for 2 years and currently works as a Custodian I within the Facilities Maintenance Department of Central Services. She performs her duties at the Dover Police Department.

- ***Curtis Scott*** has been with the City of Dover for 21 years and currently works as a Lineman 1st Class II within the Transmission and Distribution Department of Public Utilities.

4/21/11

Exhibit B

Burns Kelli (Dover PD)

From: Utami Lisna (DEDO) [Lisna.Utami@state.de.us]
Sent: Thursday, April 07, 2011 3:55 PM
To: Burns Kelli (Dover PD)
Cc: Saleem Ishaq M.; Bach Stephen
Subject: RE: Dover

Kelli:
Here is the information that you requested. The U.S. Census Bureau (Census 2010) provides the following information for Dover City. More detailed demographics subjects, such as gender and age group, which are necessary for the purpose of your report are not available.

DOVER CITY, CENSUS 2010

Subject	Total	
	Number	Percent
POPULATION		
Total population	36,047	100
RACE		
White	16,443	45.6
Black or African American	14,798	41.1
Others of One Race	1240	3.4
Two or More Races	1,204	3.3
Hispanic or Latino (of any race)	2,362	6.6

Source: U.S. Census Bureau, 2010 Census.

I include the following estimate using DemographicsNow®, which provides detailed demographic statistics for the City of Dover. The most current data is Spring 2010.

Dover City Demographics, Spring 2010 Estimate

Population, Total **37,251**

Age Group

Age 20-34

Percent to total = 23.6%

Population = 8,791

Gender

% Male population = 46.60%

% Female population = 53.40%

Exhibit C

Ethnicity of City of Dover Employees
March 2011

Ethnicity	Number of City of Dover Employees
Asian/Pacific Islander	3
Hispanic	5
Alaskan/American Indian	10
Black	43
White	314
Total Number of Employees	375

City Manager's Implementation Plan for the Minority Recruitment Committee Recommendations

The Minority Recruitment Committee held a series of meetings during 2011 and concluded their work in August 2011. From the meetings held by this Committee, a series of recommendations were put forward, which were shared with the Legislative, Finance and Administration Committee in January 2012. The Committee referred the recommendations back to the City Manager for development of a plan to implement the recommendations. This action plan includes a tentative timeline and strategy for addressing the recommendations of the Minority Recruitment Committee.

To ensure that the action plan measures are completed in accordance within the specified tentative timelines, a steering committee will be developed by the City Manager to include the Human Resources Director and various staff members representing multiple City departments. This steering committee will meet quarterly or as needed to ensure the actions are implemented.

Priority #1: Employee Morale

The Minority Recruitment Committee asserted that the low morale among City employees should be addressed prior to actively recruiting new employees. The employee morale is largely tied to the City's budget issues and the overall stress under which the City organization functions. Four (4) recommendations were put forward by the Minority Recruitment Committee to help address employee morale.

1. Implement mandatory structured training for all employees, including supervisors, managers, others who supervise members of the Bargaining Units. Suggested training topics are Effective Communication Skills, Harassment Prevention (verbal, sexual, etc.), Diversity and Employee Evaluations.

   Implementation Plan: The City holds mandatory harassment and diversity training for employees. Under the recommendation, this program should be expanded. One of the concerns associated with the current training provided is that it involves a trainer "talking at" staff. An internal training committee will be developed by the City Manager to include the Human Resources Department and key staff from other departments to develop a training program that is more interactive and covers the variety of topics that will help employees build their skills to thrive in the work place.

   Timeline: This committee will be appointed by the City Manager in July 2012, and will be tasked with developing an interactive training program to provide quarterly training for all employees beginning in the fall of Fiscal Year 2013.

2. Implement a published document outlining procedures for hearing non-bargaining employee grievances.

   Implementation Plan: A grievance procedure is outlined in the Employee Handbook beginning on page 61. The procedure covers all employees and also indicates that the entire grievance procedure is

subject to employee labor agreements, when applicable. Changes to the City's Employee Handbook are currently being developed by the Human Resources Director in draft form. Changes to this section can be considered with the review of the entire document.

Timeline: Changes to the Employee Handbook will be presented to the Legislative, Finance, and Administration Committee on or about July 2012.

3. Develop consistent training materials for all employees. Outside training materials should be considered and adapted to the City's needs.

   Implementation Plan: This will be implemented along with the training program discussed in recommendation #1.

4. Implement an on-going program of activities/communications for all employees to facilitate a sense of pride and satisfaction. For example, holiday city-wide events, in-house newsletter, focusing on staff and their accomplishments. Such activities are very low to no cost.

   Implementation Plan: The Employee Committee has become active again, and is focusing its efforts on planning and fundraising for a Christmas Party. The City Manager will offer support to expand the Employee Committee and encourage the Committee to plan events throughout the year. Submissions to an in-house newsletter could be part of the purview of the Employee Committee. A greater focus will be placed on city-wide lunches to provide employees the opportunity to interact between various departments. NOTE: The Employee Committee has considered disbanding due to lack of interest in participation and fundraising. Support and enthusiasm needs to come from the management level to reinvigorate the committee and improve participation.

   Timeline: This will be implemented continually, beginning immediately through the Employee Committee.

Priority #2: Upward Mobility/Career Ladder

The Minority Recruitment Committee report included the observation that the City's workforce does not mirror the population served by the City, particularly as it relates to minorities. Based on the attachments provided to the Committee's report, in March 2011 nearly 84 percent of the City's workforce was white. By comparison, according to the 2010 Census, only 45.6 percent of the City's population is white.

1. Implement a "mentoring" program to identify employees who may wish to move up the career ladder within the City.

   Implementation Plan: The Human Resource Department will be assigned the task of developing an internal mentoring program. Each department will be asked to identify at least one professional or management level staff person who would be interested in serving as a volunteer professional mentor. An application process would be developed for employees interested in working with a mentor to

develop their career skills, and employees would be matched with a mentor whose professional background generally meets their career interests. The mentoring program could involve "shadowing" the mentor as well as regular meetings to help build the mentoring relationship.

Timeline: The program would be developed and mentors identified during fall 2012, with the implementation of the proposed program in spring 2013.

2. Guidelines relative to goals and eligibility should be developed and made available to all employees, via website, newsletter, bulletin boards, handbooks, etc.
   Implementation Plan: This will be part of the implementation of #1.

3. Develop strategies to recruit minorities for professional positions.

   Implementation Plan: The City of Dover currently sends send copies of all job postings for professional positions to all colleges and/or universities within the City of Dover, as well as the Historically Black Colleges in Delaware, Maryland, Pennsylvania, and New Jersey. In addition, the City reaches out to various churches and civic entities in an effort to expand the applicant pool for vacancies (Attachment A lists the various entities). The City will also approach the Delaware chapter of the NAACP for suggestions in recruiting minority applicants.

   Timeline: Staff will meet with the Delaware chapter of the NAACP in the summer of 2012 to develop ideas for additional ways to expand the potential applicant pool.

Priority #3: Enhanced Technology for City Image and Recruitment

The Minority Recruitment Committee has recommended that the City's website be updated to improve recruitment opportunities by including information on recruitment, employee benefits, the City's commitment to diversity, and departmental goals and responsibilities.

1. The City's website should be enhanced to convey pertinent information that may be of interest to a prospective employee.

   Implementation Plan: The Human Resources Department will be assigned the task of reviewing the City's website information relating to employment and to develop content to provide improved information about the City as an employer to prospective employees.

   Timeline: This review will be complete and the website content updated by October 1, 2012. This timeline may be delayed if updating the website results in substantial costs that need to be budgeted.

2. The City should have links that will give specific information about the Departments.

   Implementation Plan: Each Department Head will be assigned the task of reviewing the website content relating to that department and providing updates as necessary on a continual basis.

Timeline: Departments will be required to review and update departmental information by July 2012, with minimum quarterly reviews thereafter. This will ensure that the information remains fresh.

3. There should be a standard format for information representing departments.

   Implementation Plan: The City's new website has established a standard format.

Priority #4: Internship for high school and college students

The Minority Recruitment Committee recommended that the City develop a well-defined internship program for high school and college students who may be interested in a career in municipal government. This program would include concerted effort to recruit African-Americans, Hispanics, and women.

Implementation Plan: Beginning in fall 2012, the Human Resources Director will schedule meetings with the local colleges and high schools to assess their interest in an internship program. If there appears to be interest, the Human Resources Director will work with the City departments, colleges and high schools to outline an internship program that matches the needs of the City departments with the academic and community service goals of the participating schools. Several issues would need to be determined prior to implementation of such an internship program, including:

- Will this be a paid internship program or an unpaid program?
- How would students be recruited and placed?
- Would students be eligible for academic credit?
- What liabilities would be the city be incurring?

These issues would need to be explored in working with the schools involved. It is likely that a program for high school students would be different from a program for college students. These issues would need to be worked out during the development of the program.

Timeline: Staff will contact the schools in the fall of 2012. If the interest exists among the high schools and colleges in the area, an internship program could be outlined and potentially proposed for the fall of 2013 which is part of the 2013/2014 academic year.

DEPT OF LABOR/STATE OF DE
DIVISION OF EMPLOYMENT SVCS
PO BOX 616
DOVER DE 19903

MR MICHAEL BENEFIELD
WORKFORCE DEVELOPMENT CENTER
DEL TECH & COMM COLLEGE
100 CAMPUS DR
DOVER DE 19904

DELAWARE STATE UNIVERSITY
CAREER PLANNING & PLACEMENT
1200 N DUPONT HIGHWAY
DOVER DE 19901

AMN & FAMILY READINESS CTR
ATTN: JIM PACER
436 MSS/DPF
263 CHAD STREET 1ST FLOOR
DOVER AFB DE 19902

MODERN MATURITY CENTER
ATTN: ROSEANNE SMITH
1121 FORREST AVE
DOVER DE 19904

DIVISION OF VOCATIONAL REHAB
ATTN: DANA BURNAM
1114 S DUPONT HIGHWAY STE 105
DOVER DE 19901

NAACP
ATTN: LEON LEWIS
PO BOX 133
DOVER DE 19903

UNION MISSIONARY BAPTIST CHURCH
883 LINCOLN STREET
DOVER DE 19901

WILLIAM DAISY
215 PINE STREET
DOVER DE 19901

DEVELOPMENT DISABILITIES COUNCIL
ATTN: C WOOD, 2ND FLOOR
MARGARET O'NEIL BLDG
410 FEDERAL STREET STE 2
DOVER DE 19901

POLYTECH HIGH SCHOOL
ATTN: JERRY HURLEY
PO BOX 97
WOODSIDE DE 19980

JOHN BAGLEY JR
63 SPRUANCE ROAD
DOVER DE 19901-4062

STACEY BRAGG
EMPLOYMENT SPECIALIST
DIVISION FOR VISUALLY IMPAIRED
13 SW FRONT STREET STE 105
MILFORD DE 19963

GERALDINE BECKETTE
1ST STATE COMMUNITY ACTION AGENCY
PO BOX 877
GEORGETOWN DE 19947

DANNY O'NEAL
CASCADE REHAB COUNSELING
VILLAGE OF WINDHOVER
1306 BLATTY PLACE
NEWARK DE 19702

MARY WILT
POLYTECH ADULT EDUCATION
PO BOX 102
WOODSIDE DE 19980

DONNA RACINE
SUSSEX TECH ADULT EDUCATION
PO BOX 351
GEORGETOWN DE 19947

PATSY WARE
BEST TEMPS
386 W NORTH STREET STE A
DOVER DE 19904

SOLID ROCK BAPTIST CHURCH
113 N WEST STREET
DOVER DE 19901

JOCELYN LANGREHR
VETERAN'S ADMINSITRATION
PO BOX 7344
WILMINGTON DE 19803-0344

WHATCOAT UNITED METHODIST CHURCH
341 SALUSBURY RD
DOVER DE 19904

REV CV HOLMES
236 N QUEEN STREET
DOVER DE 19901

PSYCHOTHEURAPEUTIC COMMUNITY
SERVICES ASSOCIATES
ATTN: SHANENA FOGAN
PO BOX 1797
DOVER DE 19903

CALVARY BAPTIST
PO BOX 1859
DOVER DE 19903

ELKS LODGE
PO BOX 881
DOVER DE 19903

FIRST PILGRIM BAPTIST CHURCH
161 MORGANS CHOICE ROAD
CAMDEN DE 19934

FIRST PILGRIM BAPTIST CHURCH
27 S CAESAR RODNEY AVENUE
CAMDEN DE 19934

POWERHOUSE MINISTRIES INC.
115 E GLENWOOD AVENUE
SMYRNA DE 19977

SQUARE CLUB
422 REED STREET
DOVER DE 19901

HOLY TRINITY CHURCH OF LIVING GOD
425 W DIVISION ST
DOVER DE 19904

SALISBURY STATE UNIVERSITY
CAREER SERVICES
1101 CAMDEN AVENUE
SALISBURY MD 21801

CHEYNEY UNIVERSITY
CENTER FOR CAREER & PROFESSIONAL
DEVELOPMENT BURLEIGH HALL
1837 UNIVERSITY CIRCLE STE 224B
PO BOX 200
CHEYNEY PA 19319

HOWARD UNIVERSITY
CAREER SERVICES
TUBMAN QUADRANGLE
2445 FOURTH STREET NW
WASHINGTON, DC 20059

MORGAN STATE UNIVERSITY
CAREER CENTER
1700 E COLD SPRING LANE
BALTIMORE MD 21251

COPPIN STATE UNIVERSITY
CAREER CENTER
J MILLARD TAWES COLLEGE CTR
2500 WEST NORTH AVENUE STE 113
BALITMORE MD 21216-3698

BOWIE STATE UNIVERSITY
CAREER CENTER
14000 JERICHO PARK ROAD
BOWIE MD 20715

UNIV OF MD EASTERN SHORE
OFFICE OF CAREER SERVICES
STUDENT SERVICE CTR STE 2158
11898 COLLEGE BACKBONE ROAD
PRINCESS ANNE MD 21853

UNIV OF THE DISTRIC OF COLUMBIA
COUNSELING & CAREER DEVELOP CTR
BLDG 39 STE 120
4200 CONNECTICUT AVENUE NW
WASHINGTON DC 2008

LINCOLN UNIVERSITY
CTR FOR CAREER & PROFESSIONAL
DEVELOPMENT
1750 BALTIMORE PIKE
PO BOX 179
LINCOLN UNIVERSITY PA 19352

DR. BOBBY C. JONES
235 PEBBLE VALLEY DRIVE
DOVER DE 19904

Attachment A

University of Delaware
Career Services Center
401 Academy Street
Newark DE 19716

Wilmington College
Career Services Center
320 N DuPont Highway
New Castle DE 19720-6491

Wesley College
Career Services Center
120 N State Street
Dover DE 19901

Proposed Recommendations for Advancing a more effective Recruitment Process for City Commissions, Committees and Boards

Council Colleagues,

Per our Council Committee of the Whole Meeting on 8/22/16, I would like to reiterate my recommendations and suggestions to making the recruitment and selection Process for City Boards and Committees more successful.

1. Advertise/publish vacancies via. Local Newspapers, City Website and City Social Media. (To include information on how to apply and the duties of the particular board/commission.) - Kay Sass, Public Relations

2. When applications of Interest are received by the City, provide City Council Members copies of all applications and resumes to personally review before placing on Council Agenda for Appointment. - City Clerk's Office

3. Members currently serving on City Boards/Committees/Commissions wishing to be reappointed and continuing to serve must reapply with an updated resume. - City Clerk's Office

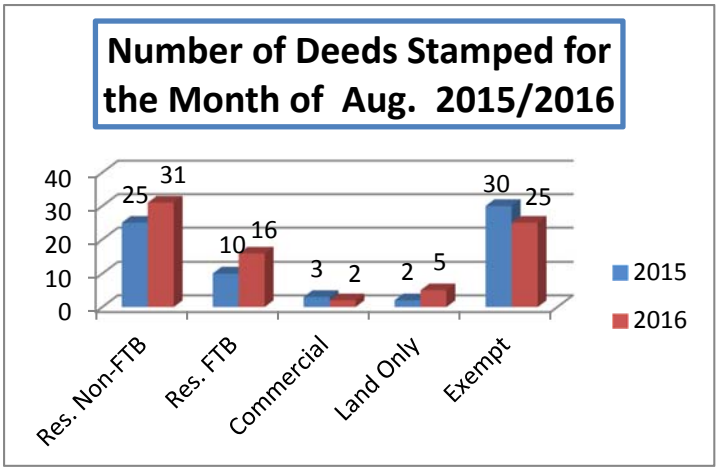
4. A volunteer opportunities posting with all current vacancies be established on the website.

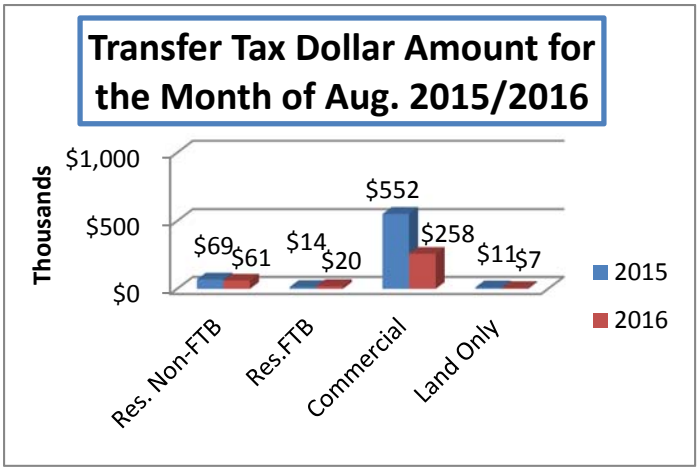
5. New Board/Committee/Commission appointments must agree to go for sponsored training provided by the DLLG or other training fascinators to assist in becoming more familiar and to get a better understanding of the board/committee/commission they will be serving on. This training will strengthen and enhance their role and duty.

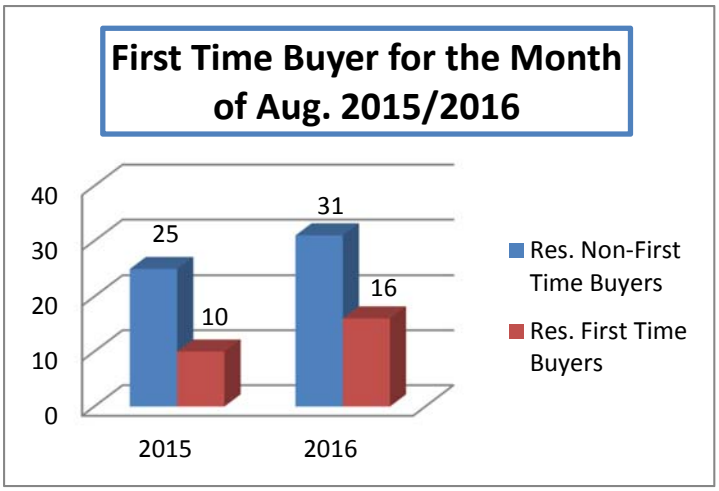
Monthly Report
August 2016

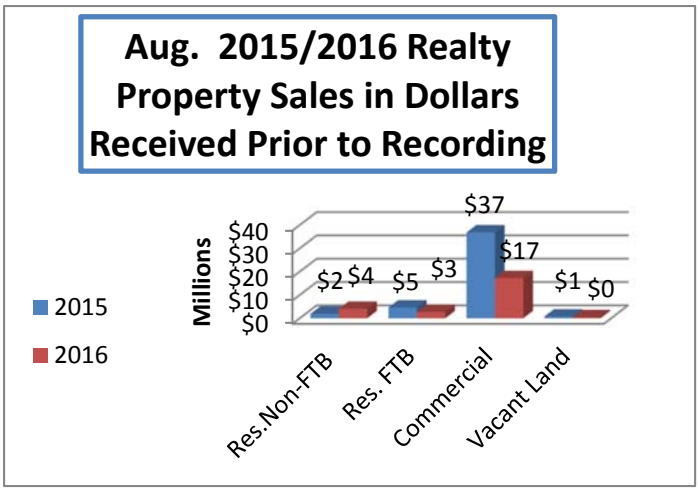
Office of City Assessor

ASSESSOR'S REPORT









Major Updates

	June-16	July - 16	Aug- 16
Assessment Change	$4,247,400	$1,017,900	$2,589,500

Residential Sales Ratio Report

Sales in Study	Total Assessed Value	Total Sale Price	Ratio	PRD
20	$3,459,600	$3,713,666	0.93	1.02

ASSESSOR'S REPORT

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

Points of Interest

Scanning & Filing

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

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

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

CITY OF DOVER
SALES RATIO REPORT

PARID	NBHD	LUC	ADDRESS	UNITS	STYLE	YRBLT	STORIES	SFLA	GRADE	CDU	TOTAL APPR	SALE DT	PRICE	ASR
ED05-067.05-01-27.00	18	R10	11 GREGORY CT	1	5	1991	2	3116	A-	AV	280,800	12-AUG-16	292,050	.96
ED05-067.09-01-43.00	18	R10	5 TAM OSHANTER CT	1	16	1976	1	1816	C	AV	156,000	01-AUG-16	156,900	.99
ED05-067.09-03-03.00	3	R10	275 PINE VALLEY RD	1	13	1982	2	1841	B-	AV	140,400	22-AUG-16	170,000	.83
ED05-067.13-01-58.00	3	R10	252 CARNOUSTIE RD	1	5	1974	2	2630	B-	VG	256,400	24-AUG-16	256,000	1.00
ED05-067.14-04-18.00	18	R10	35 PIN OAK DR	1	6	1997	2	2956	B-	GD	226,100	05-AUG-16	216,900	1.04
ED05-068.14-05-86.00-	101	R50	1001 WHITE OAK RD	1	20	1973	1	824	C-	AV	36,900	22-AUG-16	46,000	.80

PARID	NBHD	LUC	ADDRESS	UNITS	STYLE	YRBLT	STORIES	SFLA	GRADE	CDU	TOTAL APPR	SALE DT	PRICE	ASR
062														
ED05-068.15-03-57.00	6	R10	1433 HOPKINS AVE	1	5	1996	2	1300	C+	AV	151,000	12-AUG-16	176,000	.86
ED05-075.08-01-46.00	3	R10	212 FALMOUTH WAY	1	5	1998	2	2140	B-	AV	202,300	05-AUG-16	140,000	1.45
ED05-076.05-03-15.00	14	R10	186 STONEY DR	1	8	1987	2	2228	C+	AV	164,700	25-AUG-16	182,000	.90
ED05-076.05-08-18.00	3	R10	201 FALMOUTH WAY	1	5	1998	2	2127	B-	GD	200,700	19-AUG-16	220,000	.91
ED05-076.10-02-29.00	16	R10	1522 FAWN ST	1	14	1990	1	1212	C+	AV	133,400	04-AUG-16	180,000	.74
ED05-076.20-02-46.00	12	R10	1139 OAK LN	1	5	1962	2	2048	C+	AV	171,100	12-AUG-16	189,900	.90
ED05-077.05-01-40.01	10	R10	108 N AMERICAN AVE	1	14	1983	1	1040	C	AV	113,500	05-AUG-16	151,470	.75
ED05-077.06-01-11.00	8	R10	41 PARK DR	1	1	1994	2	2929	B	VG	274,100	03-AUG-16	340,000	.81
ED05-077.07-06-23.00	6	R10	4 CALDWELL CT		1	2016	2	1920	B-	AV	191,100	11-AUG-16	219,870	.87
ED05-077.07-06-25.00	6	R10	8 CALDWELL CT		1	2016	2	1440	B-	AV	177,800	17-AUG-16	198,576	.90
ED05-077.11-02-41.00	6	R10	535 CRAWFORD AVE	1	14	1967	1	1334	C	AV	140,200	16-AUG-16	153,000	.92
ED05-077.11-03-54.00	6	R10	131 HOLMES ST	1	13	1992	2	1208	C	AV	88,800	08-AUG-16	68,000	1.31
ED05-077.18-01-01.00	4	R10	201 PINE ST	1	14	1951	1	1154	C	AV	128,500	15-AUG-16	120,000	1.07
ED05-085.06-01-11.00	11	R10	43 RIVERSIDE RD	1	5	2005	2	2078	B	AV	225,800	14-AUG-16	237,000	.95

CITY MANAGER'S MONTHLY



REPORT

July 2016

HUMAN RESOURCES

July 2016

Category	July 15	August 15	Sept 15	Oct 15	Dec 15	Jan 16	Feb 16	March 16	April 16	May 16	June 16	July 16	Total
Caucasian*	291	290	296	300	298	297	296	299	301	302	301	297	N/A
Minorities*	64	64	67	66	67	66	67	68	67	70	70	70	N/A
Hired	8	2	12	1	3	0	2	9	3	3	3	3	49
Terminated/Resigned/ Retired/Other	4	1	4	1	5	2	2	5	2	0	4	8	37
Transferred/Promoted	0	1	0	0	1	1	1	1	4	0	1	2	12
Jobs Posted	1	7	9	4	3	3	2	5	10	2	3	5	54
Workers Comp. Injuries	0	4	6	7	1	3	0	1	4	2	0	3	31
Workers Comp. Hours	260	42	24	211	10	0	166	144	73	0	32	271	1233
Insurance Claims	0	3	1	3	1	5	4	5	1	4	2	0	29

337 **Full-time Employees: Part-time Employees:** 30 (*3 Pitts Center, 1 Recreation, 13 Library, 3 Customer Service, 1 Central Services, 9 Police Department) -Numbers do not reflect, temporary, seasonal, relief fire dispatchers, committee or council members.
** August 2015 Pitts Center Number reduced to 4 to reflect error in July 2015

Positions Hired: Gardener I (Grounds); Utility Maintenance Mechanic I (Water/wastewater); Library Clerk I (part-time)
Position Terminated/Resigned/Retired: Customer Service Clerk II (Cashier); Lead Laborer (Grounds); Engineering Fieldman II (Electric); Library Page (part-time); Librarian I (part-time); Motor Equipment Operator I (Sanitation); Field Service Representative I (Customer Service); Service Center Clerk (Parks and Recreations)
Positions Transferred/Promoted: Motor Equipment Operator II (Grounds) to Motor Equipment Operator I (Streets); Library Assistant (part-time) to Library Assistant (full-time)
Positions Posted: Library Assistant (full-time, In-House); Library Clerk II (full-time, In-House); Customer Service Clerk II (Cashiers); T&D Coordinator (In-House, Electric); T&D Coordinator (Electric)

Recruitment Information
(Positions closed in July)

Position	Total	Female	Male	Unknown	Black	White	Hispanic	Asian/Pacific Islander	American Indian/Alaskan Native	Unknown	In Dover	Out Dover
Electric Generation Superintendent	1	-	1	-	-	1	-	-	-	-		1
Customer Service Clerk II (Cashiers)	97	75	10	12	31	44	-	2	-	20	40	57
Library Assistant (Full-time, In-House)	1	-	1	-	-	1	-	-	-	-	-	1
Library Clerk II (Full-time, In House)	1	1	-	-	-	-	-	1	-	-	-	1
T&D Coordinator (In-House)	0	-	-	-	-	-	-	-	-	-	-	-
Public Works Operations Manager	26	3	22	1	6	14	2	-	-	4	11	15
Fire Marshal (Planning/Inspections)	6	1	5	-	-	6	-	-	-	-	1	5

HUMAN RESOURCES (Continued)

Unfilled/Open Positions by Department*

Unfilled/Open Positions By Department	July 15	Aug 15	Sept 15	Oct 15	Nov 15	Dec 15	Jan 16	Feb 16	March 16	April 16	May 16	June 16	July 16
Electric	1	2	2	2	3	3	3	4	5	5	5	3	4
Public Works	18	17	16	16	14	12	13	14	12	10	10	12	12
Police	5	5	1	2	2	2	2	2	4	4	1	2	2
All Other Departments	11	9.5	7.5	7	8.5	10	12	10.5	8	7	7	8	9.5
Totals	35	33.5	26.5	27	27.5	27	30	30.5	29	26	23	25	27.5

**Not used for Budgeting Purposes*

✧**The following has been updated to reflected the Fiscal 2016-17 Budget**

Electric: Electric Generation Superintendent, Transmission and Distribution Coordinator, Key Accounts Representative, Engineering Fieldman I

Public Works: Utility Maintenance Mechanic II/Wastewater; (2) Motor Equipment Operator I (Sanitation); (2) Motor Equipment I Water/wastewater; Public Works Operations Manager; Motor Equipment Operator II (Grounds); Motor Equipment Operator II (Water/wastewater); Crew Leader (Grounds); Environmental Scientist; Lead Laborer (Grounds)

Police: Building Maintenance Craftsperson, (1) Police Officer

All Other Departments: Customer Service Clerk, Collections (Part-time), Administrative Assistant (Information Technology-part-time); Library Page (part-time) Customer Service Clerk I (Cashiers); Field Service Representative I (Customer Service); AS400/System Operator (Information Technology), (2) Fire Dispatcher; Library Assistant (full-time); Library Clerk II (full-time); Fire Marshall; Inspector I (Code Enforcement)

Turnover Statistics

	2010	2011	2012*	2013 *	2014	2015	2016
Total Turnover %	5.57	6.75	11.00	10.91	6.02	11.77	5.72
Termination Turnover %	0.27	1.08	0.29	1.47	.57	.28	.27
Resignation Turnover %	2.12	4.05	5.21	5.01	2.29	7.56	3.81
Retirement Turnover %	3.18	1.62	5.50	4.42	3.15	4.20	1.63

*** Healthcare cost sharing implemented**

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

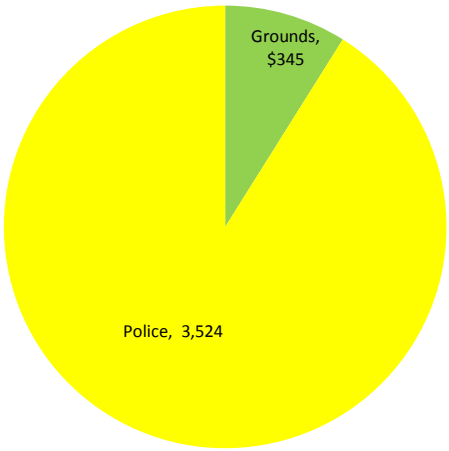
Average Employees

	2010	2011	2012*	2013*	2014	2015	2016
Total Number of Employees Separating from Service	21	25	38	37	21	42	21
Average Number of Full-time Employees	362	356	333	325	331	333	337
Average Number of Part-time Employees	16	15	12	14	18	24	30

*** Healthcare cost sharing implemented**

HUMAN RESOURCES (Continued)

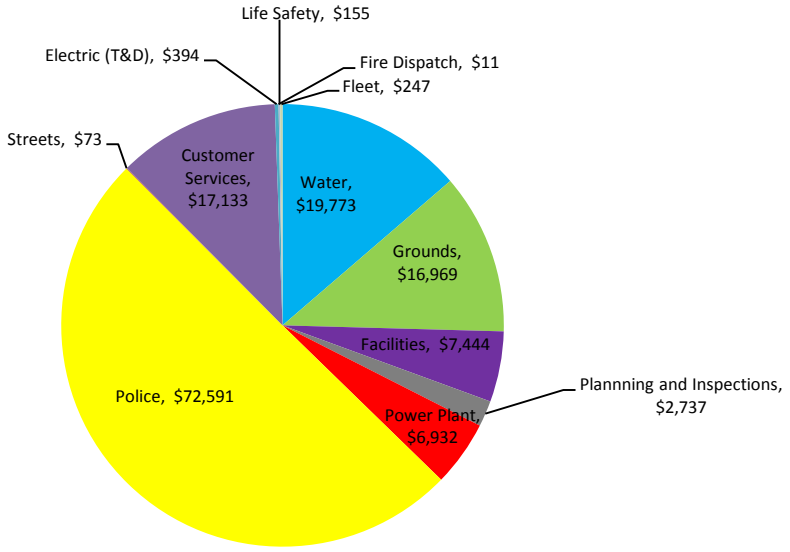
Workers Compensation Costs Per Department in Claims Paid for July* 2016



Total $3,869

* Transitioning to new workers' compensation carrier

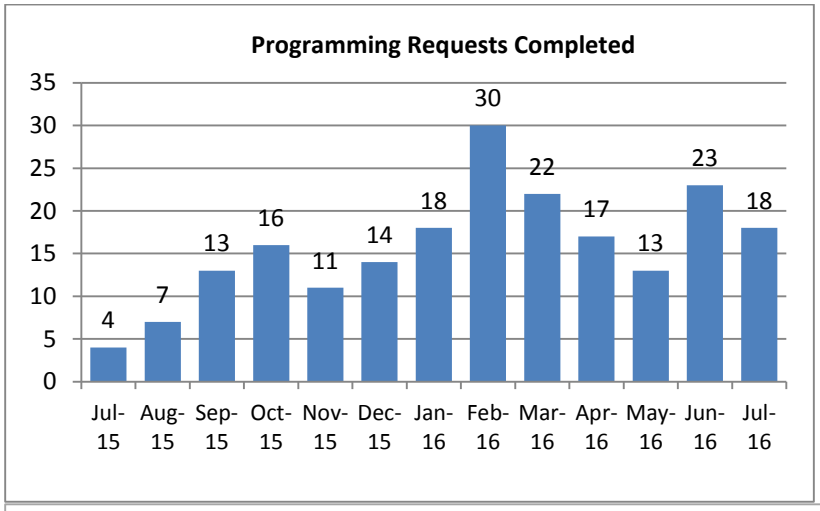
Workers Compensation Costs Per Department in Claims Paid for CY 2016

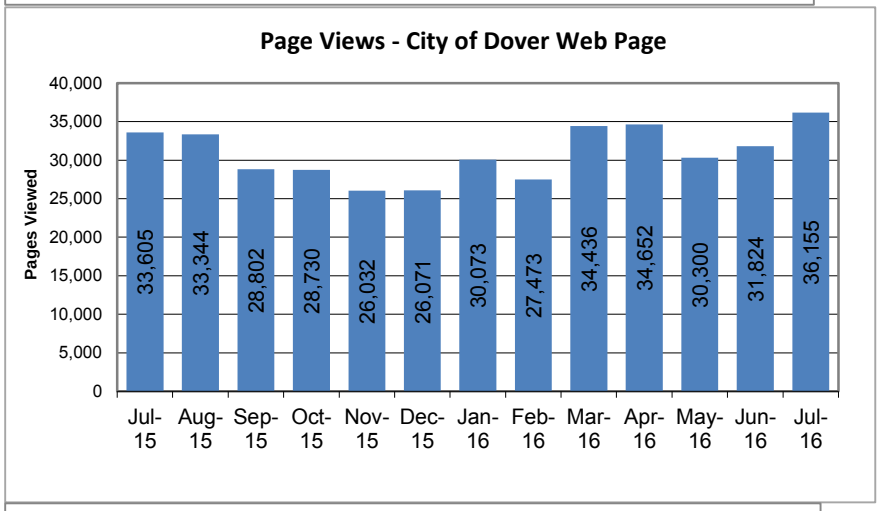


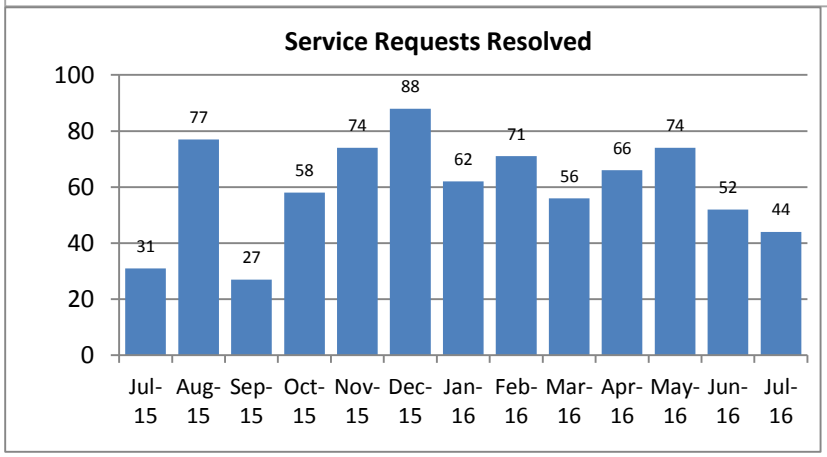
Total $144,459

INFORMATION TECHNOLOGY

July 2016







Electric Divisions

Projects Currently Under Active Construction or Completed in the Last Two Months

System Peak	
Feb 14	108.35
Mar 14	106.40
Apr 14	96.14
May 14	128.14
June 14	152.7
July 14	158.2
Aug 14	135.4
Sept 14	152.4
Oct 14	104.9
Nov 14	101.1
Dec 14	104.7
Jan 15	114.8
Feb 15	120.6
Mar 15	103.8
Apr 15	90.95
May 15	135.8
June 15	155.6
July 15	158.5
Aug 15	148.0
Sept 15	148.0
Oct 15	101.3
Nov 15	95.5
Dec 15	94.64
Jan 16	116.96
Feb 16	110.15
Mar 16	98.93
Apr 16	100.37
May 16	128.16
June 16	133.59
July 16	165.92

Total System Load	
Feb 14	58,463
Mar 14	60,375
Apr 14	51,922
May 14	56,064
June 14	65,617
July 14	73,066
Aug 14	69,215
Sept 14	63,151
Oct 14	55,747
Nov 14	54,958
Dec 14	60,195
Jan 15	65,517
Feb 15	62,574
Mar 15	60,236
Apr 15	51,470
May 15	61,012
June 15	68,704
July 15	76,060
Aug 15	74,133
Sept 15	66,383
Oct 15	55,011
Nov 15	53,746
Dec 15	56,155
Jan 16	62,563
Feb 16	57,888
Mar 16	55,967
Apr 16	53,202
May 16	56,586
June 16	65,414
July 16	80,114

Outages	*# of outages*	*customers*
Feb 14	3	39
Mar 14	8	203
Apr 14	2	475
May 14	5	97
June 14	10	794
July 14	16	2672
Aug 14	7	904
Sept 14	3	256
Oct 14	1	1

Number Customers Gained	
Feb 14	5
Mar 14	15
Apr 14	5
May 14	7
June 14	18
July 14	4
Aug 14	11
Sept 14	4
Oct 14	4

Nov 14	3	28	Nov 14	7
Dec 14	2	5	Dec 14	2
Jan 15	5	1530	Jan 15	15
Feb 15	3	159	Feb 15	11
Mar 15	11	6076	Mar 15	11
Apr 15	10	207	Apr 15	6
May 15	1	347	May 15	12
June 15	11	1385	June 15	6
July 15	9	405	July 15	14
Aug 15	6	122	Aug 15	9
Sept 15	9	334	Sept 15	5
Oct 15	1	1	Oct 15	9
Nov 15	5	2629	Nov 15	61
Dec 15	2	17	Dec 15	20
Jan 16	5	245	Jan 16	21
Feb 16	2	106	Feb 16	14
Mar 16	7	353	Mar 16	16
Apr 16	5	672	Apr 16	29
May 16	2	206	May 16	13
June 16	14	601	June 16	53
July 16	9	307	July 16	13

Electric Monthly Outage Report

The annual outage goal will be less than 295 minutes per customer, which is a Delaware Standard. This will be measured by calculating the System Average Interruption Duration Index.

FY 16 YTD	FY 15	FY 14
20.47	45.64	67.92

Controllable Outages *Annual goal is less than 40*		**Average Response Time** *Goal is less than 30 minutes*	
Month	**Year-to-date**	**Month**	**Year-to-date**
2	2	29.0 Minutes	29.0 Minutes

PROGRAM UPDATES	JULY 16	JULY 15	FY16 YTD
Tree Trimming	369	321	3795
Number of Oil Releases	0	1	6
Lost Time Accidents – All Electric Utility Divisions	0	0	0
New Services	13	14	277
Major Goals Completed in the Past Two Months			

July 2016 Electric (EE Capitol Improvement Projects (CIP)		
S:\Shared Data\Electric Department Bi Weekly Meetings\Capital Improvement Projects Status\2016		
Project Number	**Description**	**Update**
EE1500	69kV Rebuild (Horsepond to Long Point)	Progress: In discussion about possible relocation of some poles for irrigation | Received permit
		Schedule: FY15 is for Design |FY16 budget is for construction FALL 2016
EE1509	West Dover Connector - State of DE	Progress: Done except for Saulsbury lights. Waiting on State
		Schedule: Waiting on State for light location
EE1513	Town Pointe Distribution Feeders	Progress: 10% Complete on setting TXs and peds
		Schedule: In progress
EE1640	Round Barn Farm	Progress: Installing 480 volt service for new grain elevator | Waiting on customer
		Schedule: Waiting on customer
EE1643	Winner Volkswagen	Progress: Waiting on customer
		Schedule: Waiting on customer
EE1644	Retreat Pump Station Renovation	Progress: Station upgrade from 120/240 Volt to 208Y/120 volt | Design completed and waiting on public works | Contracts are awarded vault | 8-12 weeks lead time
		Schedule: Waiting on customer. Should start soon
EE1629	Tall Pines	Progress: Seeing movement, waiting customer go-ahead
		Schedule: Waiting on customer
EE1648	Blue Hen - UG	Progress: Met with customer and received updated drawings | Waiting on payment | Starting foundations
		Schedule: In progress
EE1520	69Kv Cable Replacement North St. Substation	Progress: Work to begin this fiscal year | In planning stages | May push out to FY18
		Schedule: Preliminary design is done
EE1650	Live Front with Dual TX Replacement	Progress: Preliminary design | waiting on finance
		Schedule: Waiting on finance
EE1509	West Dover Connector	Progress: Done except for Saulsbury lights. Waiting on State
		Schedule: Waiting on State for light location
EE1627	Dover East	Progress: Set two TX | Shut down is scheduled.
		Schedule: In progress
EE1500	69kV Rebuild (Horsepond to Long Point) Cartanza	Progress: In discussion about possible relocation of some poles for irrigation | Received permit
		Schedule: FY15 is for Design |FY16 budget is for construction FALL 2016
EE1657	Creekstone 2	Progress: Project request submitted | Primary request in work
		Schedule: Waiting on customer
EE1617	Oak Grove trailer park	Progress: Preliminary design completed | Permit received and started boring
		Schedule: In progress
EE1652	New Street Lights	Progress: | 6 poles are set with heads, 12 more heads and poles need to be set
		Schedule: In progress
EE1610	Fraizer 900 Circuit Fault Indicators	Progress: 85% complete
		Schedule: waiting on rep to demonstrate install
EE1701	Central Delaware Islamic Society	Progress: Done on our end. Waiting for load sheet
		Schedule: Waiting for customers load sheet
EE1702	Rolling Acers Pump Station	Progress: Initial design in progress
		Schedule: Waiting on funding
EE1703	Chesapeake Utilities	Progress: Bored under road and set one pedestal
		Schedule: In progress
EE1704	Eden Hills	Progress: Soon
		Schedule: Waiting on customer
EE1657	Creekstone 2	Progress: Project request submitted | Primary request in work
		Schedule: Waiting on customer

CUSTOMER SERVICE DEPARTMENT

Major Program Updates	Jul 2016	Jul 2015	Difference	FY 2017 Year-to-Date	FY 2016 Year-to-Date
Number of Customers Served	30,177	26,974	3,203	30,177	26,974
Final Bills	643	732	(89)	643	732
Estimated Bills	214	218	(4)	214	218
Penalties Posted	$ 4,807	$ 12,109	(7,303)	$ 4,807	$ 12,109
Extensions of Credit - Amount Extended	$ 81,835	$ 83,062	(1,226)	$ 81,835	$ 83,062
Balance Transfers	$ (2,878)	$ 2,471	(5,349)	$ (2,878)	$ 2,471
Utility Collections	$ 22,969	$ 42,394	(19,424)	$ 22,969	$ 42,394
Special Assessments	$ -	$ -	-	$ -	$ -
Miscellaneous Billings	$ 53,186	$ 83,704	(30,518)	$ 53,186	$ 83,704
Taxes Levied	$ 12,649,977	$ 12,887,409	(237,432)	$ 12,649,977	$ 12,887,409
Billing Adjustments	$ -	$ (20,512)	20,512	$ -	$ (20,512)
Total Taxes Collected	$ 38,039	$ 11,136,477	(11,098,438)	$ 38,039	$ 11,136,477
Taxes Outstanding	$ 2,182,987	$ 1,730,420	452,567	$ 2,182,987	$ 1,730,420
Payments in Lieu	$ -	$ -	-	$ -	$ -
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%	-	99.7%	99.7%

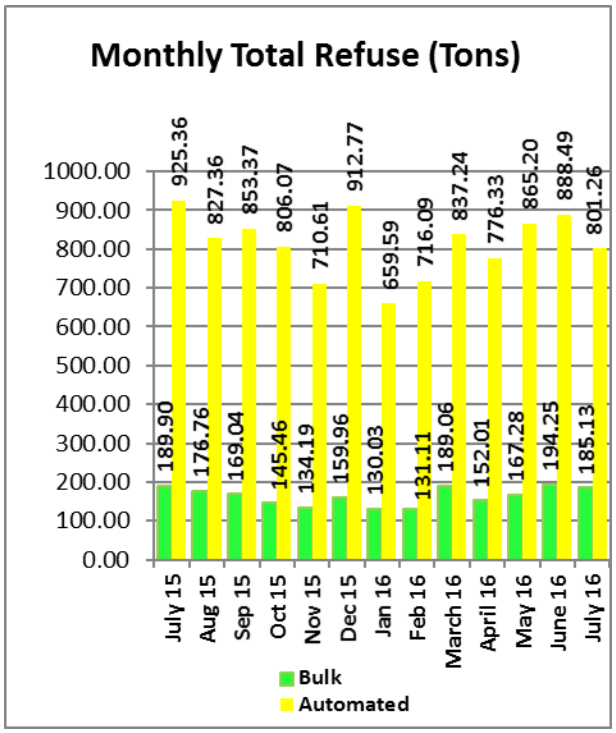
	Jul 2016
Number of Customers Served	30,177
Final Bills	643
Estimated Reads	214
Penalties Applied	$ 4,806.63
Work Orders Written-Service Request	1,539
Payment agreements / Extensions	402
PEM / EXT payments	$ 81,835.26
Transfers	$ (2,877.97)
Utility Collections	$ 22,969.14
Special Assessments	$ -
Miscellaneous Bills	$ 53,186.00
Returned Checks	$ (12,725.04)
Returned Item Fee	$ 2,080.00
Cut for Non-Payments	
CNP through Disconnect Collars	
Cuts	
Reconnects	$ 6,000.00
Court Cases	
Tamperings	
Recycling Customers	10
Drive-up Window	2,662
Walk-in Counter	4,986
Payments by Mail	21,936
Credit Card Payments	276
Bank Drafts	1,882
Transfer Tax Received	$ 92,104.44
Monition Sales	
Taxes Levied (includes carried fwd)	$ 12,649,976.65

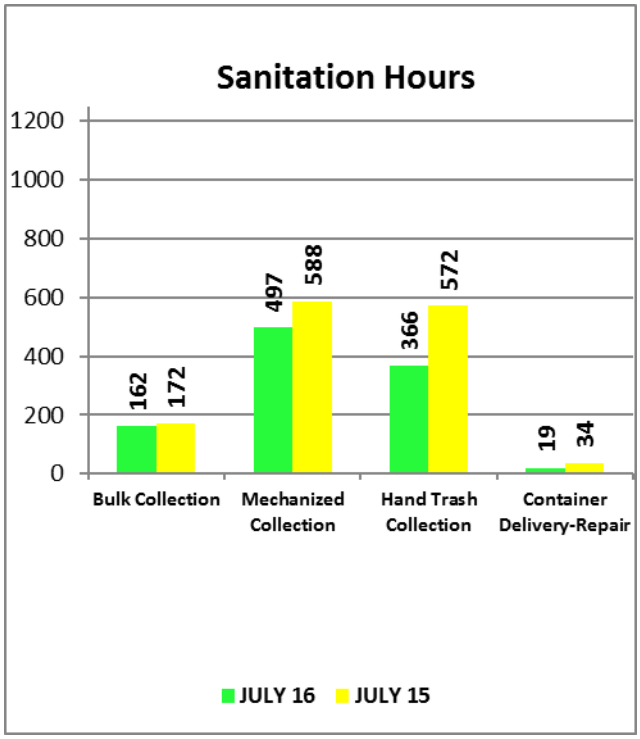
PUBLIC WORKS

Construction Inspection

Subdivisions	***Site Development***
The following required inspection services	*The following required inspection services*
Seskinore Court Chestnut Groove Clearview Meadows Eden Hill Nottingham Meadows Senators Lakes Garrison Oak Technical Park Tall Pines	The Grande, Building 4 Dover High School Kent County Recreation Center / Boys and Girls Club Winner Ford 365 North DuPont Hwy (Mission Bbq) Dover Town Center (Old Walmart Renovation) Capital Commons (Old Kmart Renovation) Dover Volkswagen Leander Lakes Eden Hill Commercial Center Islamic Society of Central Delaware

Sanitation





	JULY 17	FYTD 17	JULY 16	FYTD 16
Trips to DSWA Sandtown Landfill	169	169	190	190
Total Tonnage to DSWA	986.39	986.39	1,115.26	1,115.26
90-Gallon Containers Delivered	45	45	102	102
300-Gallon Containers Delivered	0	0	0	0
Total Man Hours-containers Delivered	19	19	34	34

CURBSIDE RECYCLING STATS	TOTAL # OF HOUSEHOLDS COLLECTED	TOTAL # OF ACCOUNTS	WEIGHT/LBS.	AVE. LBS.
July 2016	19,506	9,221	274,440	14.07

Streets	JULY FY17	FYTD 17	JULY FY16	FYTD 16
Signed Installed	16	16	2	2
Signs Repaired	4	4	0	0
Curbs Painted Yellow (feet)	2,639	2,639	1,116	1,116
New Post Installed	1	1	1	1
Storm Catch Basins Repaired	6	6	7	7
Storm Catch Basin Repairing (Hrs.)	5.5	5.5	24	24
Storm Catch Basins Cleaned	3	3	246	246
Storm Catch Basins Cleaning (Hrs.)	4	4	28	28
Hot Mix Patching (Tons)	0	0	0	0
Hot Mix Patching (Hrs.)	0	0	0	0
Cold Mix Patching Hrs.)	28.5	28.5	13	13
Concrete Work (Hrs)	4	4	24	24
Concrete Patching (Cubic Yards)	0.30	.30	0	0
Ditch Work (Hrs).	0	0	24	24
Street and Alley Maintenance (Hrs)	0	0	0	0
Street Sweeping (Miles)	1,862	1,862	1,049	1,049
Street Sweeping (Cubic Yards)	119	119	88	88

GROUNDS

Work Orders

Total Work Orders = 7	General = 0	Arborist = 7

Arborist Crew	July 2016	July 2015
Trees Trimmed	17	30
Trees Removed	7	20
Stumps Removed	4	0
Root Pruning	0	0

Beautification Crew

- Planted flowers in beds at Plaza, Blue Coat Point, Turnberry, the Hamlet, Fox Hall, Fox Hall West, and Bicentennial.
- Bed maintenance

Mowing Crews

- Mowed, trimmed, and edged designated mowing sites.
- Sprayed weeds

Athletic Field Maintenance.

- Lined athletic fields
- Filled, dragged, and prepped infields

Litter Removal

Litter person has been doing an outstanding job with emptying trash cans and picking up litter. Helped with prepping beds.

Miscellaneous

Cleaned up and mowed City owned properties on S New Street

GEOGRAPHIC INFORMATION SYSTEMS (GIS)

City Clerk's Office	Printed out 10 copies each, at 16"x21" in size, of each of the 4 Voter Districts and the whole City with districts. Total of 50 maps. Delivered to requester.
City Manager's Office	Georeferenced HTE data and spatially joined it with community polygons
Dover Public Library	Printed out 39 posters of various sizes (up to 41.5"x80" in dimensions) for the requester to use to decorate the Library for a month long event.
Planning & Inspections	Created buffer maps for 3 addresses provided by the requester. Showed buffers from DAFB, Rt 13, and the railroad. Provided as PDF maps to requester.
Public Works	QA/QC and remove old files in the MapData directory on VGMGIS
Public Works	QA/QC and remove old files in the GIS database
Public Works	Create proposed realignment of recycling and trash zones
Public Works	Completed monthly recycling update
Public Works	Created Collector App to collect asset information on the boat ramp side of Silver Lake Park
Public Works	Created Collector App to collect stump locations
Public Works	Created CAF maps for the Schutte Park Salt Barn and the Dover High School Pump Station. Provided maps as PDFs.
Public Works	Updated the Parcels, Rentals, & Active AHIs layers for the month.
Public Works	Created CAF maps for the North State Street Sewer Replacement and the Topaz Circle Abandonment proposal. Printed 8.5"x11" copies for requester and provided as PDF as well.

FLEET AND FACILITIES MANAGEMENT

Fleet Maintenance

PM Work Orders Completed:	**21**	Number of Tire Repairs:	**11**	Number of Road Repairs:	**12**
Other Work Orders:	**73**	Repair Hours:	**270**	Road Repair Hours:	**18**
Total Work Orders:	**94**	Fabrication Hours:	**22**	Misc. Hours:	**45**
PM Hours:	**100**				

 # Of Scheduled PM's: 42
 # Of Scheduled PM's: Completed: 12

Major Program Updates

MEASURE	July 2016	July 2015	DIFFERENCE
Fleet Maintenance - Scheduled Preventative Maintenance appointments being kept *(Quantity and Percentage)*	12 out of 42 28.57 %	3 out of 42 7.14%	**+ 21.43%**
Facilities Maintenance			
Facilities - Routine work orders completed within 5 days *(Quantity and Percentage)*	35 out of 35 100 %	29 out of 29 100 %	**0%**
Facilities - Emergency work orders completed within 2 days *(Quantity and Percentage)*	1 out of 1 100 %	3 out of 3 100 %	**0%**

Water/Wastewater Divisions

	June 15	July 15	Aug 15	Sept 15	Oct 15	Nov 15	Dec 15
Total Water Prod.	162,426,000	180,682,000	182,622,000	168,970,000	145,299,000	121,642,000	133,437,000
Billed Consumpt.	161,697,000	154,332,000	171,100,000	156,671,000	144,888,000	115,248,000	116,923,000
Total Flow to County	178,294,000	143,028,000	160,434,000	126.593,000	132,777,000	138,535,000	126,640,000
City Readings	151,433,568	136,587,837	122,281,550	147,211,292	124,737,856	119,588,481	144,997,084

	Jan 16	Feb 16	March 16	April 16	May 16	June 16	July 2016
Total Water Prod.	137,229,000	137,059,000	148,722,000	159,483,000	146,101,000	172,331,000	204,088,000
Billed Consumpt.	118,062,000	129,346,000	127,945,000	141,806,000	125,105,000	147,393,000	181,484,000
Total Flow to County	120,192,000	187,336,000	132,852,000	129,035,000	161,418,000	129,309,000	129,725,000
City Readings	131,263,852	152,102,705	195,225,608	148,682,761	157,406,385	158,898,575	146,440,837

ENGINEERING SUMMARY

Major Program Updates	JULY 16	JULY 15	DIFF	FY17 YTD	FY16 YTD
State and Federal Violations	0 violations	0 violations	-	-	-
Water Quality Complaints	2	6	- 4	2	6

Plan Review Completed Within 30 days of Submission	4 plans 100%	8 Plans 100%	- 4	4	8

OPERATIONAL SUMMARY

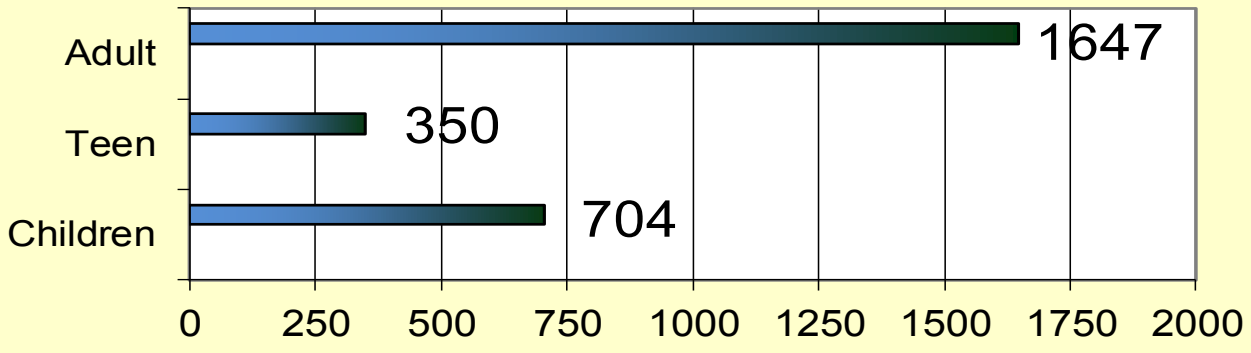
Task	JULY FY17	JULY FY16
Water Production - Daily Average	6,583,484	5,828,452
Average Field Response Time (goal is <30 minutes)	18	13.50
Water Mains Repaired	1	0
Water Service Lines Repaired	2	5
Wastewater Mains Repaired	2	1
Wastewater Service Lines Repaired	0	0
Sewer Lines Flushed - linear feet	62,003	86,451
Sewer Mains Videoed -linear feet	674	640
Total Fire Hydrants in Service	1,820	1,819
Total Water Meters in City Distribution System	14,443	14,334

DOVER PUBLIC LIBRARY

Job Center Statistics

	July 2016	July 2015
Number of Walk-in Hours Open	38	62
Number of Walk-in Participants	109	167
Resumes and Cover Letters (Created/Edited/Critiqued)	0	28
Mock Interviews Conducted	0	0
Job Center Volunteers	1	1
Number of Volunteer Hours	26	7

Reference Transactions
July 2016



CIRCULATION	***JULY 2015***	***JULY 2016***
Dover Residents	21,441	20,856
Kent Residents	2422	2482
REGISTERED USERS	***JULY 2015***	***AULY 2016***
COD Residents	27,298	28,522
KC Residents	12,533	11,388
NCC Residents	599	560

Monthly Management Committee Update

July 2016

Prepared By:
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Client Services Manager
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Date:
August 24, 2016

Table of Contents

I. Executive Summary **1**

Power Supply Summary 1

Supply Source Summary 2

Supply Variance 2

Generation Summary 3

Emissions Summary 5

Risk Management Summary 9

II. Budget Report **10**

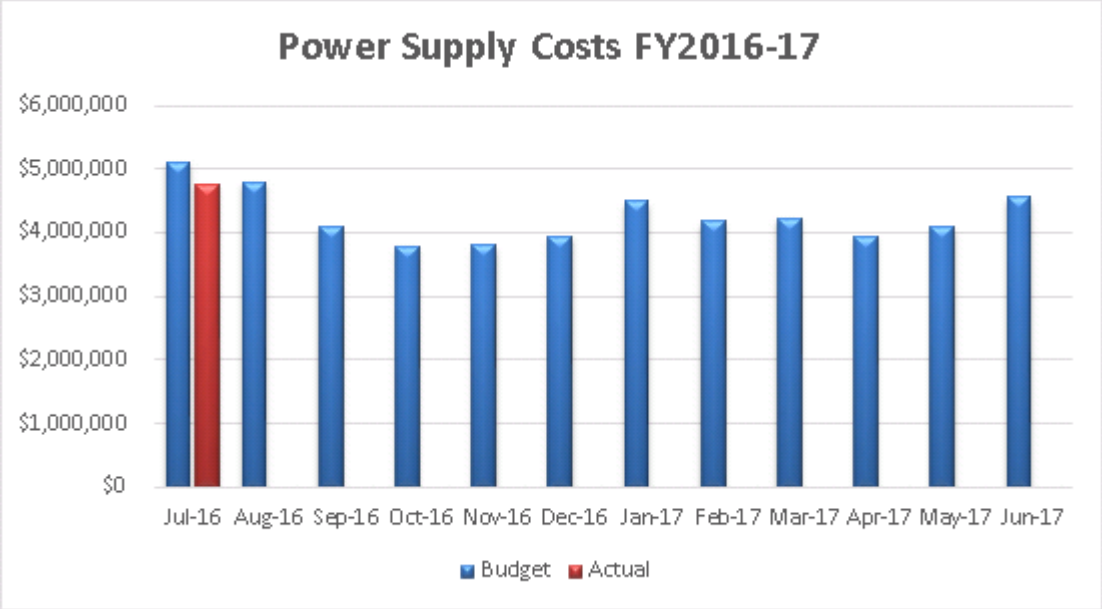
III. Operations Management **13**

Operations Summary 13

IV. Appendix: PJM Invoice **29**

I. EXECUTIVE SUMMARY

POWER SUPPLY SUMMARY



Overall Power Supply costs were $338,872 below budget, predominantly driven by bearish PJM-Energy, Congestion and Losses and lower PJM-ARR Transmission and Fees. PJM Energy, Congestion and Losses for the month totaled $755,411.

Dover's budgeted cost for all power supply (capacity AND energy) was $64.74/MWh. The actual cost of all power supply (capacity AND energy) was $58.71/MWh.

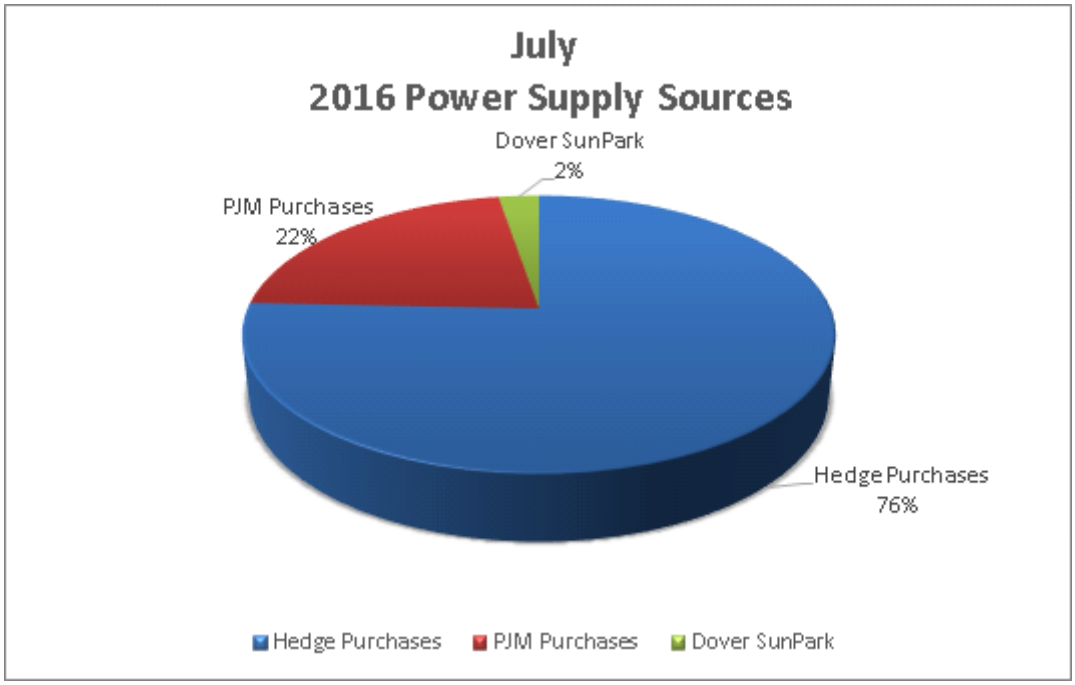
The actual cost of energy alone was $42.16/MWh as opposed to a budgeted energy cost of $43.56.

Dover's total load was 81,224 MWh versus a forecasted load of 78,900 MWh. Hedge purchases totaled 61,464 MWh, which was 76% of the actual load.

Dover's planned energy purchase from the SunPark solar installation was 2,035 MWhs. Dover's actual energy purchase from the SunPark installation was 2,145 MWhs.

Dover's power purchases from hedge transactions totaled $2,381,223. Purchases from PJM (energy and fees) totaled $1,985,927. PJM Revenue (Generation Credits) totaled $(1,459,599). The Grand Total owed to PJM for the month of July $526,327.

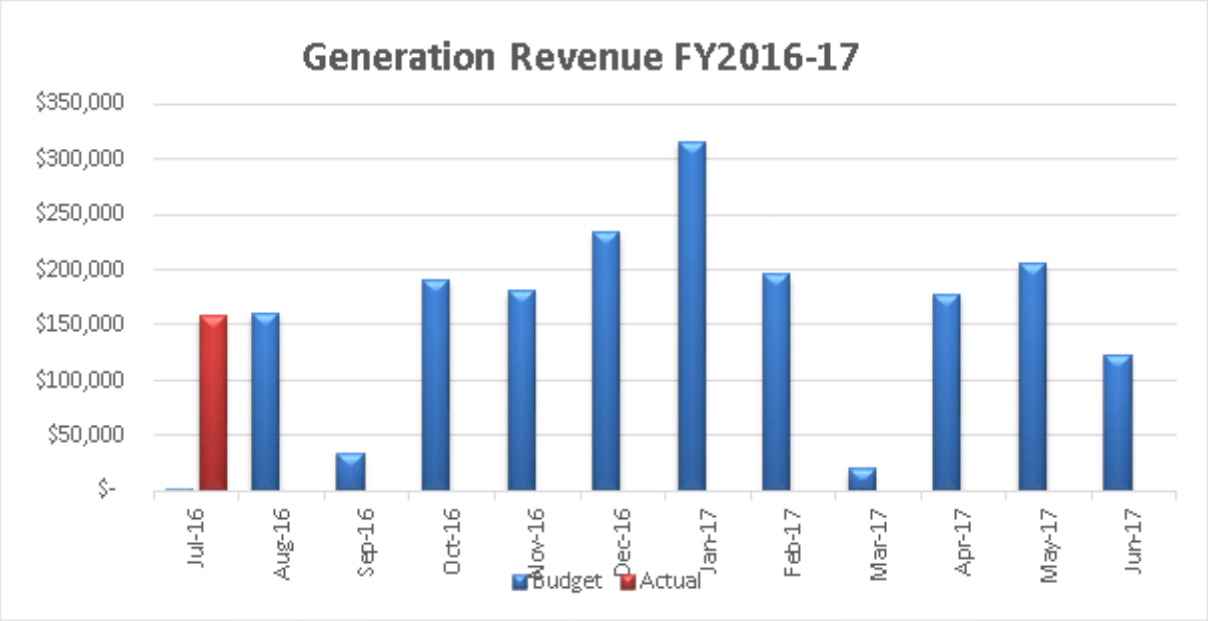
Supply Source Summary



Supply Variance

Purchased Power Variance Report:	July		
	Budget	Actual	Variance
Gross Load	78,900	81,224	(2,324)
Wholesale Load	76,865	79,079	(2,214)
Hedged Volume (MWh)	41,076	61,464	(20,388)
Unhedged Volume (MWh)	35,789	17,615	18,174
Dover SunPark Volume (MWh)	2,035	2,145	(110)
Renewable Energy Credits Volume	305	334	(29)
Hedged Cost ($/MWh)	$ 41.39	$38.74	$ 2.65
Unhedged Energy Cost ($/MWh)	$41.86	$42.88	($1.03)
Solar Energy Cost ($/MWh)	$117.35	$134.20	($16.85)
Energy Costs ($/MWh)	**$43.56**	**$42.16**	**$1.40**
All-in Costs - Energy, Capacity and RECs ($/MWh)	**$64.74**	**$58.71**	**$6.02**

GENERATION SUMMARY



Net Generation Revenue for the month of July was $157,912 versus a budgeted cost of $767.

Generation Breakdown:

City of Dover

Monthly Wholesale Generation

July 2016

Net Generation
17574.33

TEA
THE EnergyAuthority

Production Margin

				Formula
PJM - Generation				
	Economic and Reliability Dispatch	$	737,259.91	A
Natural Gas & Oil Consumption				
	Purchases for Generation	$	(536,483.26)	
	Natural Gas Transport	$	(120,212.79)	
	Eastern Shore Cashout	$	-	
	Oil Consumption	$	-	
	Subtotal: Natural Gas & Oil Consumption	$	(656,696.05)	B
Gross Production Margin		$	80,563.86	C = (A + B)
$/MWh Generation Production Gross Margin		$	4.58	E = (C/D)
PJM - Capacity				
	Generation Capacity Credit	$	632,737.28	
	Reactive Supply and Transmission Losses	$	89,602.35	
	Subtotal: PJM - Capacity	$	722,339.63	F
All in Generation Margin				
	All in Generation Margin Total	$	802,903.49	(G = C + F)

EMISSIONS SUMMARY

Emissions Allowance and Solar Renewable Energy Summary through July 31, 2016

The reinstated Cross-State Air Pollution Rule (CSAPR) replaced the Clean Air Interstate Rule (CAIR) beginning January 1, 2015. The State of Delaware was included in the CAIR footprint but is not included in the CSAPR footprint.

The separate Clean Air Act acid rain deposition control program (CAA Title IV) which governs SO_2 national allowance trading program remains in effect for Dover. Beginning with the January 2015 report, TEA no longer includes a CAIR summary. It will continue to report on Dover's Clean Air Act Title IV SO_2 allowances.

Market liquidity for Title IV SO_2 allowances is very low, with few transactions occurring. The following table shows estimated values for Dover's banked allowances, based on a market price assessment published by SNL Energy.

Market Value for Clean Air Act Title IV Allowances			
Commodity	***$/Ton[1]***	***Tons***	***Market Value***
SO_2 Allowances – Title IV	$0.56	15,015	$8,408
Total			**$8,408**

Regional Greenhouse Gas Initiative

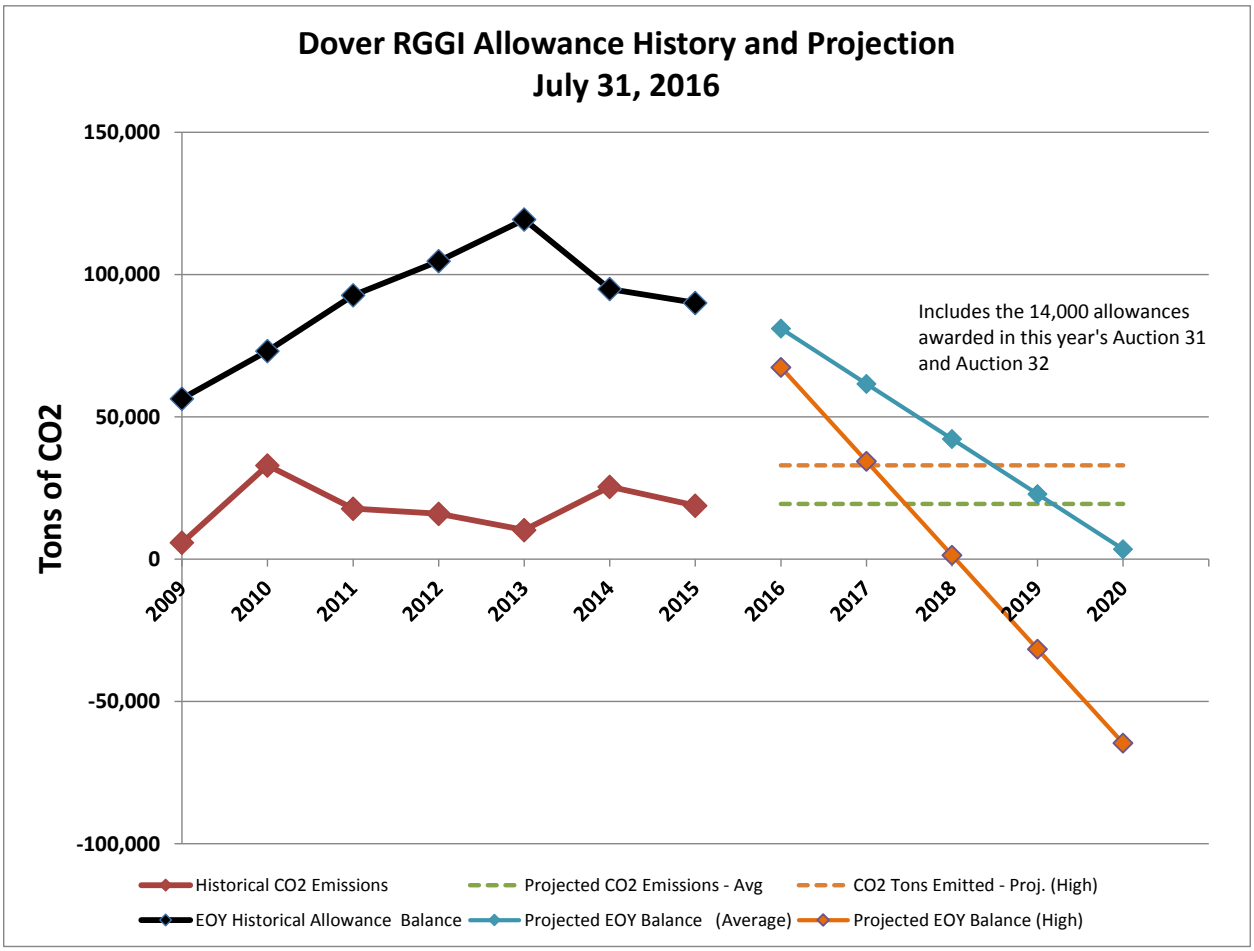
The State of Delaware is a participant in the Regional Greenhouse Gas Initiative (RGGI). The City of Dover must comply with RGGI by surrendering carbon dioxide (CO_2) allowances pursuant to the State of Delaware's laws (Title 7, Chapter 60, Sub-Title II-A).

Dover had more than a sufficient number of RGGI allowances allocated to it to cover its requirements through the first compliance period (calendar years 2009-2011) and second compliance period (2012 – 2014). Any unused allowances are carried over ("banked") for subsequent years. The table below includes Dover's historical activities, and includes projections through 2020. Two projections are presented: (1) future annual emissions based on the average for 2009 – 2015, and (2) future annual emissions based on 2010 actual CO2 emissions which was the highest emissions year between 2009 and 2015.

The table and chart indicate that Dover could run out of banked allowances as early as the end of 2018 under the high emissions scenario and by the end of 2020 under the average scenario. Therefore, Dover has initiated a program to participate in RGGI's quarterly auctions to ensure it has adequate allowances in the future.

[1] August 22, 2016 Daily Power Report by SNL Energy

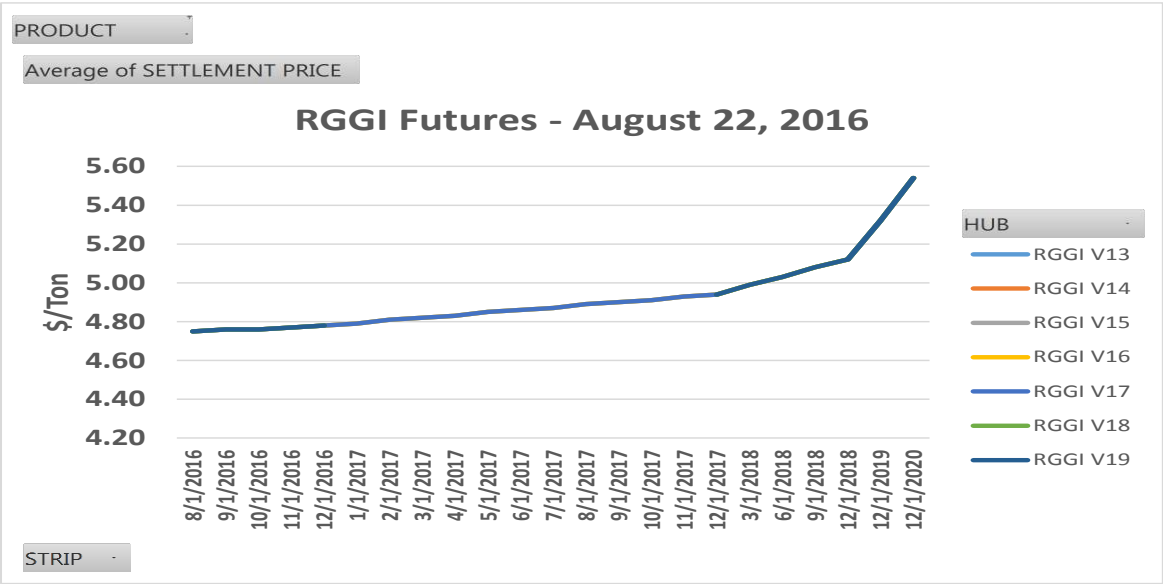
Dover, DE RGGI Allowance History and Forecast - July 2016									
Compliance Year (CY)	CO2 Allowances Sold	CO2 Allowances Purchased	Allocated CO2 Allowances	CO2 Tons Emitted & Adjustments-Historical	EOY Historical Allowance Balance	CO2 Tons Emitted - Proj. (Avg)	CO2 Tons Emitted - Proj. (High)	Projected EOY Balance (Average)	Projected EOY Balance (High)
2009	0		62,184	5,796	56,388				
2010	0		49,747	32,971	73,164				
2011	0		37,311	17,746	92,729				
2012	0		27,983	15,957	104,755				
2013	0		24,818	10,230	119,343				
2014	0	**1,000**	N/A	25,427	94,916				
2015	0	**14,000**	N/A	18,828	90,089				
2016	0	**14,000**	N/A	3,653	100,407	19,384	33,000	81,023	67,407
2017	0		N/A			19,384	33,000	61,640	34,407
2018	0		N/A			19,384	33,000	42,256	1,407
2019	0		N/A			19,384	33,000	22,873	-31,594
2020	0		N/A			19,384	33,000	3,489	-64,594



In anticipation of needing additional RGGI allowances in the future, Dover has participated the six out of the last seven auctions and plans to continue to participate as required. The table below shows details for Dover's allowance purchases for each of these previous Auctions.

Dover's RGGI Allowance Purchase History				
RGGI Auction Number	***Auction Date***	***Auction Clearing Price ($/Ton)***	***Quantity Of Allowances Awarded***	***Total Cost***
26	Dec 3, 2014	$5.21	1,000	$ 5,210
27	Mar 11, 2015	$5.41	6,000	32,460
28	June 3, 2015	$5.50	4,000	22,000
29	Sept 3, 2015	$6.02	4,000	24,080
30	Dec 2, 2015	$7.50	0	0
31	Mar 9, 2016	$5.25	8,000	42,000
32	Jun 1, 2016	$4.53	6,000	27,180
Totals			**29,000**	**$152,930**

RGGI Futures prices settled into a tight $0.40 range during the past month after rebounding from the fresh 2016 low of $4.38 set back on July 20. Allowance pricing will be sensitive to potential future program cap limits changes (2.5% & 5.0% per year program cap reduction scenarios were discussed at the June stakeholder program review meeting) and the upcoming US Court of Appeals review of the EPA Clean Power Plan scheduled for September 27, 2016.



The next RGGI auction will be held on September 7, 2016. The Cost Containment Reserve will be 10 Million tons with a CCR price of $8.00/ton. Dover submitted its intent to bid in the upcoming auction; and based on the recommended strategies, it will be required to post financial security of $20,000 by August 31.

Based on the August 22, 2016 ICE price for the August 2016 futures price ($4.75/ton), the estimated market value of Dover's existing 100,407[2] ton RGGI allowance bank is $476,933.

Renewable Energy Certificates

Dover owns two photovoltaic systems totaling 15 kW, consisting of one 5 kW unit at the Utilities Administration Building and two 5 kW units at the McKee Run generating station. Dover also receives solar energy produced by the 10 MW Dover Sun Park which is owned by White Oak Solar Energy, LLC. In addition to all of the physical energy produced by the Sun Park, Dover receives 15% of Sun Park's Solar Renewable Energy Credits (SRECS).

Dover participates in the Delaware Municipal Electric Renewable Portfolio Standard (DMERPS) for compliance with the State of Delaware's RPS laws applicable to municipal utilities. The first compliance period under DMERPS was for the 12 months ending May 2014 and the second compliance period was for the 12 months ending May 2015.

Through the end of generation month June 2016, Dover had accumulated a net total of 8,254 SRECs from these renewable energy resources. This total includes SRECs reported in PJM's GATS account and Bonus allowances for Sun Park labor. This total is reduced by 2,941 SREC transferred to DEMEC for surrender on October 3, 2014 for the first compliance period and 2,861 SRECs and 574 bonus SRECs for the second compliance period on November 9, 2015.

Delaware periodically holds SRECs auctions; however, these auctions are for size tiers N1 – N3, E1 and E2. The Dover Sun Park is in the N4 tier for large-scale facilities. State-wide carve outs for Tier 4 have been fully subscribed, so there is not a market for tier T4 SRECs in Delaware.

The nearest viable market for Dover's SRECs is Pennsylvania. The most recent daily settlement prices for Pennsylvania SRECs from Bloomberg and SRECTrade are used in the table below.

SREC Vintage (June 1 – May 31)	Market Clearing Price	PJM-GATS Balance Before 2014/15 Compliance	10% Bonus SRECs for Sun Park Labor(3)	Transferred to DEMEC for 2014/15 Compliance		Net SREC Balance After Transfer and Surrender	Market Value
				GATs	Bonus		
2011/2012	$0.00	0	290.2		290.2	0	$0
2012/2013	$0.00	2,173	215.7	2,173	215.7	0	$0
2013/2014	$8.00	2,701	268	688	68.1	2,212.8	17,702
2014/2015	$12.00	2,685	266.3	0	0	2,951.3	35,416
2015/2016	$12.00	2,922	168	0	0	3,090.0	37,080
Totals		**10,481**	**1,208.20**	**2,861**	**574**	**8,254.1**	**$90,198**

TEA continues to recommend to Dover to retain these allowances for compliance with its Renewable Portfolio Standard (RPS). Additionally, Dover will need to acquire additional SRECs resources in future years. It is apparent that Dover's portion of SRECs produced by White Oak Solar Energy Center will not

[2] Subject to verification from RGGI COATS account

[3] Retroactive Bonus Allowances were not transferred within PJM's GATS system, but were used to offset 2014/2015 compliance obligation

be sufficient future years as the compliance requirements increase. DEMEC has indicated that it expects to have excess SRECs available for Dover's compliance requirements. This and other alternatives will need to be evaluated in the near future.

RISK MANAGEMENT SUMMARY

Forward power prices in PJM have decreased.

PY	Hedge Ratio	Blended Cost ($/MWh)	Monthly Change ($/MWh)
2016-17	67%	$38.18	$0.04
2017-18	56%	$37.76	($0.14)
2018-19	88%	$37.49	($0.05)
2019-20	80%	$35.00	($0.10)
2020-21	56%	$34.15	($0.25)

II. BUDGET REPORT

	Budget Jul-16	Actual Jul-16	Variance
Gross Load	**78,900**	**81,224**	**(2,324)**
Power Supply			
Hedged Energy	$1,700,300	$2,381,223	($680,923)
PJM - Energy, Congestion & Losses	$1,498,100	$755,411.83	$742,688
PJM - ARR, Transmission and Fees	$633,650	$338,292.02	$295,358
Dover SUN Park Energy	$238,800	$287,915	($49,115)
Dover SUN Park RECs	$48,300	$44,312	$3,988
RECS (Solar and Non-Solar)	$56,100	$0	$56,100
RGGI Credit Costs	$0	$0	$0
Management Fees	$69,583	$69,583	$0
PJM - Capacity UCAP Obligated Purchased	$863,000	$892,224	($29,224)
Subtotal - Power Supply	**$5,107,833**	**$4,768,961**	**$338,872**
Power Generation O&M			
Plant O&M	$ 862,725	$ 644,991	$ 217,734
Subtotal Generation O&M	**$ 862,725**	**$644,991.00**	**$217,734.00**
Power Generation Production Margin			
PJM - Economic and reliability dispatch	($267,400)	(737,260)	$ 469,860
Fuel Costs - Natural Gas	$61,600	656,696	$ (595,096)
Fuel Costs - Oil	$0	-	$ -
Testing Costs	$5,542	-	$ 5,542
Subtotal Generation Production Margin	**($200,258)**	**($80,564)**	**$ (119,694)**
Power Generation Non-Production Revenue			
PJM - Generation Capacity Credit	($631,700)	(632,737)	$1,037
Emissions Allowance Sales	$0	$ -	$0
Reactive Supply - Gas	($30,000)	$ (89,602)	$59,602
Subtotal - Non-Production Revenue	**($661,700)**	**($722,340)**	**$60,640**
SubTotal - All Generation	**$ 767**	**($157,912)**	**$ 158,679**
Total - Utilities Cost	**$5,108,600**	**$4,611,048**	**$497,552**
Unit Costs			
Total - Power Supply	$64.74	$ 58.71	$6.02
Total - Power Generation	$0.01	($1.94)	$1.95
Final Cost of Service to City of Dover Ratepayers	$64.75	$56.77	$7.98

July Variance Analysis

- **Power Supply**
  - Dover consumed 2,324 MWh more than forecasted for the month.
  - Dover saw an unfavorable variance for budgeted Hedged Energy of $680,923.
  - Dover experienced a favorable variance for budgeted PJM - Energy, Congestion & Losses of $742,688 and a favorable variance for PJM ARR, Transmission and Fees of $295,358.
  - The City of Dover realized a favorable variance of $338,872 for power supply vs. the monthly budget.
  - Dover Sun Park generated 110 MWhs less than forecasted.
  - This resulted in a net power supply cost positive budget variance of $6.02/MWh below budget.
- **Generation**
  - Non Production Revenue had a favorable variance of $60,640
  - Net All Generation Revenue had a favorable variance of $158,679.

	Budget YTD	Actual YTD	Variance
Gross Load	**78,900**	**81,224**	**(2,324)**
Power Supply			
Hedged Energy	$1,700,300	$2,381,223	$ (680,923)
PJM - Energy, Congestion & Losses	$1,498,100	755,412	$742,688
PJM - ARR, Transmission and Fees	$ 633,650	338,292	$295,358
Dover SUN Park Energy	$ 238,800	$287,915	($49,115)
Dover SUN Park RECs	$ 48,300	$44,312	$3,988
RECS (Solar and Non-Solar)	$ 56,100	$0	$56,100
RGGI Credit Costs	$ -	$0	$0
Management Fees	$ 69,583	$69,583	$0
PJM - Capacity UCAP Obligated Purchased	$ 863,000	$892,224	($29,224)
Subtotal - Power Supply	**5,107,833**	**$4,768,961**	**$338,872**
Power Generation O&M			
Plant O&M	$ 862,725	$ 644,991	$ 217,734
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Power Generation Production Margin			
PJM - Economic and reliability dispatch	$ (267,400)	($737,260)	$469,860
Fuel Costs - Natural Gas	$ 61,600	$656,696	($595,096)
Fuel Costs - Oil	$ -	$0	$0
Testing Costs	$ 5,542	$0	$5,542
Subtotal Generation Production Margin	**(200,258)**	**($80,564)**	**$ (119,694)**
Power Generation Non-Production Revenue			
PJM - Generation Capacity Credit	$ (631,700)	($632,737)	$1,037
Emissions Allowance Sales	$ -	$0	$0
Reactive Supply - Gas	$ (30,000)	($89,602)	$59,602
Subtotal - Non-Production Revenue	**(661,700)**	**($722,340)**	**$60,640**
SubTotal - All Generation	**$ 767**	**($157,912)**	**$ 158,679**
Total - Utilities Cost	**$5,108,600**	**$4,611,048**	**$497,552**
Unit Costs			
Total - Power Supply	$64.74	$ 58.71	$6.02
Total - Power Generation	$0.01	($1.94)	$1.95
Final Cost of Service to City of Dover Ratepayers	$64.75	$56.77	$7.98

III. OPERATIONS MANAGEMENT

OPERATIONS SUMMARY

Executive Summary:

During the month of July, there were no recordable accidents or lost time accidents. The facility has gone 472 days through June 30th, 2016 without an OSHA Recordable Accident and has not had a Lost Time Accident since the January 12th, 2015 incident, (566 days).

The City of Dover self-dispatched the McKee Run units for twelve startups. Each startup was completed with no issues. The Unit 3 summer capacity test was completed on July 12th and the summer capacity tests for Units 1 & 2 were completed on July 20th. Unit 11 was not dispatched during the month of July by PJM or the City of Dover. Unit 2 did experience one boiler trip during the startup of the unit due to an intermittent natural gas relay/solenoid problem and Unit 3 experienced four boiler trips during the month due to an undetermined gas pressure problem, this was later determined to be a gas control valve solenoid switch issue which was shorting out electrically due to water penetration into an electrical control circuit on the gas deck shut off valve.

Monthly Budget Variance – The actual expenses attributable to O&M of the two sites for the month of June are $644,991 against a budgeted amount of $1,035,090 for a favorable variance of $390,099 or 37.69%. The labor budget expense had a favorable monthly variance of $326,489 due to having (1) payroll period and a partial payroll accrual expensed to June vs. the (3) pay periods that were budgeted. This impacted the three (3) budget labor line item accounts. The Materials and Supplies area had a favorable monthly variance of $41,372 which was due to the timing of water bill invoice and not purchasing bulk chemicals that were anticipated to be needed. Lastly, the Administrative Expense area had a favorable monthly variance of $22,238 was due primarily to the timing of electric bill invoice and NAES home office invoices. A portion of this positive variance was offset by increase in insurance costs due to the recently updated plant valuation.

NAES Corporation
Dover, Delaware
July 2016
Monthly Report





[3] Cover Photo: Top picture: New IC&E Technician Jonathan Evans shown during his first day on the job.

Bottom picture: 10-Year NAES Service Award Recipients shown (front row) Lawrence Sheranko, Operations Manager, Boyd Lord, Materials Manager, Eric Carrow, Maintenance Technician (second row) Lance Berryhill. Senior Operator, Franklin Hurley, Maintenance Technician, Phil Marvel, Maintenance Supervisor, and Don Mordus, Plant Manager

Table of Contents

1.0 Environmental, Health and Safety

2.0 Financials

3.0 Operations

4.0 Maintenance

5.0 Capital Improvement Projects (CIP

6.0 General Plant Information

7.0 Training

8.0 Calendar of Upcoming Events

9.0 “Value Added” Accomplishments during June

1.0 Environmental, Health and Safety

During the month of July, there were no recordable accidents, lost time accidents or environmental incidents. The facility has gone 566 days through July 31, 2016 without a Lost Time Accident (LTI) and 472 days since the April 16, 2015 recordable accident. There was one Near Misses reported in July 2016 at McKee Run Generating Station. Two operators came in contact with a fine mist of liquid caustic from a ruptured caustic feedline. Employees decontaminated themselves and no Loss Time Accident or injury occurred.

During the month of July, there were 2,234,573-gallons of industrial wastewater discharged to the Kent County Public Works sewer system. McKee Run collected a representative sample of the discharge on July 6, 2016 and submitted the monthly SIU Report to Kent County Public Works. Based on laboratory analytical data, no environmental exceedances or violations occurred. On July 22, 2016, the City of Dover submitted a request to Kent County Public Works for a permit modification to increase the industrial waste water discharge limit from 0.125 MGD per day to 0.500 MDG per day. The reason for the request to increase discharge limit is based on increased operating runs and the city water provided to the McKee Run plant contains elevated levels of naturally occurring suspended silica. The silica can potentially foul electrical equipment such as pH probes, heat exchangers and condensers and plant cooling water towers. The City is expecting the permit modification the week of August 15, 2016.

During the month of July, there were no NPDES storm water sampling events at McKee Run's Outfall 001, 004, 005 and 006. Even though no sampling occurred, DNREC requires the City of Dover to submit an electronic DMR (eDMR) indicating no sampling occurred.

During the month of July, the City of Dover submitted the McKee Run and VanSant Title V Semi Annual certification to DNREC. All certifications were shown as "Continuous" or no deviations except for two instances of opacity on January 5, 2016 and February13, 2016. These were shown as "Intermittent" however, no violations or fines were issued. The January opacity deviation occurred during a load change while removing oil burners from service in the process of taking Unit #3 off-line. The unit was combusting #2 fuel oil at the time of the opacity. The second opacity occurred in February while initiating a unit load change. The unit was changing load and operators added burners to the boiler. During the entire of the load change evolution, the operators eliminated the excess opacity by adjusting the boiler combustion controls while operating the equipment in a safe and efficient manner.

1.1 Environmental, Health and Safety Tables

Environmental, Health and Safety Statistics			
	July	**Fiscal Year to Date 7/1/2016-6/30/2017**	
NOVs	0	0	
Opacity Deviations	0	1	
Environmental Deviations	0	2	
OSHA Recordable	0	0	
OSHA LTA's	0	0	
First Aid cases	0	0	
Restricted Workday Accident	0	0	
Near Miss	0	14	
Man Hours Worked	**4267**	**4267**	
Date of OSHA Recordable:	4/16/2015	**Days since last Recordable:**	**472**
Date of Lost Time Accident:	1/12/2015	**Days since last LTA:**	**566**

SO_2 Allowance Summary							
SO_2 Allowance Vintage	**SO_2 Allowances Sold - YTD**	**SO_2 Allowances Available (Per Unit, Prior to Sale & Reconciliation)**		**SO_2 Tons Emitted**	**SO_2 Tons Emitted**	**Total SO_2 Tons Emitted**	**SO_2 Allowance Balance**
		Unit #3	**Unit #11**	**Unit #3**	**Unit #11**		
2014 and earlier	0	12,214	826				13,040
2015	0	1,850	138	0.0	1.2	13.3	1,974.7
2016	0	0	0.3				
		Total SO2 Allowance Balance:				**15,014.7**	

CO2 Allowance Summary											
CO2 Allowances	**Quarterly Unit CO2 Emitted**				**Current Period CO2 Purchases**	**Reporting Period Total CO2 Emitted**		**Total CO2 Emitted**		**RGGI-COATS Account Balances***	
	U1	U2	U3	U11	New Purch	MR	VS	MR	VS	MR	VS
2015 and before						194,244	7,799			77,282	6,788
2016-1	0	0	2,556	391	8,000			2,556	391	82,726	6,397
2016-2	0	0	634	73	6,000			634	73	88,092	6,324
2016-3											
2016-4											
ACT 2016 TOTALS	0	0	3,190	464	14,000	0	0	3,190	464	88,092	6,324

[4]

[4] *Not actual RGGI balances, NAES' accounting of allowance balance per COMPAS reports and emissions for the year.

1.2 Air Permit Fuel Operation Title V Permit Compliance

McKee Run Generating Station: The Title V Permit dictates that natural gas is the primary fuel source for the unit operations and stipulates that by April 16, 2015, the boiler shall not combust oil for more than 10.0% of the average annual heat value MMBtu input during any 3 calendar years or no for more than 15% of the annual heat rate during any single calendar year. The tables below track fuel combustion operations to ensure compliance with the respective site Title V permits are maintained. Up to 48 hours can be used for "testing" purposes and gas curtailments are an allowable exception to the rule. The plant is communicating with Eastern Shore to obtain the required written confirmation of NG outages for compliance purposes. We are also and determining how many operating hours were done for "testing" which will also reduce the required natural gas to combust to be in compliance for Unit 3.

McKee Run Unit 3				
Month	**mmBtu Gas Ops**	**mmBtu Oil combustion Monthly**	**Net MW Generated**	**Total Gas Combustion Needed/(Buffer)**
Jan	355	24,983	2,095,430	
Feb	0	6,137	506,201	
Mar	0	0	0	267,513,365 cu-ft
Apr	0	0	0	267,513,365 cu-ft
May	0	0	0	267,513,365 cu-ft
Jun	9,588,443	0	836,393	257,924,922 cu-ft
Jul	206,340,474	0	17,491,992	195,301,528 cu-ft
Aug				
Sept				
Oct				
Nov				
Dec				
	Total Oil MMBTU's to Date =>	**31,121**	Remaining gas (cubic feet) combustion needed to meet Title V compliance	**62,641,493 cu-ft**

Van Sant Station: The Title V Air permit restrictions with regards to operations, is limited to 70,080 MWh per calendar year with a rolling average of 35,040 MWh over the previous 3 calendar years.

Van Sant Unit 11				
Year	**Months Included**	**Total MW Generation on #2 Fuel Oil**	**MW Generation Remaining on #2 Fuel Oil**	**3 Year Rolling Average**
2014	January-December	1,316.11 MW	69,483.89	1,316.11 MW
2015	January-December	2,237.05 MW	68,562.95	1,776.58 MW
2016	January-July	483.12 MW	70,402.39	1,316.77 MW

2.0 Financials

Monthly and year to date financial results as compared with the approved power plant budget for the Generation Units are provided below.

July 2016			
	Actual	**Budget**	**Variance**
Personnel	$145,811	$472,300	$326,489
Materials & Supplies	$1,728	$43,100	$41,372
Administrative Expenses	$497,452	$519,690	$22,238
Total	**$644,991**	**$1,035,090**	**$390,099**

July 2016 thru June 2017			
	Actual	**Budget**	**Variance**
Personnel	$145,811	$472,300	$326,489
Materials & Supplies	$1,728	$43,100	$41,372
Administrative Expenses	$497,452	$519,690	$22,238
Total	**$644,991**	**$1,035,090**	**$390,099**

2.1 Variance analysis:

The actual expenses for the month of July are $644,991 against a budgeted amount of $1,035,090 for a favorable variance of $390,099 or 37.69%. The variance was due to the following:

PERSONNEL EXPENSES – A favorable monthly variance of $326,489 was due to having (1) payroll periods and a partial payroll accrual expensed to June vs. the (3) that were budgeted. As a result, this impacted three (3) labor accounts – Straight Time, Overtime, and Labor Burdens.

MATERIALS AND SUPPLIES EXPENSES -- A favorable monthly variance of $41,372 was due to the timing of water bill receipt and not purchasing bulk chemicals we anticipated would be needed.

ADMINISTRATIVE EXPENSES– A favorable monthly variance of $22,238 was due primarily to the timing of electric bill receipt and home office invoices. A portion of this positive variance was offset by increase in insurance costs due to an updated plant valuation.

3.0 Operations

Unit Operations / Outages / Trips: City of Dover self-dispatched the McKee Run units for twelve startups. Each startup was completed with no issues.

Unit 1 & 2 summer capacity test verification was completed on July 20th and Unit 3 was completed on July 12th. Unit 11 was not dispatched during the month of July by PJM or the City of Dover.

Unit 2 did experience one boiler trip during the startup of the unit due to a time delay relay failing to keep the control circuit open as required for the 10 minute time period, this relay was replaced and Unit 2 started without further issue. Unit 3 experienced four boiler trips during the month due to an intermittent natural gas issue that appeared to be due to a gas yard pipeline pressure issue. The problem was still under investigation early in the month of August.

Month of July 2016							
		McKee Unit 1	McKee Unit 2	McKee Unit 3	MRGS TOTAL	VanSant Unit 11	Total ALL Units
Capacity:	(MW)	17	17	102	136	42	178.00
On Line Hours:	(HRS)	6.450	4.250	440.149	450.849	0	450.849
Starts:	(#)	1	2	9	12	0	12
Gross Generation:	(MWh)	72.382	55.948	19,267.347	19,395.677	0	19,395.677
Net Generation:	(MWh)	69.226	53.897	17,491.992	17,615.115	0	17,615.115
Total Auxiliaries:	(MWh)	3.156	2.051	1,775.355	1,780.562	0	1,780.562
Auxiliaries purchased:	(MWh)	24.374	24.374	214.018	262.766	1.037	262.767
Fuel Gas Used:	(MMBTU)	1,231.944	1,019.223	204,182.548	206,433.715	0	206,433.715
Fuel Oil Used:	(MMBTU)	0	0	0	0	0	0
Fuel Oil Used:	(Gallons)	0	0	0	0	0	0
Total Fuel:	(MMBTU)	1,231.944	1,019.223	204,182.548	206,433.715	0	206,433.715
Net Heat Rate:	(BTU/KWh)	17,796	18,911	11,673	11,719	0	11,719
Unit Trips:	(#)	0	1	4	5	0	5
Capacity Factor:	(%)	0.55%	0.43%	23.05%	17.41%	0.00%	13.53%
Availability Factor:	(%)	100%	100%	100%	100%	100%	100%
Commercial Unavailability :	(%)	0.0	0.0	0.0	0.0	0.0	0.0
Planned Outage Hours	(HRS)	0	0	0	0	0	0
Maintenance Outage Hours:	(HRS)	0	0	0	0	0	0
Forced Outage Hours:	(HRS)	0.0	0.0	0.0	0.0	0.0	0.0
Equivalent Derate Hours:	(HRS)	0.0	0.0	0.0	0.0	0.0	0.0
Reserve Shutdown Hours:	(HRS)	737.550	739.750	303.851	1,781.151	744	2,525.151
HW Boiler Gas Usage:	(MMBTU)				0		0

2016-2017 Fiscal Year - July 2016 thru July 2017							
		McKee Unit 1	McKee Unit 2	McKee Unit 3	MRGS TOTAL	VanSant Unit 11	Total ALL Units
Capacity:	(MW)	17	17	102	136	42	178.00
On Line Hours:	(HRS)	6.450	4.250	440.149	450.849	0	450.849
Starts:	(#)	1	2	9	12	0	12
Gross Generation:	(MWh)	72.382	55.948	19,267.347	19,395.677	0	19,395.677
Net Generation:	(MWh)	69.226	53.897	17,491.992	17,615.115	0	17,615.115
Total Auxiliaries:	(MWh)	3.156	2.051	1,775.355	1,780.562	0	1,780.562
Auxiliaries purchased:	(MWh)	24.374	24.374	214.018	262.766	1.037	262.767
Fuel Gas Used:	(MMBTU)	1,231.944	1,019.223	204,182.548	206,433.715	0	206,433.715
Fuel Oil Used:	(MMBTU)	0	0	0	0	0	0
Fuel Oil Used:	(Gallons)	0	0	0	0	0	0
Total Fuel:	(MMBTU)	1,231.944	1,019.223	204,182.548	206,433.715	0	206,433.715
Net Heat Rate:	(BTU/KWh)	17,796	18,911	11,673	11,719	0	11,719
Unit Trips:	(#)	0	1	4	5	0	5
Capacity Factor:	(%)	0.55%	0.43%	23.05%	17.41%	0.00%	13.53%
Availability Factor:	(%)	100%	100%	100%	100%	100%	100%
Commercial Unavailability :	(%)	0.0	0.0	0.0	0.0	0.0	0.0
Planned Outage Hours	(HRS)	0	0	0	0	0	0
Maintenance Outage Hours:	(HRS)	0	0	0	0	0	0
Forced Outage Hours:	(HRS)	0.0	0.0	0.0	0.0	0.0	0.0
Equivalent Derate Hours:	(HRS)	0.0	0.0	0.0	0.0	0.0	0.0
Reserve Shutdown Hours:	(HRS)	737.550	739.750	303.851	1,781.151	744	2,525.151
HW Boiler Gas Usage:	(MMBTU)				0		0

Fuel Oil Inventory (#2 Fuel Oil)							
	Monthly Starting Inventory	Monthly Ending Inventory	Fuel Monthly Purchase	Monthly Inventory Change	FY16-17 Starting Inventory	Fuel Purchase FYTD	FY16-17 Inventory Change
McKee Run	862,307	865,388	0	3081	862,307	0	3,081
Van Sant	222,992	223,624	0	632	222,992	0	632

Van Sant Lifetime through July 2017			
	Actual Starts	**Factored Starts**	**Fired Hours**
Van Sant	1,425	2422.25	4,428.00
Since HGP*–2004	285	755.05	1,044.42

[5]

3.1 Team Report:

The Operations Team completed twelve successful startups during the month, but also experienced five boiler trips. Each boiler trip was safely recovered and the unit returned to service. The Operations Department continues to utilize the on duty Day Shift Team to support plant Operations and general maintenance of the plant. The Operations Team continues to support maintenance by completing Preventative Maintenance (PM) work orders and other plant related work orders utilizing their skills to successfully complete the task.

The Operations Team continues to complete GPI Learning courses to improve their knowledge and skills. The GPI online training targets OSHA safety training and OSHA environmental training. Also GPI online training is utilized to completed NAES SMP (Safety & Environmental) Training; the operators review the plant's safety and environmental permits/policies/manuals and complete a final test for knowledge of the material.

[5] Hot Gas Path Inspection

4.0 Maintenance

During the month of July, the Plant Maintenance staff continued addressing the backlog of work orders, preventative maintenance (PM's) and new work orders received during the month. Back logged Work Orders are work orders that have been open for greater than thirty days. There were 123 new work orders issued with 71 work orders being completed, and 14 of the back logged work orders completed during the month. There were 4 new Safety Work Orders entered into the plant's Computerized Maintenance Management System (MP2) for the McKee Run site during the month and 2 were completed. The table below summarizes the monthly work order activities based on MP2 work order records and will continue to improve with time. This table gives a representation of identified outstanding work; Preventative Maintenance tasks completion and remaining corrective work orders and back logged work orders that require attention.

City of Dover – McKee Run Work Order Statistics									
	WO Type	Starting Backlog	Recv'd WO	Total WO	Comp WO	Comp Rcvd	Total Comp	Ending Backlog	OPEN WO's
McKee Run	ADM	7	5	12	0	0	0	7	12
	CM	25	62	86	3	37	40	21	46
	EW	0	1	1	0	1	1	0	0
	PM	26	43	69	8	30	38	18	31
	SAF	0	4	4	0	2	2	0	2
Site Totals		**58**	**110**	**168**	**11**	**67**	**78**	**47**	**90**

City of Dover – Van Sant Work Order Statistics									
	WO Type	Starting Backlog	Recv'd WO	Total WO	Comp WO	Comp Rcvd	Total Comp	Ending Backlog	OPEN WO's
Van Sant	ADM	1	0	1	1	0	1	0	0
	CM	4	1	5	0	0	0	4	5
	PM	8	12	20	2	4	6	6	16
Site Totals		**13**	**13**	**26**	**3**	**4**	**7**	**10**	**19**

Notable maintenance activities during the month include:

The IC&E staff completed a successful Linearity test on Unit 3. By completing the Linearity test this allow the site to stay in compliance with the Title V permit.

The Maintenance staff changed out the fan bearing on 3A Forced Draft (FD) Blower Fan. The blower fan bearing was inspected and troubleshooting was completed quickly. This inspection allowed time to get a plan formalized to replace the bearing and get the fan back online. The bearing was removed, fitted and measurements taken. Once the bearing clearances were proven the motor alignment was checked. The fan motor required alignment so the Maintenance Supervisor contacted the Delaware motor Company (DEMCO) to expedite the fan motor alignment. The Maintenance Department did an excellent job to replace the motor bearing in short order and get the fan motor restoration turned over to the contractor for their alignment services. .

DEMCO arrived on site within 2 hours of being contacted for their service assistance. They were able to complete the fan motor alignment in four short hours and the 3A FD Fan was restored to availability. The next morning the operations staff performed an operational check of the 3A Fan Motor and did a 2 hour load test to verify there were no issues with the replaced bearing on the fan motor. The 3A FD Fan Motor was selectively operated for the following week to make sure the repairs were effective and that no further bearing issues. After the 7 days of restricted operation (close observance of the FD Fan Motor bearing the fan motor was released for full use. The FD Fan Motor derate lasted only a few hours and was approved by PJM without causing any incurrence of a penalty or derate against the unit. This work was an excellent example of the craftsman skills that the maintenance staff possesses and proved the value of having the skill sets and ability to correct plant issues without incurring long delays or experiencing contractor availability delays.

The Maintenance staff assisted the operation staff in completely successful capacity test on Units 1, 2 & 3 at the McKee Run Power Plant. This type of team work continues to make this project successful.

During a run period a ground alarm came in for the cooling tower sub-station. The IC&E technicians troubleshot the alarm. They found the #3 fan motor had shorted to ground. The motor was removed and sent to DEMCO motor shop for the repairs on Friday. The motor was received back to the site on the following Wednesday. The maintenance staff reinstalled the motor. The motor was tested for proper rotation and correct ampere reading. All reading and rotation were fine. The motor was put back into service.

The Maintenance staff replaced a caustic pump that had gone bad in the McKee Run Generating Station DI area. The head of the pump had corroded to the point where the pump was no longer serviceable. With Unit 3 operating and needing water the maintenance staff removed and installed a new pump in a timely manner. There was no interruption in water service regeneration and there was no risk to generation for water shortage.

5.0 Capital Improvement Projects (CIP)

This month's report for CIP project planned and budgeted for the current budget year 2016-2017 with the status to date for the project. CIP and next plan work.

Project Number	Description	2016-2017 CIP Status
EG1407	Metering System Upgrades	Progress: Awaiting material order (3-5 weeks) from contractor, ships 8/3/16. Schedule: Receipt of hardware & and installation timeframe once parts in.
EG1416	Van Sant Capacity Increase	Progress: Air compressor for Inlet Fogging System delivered, install August 2106. Project can be closed out once compressor PO is invoiced. Schedule: Other work if identified to support capacity increase.
EG1601	McKee Run Building Equipment Replacement	Progress: Project completed. For current year, new budget year begins soon. Schedule: New dates for work as equipment/building repairs are identified.
EG1607	McKee Run Unit #3 Auxiliary Equipment Replacement	Progress: Nitrogen generator received installation in progress. Replacement IWW system transfer pumps on order. Schedule: Expect nitrogen generator installation to be completed by 8/15/16. Anticipated ship date of IWW system transfer pumps 08/31/16.
EG1611	McKee Run / Van Sant Structural Preservation	Progress: Purchase paint and preservation equipment. Schedule: Plan to begin painting as work allows beginning in August through October/November as the weather permits and work load allow.
EG1613	McKee Run Unit #3 Boiler Stack Repairs	Progress: Bids reviewed, contractor selected, sent Action Form to council for review/approval Aug 22, 2016 Council meeting. Schedule: If council approves start 10/3/2016 complete repairs 11/16/2016.
EG1706	U3 Accelerated Unit Start	Progress: Engineering evaluation complete, report received. Working punch list of identified "needs" for progressing with project. Schedule: When plant completes needed items Synterprise will return and train staff on new accelerated start-up. Working on recommendations to allow Unit 3 to utilize new fast start procedure.
EG1504	Unit#3 Boiler System Repairs	Progress: Identified system repairs and testing completed, other work will be done as identified. Schedule: Perform repairs when identified.
EG1506	McKee Run / Van Sant Safety Improvements	Progress: Updated Drawings received and final work to be completed with a balance of $18K. Schedule: Project was requested to be carried forward into new FY.
EG1608	McKee Run / Van Sant CEMS Upgrades	Progress: New CEMS Computers installed and functioning, CIP to close. Schedule: Complete. Transferred $80K of these funds approved to EG1407.
EG1609	Van Sant Station Component Replacement	Progress: Work completed to date – replacement of batteries and natural gas skid pressure regulators (ANSI 600) complete. Schedule: Other VS components will be done as identified based on budget
EG1610	McKee Run / Van Sant Safety Compliance	Progress: Working to locate a fencing company to provide estimates for new fence, and obtain additional quote on security camera.. Schedule: Other work as appropriate vendor is identified.
EG1612	Van Sant Exhaust Plenum Replacement	Progress: New Exhaust Plenum is installed. Schedule: Awaiting updated quote for minor corrective repairs downstream of the exhaust plenum upstream of the exhaust silencers.
	Remote Start for Van Sant	Progress: Waiting on formal price quote from Emerson to install HMI at MRGS Schedule: Goal is to have remote start available by the end of the year, working to use fiber optic connection for communications link with unit.

6.0 General Plant Information

A welcome breakfast was enjoyed by Plant Personnel on Friday, July 8, to welcome our newest Team Member. Jonathan Evans joined our facility as the newest IC&E Technician. Prior to his hire, Jonathan worked at Perdue Farms as an Electronics Technician B in Milford, Delaware, and Zone Laser a commercial laser tag gaming facility in the City of Dover as an Electronics Technician. He completed his Associate's Degree in Computers and Electronics Engineering in 2012. Jonathan currently lives in Ellendale, Delaware with his wife Haley and 2-year old son, Jackson.

Christine Dean, Administrative Manager, attended a 4 day in-depth training workshop for MP2, the plant CMMS program, from July 5th through July 8th. This intensive training program covered all aspects of MP2, including security, set-up, purchasing, inventory, work orders and work requests. As a result of this training, Christine is revising security level permissions along with menu and form revisions to consolidate approvals and make the program introduction easier to learn, and use more effectively, by new employees.

On July 19th the staff enjoyed a Pizza Lunch Celebration to recognize the distribution of the 10-Year NAES Service Awards to those tenured staff members. Staff members recognized at this event were: Lance Berryhill, Senior Operator, Larry Sheranko, Operations Supervisor, Eric Carrow, Maintenance Mechanic, Boyd Lord, Materials Coordinator, Franklin Hurley, Maintenance Mechanic and Phil Marvel, Maintenance Supervisor.

Successful negotiations for a renewed contract between NAES and IBEW Local 1238 continued on July 11. A ratification vote by members was passed on July 28. Final acceptance and signatures will occur in August, with full implementation after that time. The duration of this contract is July 1, 2016 through June 30, 2020.

7.0 Training

Safety Topics discussed during the July monthly safety committee meeting were reviewed by the entire staff. The monthly safety topic was a topic called, "IT's not My Fault" which covers how to identify the root cause of the safety near miss or incident and not blaming a single person but acknowledging everyone has a role in safety and if everyone is attentive the near miss or incident may be avoided through the collective awareness of the team.

The Operating Teams continued to utilize PJM and OES-NA computer based training programs for maintaining their PJM Certification/Continuing Education Hours. (CEH's) All staff continued to work on their GPi Learn topic subjects and NAES Safety Manual review.

8.0 Calendar of Upcoming Events

A forecast of general event dates for the power plant projects, outages and various agency reporting dates are listed below.

Calendar of Upcoming Events	Date
NOx Ozone Season Started	May 1st, 2016
Summer Verification Test Period	July 1 thru August 31, 2016
Submission of Summer Capacity Test Due	September 30, 2016
Power Plant Meter Replacement Project	TBD
NOx Ozone Season Ends	October 30, 2016
Fall Outage for Unit 3	Dates TBD
Unit 3 Circ Water Piping Inspection Only	TBD
Unit 3 Stack Repairs	October 3, 2016 - November 16, 2016
Unit 3 Fall outage (Scope TBD)	October 3, 2016 - November 16, 2016

9. “Value Added” Accomplishments during July

During the month the power plant staff accomplished the normal preventative and corrective maintenance for the generation units. We are tasked with maintaining and protecting the City of Dover power generation assets and keeping them “available” for dispatch when called.

Listed below are some of the work accomplishments that have been completed this past month that NAES feels added value to the generation unit assets, protected the assets from deterioration or inoperability, and overall increased the life expectancy through improved maintenance practices which includes preventative and predictive maintenance tasks (see Section 4 - Maintenance Work Orders) for the City of Dover units.

- Summer capacity tests were completed on Unit 1 and Unit 2 on July 12th, 2016 and for Unit 3 on July 20th, 2016. All units were tested at full capacity without issue.
- A Linearity test was performed and completed on Unit 3 in the third quarter. By passing the Linearity test this keeps the facility incompliance with the Title V permit.
- A GE field engineer visited the site to do a part assessment for the major inspection on the GE 6B combustion turbine currently scheduled for 2018. Items discussed included; parts procurement, staffing for a major inspection and what the site should expect during the major inspection. Also the type of support the facility will need from the OEM for the major outage. After the meeting a list was compiled from the GE field engineer for the recommended major overhaul parts that will be required. We will review the parts recommended that we have on hand to complete the major inspection. This has been performed in advance of the major outage to allow time for obtaining any long lead time parts or materials for the GE 6B unit at Van Sant.
- We took advantage of the GE field engineer who was on site to seek additional technical assistance while he was able and provide some recommendations clarify operations for Unit 3 Steam Turbine Generator. His recommendations and knowledge of proper hydrogen seal system operation allowed NAES employees to better understand corrective actions and may reduce hydrogen use on the unit’s generator seals. This also helped identify a main lube oil system pressure deficiency issue which will be corrected when the needed repair parts arrive.

IV. APPENDIX: PJM INVOICE

REPORT NAME:	Monthly Billing Statement - CSV and XML
CUSTOMER ACCOUNT:	City of Dover, Delaware
CUSTOMER CODE:	DOVDE
CUSTOMER ID:	76.000000
FINAL BILLING STATEMENT ISSUED:	8/5/2016 9:21
BILLING PERIOD START DATE:	7/1/2016
BILLING PERIOD END DATE:	7/31/2016
INVOICE NUMBER:	2016073100076.000000
INVOICE DUE DATE:	8/12/2016 12:00

CHARGES	ADJ	BILLING LINE ITEM NAME	SOURCE BILLING PERIOD START	AMOUNT ($)
1100.000000		Network Integration Transmission Service		298195.200000
1108.000000		Transmission Enhancement		52640.620000
1130.000000		Firm Point-to-Point Transmission Service		0.000000
1140.000000		Non-Firm Point-to-Point Transmission Service		0.000000
1200.000000		Day-ahead Spot Market Energy		173701.050000
1205.000000		Balancing Spot Market Energy		-164914.280000
1210.000000		Day-ahead Transmission Congestion		-40588.080000
1215.000000		Balancing Transmission Congestion		11535.280000
1220.000000		Day-ahead Transmission Losses		44122.230000
1225.000000		Balancing Transmission Losses		-1684.130000
1230.000000		Inadvertent Interchange		-928.840000
1242.000000		Day-Ahead Load Response Charge Allocation		35.480000
1243.000000		Real-Time Load Response Charge Allocation		102.310000
1250.000000		Meter Error Correction		-3031.410000
1301.000000		PJM Scheduling, System Control and Dispatch Service - Control Area Administration		13663.010000
1302.000000		PJM Scheduling, System Control and Dispatch Service - FTR Administration		39.680000
1303.000000		PJM Scheduling, System Control and Dispatch Service - Market Support		3781.770000

1304.000000	PJM Scheduling, System Control and Dispatch Service - Regulation Market Administration	91.610000
1305.000000	PJM Scheduling, System Control and Dispatch Service - Capacity Resource/Obligation Mgmt.	953.250000
1306.000000	PJM Scheduling, System Control and Dispatch Service - Advanced Second Control Center	1251.480000
1307.000000	PJM Scheduling, System Control and Dispatch Service - Market Support Offset	-403.150000
1313.000000	PJM Settlement, Inc.	403.150000
1314.000000	Market Monitoring Unit (MMU) Funding	568.460000
1315.000000	FERC Annual Recovery	5256.890000
1316.000000	Organization of PJM States, Inc. (OPSI) Funding	56.530000
1317.000000	North American Electric Reliability Corporation (NERC)	993.190000
1318.000000	Reliability First Corporation (RFC)	1623.090000
1320.000000	Transmission Owner Scheduling, System Control and Dispatch Service	5999.780000
1330.000000	Reactive Supply and Voltage Control from Generation and Other Sources Service	30039.220000
1340.000000	Regulation and Frequency Response Service	8175.260000
1360.000000	Synchronized Reserve	2427.380000
1362.000000	Non-Synchronized Reserve	495.040000
1365.000000	Day-ahead Scheduling Reserve	14848.500000
1370.000000	Day-ahead Operating Reserve	3681.230000
1375.000000	Balancing Operating Reserve	7335.420000
1376.000000	Balancing Operating Reserve for Load Response	-0.200000
1378.000000	Reactive Services	4234.290000
1380.000000	Black Start Service	5352.190000
1400.000000	Load Reconciliation for Spot Market Energy	-103.340000
1410.000000	Load Reconciliation for Transmission Congestion	69.310000
1420.000000	Load Reconciliation for Transmission Losses	2.320000
1430.000000	Load Reconciliation for Inadvertent Interchange	-0.030000
1440.000000	Load Reconciliation for PJM Scheduling, System Control and Dispatch Service	-1.320000
1442.000000	Load Reconciliation for Schedule 9-6 - Advanced Second Control Center	-0.120000

1444.000000		Load Reconciliation for Market Monitoring Unit (MMU) Funding		-0.030000
1445.000000		Load Reconciliation for FERC Annual Recovery		-0.420000
1447.000000		Load Reconciliation for North American Electric Reliability Corporation (NERC)		-0.080000
1448.000000		Load Reconciliation for Reliability First Corporation (RFC)		-0.130000
1450.000000		Load Reconciliation for Transmission Owner Scheduling, System Control and Dispatch Service		-0.480000
1460.000000		Load Reconciliation for Regulation and Frequency Response Service		-1.910000
1470.000000		Load Reconciliation for Synchronized Reserve		-0.380000
1472.000000		Load Reconciliation for Non-Synchronized Reserve		0.030000
1475.000000		Load Reconciliation for Day-ahead Scheduling Reserve		0.190000
1478.000000		Load Reconciliation for Balancing Operating Reserve		-0.080000
1490.000000		Load Reconciliation for Reactive Services		-0.190000
1500.000000		Financial Transmission Rights Auction		-60678.470000
1600.000000		RPM Auction		14785.450000
1610.000000		Locational Reliability		676685.670000
1611.000000		CP Transitional Locational Reliability		218542.250000
1932.000000		Generation Deactivation Refund		-309.690000
1108.000000	A	Transmission Enhancement	6/1/2015	21.680000
1108.000000	A	Transmission Enhancement	7/1/2015	21.680000
1108.000000	A	Transmission Enhancement	8/1/2015	21.680000
1108.000000	A	Transmission Enhancement	9/1/2015	21.680000
1108.000000	A	Transmission Enhancement	10/1/2015	21.680000
1108.000000	A	Transmission Enhancement	11/1/2015	21.680000
1108.000000	A	Transmission Enhancement	12/1/2015	21.680000
1108.000000	A	Transmission Enhancement	1/1/2016	15.600000
1108.000000	A	Transmission Enhancement	2/1/2016	15.600000
1108.000000	A	Transmission Enhancement	3/1/2016	15.600000
1108.000000	A	Transmission Enhancement	4/1/2016	15.600000
1108.000000	A	Transmission Enhancement	5/1/2016	15.600000
1108.000000	A	Transmission Enhancement	6/1/2016	63.090000
1230.000000	A	Inadvertent Interchange	6/1/2016	-23.980000
1250.000000	A	Meter Error Correction	6/1/2016	0.740000
1340.000000	A	Regulation and Frequency Response Service	6/1/2016	0.010000
1375.000000	A	Balancing Operating Reserve	2/1/2015	70.480000
1375.000000	A	Balancing Operating Reserve	3/1/2015	7.870000
1375.000000	A	Balancing Operating Reserve	3/1/2016	-18.700000
1375.000000	A	Balancing Operating Reserve	5/1/2016	-15.100000
1375.000000	A	Balancing Operating Reserve	6/1/2016	16.630000

1911.000000	A	Michigan - Ontario Interface Phase Angle Regulators	6/1/2016	177.370000
		Total Charges		1329549.220000

CREDITS	ADJ	BILLING LINE ITEM NAME	SOURCE BILLING PERIOD START	AMOUNT ($)
2100.000000		Network Integration Transmission Service		0.000000
2108.000000		Transmission Enhancement		10899.800000
2130.000000		Firm Point-to-Point Transmission Service		0.000000
2140.000000		Non-Firm Point-to-Point Transmission Service		363.120000
2210.000000		Transmission Congestion		-12829.560000
2220.000000		Transmission Losses		28595.950000
2320.000000		Transmission Owner Scheduling, System Control and Dispatch Service		0.000000
2330.000000		Reactive Supply and Voltage Control from Generation and Other Sources Service		29388.000000
2340.000000		Regulation and Frequency Response Service		0.000000
2360.000000		Synchronized Reserve		1291.860000
2365.000000		Day-ahead Scheduling Reserve		30327.240000
2370.000000		Day-ahead Operating Reserve		0.000000
2375.000000		Balancing Operating Reserve		0.000000
2380.000000		Black Start Service		0.000000
2420.000000		Load Reconciliation for Transmission Losses		-1.540000
2510.000000		Auction Revenue Rights		64639.650000
2600.000000		RPM Auction		647522.730000
2640.000000		Incremental Capacity Transfer Rights		1107.010000
2661.000000		Capacity Resource Deficiency		1013.470000
2140.000000	A	Non-Firm Point-to-Point Transmission Service	6/1/2016	20.440000
2220.000000	A	Transmission Losses	6/1/2016	-0.700000
2661.000000	A	Capacity Resource Deficiency	10/1/2014	352.800000
2661.000000	A	Capacity Resource Deficiency	11/1/2014	201.600000
2661.000000	A	Capacity Resource Deficiency	6/1/2016	329.410000
		Total Credits		803221.280000
		Monthly Billing Net Total		**526327.940000**
		Previous Weekly Billing Net Total		368225.750000
		Total Due / Receivable		158102.190000

End of Report

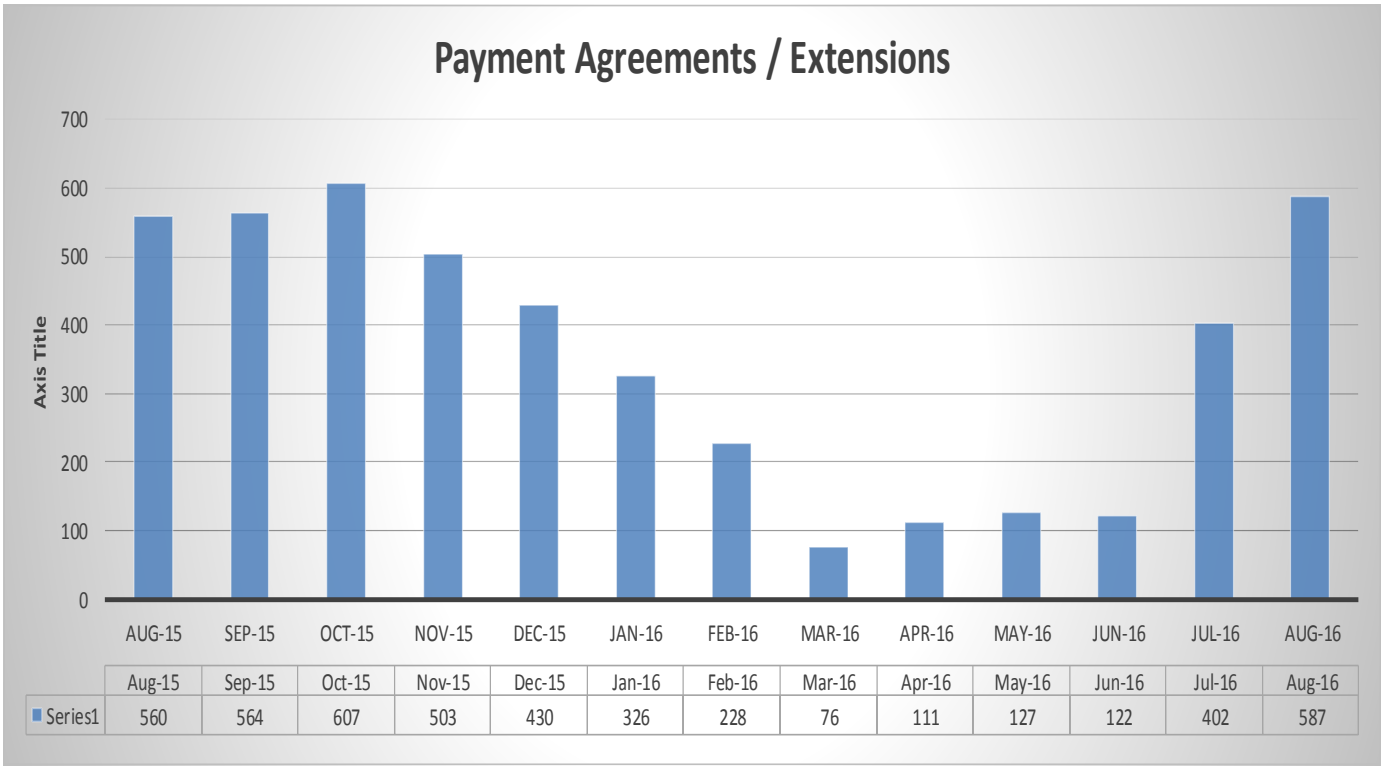
CITY MANAGER'S MONTHLY



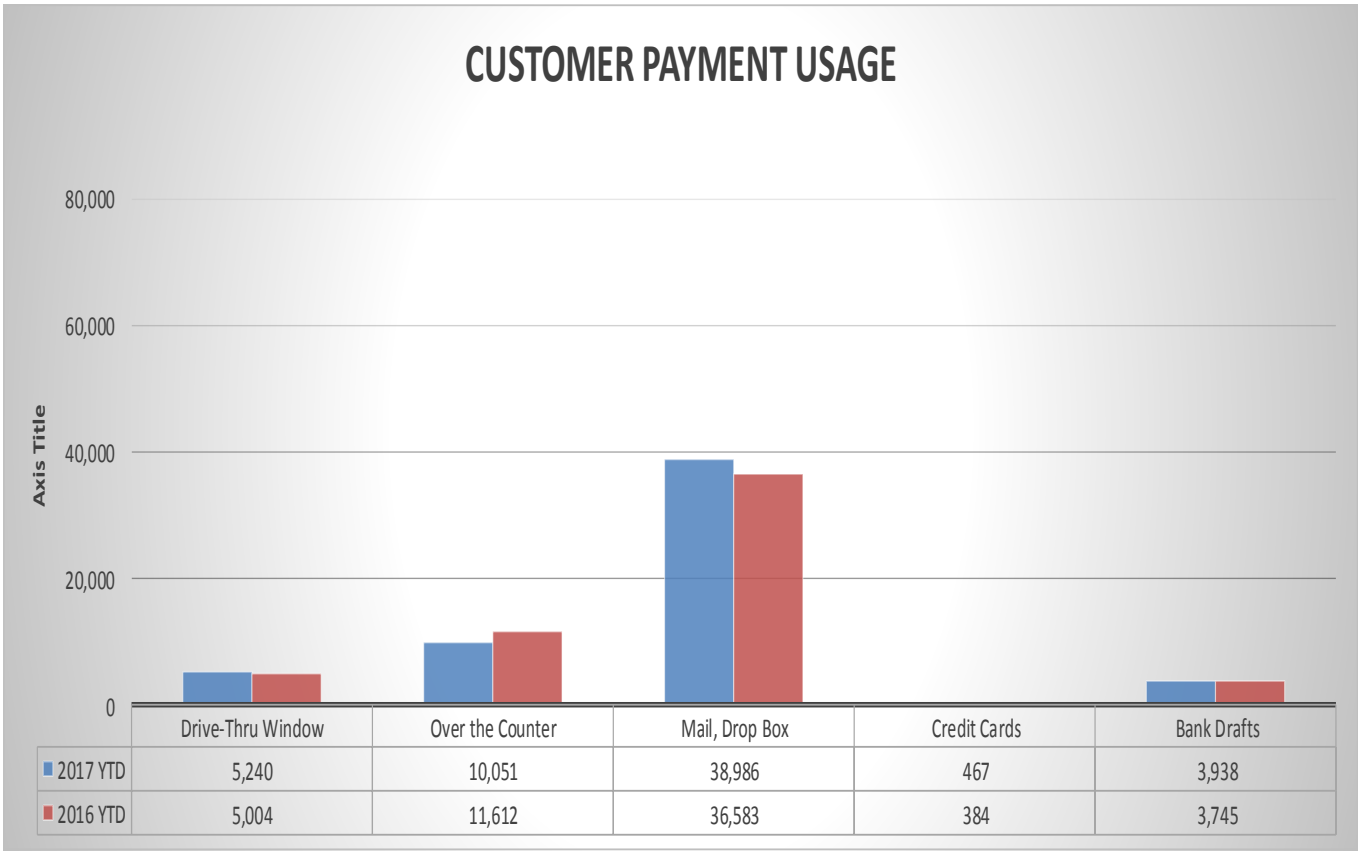
REPORT

August 2016

CUSTOMER SERVICE



	Aug-15	Sep-15	Oct-15	Nov-15	Dec-15	Jan-16	Feb-16	Mar-16	Apr-16	May-16	Jun-16	Jul-16	Aug-16
Series1	560	564	607	503	430	326	228	76	111	127	122	402	587



	Drive-Thru Window	Over the Counter	Mail, Drop Box	Credit Cards	Bank Drafts
2017 YTD	5,240	10,051	38,986	467	3,938
2016 YTD	5,004	11,612	36,583	384	3,745

CUSTOMER SERVICE

	Jul 2016	Aug 2016
Number of Customers Served	30,177	25,319
Final Bills	643	843
Estimated Reads	214	219
Penalties Applied	$ 4,806.63	6,574
Work Orders Written-Service Request	1,539	2,423
Payment agreements / Extensions	402	587
PEM / EXT payments	$ 81,835.26	140,253
Transfers	$ (2,877.97)	-3,917
Utility Collections	$ 22,969.14	35,995
Special Assessments	$ -	0
Miscellaneous Bills	$ 53,186.00	309,136
Returned Checks	$ (12,725.04)	-18,654
Returned Item Fee	$ 2,080.00	2,880
Reconnects	$ 6,000.00	7,575
Recycling Customers	10	10
Drive-up Window	2,662	2,578
Walk-in Counter	4,986	5,065
Payments by Mail	21,936	17,050
Credit Card Payments	276	191
Bank Drafts	1,882	2,056
Transfer Tax Received	$ 92,104.44	353,551

Taxes Levied (includes carried fwd)	$ 12,649,976.65	12,649,977
Total Taxes Collected	$ 38,039.19	11,767,085
Taxes Outstanding	$ 2,182,987.15	882,891

HUMAN RESOURCES

August 2016

Category	August 15	Sept 15	Oct 15	Dec 15	Jan 16	Feb 16	March 16	April 16	May 16	June 16	July 16	August 16	Total
Caucasian*	290	296	300	298	297	296	299	301	302	301	297	294	N/A
Minorities*	64	67	66	67	66	67	68	67	70	70	70	69	N/A
Hired	2	12	1	3	0	2	9	3	3	3	3	0	41
Terminated/Resigned/ Retired/Other	1	4	1	5	2	2	5	2	0	4	8	4	38
Transferred/Promoted	1	0	0	1	1	1	1	4	0	1	2	2	14
Jobs Posted	7	9	4	3	3	2	5	10	2	3	5	7	60
Workers Comp. Injuries	4	6	7	1	3	0	1	4	2	0	3	3	34
Workers Comp. Hours	42	24	211	10	0	166	144	73	0	32	271	340	1313
Insurance Claims	3	1	3	1	5	4	5	1	4	2	0	3	32

336 **Full-time Employees: Part-time Employees:** 27 (*3 Pitts Center, 1 Recreation, 13 Library, 2 Customer Service, 1 Central Services, 7 Police Department) -Numbers do not reflect, temporary, seasonal, relief fire dispatchers, committee or council members.
** August 2015 Pitts Center Number reduced to 4 to reflect error in July 2015

Position Terminated/Resigned/Retired: Residential Assessment Technician (Tax Office); (2) Police Cadets (part-time); Customer Service Clerk II (part-time)
Positions Transferred/Promoted: Library Clerk I to Library Clerk II (full-time); Laborer II to Crew Leader (Public Works)
Positions Posted: Fire Dispatcher (Station II), Residential Assessment Technician, Inspector I (Code Enforcement), Field Service Representative I/II (In-house, Customer Service), (2) Cadets (part-time), Librarian I (part-time), Library Page (part-time)

Recruitment Information
(Positions closed in August)

Position	Total	Female	Male	Unknown	Black	White	Hispanic	Asian/Pacific Islander	American Indian/Alaskan Native	Unknown	In Dover	Out Dover
T&D Coordinator	19	9	8	2	3	12	-	1	-	3	5	14
Residential Assessment Tech	7	5	2	-	2	5	-	-	-	-	3	4
Fire Dispatcher (Station II)	22	2	17	3	1	17	1	-	-	3	7	15

HUMAN RESOURCES
(Continued)

Unfilled/Open Positions by Department*

Unfilled/Open Positions By Department	Aug 15	Sept 15	Oct 15	Nov 15	Dec 15	Jan 16	Feb 16	March 16	April 16	May 16	June 16	July 16	August 16
Electric	2	2	2	3	3	3	4	5	5	5	3	4	4
Public Works	17	16	16	14	12	13	14	12	10	10	12	11	12
Police	5	1	2	2	2	2	2	4	4	1	2	2	3
All Other Departments	9.5	7.5	7	8.5	10	12	10.5	8	7	7	8	9.5	10
Totals	33.5	26.5	27	27.5	27	30	30.5	29	26	23	25	26.5	29

**Not used for Budgeting Purposes*

✧**The following has been updated to reflected the Fiscal 2016-17 Budget**

Electric: Electric Generation Superintendent, Transmission and Distribution Coordinator, Key Accounts Representative, Engineering Fieldman I

Public Works: Utility Maintenance Mechanic II/Wastewater; (2) Motor Equipment Operator I (Sanitation); (2) Motor Equipment I Water/wastewater; Public Works Operations Manager; Motor Equipment Operator II (Grounds); Motor Equipment Operator II (Water/wastewater); Environmental Scientist; Lead Laborer (Grounds); Laborer II (Grounds), Water/Wastewater Maintenance Supervisor

Police: Building Maintenance Craftsperson, (1) Police Officer, (2) Cadets (part-time)

All Other Departments: Customer Service Clerk, Collections (Part-time); Customer Service Clerk II (Customer Service, part-time); Customer Service Clerk I (Cashiers); Field Service Representative I (Customer Service), Administrative Assistant (Information Technology-part-time); AS400/System Operator (Information Technology), Library Page (part-time); (2) Fire Dispatcher; Fire Marshall; Inspector I (Code Enforcement); Residential Assessment Technician

Turnover Statistics

	2010	2011	2012*	2013 *	2014	2015	2016
Total Turnover %	5.57	6.75	11.00	10.91	6.02	11.77	6.72
Termination Turnover %	0.27	1.08	0.29	1.47	.57	.28	.55
Resignation Turnover %	2.12	4.05	5.21	5.01	2.29	7.56	4.64
Retirement Turnover %	3.18	1.62	5.50	4.42	3.15	4.20	1.64

*** Healthcare cost sharing implemented**

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

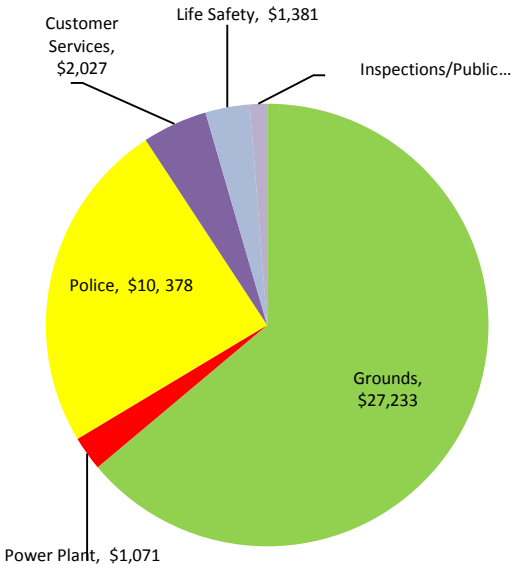
Average Employees

	2010	2011	2012*	2013*	2014	2015	2016
Total Number of Employees Separating from Service	21	25	38	37	21	42	23
Average Number of Full-time Employees	362	356	333	325	331	333	337
Average Number of Part-time Employees	16	15	12	14	18	24	30

*** Healthcare cost sharing implemented**

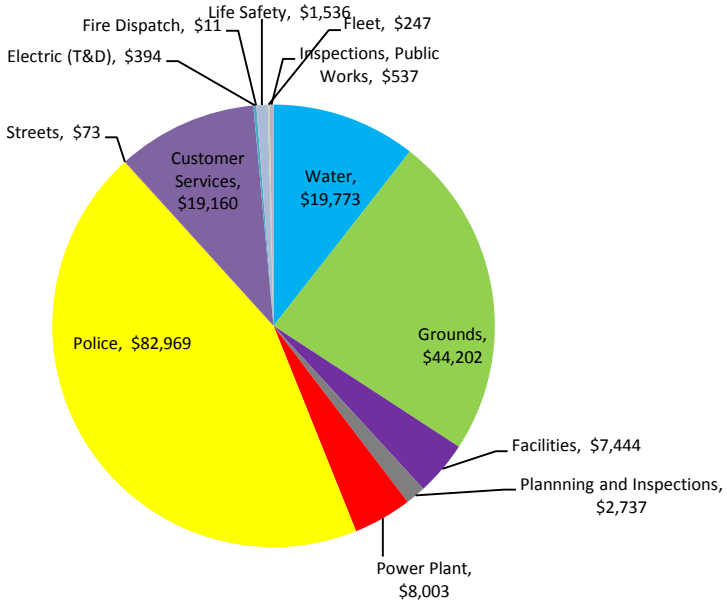
HUMAN RESOURCES
(Continued)

Workers Compensation Costs Per Department in Claims Paid for August 2016



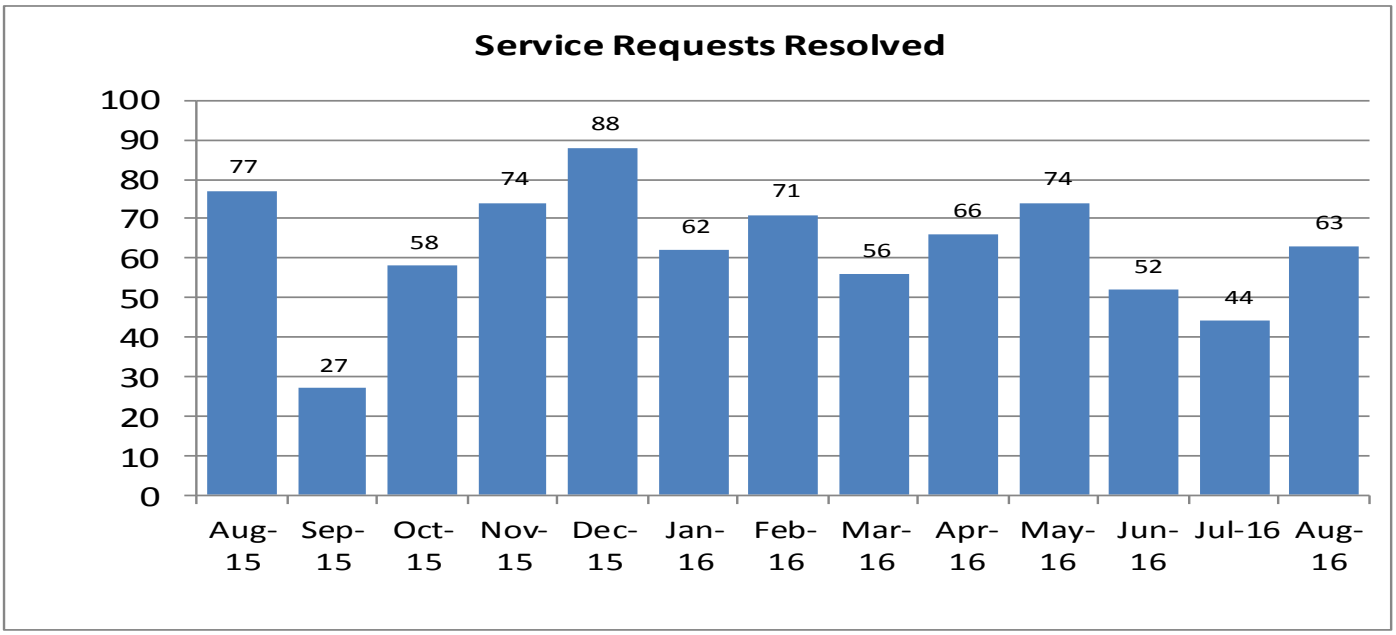
Total $42,627

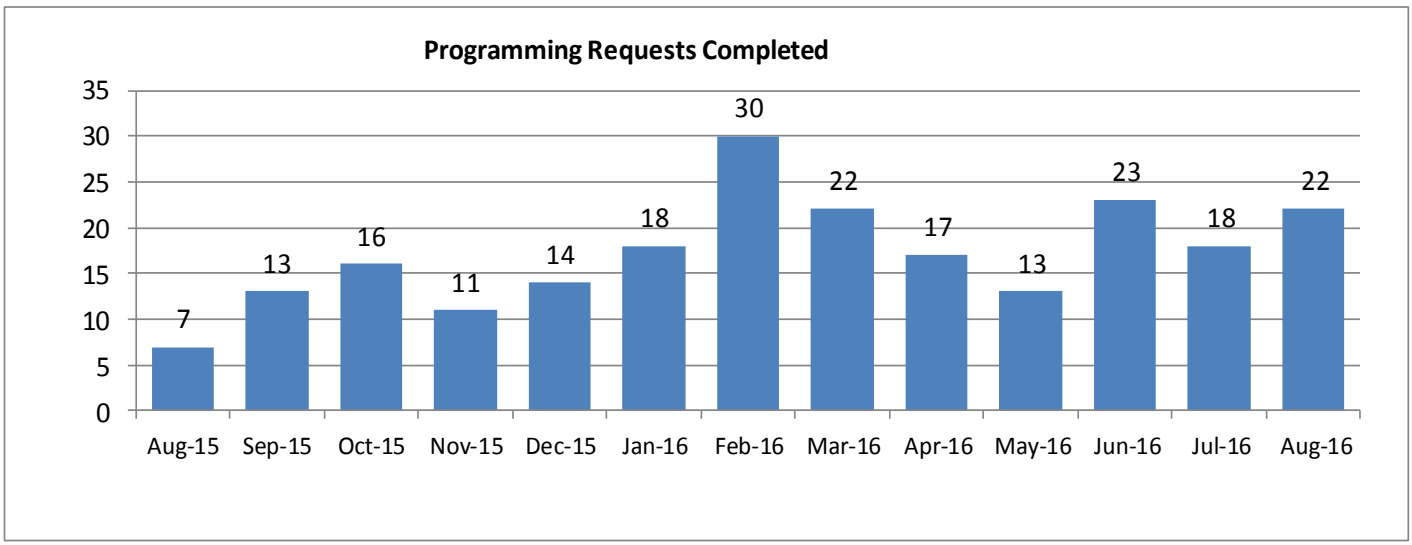
Workers Compensation Costs Per Department in Claims Paid for CY 2016

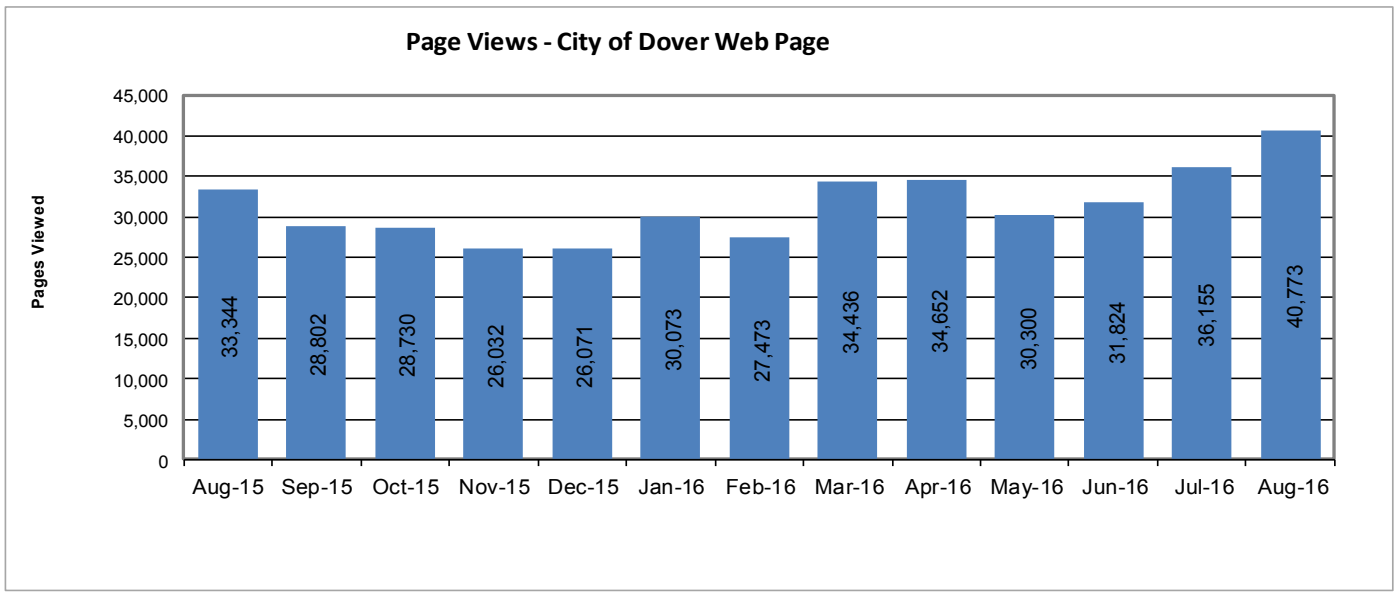


Total $187,086

INFORMATION TECHNOLOGY





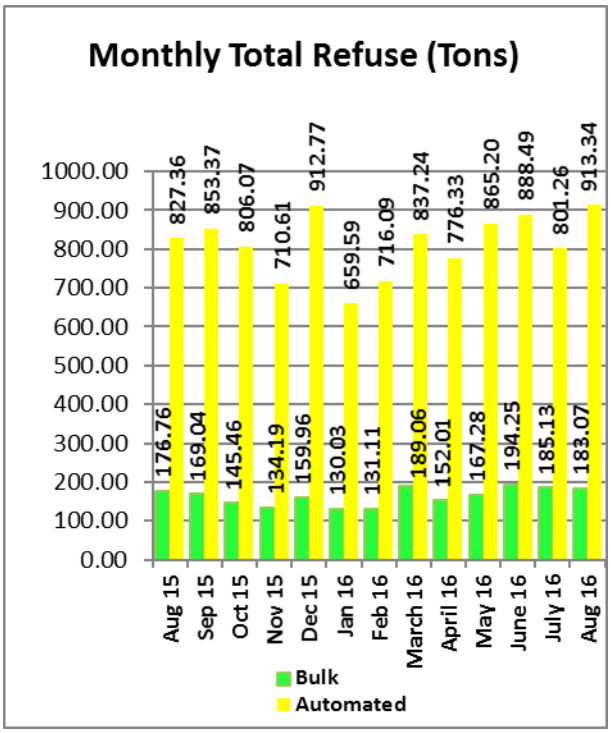


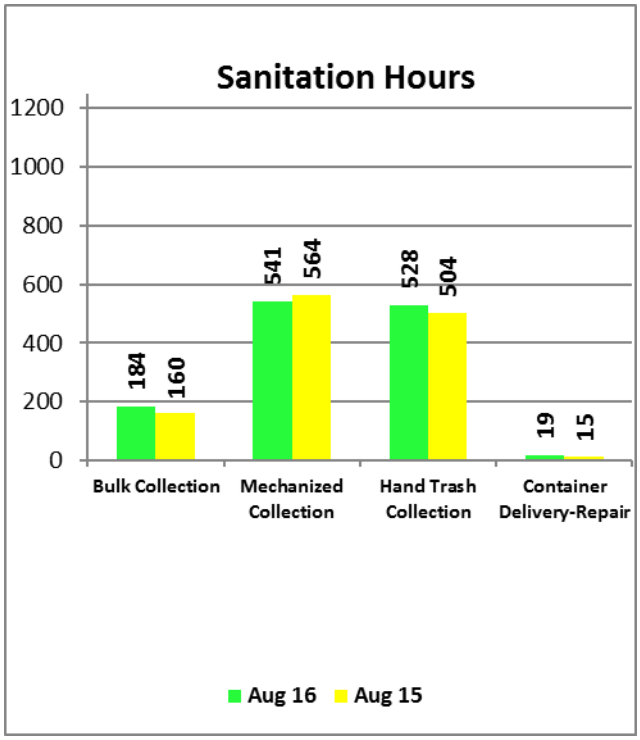
PUBLIC WORKS

Construction Inspection

Subdivisions *The following required inspection services*	***Site Development*** *The following required inspection services*
Seskinore Court Chestnut Groove Clearview Meadows Eden Hill Nottingham Meadows Senators Lakes Garrison Oak Technical Park Tall Pines	The Grande, Building 4 Chesapeake Unities Dover Campus Kent County Recreation Center / Boys and Girls Club Winner Ford 365 North DuPont Hwy (Mission Bbq) Dover Town Center (Old Walmart Renovation) Capital Commons (Old Kmart Renovation) Dover Volkswagen Leander Lakes Eden Hill Commercial Center Islamic Society of Central Delaware Dover Behavioral Health Systems Phase II

Sanitation





	AUGUST 17	FYTD 17	AUGUST 16	FYTD 16
Trips to DSWA Sandtown Landfill	181	350	178	368
Total Tonnage to DSWA	1,096.41	2,082.80	1,004.12	2,119.38
90-Gallon Containers Delivered	58	103	43	145
300-Gallon Containers Delivered	0	0	0	0
Total Man Hours-containers Delivered	18	37	15	49

CURBSIDE RECYCLING STATS	TOTAL # OF HOUSEHOLDS COLLECTED	TOTAL # OF ACCOUNTS	WEIGHT/LBS.	AVE. LBS.
August 2016	20,767	9,230	291,500	14.04

Streets	AUGUST 17	FYTD 17	AUGUST 16	FYTD 16
Signed Installed	6	22	7	9
Signs Repaired	9	13	9	9
Curbs Painted Yellow (feet)	26	2,665	0	1,116
New Post Installed	11	12	14	15
Storm Catch Basins Repaired	0	6	1	8
Storm Catch Basin Repairing (Hrs.)	0.0	5.5	14	38
Storm Catch Basins Cleaned	8	11	109	355
Storm Catch Basins Cleaning (Hrs.)	19	23	12	40
Hot Mix Patching (Tons)	0	0	0	0
Hot Mix Patching (Hrs.)	0	0	0	0
Cold Mix Patching Hrs.)	3.0	31.5	2	15
Concrete Work (Hrs)	8	12	8	32
Concrete Patching (Cubic Yards)	3.50	4	0.4	0
Ditch Work (Hrs).	2	2	4	28
Street and Alley Maintenance (Hrs)	0	0	4	4
Street Sweeping (Miles)	2,096	3,958	1,300	2,349
Street Sweeping (Cubic Yards)	141	260	96	184

GROUNDS

Work Orders

Total Work Orders = 9	General = 3	Arborist = 6

Arborist Crew	AUGUST 2016	AUGUST 2015
Trees Trimmed	27	35
Trees Removed	7	12
Stumps Removed	47	0
Root Prunings	0	0

- One member of the arborist crew had been mowing and conducting ballfield maintenance full time.
- The other arborist completed some tree work and working on various projects.

Beautification Crew

- Worked to keep up with the vast amount of weeds in the City's planting beds
- Weeded mulched area on The Plaza and around the Library.
- Assisting with various other tasks as needed.
- Planted some beds with perennials to reduce the amount of seasonal work, as well as the number of annual plants needed each year.

Mowing Crew

- Mowed all areas including parks, around City facilities, ditches, and right-of-ways.

Athletic Field Maintenance

- Sprayed Round Up on the softball infields, warning tracks and under fence lines.
- Set up and taken down of the stage on The Green for each Thursday for the Spring/Summer Performing Arts Program.
- Assembled and transported soccer goals.

Litter Removal

- Litter crew has been doing an outstanding job with emptying trash cans and picking up litter.
- Assisting with various projects.

Miscellaneous

- Trimmed alleys and sprayed sidewalks
- Various staff members worked weekends to accomplish the stump removal.

GEOGRAPHIC INFORMATION SYSTEMS (GIS)

City Manager's Office	Created Council District maps that also showed the locations of homes built prior to 1979. Provided one copy of each at 16"x21" to requester. Printed out a 30"x40" map of the entire City with the aforementioned homes.
Dover Public Library	Printed out posters for Batman day at Three different sizes. Six banners at 42"x84". Three posters at 42"x120". Two at 27"x104". Delivered to requester.
Planning & Inspections	Created six 8.5"x11" maps for the requester. Maps showed individual site locations with buffers for DAFB, Rt 13, and the railroad tracks. Provided maps as PDFs to requester.
Planning & Inspections	Created a map of the RCD boundary showing the locations of properties, with identified owners, in the boundary. Printed one 30"x40" copy.
Public Works	Checked recycling database for discrepancies
Public Works	Clip certain basins out of water, sewer and storm infrastructure
Public Works	Create a Collector application for daily tracking of the Grounds Division
Public Works	Created four quadrant maps of the City showing all of the Outfalls/Flared End Sections in the City. Provided maps as PDF files to requester.
Public Works	Updated the Parcels, Rentals, & Active AHIs layers for the month.

Public Works	Created six 8.5"x11" maps of the water, wastewater and stormwater utilities on S Bradford St between Division and Loockerman Streets. Provided maps as PDFs to requester.
Public Works	Created two 8.5"x11" CAF maps. One was for the Crawford Carroll Dr dedication proposal and the second was for a proposed fence repair at Well #6. Provided maps as PDFs to requester. Made changes and sent to City Manager's Office.
Public Works	Created a map of the stump locations collected by the Engineering Division. Printed one copy at 35"x35" for the requester.
Public Works	Created three 30"x40" maps. One each, displaying the proposed changes to the Trash, Recycling & Leaf Pickup areas. Printed one copy of each.

FLEET AND FACILITIES MANAGEMENT

Fleet Maintenance

PM Work Orders Completed:	**33**	Number of Tire Repairs:	**9**	Number of Road Repairs:	**9**
Other Work Orders:	**66**	Repair Hours:	**268**	Road Repair Hours:	**11**
Total Work Orders:	**99**	Fabrication Hours:	**12**	Misc. Hours:	**99.5**
PM Hours:	**131.5**				

 # Of Scheduled PM's: 37
 # Of Scheduled PM's: Completed: 18

Major Program Updates

MEASURE	August 2016	August 2015	DIFFERENCE
Fleet Maintenance - Scheduled Preventative Maintenance appointments being kept *(Quantity and Percentage)*	18 out of 37 48.65. % Fall is upon us and we are preparing for leaf season as well as snow in the upcoming winter months. This means the Fleet Shop will be spending several hours even days working on seasonal equipment to ensure operations run smoothly. Please be patient, if we have to reschedule your vehicles PM, we will work you in ASAP. It is not our intention to put anyone's vehicle on the back burner. The Fleet Shop is limited with space so again please be patient.	13 out of 37 35.14 %	**+ 13.51%**
Facilities Maintenance			
Facilities - Routine work orders completed within 5 days *(Quantity and Percentage)*	31 out of 31 100 %	27 out of 28 96.43 %	**+ 3.57%**
Facilities - Emergency work orders completed within 2 days *(Quantity and Percentage)*	1 out of 1 100 %	1 out of 1 100 %	**0%**

Water/Wastewater Divisions

	July 15	Aug 15	Sept 15	Oct 15	Nov 15	Dec 15	Jan 16
Total Water Prod.	180,682,000	182,622,000	168,970,000	145,299,000	121,642,000	133,437,000	137,229,000
Billed Consumpt.	154,332,000	171,100,000	156,671,000	144,888,000	115,248,000	116,923,000	118,062,000
Total Flow to County	143,028,000	160,434,000	126.593,000	132,777,000	138,535,000	126,640,000	120,192,000
City Readings	136,587,837	122,281,550	147,211,292	124,737,856	119,588,481	144,997,084	131,263,852

	Feb 16	March 16	April 16	May 16	June 16	July 2016	August 2016
Total Water Prod.	137,059,000	148,722,000	159,483,000	146,101,000	172,331,000	204,088,000	203,656,000
Billed Consumpt.	129,346,000	127,945,000	141,806,000	125,105,000	147,393,000	181,484,000	179,460,000
Total Flow to County	187,336,000	132,852,000	129,035,000	161,418,000	129,309,000	129,725,000	158,799,000
City Readings	152,102,705	195,225,608	148,682,761	157,406,385	158,898,575	146,440,837	178,307,328

ENGINEERING SUMMARY

Major Program Updates	AUGUST 16	AUGUST 15	DIFF	FY17 YTD	FY16 YTD
State and Federal Violations	0 violations	0 violations	-	-	-
Water Quality Complaints	11	2	+9	13	8
Plan Review Completed Within 30 days of Submission	12 plans 100%	7 Plans 100%	+5	16	15

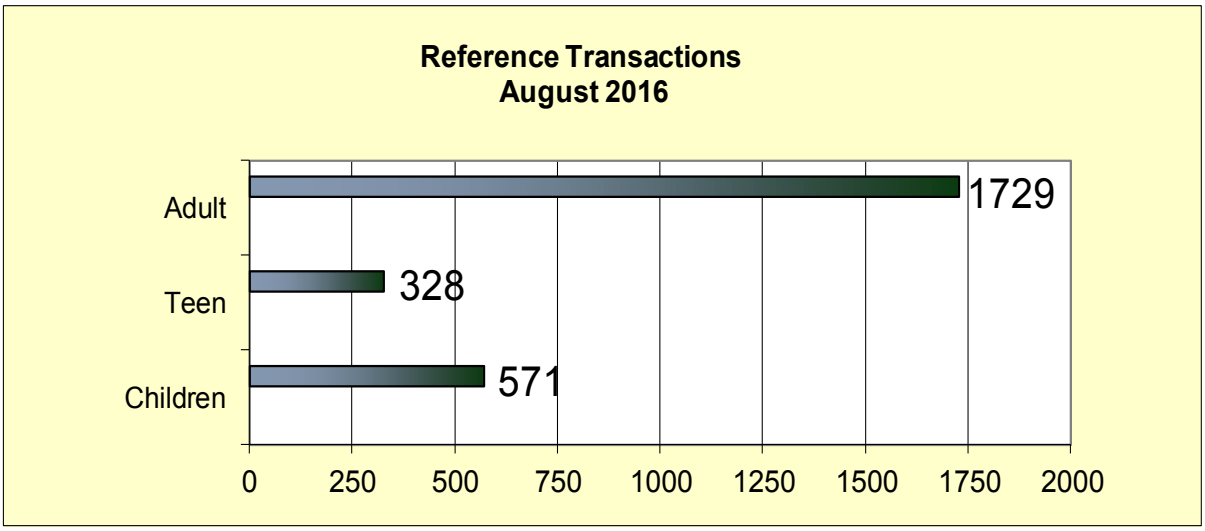
OPERATIONAL SUMMARY

Task	AUGUST FY17	AUGUST FY16	CURRENT FY 17
Water Production - Daily Average	6,569,548	5,891,032	407,744,000
Average Field Response Time (goal is <30 minutes)	16.5	15.50	17
Water Mains Repaired	2	0	2
Water Service Lines Repaired	2	3	2
Wastewater Mains Repaired	1	0	1
Wastewater Service Lines Repaired	0	0	0
Sewer Lines Flushed - linear feet	76,172	62,162	76,172
Sewer Mains Videoed -linear feet	3,870	565	3,870
Total Fire Hydrants in Service	1,820	1,820	1,820
Total Water Meters in City Distribution System	14,474	14,345	14,474

DOVER PUBLIC LIBRARY

Job Center Statistics

	August 2016	August 2015
Number of Walk-in Hours Open	42	85.5
Number of Walk-in Participants	127	203
Resumes and Cover Letters (Created/Edited/Critiqued)	0	30
Mock Interviews Conducted	0	0
Job Center Volunteers	1	1
Number of Volunteer Hours	15.5	9



CIRCULATION	***AUGUST 2015***	***AUGUST 2016***
Dover Residents	20,309	20,856
Kent Residents	2356	2429
REGISTERED USERS	***AUGUST 2015***	***AUGUST 2016***
COD Residents	27,712	28,918
KC Residents	12,572	11,466
NCC Residents	603	564

Electric Divisions

Projects Currently Under Active Construction or Completed in the Last Two Months

System Peak	
Mar 14	106.40
Apr 14	96.14
May 14	128.14
June 14	152.7
July 14	158.2
Aug 14	135.4
Sept 14	152.4
Oct 14	104.9
Nov 14	101.1
Dec 14	104.7
Jan 15	114.8
Feb 15	120.6
Mar 15	103.8
Apr 15	90.95
May 15	135.8
June 15	155.6
July 15	158.5
Aug 15	148.0
Sept 15	148.0
Oct 15	101.3
Nov 15	95.5
Dec 15	94.64
Jan 16	116.96
Feb 16	110.15
Mar 16	98.93
Apr 16	100.37
May 16	128.16
June 16	133.59
July 16	165.92
Aug 16	162.61

Total System Load	
Mar 14	60,375
Apr 14	51,922
May 14	56,064
June 14	65,617
July 14	73,066
Aug 14	69,215
Sept 14	63,151
Oct 14	55,747
Nov 14	54,958
Dec 14	60,195
Jan 15	65,517
Feb 15	62,574
Mar 15	60,236
Apr 15	51,470
May 15	61,012
June 15	68,704
July 15	76,060
Aug 15	74,133
Sept 15	66,383
Oct 15	55,011
Nov 15	53,746
Dec 15	56,155
Jan 16	62,563
Feb 16	57,888
Mar 16	55,967
Apr 16	53,202
May 16	56,586
June 16	65,414
July 16	80,114
Aug 16	83,086

Outages	*# of outages*	*customers*
Mar 14	8	203
Apr 14	2	475
May 14	5	97
June 14	10	794
July 14	16	2672
Aug 14	7	904
Sept 14	3	256
Oct 14	1	1
Nov 14	3	28

Number Customers Gained	
Mar 14	15
Apr 14	5
May 14	7
June 14	18
July 14	4
Aug 14	11
Sept 14	4
Oct 14	4
Nov 14	7

Dec 14	2	5	Dec 14	2
Jan 15	5	1530	Jan 15	15
Feb 15	3	159	Feb 15	11
Mar 15	11	6076	Mar 15	11
Apr 15	10	207	Apr 15	6
May 15	1	347	May 15	12
June 15	11	1385	June 15	6
July 15	9	405	July 15	14
Aug 15	6	122	Aug 15	9
Sept 15	9	334	Sept 15	5
Oct 15	1	1	Oct 15	9
Nov 15	5	2629	Nov 15	61
Dec 15	2	17	Dec 15	20
Jan 16	5	245	Jan 16	21
Feb 16	2	106	Feb 16	14
Mar 16	7	353	Mar 16	16
Apr 16	5	672	Apr 16	29
May 16	2	206	May 16	13
June 16	14	601	June 16	53
July 16	9	307	July 16	13
Aug 16	9	214	Aug 16	13

Electric Monthly Outage Report

The annual outage goal will be less than 295 minutes per customer, which is a Delaware Standard. This will be measured by calculating the System Average Interruption Duration Index.

FY 16 YTD	FY 15	FY 14
20.64	23.07	67.84

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	8	41.44 Minutes	36.84 Minutes

PROGRAM UPDATES	AUG 16	AUG 15	FY16 YTD
Tree Trimming	372	339	4167
Number of Oil Releases	0	0	6
Lost Time Accidents – All Electric Utility Divisions	0	0	0
New Services	13	9	290
Major Goals Completed in the Past Two Months			

August 2016 Electric (EE Capitol Improvement Projects (CIP)		
S:\Shared Data\Electric Department Bi Weekly Meetings\Capital Improvement Projects Status\2016		
Project Number	**Description**	**Update**
EE1500	69kV Rebuild (Horsepond to Long Point)	Progress: In discussion about possible relocation of some poles for irrigation | Received permit
		Schedule: FY15 is for Design |FY16 budget is for construction FALL 2016
EE1509	West Dover Connector - State of DE	Progress: wo entered to remove two lights
		Schedule: In process
EE1513	Town Pointe Distribution Feeders	Progress: 90% Complete on setting TXs and peds for Phase 1
		Schedule: In progress
EE1640	Round Barn Farm	Progress: Installing 480 volt service for new grain elevator | Waiting on customer
		Schedule: Waiting on customer
EE1643	Winner Volkswagen	Progress: Complete
		Schedule: Complete
EE1644	Retreat Pump Station Renovation	Progress: Station upgrade from 120/240 Volt to 208Y/120 volt | Design completed and waiting on public works | Contracts are awarded vault | 8-12 weeks lead time
		Schedule: Waiting on customer. Should start soon
EE1629	Tall Pines	Progress: Seeing movement, waiting customer to pay
		Schedule: Waiting on payment
EE1648	Blue Hen - UG	Progress: Met with customer and received updated drawings
		Schedule: In progress
EE1520	69Kv Cable Replacement North St. Substation	Progress: Work to begin this fiscal year | In planning stages | May push out to FY18
		Schedule: Preliminary design is done
EE1650	Live Front with Dual TX Replacement	Progress: Preliminary design | waiting on finance
		Schedule: Waiting on finance
EE1627	Dover East	Progress: Set two TX | Shut down is scheduled.

		Schedule: On hold for other projects
EE1657	**Creekstone 2**	**Progress: Project request submitted | Primary request sent**
		Schedule: Waiting on customer
EE1617	**Oak Grove trailer park**	**Progress: Preliminary design completed | Permit received and started boring**
		Schedule: In progress
EE1652	**New Street Lights**	**Progress: Complete**
		Schedule: Complete
EE1610	**Fraizer 900 Circuit Fault Indicators**	**Progress: Complete**
		Schedule: Complete
EE1701	**Central Delaware Islamic Society**	**Progress: Done on our end. Waiting for load sheet**
		Schedule: Waiting for customers load sheet
EE1702	**Rolling Acers Pump Station**	**Progress: Initial design in progress**
		Schedule: Waiting on funding
EE1703	**Chesapeake Utilities**	**Progress: Temporary TX and meter is set**
		Schedule: In progress
EE1704	**Eden Hills Bldg 5**	**Progress: Soon**
		Schedule: Waiting on customer

Monthly Management Committee Update

August 2016

Prepared By:
Arline Holloway
Client Services Manager
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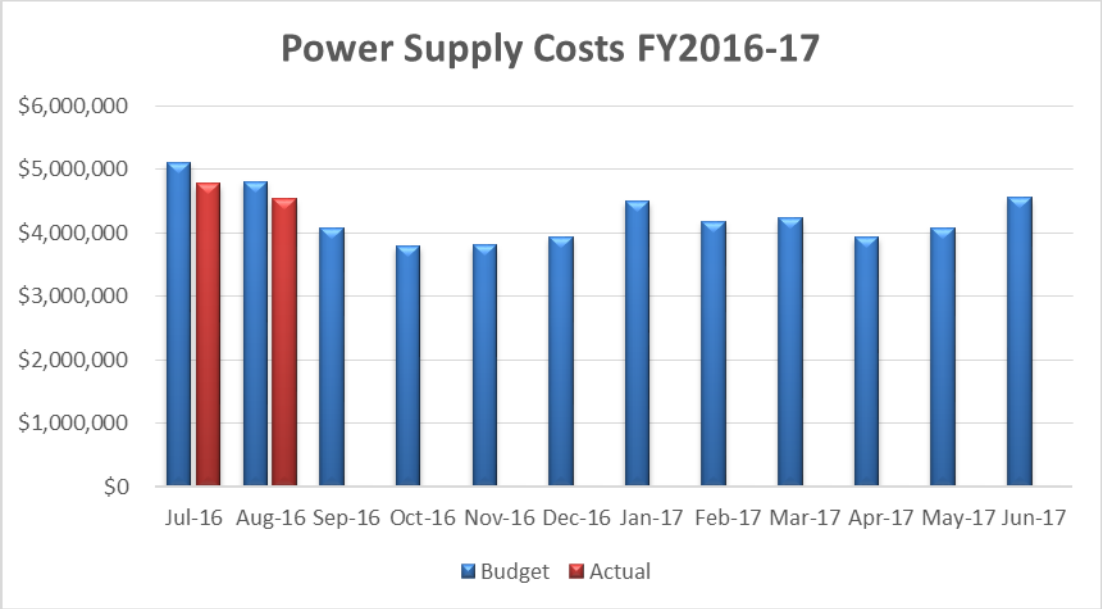
Date:
September 28, 2016

Table of Contents

I. Executive Summary **1**
Power Supply Summary 1
Supply Source Summary 2
Supply Variance 2
Generation Summary 3
Emissions Summary 5
Risk Management Summary 9
II. Budget Report **10**
III. Operations Management **13**
Operations Summary 13
IV. Appendix: PJM Invoice **18**

I. EXECUTIVE SUMMARY

POWER SUPPLY SUMMARY



Overall Power Supply costs were $270,024 below budget, predominantly driven by bearish PJM-Energy, Congestion and Losses and lower PJM-ARR Transmission and Fees. PJM Energy, Congestion and Losses for the month totaled $568,201.

Dover's budgeted cost for all power supply (capacity AND energy) was $63.75/MWh. The actual cost of all power supply (capacity AND energy) was $53.87/MWh.

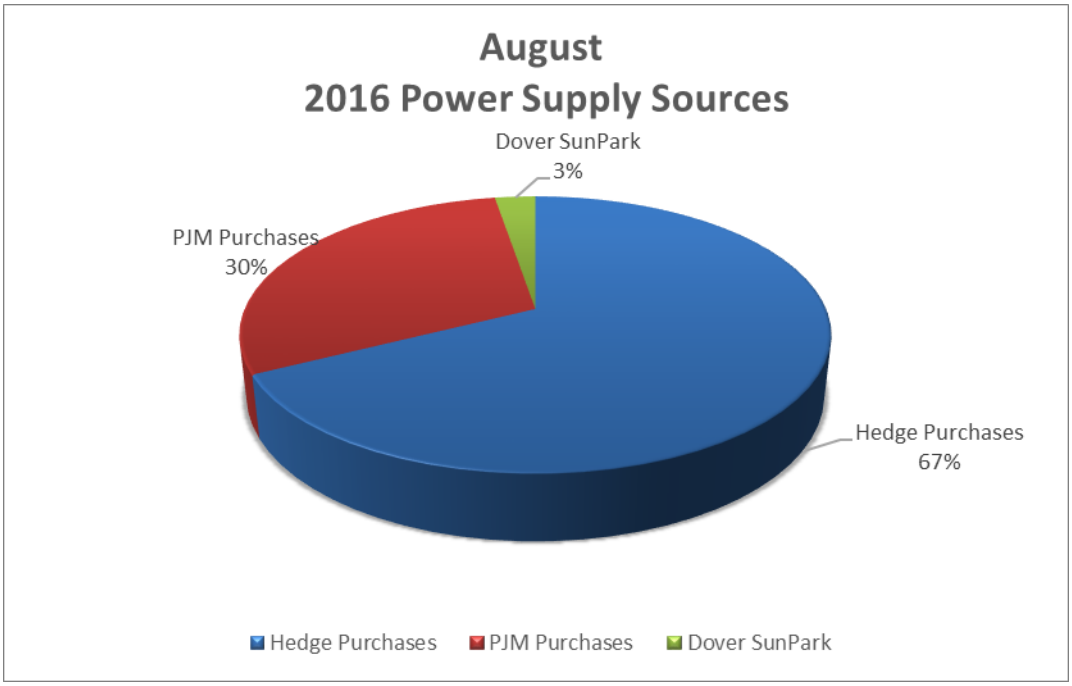
The actual cost of energy alone was $37.26/MWh as opposed to a budgeted energy cost of $41.67.

Dover's total load was 84,093 MWh versus a forecasted load of 75,300 MWh. Hedge purchases totaled 56,808 MWh, which was 68% of the actual load.

Dover's planned energy purchase from the SunPark solar installation was 1,857 MWhs. Dover's actual energy purchase from the SunPark installation was 2,223 MWhs.

Dover's power purchases from hedge transactions totaled $2,258,258. Purchases from PJM (energy and fees) totaled $1,852,647. PJM Revenue (Generation Credits) totaled $(1,154,004). The Grand Total owed to PJM for the month of August $698,643.

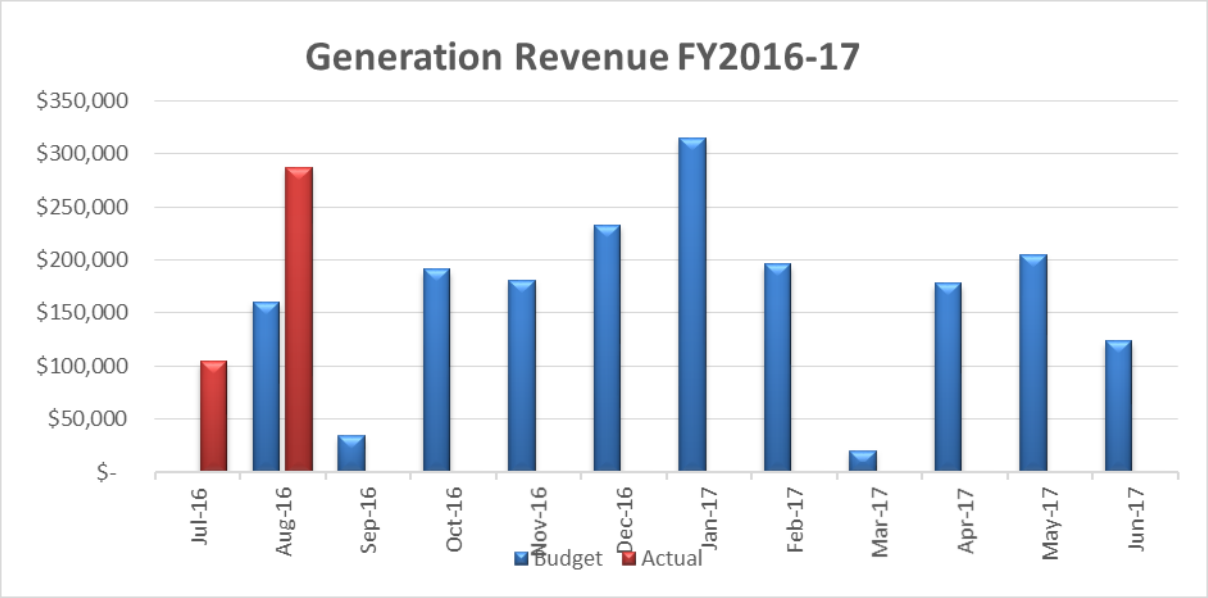
Supply Source Summary



Supply Variance

Purchased Power Variance Report:	August		
	Budget	**Actual**	**Variance**
Gross Load	75,300	84,093	(8,793)
Wholesale Load	73,443	81,870	(8,427)
Hedged Volume (MWh)	43,164	56,808	(13,644)
Unhedged Volume (MWh)	30,279	25,062	5,217
Dover SunPark Volume (MWh)	1,857	2,223	(366)
Renewable Energy Credits Volume	279	322	(43)
Hedged Cost ($/MWh)	$ 42.24	$39.75	$ 2.49
Unhedged Energy Cost ($/MWh)	$36.21	$22.67	$13.53
Solar Energy Cost ($/MWh)	$117.34	$138.21	($20.87)
Energy Costs ($/MWh)	**$41.67**	**$37.26**	**$4.40**
All-in Costs - Energy, Capacity and RECs ($/MWh)	**$63.75**	**$53.87**	**$9.88**

GENERATION SUMMARY



Net Generation Revenue for the month of August was $287,178 versus a budgeted revenue of $160,483.

Generation Breakdown:

City of Dover

Monthly Wholesale Generation

August 2016

Net Generation
8584.51

Production Margin

PJM - Generation				Formula
	Economic and Reliability Dispatch	$	440,083.77	A
Natural Gas & Oil Consumption				
	Purchases for Generation	$	(277,743.00)	
	Natural Gas Transport	$	(70,213.51)	
	Eastern Shore Cashout	$	(5,295.02)	
	Oil Consumption	$	-	
	Subtotal: Natural Gas & Oil Consumption	$	(353,251.53)	B
Gross Production Margin		$	86,832.24	C = (A + B)
$/MWh Generation Production Gross Margin		$	10.11	E = (C/D)
PJM - Capacity				
	Generation Capacity Credit	$	632,737.28	
	Reactive Supply and Transmission Losses	$	81,183.27	
	Subtotal: PJM - Capacity	$	713,920.55	F
All in Generation Margin				
	All in Generation Margin Total	$	800,752.79	(G = C + F)

EMISSIONS SUMMARY

Emissions Allowance and Solar Renewable Energy Summary through August 31, 2016

The reinstated Cross-State Air Pollution Rule (CSAPR) replaced the Clean Air Interstate Rule (CAIR) beginning January 1, 2015. The State of Delaware was included in the CAIR footprint but is not included in the CSAPR footprint.

The separate Clean Air Act acid rain deposition control program (CAA Title IV) which governs SO_2 national allowance trading program remains in effect for Dover. Beginning with the January 2015 report, TEA no longer includes a CAIR summary. It will continue to report on Dover's Clean Air Act Title IV SO_2 allowances.

Market liquidity for Title IV SO_2 allowances is very low, with few transactions occurring. The following table shows estimated values for Dover's banked allowances, based on a market price assessment published by SNL Energy.

Market Value for Clean Air Act Title IV Allowances			
Commodity	***$/Ton[1]***	***Tons***	***Market Value***
SO_2 Allowances – Title IV	$0.56	15,015	$8,408
Total			**$8,408**

Regional Greenhouse Gas Initiative

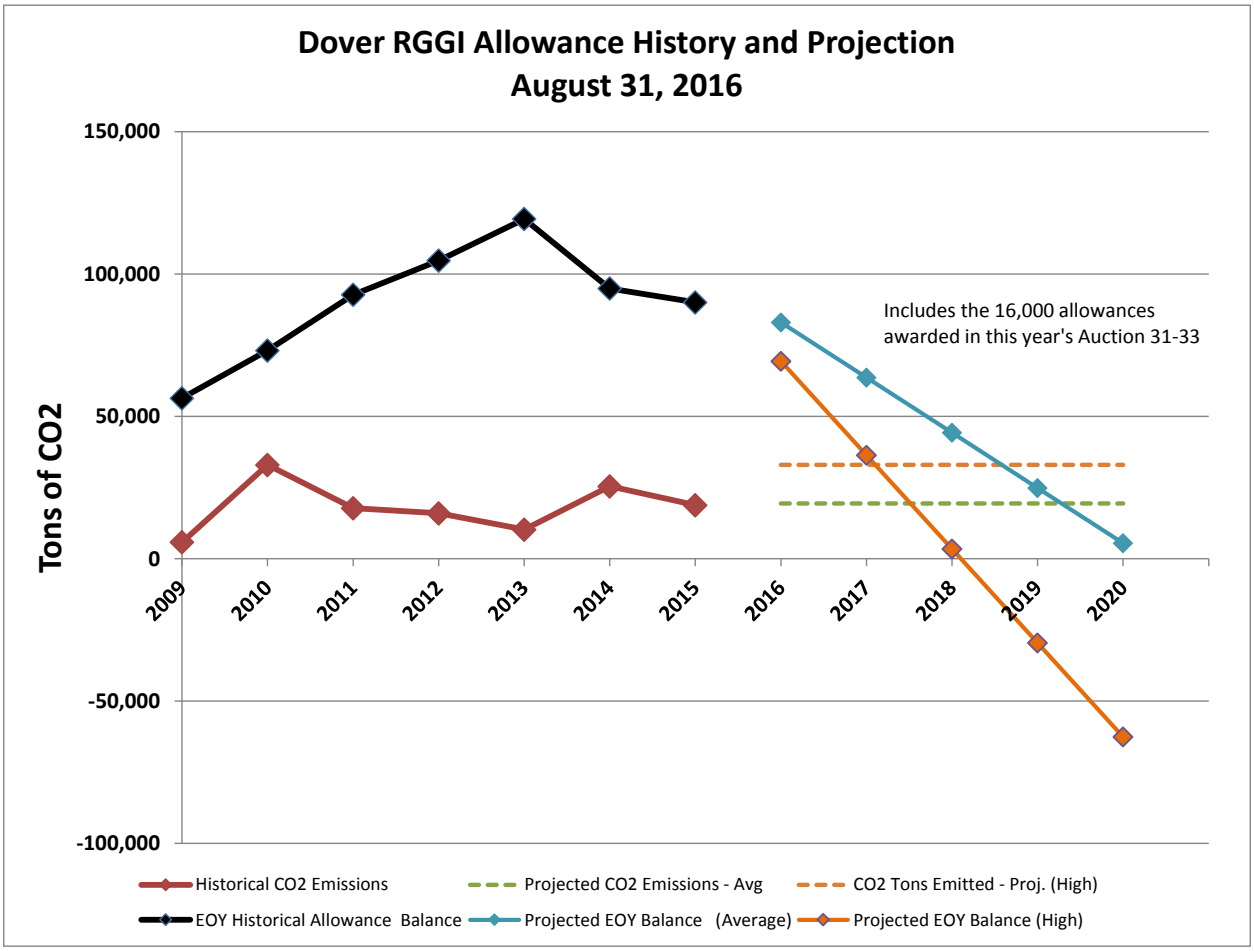
The State of Delaware is a participant in the Regional Greenhouse Gas Initiative (RGGI). The City of Dover must comply with RGGI by surrendering carbon dioxide (CO_2) allowances pursuant to the State of Delaware's laws (Title 7, Chapter 60, Sub-Title II-A).

Dover had more than a sufficient number of RGGI allowances allocated to it to cover its requirements through the first compliance period (calendar years 2009-2011) and second compliance period (2012 – 2014). Any unused allowances are carried over ("banked") for subsequent years. The table below includes Dover's historical activities, and includes projections through 2020. Two projections are presented: (1) future annual emissions based on the average for 2009 – 2015, and (2) future annual emissions based on 2010 actual CO2 emissions which was the highest emissions year between 2009 and 2015.

The table and chart indicate that Dover could run out of banked allowances as early as the end of 2018 under the high emissions scenario and by the end of 2020 under the average scenario. Therefore, Dover has initiated a program to participate in RGGI's quarterly auctions to ensure it has adequate allowances in the future.

[1] September 21, 2016 Daily Power Report by SNL Energy

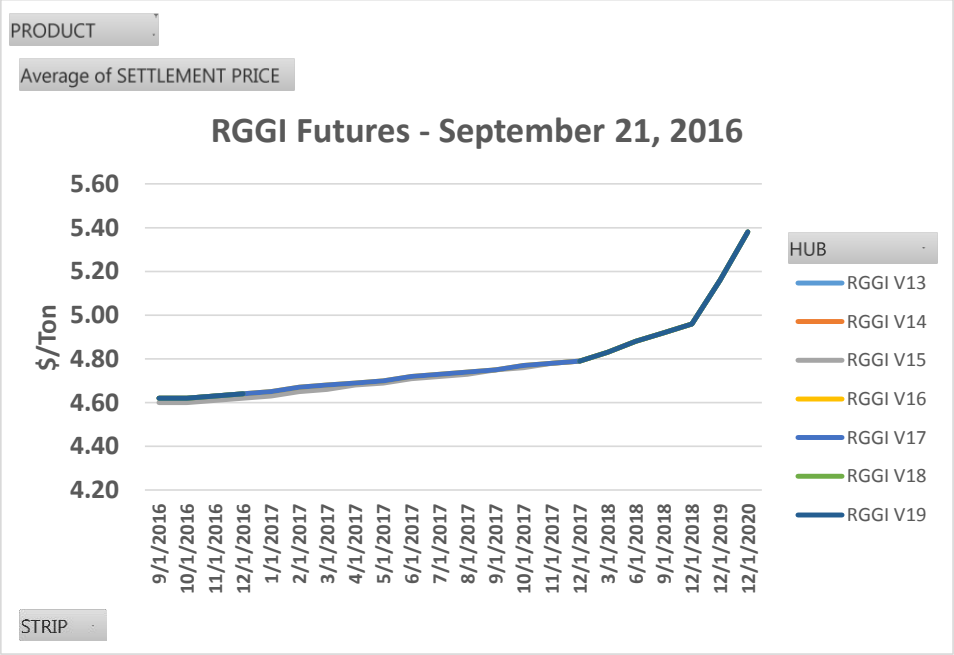
Dover, DE RGGI Allowance History and Forecast - August 2016									
Compliance Year (CY)	CO2 Allowances Sold	CO2 Allowances Purchased	Allocated CO2 Allowances	CO2 Tons Emitted & Adjustments-Historical	EOY Historical Allowance Balance	CO2 Tons Emitted - Proj. (Avg)	CO2 Tons Emitted - Proj. (High)	Projected EOY Balance (Average)	Projected EOY Balance (High)
2009	0		62,184	5,796	56,388				
2010	0		49,747	32,971	73,164				
2011	0		37,311	17,746	92,729				
2012	0		27,983	15,957	104,755				
2013	0		24,818	10,230	119,343				
2014	0	**1,000**	N/A	25,427	94,916				
2015	0	**14,000**	N/A	18,828	90,089				
2016	0	**16,000**	N/A	3,654	102,406	19,384	33,000	83,022	69,406
2017	0		N/A			19,384	33,000	63,639	36,406
2018	0		N/A			19,384	33,000	44,255	3,406
2019	0		N/A			19,384	33,000	24,872	-29,595
2020	0		N/A			19,384	33,000	5,488	-62,595



In anticipation of needing additional RGGI allowances in the future, Dover has participated the seven out of the last eight auctions and plans to continue to participate as required. The table below shows details for Dover's allowance purchases for each of these previous Auctions.

Dover's RGGI Allowance Purchase History				
RGGI Auction Number	***Auction Date***	***Auction Clearing Price ($/Ton)***	***Quantity of Allowances Awarded***	***Total Cost***
26	Dec 3, 2014	$5.21	1,000	$5,210
27	Mar 11, 2015	$5.41	6,000	$32,460
28	Jun 3, 2015	$5.50	4,000	$22,000
29	Sep 3, 2015	$6.02	4,000	$24,080
30	Dec 2, 2015	$7.50	0	$0
31	Mar 9, 2015	$5.25	8,000	$42,000
32	Jun 1, 2016	$4.53	6,000	$27,180
33	Sept 7, 2016	$4.54	2,000	$9,080
Totals			31,000	$162,010

Unlike the post- auction volatility seen back in June, RGGI Futures prices have struggled to find direction since the September auction. Allowance pricing volatility could pick up following this week's US Court of Appeals review of the EPA Clean Power Plan scheduled for September 27, 2016.



The next RGGI auction will be held on December 7, 2016. The Cost Containment Reserve will be 10 Million tons with a CCR price of $8.00/ton.

Based on the September 21, 2016 ICE price for the September 2016 futures price ($4.62/ton), the estimated market value of Dover's existing 102,406[2] ton RGGI allowance bank is $473,116.

Renewable Energy Certificates

Dover owns two photovoltaic systems totaling 15 kW, consisting of one 5 kW unit at the Utilities Administration Building and two 5 kW units at the McKee Run generating station. Dover also receives solar energy produced by the 10 MW Dover Sun Park which is owned by White Oak Solar Energy, LLC. In addition to all of the physical energy produced by the Sun Park, Dover receives 15% of Sun Park's Solar Renewable Energy Credits (SRECS).

Dover participates in the Delaware Municipal Electric Renewable Portfolio Standard (DMERPS) for compliance with the State of Delaware's RPS laws applicable to municipal utilities. The first compliance period under DMERPS was for the 12 months ending May 2014 and the second compliance period was for the 12 months ending May 2015.

Through the end of generation month July 2016, Dover had accumulated a net total of 8,579 SRECs from these renewable energy resources. This total includes SRECs reported in PJM's GATS account and Bonus allowances for Sun Park labor. This total is reduced by 2,941 SREC transferred to DEMEC for surrender on October 3, 2014 for the first compliance period and 2,861 SRECs and 574 bonus SRECs for the second compliance period on November 9, 2015.

Delaware periodically holds SRECs auctions; however, these auctions are for size tiers N1 – N3, E1 and E2. The Dover Sun Park is in the N4 tier for large-scale facilities. State-wide carve outs for Tier 4 have been fully subscribed, so there is not a market for tier T4 SRECs in Delaware.

The nearest viable market for Dover's SRECs is Pennsylvania. The most recent daily settlement prices for Pennsylvania SRECs from Bloomberg and SRECTrade are used in the table below.

SREC Vintage (June 1 – May 31)	Market Clearing Price	PJM-GATS Balance Before 2014/15 Compliance	10% Bonus SRECs for Sun Park Labor(3)	Transferred to DEMEC for 2014/15 Compliance		Net SREC Balance After Transfer and Surrender	Market Value
				GATs	Bonus		
2011/2012	$0.00	0	290.2		290.2	0	$0
2012/2013	$0.00	2,173	215.7	2,173	215.7	0	$0
2013/2014	$8.00	2,701	268	688	68.1	2,212.8	17,702
2014/2015	$12.00	2,685	266.3	0	0	2,951.3	35,416
2015/2016	$12.00	2,586	168	0	0	2,754.0	33,048
2016/2017	$12.00	661	0	0	0	661.0	7,932
Totals		**10,806**	**1,208.20**	**2,861**	**574**	**8,579.1**	**$94,098**

[2] Subject to verification from RGGI COATS account.

[3] Note: Retroactive Bonus Allowances were not transferred within PJM's GATS system, but were used to offset 2014/2015 compliance obligation.

TEA continues to recommend to Dover to retain these allowances for compliance with its Renewable Portfolio Standard (RPS). Additionally, Dover will need to acquire additional SRECs resources in future years. It is apparent that Dover's portion of SRECs produced by White Oak Solar Energy Center will not be sufficient future years as the compliance requirements increase. DEMEC has indicated that it expects to have excess SRECs available for Dover's compliance requirements. This and other alternatives will need to be evaluated in the near future.

RISK MANAGEMENT SUMMARY

Forward power prices in PJM have increased in the prompt year and next and seen a slight decrease for the outer years.

PY	Hedge Ratio	Blended Cost ($/MWh)	Monthly Change ($/MWh)
2016-17	67%	$ 38.46	$0.28
2017-18	56%	$ 37.88	$0.12
2018-19	88%	$ 37.47	($0.02)
2019-20	80%	$ 34.93	($0.07)
2020-21	56%	$ 34.09	($0.06)

II. BUDGET REPORT

	Budget Aug-16	Actual Aug-16	Variance
Gross Load	**75,300**	**84,093**	**(8,793)**
Power Supply			
Hedged Energy	$1,823,400	$2,258,258	$ (434,858)
PJM - Energy, Congestion & Losses	$1,096,300	568,201	$528,099
PJM - ARR, Transmission and Fees	$ 633,700	391,207	$242,493
Dover SUN Park Energy	$ 217,900	$307,250	($89,350)
Dover SUN Park RECs	$ 40,500	$42,720	($2,220)
RECS (Solar and Non-Solar)	$ 56,100	$0	$56,100
RGGI Credit Costs	$ -	$0	$0
Management Fees	$ 69,583	$69,583	$0
PJM - Capacity UCAP Obligated Purchased	$ 863,000	$893,240	($30,240)
Subtotal - Power Supply	**4,800,483**	**$4,530,459**	**$270,024**
Power Generation O&M			
Plant O&M	$ 498,075	$ 513,575	$ (15,500)
Subtotal Generation O&M	**498,075**	**$ 513,575**	**$ (15,500)**
Power Generation Production Margin			
PJM - Economic and reliability dispatch	$ (3,000)	($440,084)	$437,084
Fuel Costs - Natural Gas	$ 600	$353,252	($352,652)
Fuel Costs - Oil	$ -	$0	$0
Testing Costs	$ 5,542	$0	$5,542
Subtotal Generation Production Margin	**3,142**	**($86,832)**	**$ 89,974**
Power Generation Non-Production Revenue			
PJM - Generation Capacity Credit	$ (631,700)	($632,737)	$1,037
Emissions Allowance Sales	$ -	$0	$0
Reactive Supply - Gas	$ (30,000)	($81,183)	$51,183
Subtotal - Non-Production Revenue	**(661,700)**	**($713,921)**	**$52,221**
SubTotal - All Generation	**$ (160,483)**	**($287,178)**	**$ 126,694**
Total - Utilities Cost	**$4,640,000**	**$4,243,281**	**$396,719**
Unit Costs			
Total - Power Supply	$63.75	$ 53.87	$9.88
Total - Power Generation	($2.13)	($3.42)	$1.28
Final Cost of Service to City of Dover Ratepayers	$61.62	$50.46	$11.16

August Variance Analysis

- **Power Supply**
  - Dover consumed 8,793 MWh more than forecasted for the month.
  - Dover saw an unfavorable variance for budgeted Hedged Energy of $434,858.
  - Dover experienced a favorable variance for budgeted PJM - Energy, Congestion & Losses of $528,099 and a favorable variance for PJM ARR, Transmission and Fees of $242,493.
  - The City of Dover realized a favorable variance of $270,024 for power supply vs. the monthly budget.
  - Dover Sun Park generated 366 MWhs more than forecasted.
  - This resulted in a net power supply cost positive budget variance of $9.88/MWh below budget.
- **Generation**
  - Non Production Revenue had a favorable variance of $52,221
  - Net All Generation Revenue had a favorable variance of $126,694

	Budget YTD	Actual YTD	Variance
Gross Load	**154,200**	**165,317**	**(11,117)**
Power Supply			
Hedged Energy	$ 3,523,700	$4,639,481	$ (1,115,781)
PJM - Energy, Congestion & Losses	$ 2,594,400	1,323,613	$1,270,787
PJM - ARR, Transmission and Fees	$ 1,267,350	729,499	$537,851
Dover SUN Park Energy	$ 456,700	$595,165	($138,465)
Dover SUN Park RECs	$ 88,800	$87,032	$1,768
RECS (Solar and Non-Solar)	$ 112,200	$0	$112,200
RGGI Credit Costs	$ -	$0	$0
Management Fees	$ 139,166	$139,166	$0
PJM - Capacity UCAP Obligated Purchased	$ 1,726,000	$1,785,463	($59,463)
Subtotal - Power Supply	**9,908,316**	**$9,299,419**	**$608,897**
Power Generation O&M			
Plant O&M	$ 1,360,800	$ 1,158,566	$ 202,234
Subtotal Generation O&M	**1,360,800**	**$ 1,158,566**	**$ 202,234**
Power Generation Production Margin			
PJM - Economic and reliability dispatch	$ (270,400)	($1,177,344)	$906,944
Fuel Costs - Natural Gas	$ 62,200	$1,063,467	($1,001,267)
Fuel Costs - Oil	$ -	$0	$0
Testing Costs	$ 11,083	$0	$11,083
Subtotal Generation Production Margin	**(197,117)**	**($113,877)**	**$ (83,240)**
Power Generation Non-Production Revenue			
PJM - Generation Capacity Credit	$ (1,263,400)	($1,265,475)	$2,075
Emissions Allowance Sales	$ -	$0	$0
Reactive Supply - Gas	$ (60,000)	($170,786)	$110,786
Subtotal - Non-Production Revenue	**(1,323,400)**	**($1,436,260)**	**$112,860**
SubTotal - All Generation	**$ (159,717)**	**($391,571)**	**$ 231,854**
Total - Utilities Cost	**$9,748,599**	**$8,907,849**	**$840,751**
Unit Costs			
Total - Power Supply	$64.26	$ 56.25	$8.00
Total - Power Generation	($1.04)	($2.37)	$1.33
Final Cost of Service to City of Dover Ratepayers	$63.22	$53.88	$9.34

III. Operations Management

Operations Summary

Executive Summary:

During the month of August, there were no recordable accidents, lost time accidents or environmental incidents. The facility has gone 504 days since the April 16, recordable accident, and 598 days without a Lost Time Incident (LTI). There was one near miss reported in August 2016 at McKee Run, a breaker handle was observed improperly stored (hung) on a safety handrail.

Units 1, Unit 2 and Unit 11 were not dispatched during the month of August by PJM or the City of Dover, while Unit 3 was self-dispatched for thirteen startups. The staff successfully completed the PJM Summer Capacity Tests for Unit 11 on August. Unit 3 experienced three boiler trips during the month due to an intermittent low combustion air flow. The air flow operation during scheduled run events was increased until the flow transmitter can be calibrated when the unit is offline. The air flow pressure taps have been inspected and cleaned.

Monthly Budget Variance – The actual expenses attributable to O&M of the two sites for the month of June are $513,575 against a budgeted amount of $483,265 for an unfavorable variance of $30,310 or 6.27%. The labor budget expense had a favorable monthly variance of $29,139 due to a change in employee staffing assignments and a lower than anticipated increase in labor costs. The Materials and Supplies area had an unfavorable monthly variance of $54,616 which was due to the timing of water two water bills being expensed in August. A portion of this negative variance was offset by not proceeding with a bulk chemical purchase which was not needed yet. It is important to note that the budgeted funds for the plant water account are fully expensed for this fiscal year after only 2 months. Last item is the Administrative Expense area which also had an unfavorable monthly variance of $4,833 which was due primarily to the timing of the electric bill which resulted in two electrical invoices being expensed in August.

The table for tracking compliance for Unit 3 at MRGS, page 5, represents the #2 fuel oil combusted and the natural gas combusted for Unit 3 by month. The stipulation of the Title V permit only allows #2 fuel oil combustion during testing, emergencies and gas curtailments. This table was updated for the month of August and we are in compliance with the air permit now. Continuing plant operations on natural gas, while gas is available, will allow for any oil combustion needed in the winter months (through December) provided the oil combustion is small and the additional natural gas combustion is adequate to compensate for oil combustion. Please note that the table has been revised because the plant records were not being kept up to date for ALL oil combusted, this was corrected as well as a testing credit for an oil capacity test in January, so that was removed from the requirement for gas combustion. As stated last month, the more difficult part of the Title V compliance is projecting the buffer to burn in natural gas without knowing the required oil burn during the end of year winter month periods.

NAES Corporation
Dover, Delaware
August 2016
Monthly Report



Scholarship Recipients for 2016
Aaron deBloois and Gabrielle Lavender

Cover Photo: Top picture: Aaron deBloois receives his NAES Scholarship Award from Don Mordus, Plant Manager. Aaron will be pursuing a Degree in Chemical Engineering at the University of Delaware. Aaron is the son of John deBloois, IC&E Technician at McKee Run.

Bottom picture: Gabrielle Lavender receives her NAES Scholarship Award from Don Mordus, Plant Manager. Gabrielle is continuing her education to receive a Degree in Accounting. This is her second Scholarship Award from NAES. Gabrielle is the daughter of Ray Lavender, Operations Supervisor for McKee Run.

Table of Contents

1.0 Environmental, Health and Safety

2.0 Financials

3.0 Operations

4.0 Maintenance

5.0 Capital Improvement Projects (CIP

6.0 General Plant Information

7.0 Training

8.0 Calendar of Upcoming Events

9.0 “Value Added” Accomplishments during June

1.0 Environmental, Health and Safety

During the month of August, there were no recordable accidents, lost time accidents or environmental incidents. The facility has gone 598 days through August 31, 2016 without a Lost Time Accident (LTI) and 504 days since the April 16, 2015 recordable accident. There was one Near Misses reported in August 2016 at McKee Run Generating Station. A breaker racking handle was observed hanging from a hand rail that led to a one story drop. The racking handle was immediately removed from the railing and returned to its proper place.

During the month of August, there were 1,826,432-gallons of industrial wastewater discharged to the Kent County Public Works sewer system. McKee Run collected a representative sample of the discharge on August 15, 2016 and submitted the monthly SIU Report to Kent County Public Works. Based on laboratory analytical data, no environmental exceedances or violations occurred. On August 30, 2016, the annual industrial wastewater discharge samples were collected and submitted to the laboratory for analysis. The annual sampling is more comprehensive and includes parameters such as volatile organics, semi-volatiles and PCBs. The analytical results from these samples have not been received from the laboratory for inclusion in this report. On August 22, 2016, the City of Dover submitted a request to Kent County Public Works for a permit modification to increase the industrial waste water discharge limit from 0.125 MGD per day to 0.500 MDG per day. The permit modification was granted; however, further discussion is necessary with Kent County on the analytical parameters and concentration levels identified in the permit.

During the month of August, there were no NPDES storm water sampling events at McKee Run's Outfall 001, 004, 005 and 006. Even though no sampling occurred, DNREC requires the City of Dover to submit an electronic DMR (eDMR) indicating no sampling occurred. As part of Pollution Minimization Plan (PMP) as part of the NPDES permit, the City of Dover invited four (4) contractor to the site for a bid walk to perform pipe camera evaluation, storm drain cleanout and replace several storm drain grates that are seized to the cast iron rims. The City only received two (2) of the four (4) bids. The project was put on temporary hold until other options are evaluated.

During the month of August, the City of Dover McKee Run and VanSant underwent the annual DNREC Title V Full Compliance Audit on two (2) separate days. The City of Dover has not received any feedback from DNREC on the outcome of these audits. Feedback can take up to 2-4 months for a response.

Several burrowing animals were caught and removed from the McKee Run facility by a licensed pest control contractor. These pests burrow into the Tank 1 containment berm compromising the integrity of the berm should a spill occur.

1.1 Environmental, Health and Safety Tables

Environmental, Health and Safety Statistics			
	August	Fiscal Year to Date 7/1/2016-6/30/2017	
NOVs	0	0	
Opacity Deviations	0	1	
Environmental Deviations	0	2	
OSHA Recordable	0	0	
OSHA LTA's	0	0	
First Aid cases	0	0	
Restricted Workday Accident	0	0	
Near Miss	1	2	
Man Hours Worked	**4525.75**	**8792.75**	
Date of OSHA Recordable:	4/16/2015	**Days since last Recordable:**	**504**
Date of Lost Time Accident:	1/12/2015	**Days since last LTA:**	**598**

SO_2 Allowance Summary							
SO_2 Allowance Vintage	SO_2 Allowances Sold - YTD	SO_2 Allowances Available (Per Unit, Prior to Sale & Reconciliation)		SO_2 Tons Emitted	SO_2 Tons Emitted	Total SO_2 Tons Emitted	SO_2 Allowance Balance
		Unit #3	Unit #11	Unit #3	Unit #11		
2014 and earlier	0	12,214	826				13,040
2015	0	1,850	138	12.1	1.2	13.3	1,974.7
2016	0		0.4				
		Total SO2 Allowance Balance:					15,014.7

CO2 Allowance Summary											
CO2 Allowances	Quarterly Unit CO2 Emitted				Current Period CO2 Purchases	Reporting Period Total CO2 Emitted		Total CO2 Emitted		RGGI-COATS Account Balances*	
	U1	U2	U3	U11	New Purch	MR	VS	MR	VS	MR	VS
2015 and before						194,244	7,799			77,282	6,788
2016-1	0	0	2,556	391	8,000			2,556	391	82,726	6,397
2016-2	0	0	634	73	6,000			634	73	88,092	6,324
2016-3											
2016-4											
ACT 2016 TOTALS	0	0	3,190	464	14,000	0	0	3,190	464	88,092	6,324

4

1.2 Title V Air Permit Fuel Operation Compliance

McKee Run Generating Station: The Title V Permit dictates that natural gas is the primary fuel source for the unit operations and stipulates that by April 16, 2015, the boiler shall not combust oil for more than 10.0% of the average annual heat value MMBtu input during any 3 calendar years or no for more than 15% of the annual heat rate during any single calendar year. The tables below track fuel combustion operations to ensure compliance with the respective site Title V permits are maintained. Up to 48 hours can be used for valid "testing" purposes and gas curtailments are an allowable exception to the rule. The plant is communicating with Eastern Shore to obtain the required written confirmation of NG outages for compliance purposes. We are also and determining how many operating hours were done for "testing" which will also reduce the required natural gas to combust to be in compliance for Unit 3.

[4] *Not actual RGGI balances, NAES' accounting of allowance balance per COMPAS reports and emissions for the year.

McKee Run Unit 3				
Month	Gas Combusted (MMBtu)	#2 FO Combusted (MMBtu)	Net Generation (WM)	Gas Combustion Needed (Mcf)
Jan	355	15,805	2,095.4	135,987.7
Feb	0	6,358	506.2	190,826.7
Mar	0	0	0	190,826.7
Apr	0	0	0	190,826.7
May	0	0	0	190,826.7
Jun	10,086	0	836.4	181,266.2
Jul	204,090	0	17,492.0	-12,184.3
Aug	100,021	0	8,752.9	-106,990.6
Sept	-	-	-	-
Oct	-	-	-	-
Nov	-	-	-	-
Dec	-	-	-	-
	YTD Fuel Oil Combustion in MMBtu = >	**9,247.6**	**Gas Combustion required for Title V Compliance (Mcf) = >**	**-106,990.6 (Mcf)**

Van Sant Station: The Title V Air permit restrictions with regards to operations, is limited to 70,080 MW-hr. per calendar year with a rolling average of 35,040 MW-hr. over the previous 3 calendar years.

Van Sant Unit 11				
Year	Months Included	Total MW Generation on #2 Fuel Oil	MW Generation Allowed on #2 Fuel Oil	3 Yr. Rolling Average
2014	January-December	1,316.11 MW	69,483.89 MW	1,316.11 MW
2015	January-December	2,237.05 MW	68,562.95 MW	1,776.58 MW
2016	January-August	483.12 MW	70,402.39 MW	1,316.77 MW

2.0 Financials

Monthly and year to date financial results as compared with the approved power plant budget for the Generation Units are provided below.

August 2016			
	Actual	Budget	Variance
Personnel	$235,961	$265,100	$29,139
Materials & Supplies	$94,216	$39,600	($54,616)
Administrative Expenses	$183,398	$178,565	($4,833)
Total	**$513,575**	**$483,265**	**($30,310)**

July 2016 thru August 2016			
	Actual	Budget	Variance
Personnel	$381,772	$737,400	$355,628
Materials & Supplies	$95,944	$82,700	($13,244)
Administrative Expenses	$680,850	$698,255	$17,405
Total	**$1,158,566**	**$1,518,355**	**$359,789**

2.1 Variance analysis:

The actual expenses for the month of August are $513,575 against a budgeted amount of $483,265 for an unfavorable variance of $30,310 or 6.27%. The variance was due to the following:

PERSONNEL EXPENSES – A favorable monthly variance of $29,139 was due to a change in employee staffing assignments and a lower than anticipated increase in labor costs. As a result, this impacted three (3) labor accounts – Straight Time, Overtime, and Labor Burdens.

MATERIALS AND SUPPLIES EXPENSES - An unfavorable monthly variance of $54,616 was due to the timing of water bill receipt which resulted in two water bills expensed in August. A portion of this negative variance was offset by not purchasing bulk chemicals we anticipated would be needed. It is important to note that the budgeted funds for the plant water account are fully expensed for this fiscal year after only 2 months. The plant water budget was cut approximately $30K to match the level of the previous year from the recommended $115K. There was a large credit in the water account from over charges in the previous year's sewer costs. When the City reviewed the draft budget it was determined it was over funded and didn't take into account the credit, so the funding was reduced to the same level as the previous year. When the City subsequently removed the water credit from the water account, the account was now effectively under budgeted. The credit had made the water account funding appear excessive and it was reduced from the recommended bump to the recommended plant need. This is important to recognize because without additional funding for plant water usage the budget will be in an unfavorable status or other budget line items will be shortchanged to amend for the budget shortage.

ADMINISTRATIVE EXPENSES – An unfavorable monthly variance of $4,833 was due primarily to the timing of the electric bill receipt which resulted in two electrical invoices being expensed in August. A portion of this negative variance was offset by lower environmental costs than anticipated for August.

3.0 Operations

Unit Operations / Outages / Trips: Units 1 & Unit 2 and Unit 11 were not dispatched during the month of August by PJM but Unit 3 was self-dispatched for thirteen startups. The staff successfully completed the PJM Summer Capacity Testing on Unit 11 on August 1st; this completed all of the Summer Capacity Tests for all generation Units.

The Unit 3 boiler experienced 3 trips during the month due to an intermittent low combustion air flow condition. The combustion air flow during scheduled run events was increased until the instrumentation for the air flow transmitter can be checked and calibrated when the unit is off line. Operations also completed the annual electrical over speed trip on August 12th, the unit tripped at 3,740 RPM. The mechanical over speed trip test was successfully conducted on Unit 3 on August 18th, during a scheduled unit start. The turbine speed was increased until the unit tripped at 3,956 RPM.

McKee Run facility lost electrical power to the plant due to a squirrel contacting live Buss-yard equipment which tripped the incoming station power. The City Electrical Transmission and Distribution Department responded and obtained replacement lightening arrestors, a damaged potential transformer and an insulator. Station power was restored and the plant restored the needed equipment to operation.

Month of August 2016							
		McKee Unit 1	McKee Unit 2	McKee Unit 3	MRGS TOTAL	VanSant Unit 11	Total ALL Units
Capacity:	(MW)	17	17	102	136	42	178.00
On Line Hours:	(HRS)	0	0	170.227	170.227	1.683	171.910
Starts:	(#)	0	0	13	13	1	14
Gross Generation:	(MWh)	0	0	9,466.564	9,466.564	66.816	9,533.380
Net Generation:	(MWh)	0	0	8,572.881	8,572.881	66.770	8,639.651
Total Auxiliaries:	(MWh)	0	0	893.683	893.683	46	893.729
Auxiliaries purchased:	(MWh)	19.248	19.248	379.004	417.500	1.520	417.502
Fuel Gas Used:	(MMBTU)	0	0	94,738.768	94,738.768	828.000	95,566.768
Fuel Oil Used:	(MMBTU)	0	0	0	0	0	0
Fuel Oil Used:	(Gallons)	0	0	0	0	0	0
Total Fuel:	(MMBTU)	0	0	94,738.768	94,738.768	828.000	95,566.768
Net Heat Rate:	(BTU/KWh)	0	0	11,667	11,667	13,092	11,678
Unit Trips:	(#)	0	0	0	0	0	0
Capacity Factor:	(%)	0%	0%	11.30%	11.30%	0.21%	8.47%
Availability Factor:	(%)	100%	100%	100%	100%	100%	100%
Commercial Unavailability :	(%)	0%	0%	0%	0%	0%	0%
Planned Outage Hours	(HRS)	0	0	0	0	0	0
Maintenance Outage Hours:	(HRS)	0	0	0	0	0	0
Forced Outage Hours:	(HRS)	0.0	0.0	0.0	0.0	0.0	0.0
Equivalent Derate Hours:	(HRS)	0.0	0.0	0.0	0.0	0.0	0.0
Reserve Shutdown Hours:	(HRS)	744	744	573.773	2,061.773	742.317	2,804.090
HW Boiler Gas Usage:	(MMBTU)				0		0

2015-2016 Fiscal Year - July 2016 thru August 2016							
		McKee Unit 1	McKee Unit 2	McKee Unit 3	MRGS TOTAL	VanSant Unit 11	Total ALL Units
Capacity:	(MW)	17	17	102	136	42	178.00
On Line Hours:	(HRS)	6.450	4.250	610.376	621.076	1.683	622.759
Starts:	(#)	1	2	9	12	0	12
Gross Generation:	(MWh)	72.382	55.948	28,733,911	28,862,241	66,816	28,929,057
Net Generation:	(MWh)	69.226	53.897	26,064,873	26,187,996	66,770	26,254,766
Total Auxiliaries:	(MWh)	3.156	2.051	2,669,038	2,674,245	46	2,674,291
Auxiliaries purchased:	(MWh)	43.622	43.622	593.022	636.644	2.557	639.201
Fuel Gas Used:	(MMBTU)	1,231.944	1,019.223	304,203.155	306,454.322	874.162	307.328.484
Fuel Oil Used:	(MMBTU)	0	0	0	0	0	0
Fuel Oil Used:	(Gallons)	0	0	0	0	0	0
Total Fuel:	(MMBTU)	1,231.944	1,019.223	304,203.155	306,454.322	874.162	307.328.484
Net Heat Rate:	(BTU/KWh)	17,796	18,911	11,670	11,693	13,092	11,694
Unit Trips:	(#)	0	1	4	5	0	5
Capacity Factor:	(%)	0.27%	0.21%	17.17%	8.47%	0.11%	10.08%
Availability Factor:	(%)	100%	100%	100%	100%	100%	100%
Commercial Unavailability :	(%)	0.0	0.0	0.0	0.0	0.0	0.0
Planned Outage Hours	(HRS)	0	0	0	0	0	0
Maintenance Outage Hours:	(HRS)	0	0	0	0	0	0
Forced Outage Hours:	(HRS)	0.0	0.0	0.0	0.0	0.0	0.0
Equivalent Derate Hours:	(HRS)	0.0	0.0	0.0	0.0	0.0	0.0
Reserve Shutdown Hours:	(HRS)	1,481.550	1,483.750	877.624	3,842.924	1,486.317	5,329.241
HW Boiler Gas Usage:	(MMBTU)				0		0

Fuel Oil Inventory (#2 Fuel Oil)							
	Monthly Starting Inventory	Monthly Ending Inventory	Fuel Monthly Purchase	Monthly Inventory Change	FY15-16 Starting Inventory	Fuel Purchase FYTD	FY15-16 Inventory Change
McKee Run	864,506	866,269	0	1,763	862,307	0	3,962
Van Sant	223,624	223,244	0	(380)	222,992	0	252

Van Sant Lifetime through August 2016			
	Actual Starts	**Factored Starts**	**Fired Hours**
Van Sant	1,427	2428.55	4,430.30
Since HGP–2004	287	760.85	1,046.72

*Hot Gas Path inspection

3.1 Team Report:

The Operations Team completed thirteen successful Unit 3 startups during the month, and experienced 3 boiler trips. The boiler was safely re-started and the unit was returned to service.

The Operations Department continues to utilize the on duty Day Shift Team to support plant operations, general maintenance of the plant and support maintenance department by successfully completing Preventative Maintenance (PM) work orders and other plant related PM tasks.

The Operations Team continues to complete GPI Learning courses to improve their knowledge and skills. The GPI online training targets OSHA safety training and OSHA environmental training. Also GPI online training is utilized to completed NAES SMP (Safety & Environmental) Training; the operators review the plant's safety and environmental permits/policies/manuals and complete a final test for knowledge of the material.

4.0 Maintenance

During the month of August, the Plant Maintenance staff continued addressing the backlog of work orders, preventative maintenance (PM's) and new work orders received during the month. Back logged Work Orders are work orders that have been open for greater than thirty days. There were 117 new work orders issued with 83 work orders being completed, and 24 of the back logged work orders completed during the month. There were 3 new Safety Work Orders entered into the plant's Computerized Maintenance Management System (MP2) for the McKee Run site during the month and 2 were completed. The table below summarizes the monthly work order activities based on MP2 work order records and will continue to improve with time. This table gives a representation of identified outstanding work; Preventative Maintenance tasks completion and remaining corrective work orders and back logged work orders that require attention.

City of Dover – McKee Run Work Order Statistics									
	WO Type	Starting Backlog	Recv'd WO	Total WO	Comp WO	Comp Rcvd	Total Comp	Ending Backlog	OPEN WO's
McKee Run	ADM	10	1	11	5	0	5	5	6
	CM	41	42	83	12	20	32	29	51
	EW	0	0	0	0	0	0	0	0
	PM	26	45	71	7	38	45	19	26
	SW	2	3	5	0	1	1	2	4
Site Totals		**79**	**91**	**170**	**24**	**59**	**83**	**55**	**87**

City of Dover – Van Sant Work Order Statistics									
	WO Type	Starting Backlog	Recv'd WO	Total WO	Comp WO	Comp Rcvd	Total Comp	Ending Backlog	OPEN WO's
Van Sant	ADM	0	0	0	0	0	0	0	0
	CM	4	3	7	0	2	2	4	5
	EW	0	0	0	0	0	0	0	0
	SW	8	23	31	1	19	20	7	11
Site Totals		**12**	**26**	**38**	**1**	**21**	**22**	**11**	**16**

Notable activities during the month include:

The IC&E staff and the maintenance staff completed the repairs to the caustic line that runs to the neutralization waste tank at VanSant Generating Station. The pH was low in the tank. The pH needed to rise before the tank could be discharged to the sewer. The IC&E technicians found that the cable for the

pH probe to the monitor was damaged. This cable was replaced. The mechanics also discovered that the caustic line going into the tank was clogged. The line was cleared and the caustic was able to flow to the tank. Once the tank was neutralized to the correct permitted limits for the pH level the water was discharged to the sewer.

The IC&E technicians were tasked with discovering why the Unit 3 boiler was tripping on the main fuel trips. During a period the plant was not being dispatched it was discovered that the C-3 Deck gun limit switch was full of water. The limit switch housing had not been accessed since the deck valves were installed and the O-ring seal on the housing was found to have been pinched during initial installation. The housing and components in the limit switch were changed our and the valve reassembled.

The Maintenance staff assisted the operations staff in completing the successful capacity test on Unit 11 at the VanSant Generating Power Plant. This type of team work continues to make this project successful.

During a run period the operation staff discovered that the ATLAS COPCO GA 75 air compressor was not functioning as designed, compressor was not loading up. The IC&E technicians were called to troubleshoot the air compressor. The technicians discovered that the compressor was starting but was not loading when the pressure was calling for the compressor to start producing air. The technicians found that the run contactor coil was bad. The coil was replaced and the air compressor was put back into service.

The Maintenance staff rebuilt a 3B Cooling Water Booster Pump. The impeller had deteriorated to the point where it was no longer pumping water, the impeller hub was sheared and the impeller was no long rotating in the pump. The motor bearings were worn and rough when rotated by hand so they were replaced along with the pump impeller. The pump housing was cleaned and checked for any degradation in the housing. There were no major issues with the condition of the pump housing. The pump shaft was cleaned and measurements were taken to have a new shaft reverse engineered and added to the stock system as the pumps are obsolete, the spare shaft will be put in inventory. The pump was reassembled and returned to service and is working well.

The Plant Engineer and Maintenance Supervisor continue to work on obtaining the price quote for installing a remote start capability for the Van Sant unit.

5.0 Capital Improvement Projects (CIP)

This month's report for CIP project planned and budgeted for the current budget year 2015/2016 with the status to date for the project.

Project Number	Description	2016-2017 CIP Status Update
EG1407	Metering System Upgrades	Progress: Materials received. Schedule: Waiting on network set up and installation.
EG1416	Van Sant Capacity Increase	Progress: Air compressor for Inlet Fogging System installed. Schedule: Other work if identified to support capacity increase. Project has been extended to December 31, 2016.
EG1608	McKee Run / Van Sant CEMS Upgrades	Progress: New CEMS Computers installed and functioning, CIP to close. Schedule: Complete. Transferred $80K of these funds approved to EG1407.
EG1609	Van Sant Station Component Replacement	Progress: Work completed for this FY. Schedule:
EG1610	McKee Run / Van Sant Safety Compliance	Progress: Working to locate a fencing company to provide estimates for new fence, and obtain additional quote on security camera. Schedule: Other work as appropriate vendor is identified.
EG1612	Van Sant Exhaust Plenum Replacement	Progress: New Exhaust Plenum is installed. Schedule: Received quote for minor corrective repairs downstream of the exhaust plenum upstream of the exhaust silencers.
EG1613	McKee Run Unit #3 Boiler Stack Repairs	Progress: Contractor selected for work and City Council approved 08/22/16. Schedule: Start 10/8/2016 complete repairs 11/16/2016.
EG1701	Van Sant Major Overhaul	Progress: Assessed Spare parts needed for overhaul with GE Field Engineer Schedule: Awaiting quote from GE for recommended spare parts and will solicit other quotes for comparison.
EG1702	Unit#3 Boiler System Repairs	Progress: Schedule: Project was CIP EG1504.
EG1703	McKee Run Building Equipment Replacement	Progress: Determining the next Equipment or Building need. Schedule: Past CIP was EG1601.
EG1704	U3 Hydrogen Purity Analyzer	Progress: On-Site Gas provided information on hydrogen generators, conditioners, and purity analyzers during a vendor site visit. Schedule: Gathering additional technical information for vendors to solicit other quotes for new equipment.
EG1706	U3 Accelerated Unit Start	Progress: Engineering evaluation complete, report received. Working punch list of identified "needs" for progressing with project. Schedule: When plant completes needed items Synterprise will return and train staff on new accelerated start-up. Working on punch list items for AUS.
EG1707	McKee Run Unit #3 Auxiliary Equipment Replacement	Progress: Nitrogen generator installation completed. Replacement IWW system transfer pumps on site. Schedule: Install replacement IWW system transfer pumps. Note this project was CIP EG1607.
EG1709	U3 Circ Water Piping Inspection/Repairs	Progress: Scheduled to drain and inspect piping during fall outage. Schedule: Develop scope and send RFP if repairs required, work Spring '17.
EG1710	McKee Run / Van Sant Safety Improvements	Progress: Schedule: Note this project was EG1506.
EG1711	McKee Run / Van Sant Structural Preservation	Progress: Purchase paint and preservation equipment. Schedule: Plan to begin painting as work load allows and weather permits. Note this project was CIP EG1611.

6.0 General Plant Information

McKee Run employees participated in a Flag Drive. A notice was sent out to all employees that we were collecting old flags for proper respect and disposal on August 12, as there was a need to retire our existing plant flag. Many employees brought in flags that were in need of retirement, including Division Director, Dean Blaha, and all flags were taken by Boyd Lord to Ace Hardware, where they voluntarily dispose of flags properly and respectfully.

NAES Scholarship Awards were presented to two well-deserving recipients in August. Aaron deBloois received his first scholarship award, and will be attending University of Delaware to pursue a degree in Chemical Engineering. Aaron is the son of John deBloois, IC&E Technician at McKee Run Generating Station. The second deserving recipient was Gabrielle Lavender, daughter of Ray Lavender, Operations Supervisor at McKee Run Generating Station. Gabrielle is pursuing a degree in Accounting, and this represents her second time being the recipient of a NAES Scholarship Award. We congratulate both students and wish them well in their future endeavors!

Successful negotiations for a renewed contract between NAES and IBEW Local 1238 continued on August 11. A ratification vote by members was passed on August 28. Final acceptance and signatures will occur in August, with full implementation after that time. The duration of this contract is for four years, July 1, 2016 through June 30, 2020 with extensions possible.

7.0 Training

Safety Topics discussed during the August monthly safety committee meeting were reviewed by the entire staff. The monthly safety topic was a topic called, “Fall Protection 101: The ABC’s of Our Industry” which covers how sometimes the only way to do a job involves exposure to fall hazards. Selecting the right equipment is always key to ensuring worker safety, but this is especially true when working in Fall Arrest applications. Luckily there is an easy way to remember the bare essentials for what is required when working in Fall Arrest; the ABCs.

The Operating Teams continued to utilize PJM and OES-NA computer based training programs for maintaining their PJM Certification/Continuing Education Hours. (CEH’s) All staff continued to work on their GPi Learn topic subjects and NAES Safety Manual review.

8.0 Calendar of Upcoming Events

A forecast of general event dates for the power plant projects, outages and various agency reporting dates are listed below.

Calendar of Upcoming Events	Date
NOx Ozone Season Started	May 1st, 2016
Summer Verification Test Period	August 1 thru August 31, 2016
Submission of Summer Capacity Test Due	September 30, 2016
Power Plant Meter Replacement Project	TBD
NOx Ozone Season Ends	October 30, 2016
Fall Outage for Unit 3	October 3, 2016 thru November 23, 2016
Unit 3 Circ Water Piping Inspection Only	TBD
Unit 1 & Unit 2 Fall Outage	October 17, 2016 thru October 24, 2016

9.0 "Value Added" Accomplishments during August

During the month the power plant staff accomplished the normal preventative and corrective maintenance for the generation units. We are tasked with maintaining and protecting the City of Dover power generation assets and keeping them "available" for dispatch when called.

Listed below are some of the work accomplishments that have been completed this past month that NAES feels added value to the generation unit assets, protected the assets from deterioration or inoperability, and overall increased the life expectancy through improved maintenance practices which includes preventative and predictive maintenance tasks (see Section 4 - Maintenance Work Orders) for the City of Dover units.

- NAES Compliance Coordinator updated the VanSant Storm Water Pollution Prevention Plan, figures and drawings, with minimal cost to the City of Dover. No consultant, contractor or environmental fees were incurred.

- Several burrowing animals were caught and removed from the McKee Run facility by a licensed pest control contractor. These pests burrow into the Fuel Oil Storage Tank containment berm compromising the integrity of the berm should a spill occur.

- McKee Run contacted outside vendors to perform the cleanout of Outfall 001 and Outfall 004 storm water drains, this is a part of the Pollution Minimization Plan for the Delaware River Basin Committee (DRBC). The estimated costs for these services are between $45,000 and $70,000. NAES is working with the Public.



Nitrogen Generator Unit at MRGS

- The nitrogen generator installation was completed in August and the unit is now used to supply the needed nitrogen for blanketing the unit 3 boiler when the unit is shut down and depressurized. The nitrogen blanket displaces air and prevents oxygen from attacking the boiler tubes when the unit is not operating. The cost of the unit was approximately $9,000.00. The return on investment is approximately one and a half years. After that annual cost for nitrogen gas needed for the facility will only amount to an annual cost of approximately $300, the cost of the membrane that gets replaced annually. The maintenance task will be performed by the maintenance department when it is scheduled.
- The maintenance department performed the 3B Circ Water Booster Pump overhaul and motor bearing replacement on the component. Their mechanical skill sets and capabilities precluded the need to hire a contractor to perform the pump work. The work was completed and using foresight they gathered shaft dimensional measurements and readings to allow the manufacture of a spare pump/motor shaft. This will allow the plant to have component spares on hand and overhaul the next Circ Water Booster Pump should the other booster pump fail.

IV. APPENDIX: PJM INVOICE

REPORT NAME:	Monthly Billing Statement - CSV and XML
CUSTOMER ACCOUNT:	City of Dover, Delaware
CUSTOMER CODE:	DOVDE
CUSTOMER ID:	76.000000
FINAL BILLING STATEMENT ISSUED:	9/8/2016 9:26
BILLING PERIOD START DATE:	8/1/2016
BILLING PERIOD END DATE:	8/31/2016
INVOICE NUMBER:	2016083100076.000000
INVOICE DUE DATE:	9/16/2016 12:00

CHARGES	ADJ	BILLING LINE ITEM NAME	SOURCE	BILLING PERIOD START	AMOUNT ($)
1100.000000		Network Integration Transmission Service			298195.200000
1108.000000		Transmission Enhancement			52640.620000
1130.000000		Firm Point-to-Point Transmission Service			0.000000
1140.000000		Non-Firm Point-to-Point Transmission Service			0.000000
1200.000000		Day-ahead Spot Market Energy			582929.160000
1205.000000		Balancing Spot Market Energy			-107391.780000
1210.000000		Day-ahead Transmission Congestion			-351964.280000
1215.000000		Balancing Transmission Congestion			4088.060000
1220.000000		Day-ahead Transmission Losses			6132.010000
1225.000000		Balancing Transmission Losses			-743.920000
1230.000000		Inadvertent Interchange			-1189.900000
1242.000000		Day-Ahead Load Response Charge Allocation			219.580000
1243.000000		Real-Time Load Response Charge Allocation			600.050000
1250.000000		Meter Error Correction			-3719.020000
1301.000000		PJM Scheduling, System Control and Dispatch Service - Control Area Administration			14146.070000

1302.000000	PJM Scheduling, System Control and Dispatch Service - FTR Administration	21.280000
1303.000000	PJM Scheduling, System Control and Dispatch Service - Market Support	3552.480000
1304.000000	PJM Scheduling, System Control and Dispatch Service - Regulation Market Administration	92.110000
1305.000000	PJM Scheduling, System Control and Dispatch Service - Capacity Resource/Obligation Mgmt.	953.250000
1306.000000	PJM Scheduling, System Control and Dispatch Service - Advanced Second Control Center	1369.950000
1307.000000	PJM Scheduling, System Control and Dispatch Service - Market Support Offset	-377.970000
1313.000000	PJM Settlement, Inc.	377.970000
1314.000000	Market Monitoring Unit (MMU) Funding	533.660000
1315.000000	FERC Annual Recovery	5442.770000
1316.000000	Organization of PJM States, Inc. (OPSI) Funding	58.540000
1317.000000	North American Electric Reliability Corporation (NERC)	1028.340000
1318.000000	Reliability First Corporation (RFC)	1680.440000
1320.000000	Transmission Owner Scheduling, System Control and Dispatch Service	6211.900000
1330.000000	Reactive Supply and Voltage Control from Generation and Other Sources Service	30120.320000
1340.000000	Regulation and Frequency Response Service	8018.460000
1360.000000	Synchronized Reserve	4515.980000
1362.000000	Non-Synchronized Reserve	928.270000
1365.000000	Day-ahead Scheduling Reserve	11753.730000
1370.000000	Day-ahead Operating Reserve	2415.290000
1375.000000	Balancing Operating Reserve	6440.090000
1376.000000	Balancing Operating Reserve for Load Response	0.890000
1377.000000	Synchronous Condensing	0.040000
1378.000000	Reactive Services	5.180000
1380.000000	Black Start Service	5366.670000
1400.000000	Load Reconciliation for Spot Market Energy	-37.550000

1410.000000		Load Reconciliation for Transmission Congestion		25.940000
1420.000000		Load Reconciliation for Transmission Losses		0.400000
1440.000000		Load Reconciliation for PJM Scheduling, System Control and Dispatch Service		-0.370000
1442.000000		Load Reconciliation for Schedule 9-6 - Advanced Second Control Center		-0.020000
1444.000000		Load Reconciliation for Market Monitoring Unit (MMU) Funding		-0.010000
1445.000000		Load Reconciliation for FERC Annual Recovery		-0.120000
1447.000000		Load Reconciliation for North American Electric Reliability Corporation (NERC)		-0.020000
1448.000000		Load Reconciliation for Reliability First Corporation (RFC)		-0.040000
1450.000000		Load Reconciliation for Transmission Owner Scheduling, System Control and Dispatch Service		-0.130000
1460.000000		Load Reconciliation for Regulation and Frequency Response Service		0.200000
1470.000000		Load Reconciliation for Synchronized Reserve		0.460000
1472.000000		Load Reconciliation for Non-Synchronized Reserve		-0.030000
1475.000000		Load Reconciliation for Day-ahead Scheduling Reserve		0.470000
1478.000000		Load Reconciliation for Balancing Operating Reserve		0.020000
1490.000000		Load Reconciliation for Reactive Services		-0.830000
1500.000000		Financial Transmission Rights Auction		-16586.860000
1600.000000		RPM Auction		14785.450000
1610.000000		Locational Reliability		676685.670000
1611.000000		CP Transitional Locational Reliability		218542.250000
1932.000000		Generation Deactivation Refund		-279.210000
1230.000000	A	Inadvertent Interchange	7/1/2016	2.430000
1250.000000	A	Meter Error Correction	7/1/2016	-14.030000
1365.000000	A	Day-ahead Scheduling Reserve	6/1/2016	0.010000
1365.000000	A	Day-ahead Scheduling Reserve	7/1/2016	62.320000
1375.000000	A	Balancing Operating Reserve	2/1/2014	8.340000

1375.000000	A	Balancing Operating Reserve		4/1/2016	-5.330000
1375.000000	A	Balancing Operating Reserve		6/1/2016	-25.850000
1375.000000	A	Balancing Operating Reserve		7/1/2016	-3.640000
1911.000000	A	Michigan - Ontario Interface Phase Angle Regulators		7/1/2016	189.850000
		Total Charges			1477801.260000

CREDITS	ADJ	BILLING LINE ITEM NAME	SOURCE START	BILLING PERIOD	AMOUNT ($)
2100.000000		Network Integration Transmission Service			0.000000
2108.000000		Transmission Enhancement			10899.800000
2130.000000		Firm Point-to-Point Transmission Service			0.000000
2140.000000		Non-Firm Point-to-Point Transmission Service			367.450000
2210.000000		Transmission Congestion			-33046.440000
2220.000000		Transmission Losses			30068.430000
2320.000000		Transmission Owner Scheduling, System Control and Dispatch Service			0.000000
2330.000000		Reactive Supply and Voltage Control from Generation and Other Sources Service			29388.000000
2340.000000		Regulation and Frequency Response Service			0.000000
2360.000000		Synchronized Reserve			1594.760000
2365.000000		Day-ahead Scheduling Reserve			20132.100000
2370.000000		Day-ahead Operating Reserve			0.000000
2375.000000		Balancing Operating Reserve			0.000000
2380.000000		Black Start Service			0.000000
2420.000000		Load Reconciliation for Transmission Losses			-0.230000
2510.000000		Auction Revenue Rights			64639.030000
2600.000000		RPM Auction			647522.730000
2640.000000		Incremental Capacity Transfer Rights			1107.010000
2661.000000		Capacity Resource Deficiency			326.850000
2666.000000		Load Management Test Failure			31.970000
2140.000000	A	Non-Firm Point-to-Point Transmission Service		6/1/2016	-8.350000
2140.000000	A	Non-Firm Point-to-Point Transmission Service		7/1/2016	5.940000
2210.000000	A	Transmission Congestion		7/1/2016	0.000000
2220.000000	A	Transmission Losses		7/1/2016	-0.020000

2661.000000	A	Capacity Deficiency Resource	11/1/2014	302.400000
2661.000000	A	Capacity Deficiency Resource	12/1/2014	252.090000
2665.000000	A	Peak-Hour Period Availability	8/1/2016	5574.180000

Total Credits 779157.700000

Monthly Billing Net Total **698643.56**

Previous Weekly Billing Net Total 524396.380000

Total Due / Receivable 174247.180000

End of Report

City Planner's Monthly Report

Planning, Inspections & Recreation

AUGUST 2016

Planning, Inspections & Recreation Highlights

- **Summer Camp highlights and numbers.** 2016 Summer Camps proved to be a stellar year for the department. In 2015, camp revenues were approximately $14,000.00. In 2016 we collected more than double that, with a tally of $31,000.00. Staff feels the longer camp day, increased sport camp options coupled with our affordable rates were keys to our summer camp success. The popular Camp Small Wonder program held on the Delaware State University Campus stayed even with approximately $13,000+ in revenues collected.

- **Concerts on The Green.** August was a hot month but our concerts were the coolest event in town. Hosting Bad Juju which gave a great performance, followed The Movies band taking the stage before a happy crowd. New this year, Sara Ann Garrison put on a great show and the Island Boyz didn't disappoint. Be sure to check out the series on Thursday's at 7 pm. Sponsored in part, this year by Eden Hill Medical Center, Chesapeake Utilities and the YMCA of Dover. Our last performance is scheduled for Thursday, September 1.

- **Fall Class Schedule.** Our classes and programs Fall 2016 schedule hit the streets in early August. Response for our fall programming is steadily growing. New to the schedule of classes, we have added a Self Defense Class and Yoga for Seniors in additional to our regular class fitness class schedule. We have a few new instructors. Check out our programs, we may just have something for you, too! Our newest option of Online Registration has improved on customer service options and continues to grow.



PROGRESS IN PICTURES



⇦ Mission BBQ at 365 N DuPont Highway

Winner Ford at 591 S. DuPont Highway ⇨





⇦ Leander Lakes Apartments at 200 Isabelle Isle



7 Caldwell Court at Clearview Meadows



392 Northdown Drive at Village of Westover

Planning, Inspections & Recreation Revenue

Revenue Stream	FY '17 Budget		FY '17 Actual (YTD)	
Business License	$1,425,000	$	1,365,064	93%
Trailer License	$21,000	$	9,990	48%
Building Permits	$600,000	$	187,608	31%
Cert. of Occupancy	$6,500	$	2,635	26%
Public Occupancy	$9,700	$	689	3%
Lodging House	$14,100	$	28	0%
Plumbing/Heating/Air	$75,000	$	24,767	22%
Rental Inspection Fee	$350,000	$	3,368	1%
Miscellaneous	$15,000	$	3,113	12%
Fire Protection Fees	$62,000	$	4,628	7%
Code Enf. Fines	$25,000	$	4,575	13%
Vacant Building Reg.	$100,000	$	22,715	15%
Total P&I Revenue	**$2,703,300**	$	1,629,180	55%
Recreation	$149,800	$	35,814	24%

PERSONNEL AND TRAINING

On August 10, 2016 Sherwanda Rachal-Speaks attended Food Bank annual training which focused on policy and procedures for distributing food and participation. On August 18, 2016 she also attended training on Purchase of Care options for the Youth Connections After School Program that targets "at-risk" youth. Training focused on new code changes & regulations with overview of eligibility requirements.

PLANNING OFFICE

The Planning Office is part of the review process for certain types of construction activity permits (Building Permits, Sign Permits, etc.) and Certificate of Occupancy permits. For August 2016, Planning Staff was involved with review of 83 Permits and 16 Certificates of Occupancy permits. (2016 calendar year total of 744 Permits and CO's compared to 625 for 2015). Thus Permit activity is up when compared to previous years. 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.

- The Planning Office is also involved in the following studies and projects: Restoring Central Dover Community Plan implementation, Transportation Improvement Districts, and the Division Street/Forest Street Design Week Charrette and the Dover/Kent County MPO Regional Bicycle Plan Update project.
- Planning Office Staff is also assisting in developing conceptual plans for improvements to the recreational amenities at Schutte Park.
- The Planning Office continues the use of the mobile GIS application for data collection in the study of "Non-conforming Uses" to identify non-compliant uses in specific residential zones. The first set of Notification Letters were sent on August 24, 2016 to nine properties found by the study to be non-residential uses within residential zones. The letters were to notify property owners of their non-conforming use status and to give them the opportunity to discuss options for compliance with Planning Staff prior to the December 31, 2016 sunsetting of nonconforming uses.
- Ordinance #2016-16 for a series of amendments to the *Dover Code of Ordinances* and *Zoning Ordinance* pertaining to Manufactured Housing was adopted by City Council on August 8, 2016. The amendments update the standards and terminology related to manufactured homes and also implement standards for management and maintenance of land lease communities. (MI-16-
- A proposed Ordinance #2016-18 for an amendment to the *Zoning Ordinance* regarding the COZ-1 (Corridor Overlay Zone) begin its review process. Following a Public Hearing on August 15, 2016, the Planning Commission recommended approval of the amendment to revise the building height (development guideline) limitation for a defined area on properties within the COZ-1. The Public Hearing and Final Action by City Council is scheduled for September 12, 2016. (MI-16-12)

Construction Activity

- Construction activities continue at several multi-family residential projects. These include the re-start of construction at the Tall Pines project at 1655 and 1665 Kenton Road (S-14-18) and this first building of Phase 2 at the Blue Hen Apartments Complex.
- The second apartment building (24 units at 200 Isabelle Isle) received a Certificate of Occupancy in August at the Leander Lakes Apartments project south of Forrest Avenue/Route 8 (S-12-18). A series of Certificates of Occupancy were issued for four buildings and the community center building in the redevelopment of Walker Woods as the Village of McKee Branch (S-13-18); this redevelopment project is almost complete.
- There is also residential construction activity in Clearview Meadows PND, Nottingham Meadows, Senators Lake, Village of Westover Phase VI, and Village of Cannon Mill.
- Permits were issued to begin infrastructure and site work for the Chesapeake Utilities Dover Campus at Northgate Center Lot 6 on Krisko Circle (S-16-11); and construction of the Apartment Building 4 at The Grande: Planned Neighborhood Design – Senior Citizen Housing Option on Doveview Drive (C-15-04).

	AUGUST FY17	TOTAL FOR FY17
New Home Permits Issued	13	22
Value of Commercial Projects	$1,166,370.00	$13,547,763.00
Downtown Incentives (Fees Waived)	$2,417.00	$5,998.00

BOARD AND COMMISSION ACTIVITY

Planning Commission

The Planning Commission met on August 15, 2016. The Quarterly Workshop Session was also held. The next Planning Commission meeting is scheduled for September 19, 2016. The following applications were considered:

- **S-16-16 Eden Hill Farm Traditional Neighborhood Design: Professional Office, Medical & Financial District – Phase 2, Eden Hill Skilled Nursing Facility (Building 4** — Commission reviewed and took action to accept a series of Minor Amendments to the plan related to building size & form, parking requirements, and site improvements as proposed with the Administrative Site Plan S-16-16 for Phase 2: Building 4 of the Professional Office, Medical and Financial District component of the Eden Hill Farm Traditional Neighborhood Design.

- **C-15-04 The Grande, Building 4: Planned Neighborhood Design – Senior Citizen Housing Option: Review of Cash-in-lieu of Active Recreation Area Payment** — Commission reviewed and took action to accept $22,914 as the payment amount for Cash-in-lieu of Active Recreation Area construction as associated with the Conditional Use Site Plan to establish The Grande: Planned Neighborhood Design development of Senior Citizen Housing. The Active Recreation Area Plan for The Grande, an apartment complex to consist of a total of 192 apartment units of Senior Housing, is comprised of 22,569 SF of recreation area with amenities and a deficit of 6,231 SF of recreation area.

- **C-16-04 - 90 Saulsbury Road Clubhouse and Pool, Associated with The Grande: Planned Neighborhood Design – Senior Citizen Housing Option** — Commission moved to grant conditional approval of the Conditional Use Site Plan Clubhouse and Pool at 90 Saulsbury Road. This project proposes construction of a 2,500 S.F. +/- clubhouse building, a pool, a pickleball court, a pedestrian connection (access pathway) connecting to The Grande apartment complex, and associated site improvements. A waiver was also approved for the partial elimination of upright curbing.

- **MI-16-12 Text Amendment: Height in COZ-1 (Corridor Overlay Zone)** —- Commission moved to recommend to City Council the approval of a Text Amendment to revise the building height limitation for a defined area on properties within the Corridor Overlay Zone (COZ-1). Specifically, areas within one hundred (100) feet of a right-of-way line of the roadways referenced in the *Zoning Ordinance*, Article 3, Section 27.3 – Zone Boundaries would remain subject to the current two-story, 35-foot height limitation, while areas outside this buffer would have no height restrictions other than those applying to underlying zoning. The Public Hearing and Action by City Council is scheduled for September 12, 2016.

Board of Adjustment

The Board of Adjustment met on August 17, 2016. The next regular scheduled meeting of the Board of Adjustment is scheduled for September 21, 2016. The following applications were considered:

- **V-16-06 - Project at 1310-1324 Forrest Avenue**—The Board moved to defer action on variance application V-16-06 pertaining to the maximum allowed height of buildings located with the COZ-1.

- **V-16-11 - 409 South DuPont Highway and 324 Martin Street**— The Board moved to deny the area variance requested from the requirements of *Zoning Ordinance* Article 5 §4.7 pertaining to the number of signs permitted on the property (request to be able to retain an abandoned non-conforming pylon sign), and the Board denied the variance requested for the requirements of *Zoning Ordinance* Article 5 §7.4 pertaining to outdoor storage trailers.

Historic District Commission

The Historic District Commission met on August 18, 2016. The next Historic District Commission meeting is scheduled for September15, 2016.

- **HI-16-05 Mixed Use Buildings at 126 West Loockerman Street Update on the Project Design** — The Commission moved to continue the recommendation of approval of the Architectural Review Certification for the project from July and to note that they received a progress update on the building design. Two (2) suggestions were made regarding the revised submittal: the cornice to be placed on both buildings in accordance with the conversation and approval at the July 21, 2016 meeting and that the window design on the east building be more reflective of the windows on the west building (similar in design).

COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

CDBG FY16 Projects

The Department of Housing and Urban Development (HUD) has approved the FY-16 Action Plan and Budget for the City of Dover. The following projects will be underway beginning September 1, 2016.

Homeownership Assistance Program

CDBG funds will be used to provide homeownership assistance to first-time homebuyers who purchase affordable housing in the City of Dover.

Dover Interfaith Mission for Housing

CDBG funds will be used to provide operations cost for the shelter.

Connections Community Support Program

CDBG funds will be used to provide rapid re-housing/rental assistance services for homeless households within the City.

Milford Housing Homeowner Rehabilitation/Emergency Home Repair Programs

CDBG funds will be used to rehabilitate existing owner occupied housing in the City that is in violation of the City's Housing Code and complete emergency home repairs to eliminate housing conditions that threaten the health and safety of low income homeowners.

Habitat for Humanity

CDBG funds will be used to rehabilitate 19 North New Street to provide affordable housing to a family in the Downtown Development District area.

Code Enforcement Activity—AUGUST

Case Type	# cases current month	# cases YTD	% staff initiated current month	% staff initiated YTD
No valid Rental Permit	1	98	100%	99%
No valid Building Permit	4	36	100%	92%
Tall grass and weeds	55	431	73%	82%
Unregistered vehicle	9	39	100%	70%
Abandoned vehicle	2	36	100%	82%
Annual Housing Inspection	21	164	76%	76%
Property Maintenance – Exterior	50	305	60%	76%
Electric Termination	14	87	86%	97%
Dover Code of Ordinances	27	323	44%	78%
Zoning	4	34	100%	79%
Total Cases	**187**	**1689**		
Total # of Inspections For Month	**303**			



131 N Kirkwood Street- Dangerous Building

Dangerous Buildings, Vacant Buildings & Demolitions

- *35 N. Queen Street*—Property is condemned and a lien search is complete; home has been placed on the market for sale. An adjacent land owner has inquired about purchasing the property and demolishing the structure; they currently are in contact with City Staff.
- *2 S. Queen Street*—Property was brought forward to City Council on December 9, 2015 as a dangerous building. Council declared that the owner would have 15 days to submit a contractor's plan for renovations to City Staff and to place the issue back on the City Council agenda for January 11, 2016, for further review. Council has ordered that the home be demolished by February 11, 2016. The demolition of the structure has been delayed.
- *53 S. New Street*—A fire occurred within this residence on January 14, 2016. City Staff scheduled an emergency hearing for Dover Council on January 25, 2016, where City Council declared the structure dangerous and ordered it demolished or repaired by February 10, 2016. The property has been sold and the new owners have advised that they are going to demolish the structure and build a new home on the site.
- *234 N. Kirkwood Street*—Property was condemned when the Dover Police Department discovered that a meth lab was being operated in a vacant home.
- *528 Bay Road*—Commercial property is condemned . On Monday, August 1st, City Council ordered the property owner to demolish the structure by September 1, 2016.
- *139 Mitscher Road*—This property was condemned in July of 2015 as unfit for habitation. City Staff had scheduled it to go to City Council on August 24, 2015, to request permission to have the structure demolished, but the property sold and the new owner obtained permits for renovations. Since that date, minimal work has been performed. On August 1, 2016, City Council ordered the owner to demolish the structure within 10 days.
- *126 N. Ann Avenue*—Notice sent to owner advising them that this property will be going forward to City Council on August 1st as a dangerous building. City Council referred the demolition of this structure until November 7, 2016, to allow time for the new owner to make repairs or demolish.
- *145 N. Ann Avenue*—Notice sent to owner advising them that this property will be going forward to City Council on August 1st as a dangerous building. City Staff postponed sending this property to City Council until November 7, 2016.

- *Vacant Buildings*—During the month of August, twenty-two (22) additional buildings were registered as vacant, and $6,875.00 in vacant building registration fees were collected.

Fire Marshal's Office, Building Inspections & Licensing Summary

LIFE SAFETY	Current	Aug16-June17	August 2015	August 15-June16
Inspections	**AUGUST 16**	**FYTD 17**	**AUGUST 15**	**FYTD 16**
Annual Fire/Life Safety Inspections	48	55	26	371
Fire/Code/DCO Complaints	26	44	31	429
Inspection Deficiencies from AFI	142	174	56	1,568
C/O & Acceptance Tests	19	34	9	208
Administrative Walk Thru	6	20	13	280
Plan Review	8	16	11	140
Accidental	$20,000	$220,000	$106,900	2,496,651
Incendiary	$0.00	$0.00	$0.00	67,801
Undetermined	$20,000	$23,000	$16,000	482,951
PERMITTING AND LICENSING				
Permits Issued	**AUGUST 16**	**FYTD 17**	**AUGUST 15**	**FYTD 16**
Administrative Permit	4	5	4	8
Building Addition/Renovation Permits	37	76	38	72
Building Permits	30	55	17	43
Demolition Permits	2	4	1	6
Fence Permits	5	12	7	15
Fire Prevention Permits	11	21	5	24
Mechanical Permits	66	101	26	50
Plumbing Permits	26	64	22	48
Sign Permits	29	47	5	17
Swimming Pool Permits	2	4	0	1
Business Licenses	240	1775	169	949
Merchant Licenses	59	304	35	231
Contractor Licenses	155	682	104	631
Lodging House Licenses	0	14	3	5
Mobile Homes	49	221	61	164
Public Occupancy	14	32	16	21
Rental Dwelling	22	43	43	72
BUILDING INSPECTIONS				
Inspections	**AUGUST 16**	**FYTD 17**	**AUGUST 15**	**FYTD 16**
Building	363	734	409	744
Plumbing/Mechanical	408	805	372	650
Certificate of Occupancy	16	32	16	25

Fire Marshal's Office—At a Glance

The Fire Marshal's Office investigated a total of four (4) incidents in the month of August, to include a fire at 1061 S Little Creek Rd. Lot #57 which resulted in a large fire loss.

During the month of August, the Fire Marshal's Office conducted several inspections and acceptance tests. All schools within the Capital School District were inspected as well as Wesley College.

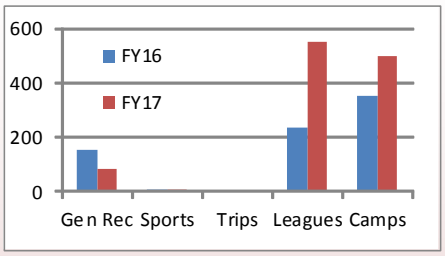


Recreation Division

City of Dover Parks & Recreation

Enrollment Summary

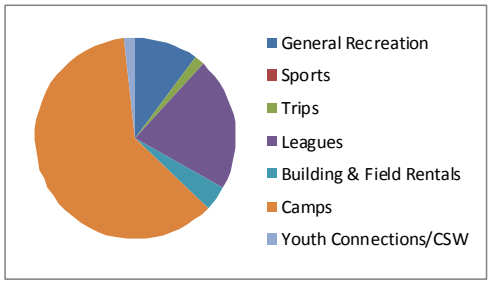
AUGUST FY16 verses AUGUST FY15

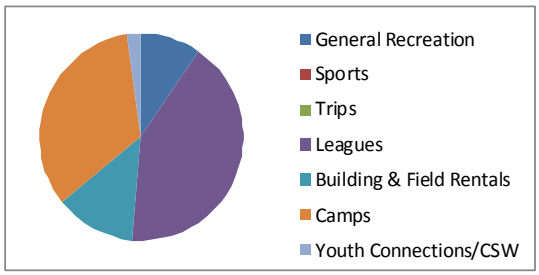


Category	FY15	FY16
General Recreation	78	152
Sports	5	7
Trips	0	0
Leagues	550	223
Camps	498	350



Revenue Breakdown: August 2016 verses August 2015





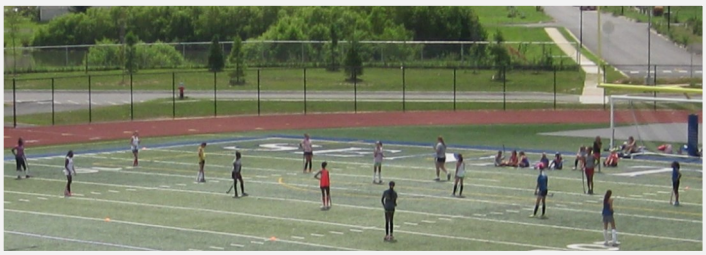
General Recreation	1,797.00
Sports	0
Trips	259.00
Leagues	3,800.00
Building & Field Rentals	700.00
Camps	10,717.00
Youth Connections/CSW	315.00

General Recreation	1,927.50
Sports	25.00
Trips	0
Leagues	8,606.00
Building & Field Rentals	2,627.50
Camps	6,894.00
Youth Connections/CSW	450.00







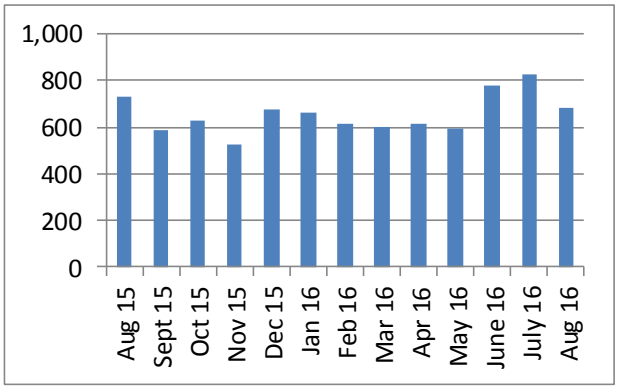




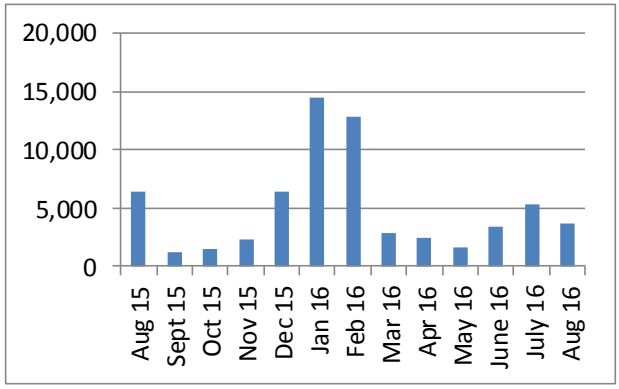


John W. Pitts Recreation Center – AUGUST 2016

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	AUGUST 16		FYTD 17		AUGUST 15		FYTD 16
Open Gym	155		227		206.25		386.25
Fitness Classes	28		51		41.5		75.5
Leagues	85.5		225.5		113.5		221
Camps	412.5		988.5		339.5		860
Sports Classes	0		0		0		0
Meetings & Rentals	2		14		32.5		52
Enrichment Classes	0		0		0		0
Total Facility Usage Hours	683		1,506		733.25		1,594.75

Daily Program Attendance**	AUGUST 16		FYTD 17		AUGUST 15		FYTD 16
Total	3,666		8,981		6,330		11,758
Open Gym	243		355		220		382
Fitness Classes	151		282		271		455
Leagues	2,812		6,923		4,864		9,164
Camps	448		1,284		643		1,086
Sports Classes	0		0		0		0
Meetings & Rentals	12		137		332		671
Enrichment Classes	0		0		0		0

Since our opening in late April 2008, we have had 455,834 guests at the John W. Pitts Recreation Center.

August Open Gym Registrations and Packages Sold

Packages Sold:	AUGUST	MTD	YTD	FYTD
Daily:	10	$30	14	$42
Individual Quarterly:	0	$0	0	$0
Individual Annual:	0	$0	0	$0
Family Quarterly:	0	$0	0	$0
Family Annual:	0	$0	0	$0
Revenue:	**10**	**$30**	**14**	**$42**

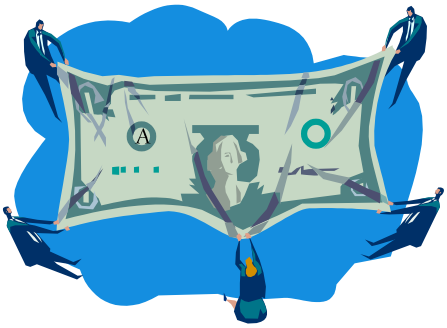


CITY OF DOVER
FINANCE AND PROCUREMENT & INVENTORY DEPARTMENTS
AUGUST 2016 - MONTHLY BUDGET REPORTS















PLEASE NOTE – THIS REPORT PROVIDES TOP LINE INFORMATION ON THE OPERATING FUNDS. IF YOU WOULD LIKE ADDITIONAL INFORMATION, PLEASE FEEL FREE TO CONTACT THE FINANCE DEPARTMENT.

CITY OF DOVER
ACTIVITY REPORTS
AUGUST 2016

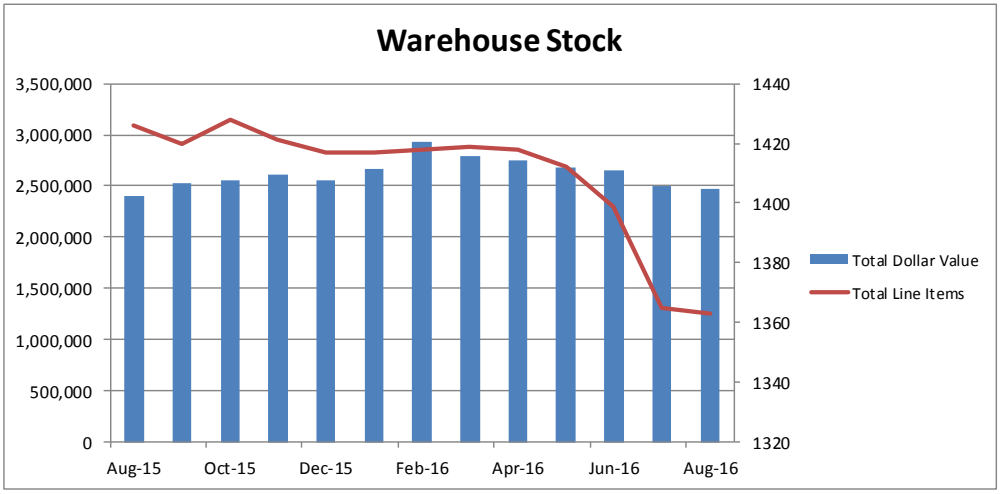
FINANCE DEPARTMENT ACTIVITY LEVELS

	FY16 YTD			FY17 YTD		
BANK TRENDS						
Number of Deposits Made (Hand, ACH & Wire, Lockbox)	1,270			1,290		
Total Amount of All Deposits	$ 32,867,005			$ 33,655,697		
PAYROLL						
	Hours	%	Amount	Hours	%	Amount
Gross wages per registers	**138,719**	**100.0%**	**$ 5,064,479**	**140,063**	**100.0%**	**$ 5,167,351**
Wages and Hours Worked						
Regular	110,655	79.8%	$ 2,406,132	113,921	81.3%	$ 2,570,227
All over time	5,690	4.1%	$ 250,173	5,085	3.6%	$ 225,444
Other Paid or Unpaid Wages and Hours						
Vacation	9,604	6.9%	$ 272,980	9,267	6.6%	$ 270,225
Sick	2,200	1.6%	$ 51,621	2,675	1.9%	$ 72,472
Terminal Leave - Retiree Vacation/Sick Payout	4,198	3.0%	$ 149,924	3,314	2.4%	$ 86,757
Comp Time	1,359	1.0%	$ 39,758	1,125	0.8%	$ 34,808
Personal	267	0.2%	$ 8,484	951	0.7%	$ 31,999
Leave Without Pay	832	0.6%	$ -	184	0.1%	$ -
Other (description below)	3,916	2.8%	$ 141,019	3,545	2.5%	$ 121,512

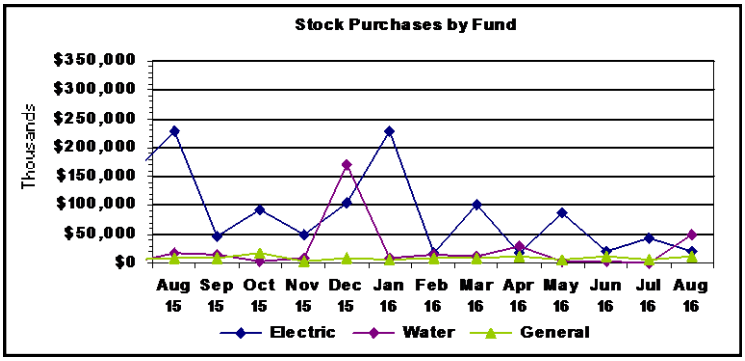
Other includes: pay adjustments, military differential pay, training, committee meetings, worker compensation tracking/adjustments, etc.

Other Activity						
Number of Pay Periods	4			4		
Number of Payroll Checks & Direct Deposits Issued	2,325			2,452		
Number of Pension Checks Issued	760			756		
Total Pension Benefits Paid - Defined Benefit Plan	$ 1,307,361			$ 1,302,251		
ACCOUNTS PAYABLE						
Number of Check Vouchers	869			1,368		
Number of EFT Vouchers	353			356		
Vouchers Dollar Amount Disbursed	$ 11,002,446			$ 10,217,359		

PROCUREMENT & INVENTORY ACTIVITY LEVELS



Value: $2,471,487.92 Line Items: 1,363



Fuel Use		
Unleaded:	12,161.1	gallons
Diesel:	7,324.4	gallons
Total Cost:	$ 29,820.24	

City of Dover
Finance Department
Monthly Report - August 2016
General Fund Summary

	Budget	YTD	Balance	17% Budget
Beginning Balance	$ 4,493,900	$ -	$ 4,493,900	0.0%
Revenues				
Court of Chancery Fees	1,100,000	98,700	1,001,300	9.0%
Police Extra Duty, Fines & Revenue	1,288,300	93,718	1,194,582	7.3%
Franchise Fees	680,000	-	680,000	0.0%
Grants	623,500	-	623,500	0.0%
Intrafund Services	5,218,700	819,509	4,399,191	15.7%
Library & Recreation Revenues	532,900	47,122	485,778	8.8%
Licenses & Permits	3,129,100	1,637,197	1,491,903	52.3%
Property Taxes (1)	12,895,100	12,436,220	458,880	96.4%
Miscellaneous Revenues	146,800	24,353	122,447	16.6%
Sanitation Revenues	2,538,300	417,818	2,120,482	16.5%
Garrison Farm Rent Revenue	94,500	15,557	78,943	16.5%
Transfers-In from Special Funds & Utilities				
Municipal Street Aid Fund	673,100	-	673,100	0.0%
Civil Traffic Penalties	496,900	31,207	465,693	6.3%
Transfer Taxes	1,672,700	446,982	1,225,718	26.7%
Police Grants/Extra Duty	258,600	21,728	236,872	8.4%
Water/Wastewater Fund	875,000	146,000	729,000	16.7%
Electric Fund	10,000,000	1,667,333	8,332,667	16.7%
Total Revenues	42,223,500	17,903,444	24,320,056	42.4%
Total Beginning Balance & Revenues	**$ 46,717,400**	**$ 17,903,444**	**$ 28,813,956**	38.3%
Expenditures				
City Clerk & Council	$ 553,400	$ 66,903	$ 486,497	12.1%
Mayor, City Manager & Human Resources	1,258,900	177,381	1,081,519	14.1%
Police & Police Extra Duty	16,875,200	2,042,763	14,832,437	12.1%
Public Services	5,077,600	616,955	4,469,345	12.2%
Engineering	207,000	20,932	186,068	10.1%
Procurement & Inventory, Facilities Mgmt., Fleet Maint.	1,968,500	276,300	1,692,200	14.0%
Planning, Inspections, Life Safety, & Code Enf.	2,151,000	208,461	1,944,639	9.7%
Finance, Info Tech & Customer Services	2,871,200	502,457	2,388,543	17.5%
Library & Recreation	2,385,900	320,813	2,065,087	13.4%
Fire Department	721,700	115,669	606,031	16.0%
Assessor	244,000	40,326	203,674	16.5%
Contribution to DDP	150,000	-	150,000	0.0%
Miscellaneous Grant Expense	25,000	-	25,000	0.0%
Other Employment Expenses	400,700	-	370,100	0.0%
Bank & CC Fees	15,000	702	14,298	4.7%
Insurance	700,000	168,658	531,342	24.1%
OPEB - Retiree's Health Care Contribution	2,039,700	339,975	1,699,725	16.7%
Police Pension Trust Contribution - State Grant	670,000	111,833	558,167	16.7%
Appropriation to Police Pension Fund	500,000	-	500,000	0.0%
Street Lights	804,000	135,961	668,039	16.9%
Debt Service	685,300	319,829	365,471	46.7%
Transfers Out			-	
Inventory Write-offs	10,000	10,000	-	100.0%
Capital Projects Fund	1,859,400	465,000	1,394,400	25.0%
Uncollectibles: Trash & Other	50,000	50,000	-	100.0%
Total Expenditures	42,223,500	5,990,918	36,232,582	14.2%
Budget Balance -Working Capital	4,493,900	-	4,493,900	0.0%
Total Budget Balance & Expenditures	**$ 46,717,400**	**$ 5,990,918**	**$ 40,726,482**	12.8%
Reserve Balances				
Contingency	$ 741,000	$ 734,804		

(1) Property Taxes are the taxes billed and not cash received. The outstanding receivable balance as of 8/31/16 is $763,107 as compared to $848,691 in August 2015.

City of Dover
Finance Department
Monthly Report - August 2016
Water/Wastewater Fund Summary

	Budget	YTD	Balance	17% Budget
Beginning Balance - Water	$ 566,500	$ -	$ 566,500	0.0%
Beginning Balance - Wastewater	663,200	-	663,200	0.0%
	1,229,700	-	1,229,700	0.0%
Revenues				
Water Services	5,800,000	1,179,704	4,620,296	20.3%
Wastewater Services	3,800,000	666,785	3,133,215	17.5%
Wastewater Treatment Services	3,000,000	525,966	2,474,034	17.5%
Groundwater Inflow Adjustment	1,938,000	336,673	1,601,327	17.4%
Water Tank Space Leases	366,200	6,983	359,217	1.9%
Miscellaneous Receipts	83,000	23,874	59,126	28.8%
Impact Fees - Water	252,000	140,700	87,300	55.8%
Impact Fees - Wastewater	228,000	132,760	119,240	58.2%
Total Revenues	15,467,200	3,013,445	12,453,755	19.5%
Total Beginning Balance & Revenues	**$ 16,696,900**	**$ 3,013,445**	**$ 13,683,455**	18.0%
Expenses				
Water/Wastewater Operating Divisions				
Engineering & Inspection	$ 516,500	$ 57,965	$ 458,535	11.2%
Water Department	655,400	78,224	577,176	11.9%
Water Treatment Plant	1,727,400	239,677	1,487,723	13.9%
Wastewater Department	962,400	99,379	863,021	10.3%
Kent County Treatment Charge	4,130,000	642,271	3,487,729	15.6%
Intrafund Service Fees	1,653,800	246,827	1,406,973	14.9%
Retiree's Health Care	192,400	32,000	160,400	16.6%
Debt Service	1,227,200	84,618	1,142,582	6.9%
Other Employment Expenses	21,200	-	21,200	0.0%
Bank & CC Fees	25,000	4,119	20,881	16.5%
Bond Issuance Cost	40,000	-	40,000	0.0%
Transfers Out				
Water I & E Fund	1,000,000	250,000	750,000	25.0%
Wastewater I & E Fund	1,000,000	250,000	750,000	25.0%
General Fund	875,000	146,000	729,000	16.7%
Contingency Reserve - Water	110,000	-	110,000	0.0%
Contingency Reserve - Wastewater	60,000	-	60,000	0.0%
Electric Improv. & Ext.	231,200	-	231,200	0.0%
Total Expenses	14,427,500	2,131,080	12,296,420	14.8%
Budget Balances				
Budget Balance - Work. Cap Water	1,103,100	-	1,103,100	0.0%
Budget Balance - Work. Cap WW	1,166,300	-	1,166,300	0.0%
Total Budget Balances	2,269,400	-	2,269,400	0.0%
Total Budget Balances & Expenses	**$ 16,696,900**	**$ 2,131,080**	**$ 14,565,820**	12.8%

Reserve Balances		
Contingency-Water	$ 249,000	$ 118,211
Contingency-Wastewater	$ 253,100	$ 215,206
Impact Fee Reserve - Water	$ 243,200	$ 435,324
Impact Fee Reserve - Wastewater	$ 1,391,800	$ 3,083,687
Bond Coverage Ratio (Covenant 1.20)	3.44	7.26

City of Dover
Finance Department
Monthly Report - August 2016
Electric Revenue Fund Summary

	Budget	YTD	Balance	17% Budget
Beginning Balance	$ 13,302,200	$ -	$ 13,302,200	0.0%
Revenues				
Direct Sales to Customers	77,193,200	15,562,988	61,630,212	20.2%
Utility Tax	1,287,900	250,079	1,037,821	19.4%
Weyandt Hall Rents	223,000	52,720	170,280	23.6%
Miscellaneous Revenues	676,600	95,993	580,607	14.2%
Interest Earnings	47,900	31,799	16,101	66.4%
Total Revenues	79,428,600	15,993,579	63,435,021	20.1%
Total Beginning Balance & Revenues	**$ 92,730,800**	**$ 15,993,579**	**$ 76,737,221**	17.2%
Expenses				
Power Supply & Generation				
Hedged Energy	$ 16,557,600	$ 4,639,481	$ 11,918,119	28.0%
Power Supply Management	996,000	139,166	791,834	14.0%
Capacity Charges	10,160,600	1,785,463	8,375,137	17.6%
Dover Sun Park Energy	2,313,900	287,915	2,025,985	12.4%
Renewal Energy Credits (Incl. Solar)	1,036,800	44,312	992,488	4.3%
RGGI	129,300	-	129,300	0.0%
PJM Charges - Energy	12,357,900	1,323,613	11,034,287	10.7%
PJM Charges - Transmission & Fees	7,603,800	729,499	6,874,301	9.6%
Total Power Supply	51,155,900	8,949,449	42,141,451	17.5%
Plant Operations	6,215,700	1,158,566	5,122,134	18.6%
Generation Fuels	302,600	1,074,250	(771,650)	355.0%
Capacity Credits	(7,355,100)	(1,265,475)	(6,089,625)	17.2%
PJM Spot Market Energy	(804,900)	(1,177,344)	372,444	146.3%
PJM Credits	(360,000)	(170,786)	(189,214)	47.4%
Total Generation	(2,001,700)	(380,789)	(1,555,911)	19.0%
Total Power Supply & Generation	49,154,200	8,568,660	40,585,540	17.4%
Electric Operating Divisions:				
Transmission/Distribution	3,605,700	509,862	3,091,838	14.1%
Electrical Engineering	1,247,900	157,187	1,123,113	12.6%
Administration	929,700	71,874	861,826	7.7%
Meter Reading	378,600	50,580	328,020	13.4%
Systems Operations	651,700	80,255	571,445	12.3%
Intrafund Services	3,564,900	572,682	2,992,218	16.1%
Utility Tax	1,287,900	250,080	1,037,820	19.4%
Retirees Health Care	600,000	100,000	500,000	16.7%
Interest on Deposits	21,000	4,656	16,344	22.2%
Green Energy Payment to DEMEC	128,000	26,277	101,723	20.5%
Accounts Receivable Write-Offs	250,000	250,000	-	100.0%
Other Employee Expenses	58,900	-	26,500	0.0%
Bank & CC Fees	275,000	45,810	229,190	16.7%
Debt Service	1,618,000	275,534	1,342,466	17.0%
Transfers Out:				
General Fund	10,000,000	1,667,333	8,332,667	16.7%
Electric Improvement & Extension Fund	2,500,000	625,000	1,875,000	25.0%
Future Capacity Reserve	750,000	-	750,000	0.0%
Depreciation Reserve	750,000	-	750,000	0.0%
Rate Stabilization Reserve	1,250,000	-	1,250,000	0.0%
Total Expenses	79,021,500	13,255,790	65,765,710	16.8%
Budget Balance - Work. Capital	13,709,300	-	13,709,300	0.0%
Total Budget Balance & Expenses	**$ 92,730,800**	**$ 13,255,790**	**$ 79,475,010**	14.3%
Reserve Balances				
Contingency Reserve	$ 848,300	$ 852,266		
Insurance Reserve	$ 762,000	$ 765,569		
Rate Stabilization Reserve	$ 8,511,900	$ 7,288,727		
Bond Coverage Ratio (Covenant 1.25)	4.22	13.73		
Megawatt Hours Sold & Purchased				
Sales to Customers MWh (excluding Street Light MWh)	716,755	146,537		20.4%
Sales per MWh	$ 107.70	$ 106.21		98.6%
Purchased/Generated MWh	747,187	165,317		22.1%
All In MWh Supply & Generation	$ 65.79	$ 51.83		78.8%

City of Dover
Finance Department
Monthly Report - August 2016
General Capital Project Fund Summary

	Budget	YTD	Balance	17% Budget
Beginning Balance - Projects	$ 383,900	$ -	$ 383,900	0.0%
Revenues				
State Grant - Other	105,000	-	105,000	0.0%
Interest Earnings	5,000	3,021	1,979	60.4%
Transfer from General Fund for Projects	1,859,400	465,000	1,394,400	25.0%
Income from Sale of Assets	-	26,324	(26,324)	0.0%
Transfer from Parkland Reserve	80,000	-	80,000	0.0%
Total Revenues	2,049,400	494,345	1,555,055	24.1%
Total Beginning Balance & Revenue	**$ 2,433,300**	**$ 494,345**	**$ 1,938,955**	20.3%
Expenditures				
Fire	$ 145,700	$ 145,614	$ 86	99.9%
Grounds Maintenance	58,200	-	58,200	0.0%
Recreation	165,000	-	165,000	0.0%
Life Safety	29,500	-	29,500	0.0%
Police	299,800	-	299,800	0.0%
Streets	1,026,000	36,547	989,453	3.6%
Sanitation	261,500	-	261,500	0.0%
Facilities Management	27,700	-	27,700	0.0%
Total Expenditures	2,044,400	182,161	1,862,239	8.9%
Budget Balance - Projects	388,900	-	388,900	0.0%
Total Budget Balance & Expenditures	**$ 2,433,300**	**$ 182,161**	**$ 2,251,139**	7.5%
Reserve Balances				
Capital Asset Replacement Reserve	$ 1,266,300	$ 1,257,152		
Parkland/Recreation	$ 247,900	$ 360,331		

City of Dover
Finance Department
Monthly Report - August 2016
Water/Wastewater Improvement & Extension Fund Summary

	Budget	YTD	Balance	17% Budget
Beginning Balance - Water	$ 1,179,900	$ -	$ 1,179,900	0.0%
Beginning Balance - Wastewater	952,600	-	952,600	0.0%
	2,132,500	-	2,132,500	
Revenues				
Interest Earnings	20,000	17,928	2,072	89.6%
Transfer from Operating Fund for Water	1,000,000	250,000	750,000	25.0%
Transfer from Operating Fund for Wastewater	1,000,000	250,000	750,000	25.0%
Transfer from Impact Fee Reserve - Water	190,800	-	211,200	0.0%
Transfer from Impact Fee Reserve - Wastewater	211,200	-	190,800	0.0%
State Loan-Water	884,000	-	884,000	0.0%
State Loan-Wastewater	2,400,000	-	2,400,000	0.0%
Total Revenues	5,706,000	517,928	5,188,072	9.1%
Total Beginning Balance & Revenues	**$ 7,838,500**	**$ 517,928**	**$ 7,320,572**	6.6%
Expenses				
Engineering & Inspection	$ 30,400	$ -	$ 30,400	0.0%
Water	1,338,800	56,116	1,282,684	4.2%
Wastewater	2,021,200	73,626	1,947,574	3.6%
Water Treatment Plant	1,200,000	16,103	1,183,897	1.3%
Total Expenses	4,590,400	145,845	4,444,555	3.2%
Budget Balance Water - Working Capital	2,226,700	-	2,226,700	0.0%
Budget Balance Wastewater - Working Capital	1,021,400	-	1,021,400	0.0%
Total Budget Balances	3,248,100	-	3,248,100	0.0%
Total Budget Balances & Expenses	**$ 7,838,500**	**$ 145,845**	**$ 7,692,655**	1.9%
Reserve Balances				
Capital Asset Replacement - Water	$ 518,500	$ 520,940		
Capital Asset Replacement - Wastewater	$ 517,300	$ 519,748		

City of Dover
Finance Department
Monthly Report - August 2016
Electric Improvement & Extension Fund Summary

	Budget	YTD	Balance	17% Budget
Beginning Balance	$ 5,540,500	$ -	$ 5,540,500	0.0%
Revenues				
Interest Earnings	40,000	22,417	17,583	56.0%
Development Grants	5,000	-	5,000	0.0%
Transfer from Electric Revenue Fund	2,500,000	625,000	1,875,000	25.0%
Transfer from Water/Wastewater Fund	231,200	-	231,200	0.0%
General Service Billing	900,000	42,588	857,412	4.7%
Total Revenues	3,676,200	690,005	2,986,195	18.8%
Total Beginning Balance & Revenues	**$ 9,216,700**	**$ 710,005**	**$ 8,506,695**	7.7%
Expenses				
Electric Generation	$ 1,842,800	$ 65,161	$ 1,777,639	3.5%
Transmission/Distribution	1,975,000	42,959	1,932,041	2.2%
Electrical Engineering	910,700	46,666	864,034	5.1%
Meter Reading	41,800	-	41,800	0.0%
ERP System	1,000,000	-	1,000,000	0.0%
Total Expenses	5,770,300	154,786	5,615,514	2.7%
Budget Balance Bond - Work. Capital	3,446,400	-	3,446,400	0.0%
Total Budget Balance & Expenses	**$ 9,216,700**	**$ 154,786**	**$ 9,061,914**	1.7%
Reserve Balances				
Depreciation Reserve	$ 10,910,200	$ 10,157,914		
Future Capacity Reserve	$ 10,961,700	$ 10,310,949		

City of Dover
Electric Revenue Fund
FY17 - White Oak Solar Park Incremental Cost

	Original Budget	YTD	Balance
Power Supply & Generation			
Dover Sun Park - Energy	$ 2,446,700	$ 595,165	$ 1,851,535
Dover Sun Park - REC's	362,400	42,720	319,680
Total Power Supply Cost	2,809,100	637,885	2,171,215
Non-Solar Power Supply Cost	(375,691)	(235,088)	(140,603)
Incremental Energy Cost	$ 2,433,409	$ 402,797	$ 2,030,613
Revenues			
Customer Sales - Electricity	(93,900)	17,362	(111,262)
Rent Receipts	(94,500)	15,557	(110,057)
Total Revenues	(188,400)	32,919	(221,319)
Incremental Sun Park Cost	$ 2,245,009	$ 435,716	$ 1,809,293
MWh Purchased/Generated - Solar	18,159.000	4,368.496	
MWh $ Solar Energy	$ 134.74	136.24	
Solar REC's MWh		656.000	
MWh $ Solar REC (one month lag)*		65.12	

City of Dover
Finance Department
Monthly Report - August 2016
Community Transportation Improvement Fund

	Budget	YTD	Balance	17% Budget
Beginning Balance	$ 92,100	$ -	$ 92,100	0.0%
Revenues				
Grants Revenue	500,000	-	500,000	0.0%
Interest Earned	-	61	(61)	0.0%
Total Revenues	500,000	61	499,939	0.0%
Total Beginning Balance & Revenues	**$ 592,100**	**$ 61**	**$ 592,039**	0.0%
Expenses				
Transfer to Capital Project Fund	$ 500,000	$ -	$ 500,000	0.0%
Total Expenses	500,000	-	500,000	0.0%
Budget Balance - Working Capital	92,100	-	92,100	0.0%
Total Budget Balances & Expenses	**$ 592,100**	**$ -**	**$ 592,100**	0.0%

City of Dover
Finance Department
Monthly Report - August 2016
Police Grant Funds

	Budget	YTD	Balance	17% Budget
Beginning Balance	$ 295,300	$ -	$ 295,300	0.0%
Revenues				
State & Federal Grants Received	319,000	35,730	283,270	11.2%
Interest Earnings	-	429	(429)	0.0%
Total Revenues	319,000	36,159	282,841	11.3%
Total Beginning Balance & Revenues	**$ 614,300**	**$ 36,159**	**$ 578,141**	5.9%
Expenses				
Cadet Program	$ 81,100	$ 10,233	$ 70,867	12.6%
Equipment & Program Supplies	284,000	32,024	251,976	11.3%
Telephone/Fax	16,000	2,423	13,577	15.1%
Training/Conference/Food/Travel	17,000	50	16,950	0.3%
Consulting/Audit Fees	1,000	-	1,000	0.0%
Contractual services	5,000	-	5,000	0.0%
Operating Transfers - Out	82,000	3,363	78,637	4.1%
Total Expenses	486,100	48,093	438,007	9.9%
Budget Balance - Working Capital (Unaudited)	128,200	-	128,200	0.0%
Total Budget Balances & Expenses	**$ 614,300**	**$ 48,093**	**$ 566,207**	7.8%

City of Dover
Finance Department
Monthly Report - August 2016
Library Grant Fund

	Budget	YTD	Balance	17% Budget
Beginning Balance	$ 17,300	$ -	$ 17,300	0.0%
Revenues				
Grants Received	305,500	50,916	254,584	16.7%
Federal Grants	2,500	416	2,084	16.6%
Total Revenues	308,000	51,332	256,668	16.7%
Total Beginning Balance & Revenues	**$ 325,300**	**$ 51,332**	**$ 273,968**	15.8%
Expenses				
Program Expenses/Supplies-State Grants	$ 27,500	$ 3,268	$ 24,232	11.9%
Program Expenses/Supplies-Federal Grants	2,500	55	2,445	2.2%
Office Supplies	30,800	3,676	27,124	11.9%
Printing/Duplicating	12,500	1,712	10,788	13.7%
Postage	100	27	73	27.0%
Books	150,600	162	150,438	0.1%
Furniture	10,500	558	9,942	5.3%
Audio Visual Supplies	77,200	2,932	74,268	3.8%
Training/Conference/Food/Travel	5,300	-	5,300	0.0%
Office Equipment/Repairs & Maintenance	6,300	66	6,234	1.0%
Other Equipment - Lease	2,000	305	1,695	15.3%
Total Expenses	325,300	12,761	312,539	3.9%
Budget Balance - Working Capital	-	-	-	0.0%
Total Budget Balances & Expenses	**$ 325,300**	**$ 12,761**	**$ 312,539**	3.9%

City of Dover
Finance Department
Monthly Report - August 2016
After School Program/Substance Abuse Prevention Fund

	Budget	YTD	Balance	17% Budget
Beginning Balance	$ 60,300	$ -	$ 60,300	0.0%
Revenues				
Grants Received	28,000	7,008	20,992	25.0%
Recreation Revenue	33,000	-	33,000	0.0%
Total Revenues	61,000	7,008	53,992	11.5%
Total Beginning Balance & Revenues	**$ 121,300**	**$ 7,008**	**$ 114,292**	5.8%
Expenses				
Temporary Help/Benefits	$ 60,200	$ 20,284	$ 39,916	33.7%
Program Expenses/Supplies	55,000	8,269	46,731	15.0%
Total Expenses	115,200	28,553	86,647	24.8%
Budget Balance - Working Capital	6,100	-	6,100	0.0%
Total Budget Balances & Expenses	**$ 121,300**	**$ 28,553**	**$ 92,747**	23.5%

City of Dover
Finance Department
Monthly Report - August 2016
CDBG Fund

	Budget	YTD	Balance	17% Budget
Beginning Balance	$ 2,100	$ -	$ 2,100	0.0%
Revenues				
Grants Received	236,500	1,426	235,074	0.6%
Interest Earnings	-	23	(23)	0.0%
Total Revenues	236,500	1,449	235,051	0.6%
Total Beginning Balance & Revenues	**$ 238,600**	**$ 1,449**	**$ 237,151**	0.6%
Expenses				
Closing Cost/Down Payment Program	$ 50,000	$ -	$ 50,000	0.0%
Connection Community Support Program	7,200	-	7,200	0.0%
Dover Interfaith Ministry	22,000	-	22,000	0.0%
MHDC Emergency Home Repair	25,000	21,376	3,624	85.5%
Habitat For Humanity	30,000	2,953	27,047	9.8%
Milford Housing H/O Rehabilitation	55,000	-	55,000	0.0%
Salaries	47,300	-	47,300	0.0%
NSP Expense	-	6,369	(6,369)	0.0%
Total Expenses	236,500	30,698	205,802	13.0%
Budget Balance - Working Capital	2,100	-	2,100	0.0%
Total Budget Balances & Expenses	**$ 238,600**	**$ 30,698**	**$ 207,902**	12.9%

MONTHLY REPORT



August 2016

Incident Run Log

Dover Fire Department

Date Range: From 08/01/2016 to 08/31/2016
Company: All Companies
Sorted by: Not selected

Date	FDID	Incident#	Alarm	###	Address	Suite	Type	Lgth
08/01/2016	30046	2016-000715	08:28	25	FREEDOM DR		Cooking fire, confined to container	0.3
08/01/2016	30046	2016-000716	18:55	221	SAULSBURY RD		Alarm system sounded due to malfunction	0.3
08/01/2016	30046	2016-000717	20:22	834	S GOVERNORS AVE		Smoke detector activation, no fire - unintentional	0.2
08/02/2016	30046	2016-000718	09:30	2200	SOUTH DUPONT HWY		Assist invalid	0.3
08/02/2016	30046	2016-000719	16:19	360	NOTTINGHAM CT		Smoke detector activation due to malfunction	0.3
08/02/2016	30046	2016-000720	16:30	1365	N DUPONT HWY	3054	Good intent call, other	0.5
08/02/2016	30046	2016-000721	18:33	149	PERIWINKLE DR		Service Call, other	0.3
08/02/2016	30046	2016-000722	23:48	22	OLD RUDNICK LA		False alarm or false call, other	0.6
08/03/2016	30046	2016-000723	00:43	1450	N DUPONT HWY	0587	Alarm system sounded due to malfunction	0.3
08/03/2016	30046	2016-000724	08:17	100	WASHINGTON ST		System malfunction, other	0.3
08/03/2016	30046	2016-000725	10:59	631	RIDGELY ST		Chemical hazard (no spill or leak)	1.7
08/04/2016	30046	2016-000726	08:51	640	S STATE ST		Toxic condition, other	0.6
08/04/2016	30046	2016-000727	10:25	1365	N DUPONT HWY	5000	False alarm or false call, other	0.4
08/04/2016	30046	2016-000728	12:15	198	COMMERCE WAY		Dumpster or other outside trash receptacle fire	0.6
08/04/2016	30046	2016-000729	15:11	1	ROCKFORD CROSSING		False alarm or false call, other	0.3
08/04/2016	30046	2016-000730	19:13	1710	N DUPONT HWY		Smoke detector activation, no fire - unintentional	0.4
08/05/2016	30046	2016-000731	09:52	1200	N DUPONT HWY		Detector activation, no fire - unintentional	0.0
08/06/2016	30046	2016-000732	02:37	145	HOLMES ST		Assist police or other governmental agency	0.7
08/06/2016	30046	2016-000733	12:46	910	WHATCOAT DR		Alarm system sounded due to malfunction	0.5
08/07/2016	30046	2016-000734	09:53	100	LAKEVIEW DR		Sprinkler activation, no fire - unintentional	1.1
08/07/2016	30046	2016-000735	10:59	518	FAIRVIEW AVE		Brush or brush-and-grass mixture fire	0.2
08/07/2016	30046	2016-000736	13:15	2898	ARTHURSVILLE RD		Cover assignment, standby, moveup	2.0
08/07/2016	30046	2016-000737	17:30	1101	S DUPONT HWY		Malicious, mischievous false call, other	0.3
08/07/2016	30046	2016-000738	20:13	51	WEBBS LN	F	Gas leak (natural gas or LPG)	0.7
08/08/2016	30046	2016-000739	01:07	1175	MCKEE RD		Smoke detector activation due to malfunction	0.7
08/08/2016	30046	2016-000740	01:47	316	STONE BROOK PL		Medical assist, assist EMS crew	0.1
08/10/2016	30046	2016-000741	08:16	101	MAIDSTONE BRANCH RD		Power line down	0.0
08/10/2016	30046	2016-000742	13:33	410	FEDERAL ST		Good intent call, other	0.2
08/10/2016	30046	2016-000743	17:00	1365	N DUPONT HWY	5000	Alarm system sounded due to malfunction	0.4
08/10/2016	30046	2016-000744	18:03	1365	N DUPONT HWY	5000	System malfunction, other	0.3
08/10/2016	30046	2016-000745	18:55	1225	WALKER RD		Smoke detector activation due to malfunction	0.4
08/10/2016	30046	2016-000746	19:35	23	FOREST CREEK DR		Building fire	1.4
08/10/2016	30046	2016-000747	21:24	1401	HOPKINS AVE		Off-road vehicle or heavy equipment fire	0.5
08/10/2016	30046	2016-000748	22:02	1918	GENERALS WAY		Gas leak (natural gas or LPG)	2.0
08/11/2016	30046	2016-000749	12:16	801	SILVER LAKE BLVD		Brush or brush-and-grass mixture fire	0.3
08/11/2016	30046	2016-000750	17:41	101	BABB DR		Smoke detector activation, no fire - unintentional	0.3
08/11/2016	30046	2016-000751	23:00	270	BEISER BLVD		System malfunction, other	0.8
08/12/2016	30046	2016-000752	00:24	16	S GOVERNORS AVE		Assist police or other governmental agency	0.3
08/12/2016	30046	2016-000753	15:08	120	N STATE ST		False alarm or false call, other	0.1
08/12/2016	30046	2016-000754	21:15	640	S DUPONT HWY		Good intent call, other	0.1
08/12/2016	30046	2016-000755	23:25	45	S STATE ST		System malfunction, other	0.4
08/14/2016	30046	2016-000756	00:35	1061	S LITTLE CREEK RD		Fire in mobile home used as fixed residence	2.8
08/14/2016	30046	2016-000757	08:53	1200	N DUPONT HWY		Alarm system sounded due to malfunction	0.0
08/14/2016	30046	2016-000758	09:41	1061	S LITTLE CREEK RD		Smoke or odor removal	0.6
08/14/2016	30046	2016-000759	14:39	2800	N DUPONT HWY		Smoke detector activation due to malfunction	0.5
08/14/2016	30046	2016-000760	15:39	183	WILLIS RD		Electrical wiring/equipment problem, other	0.5
08/14/2016	30046	2016-000761	17:48	1336	S GOVERNORS AVE		Good intent call, other	0.1
08/14/2016	30046	2016-000762	20:10	1078	S STATE ST		False alarm or false call, other	0.7
08/14/2016	30046	2016-000763	22:04	428	SUSSEX AVE		Carbon monoxide incident	0.4
08/14/2016	30046	2016-000764	23:22	3282	N DUPONT HWY	2	Smoke detector activation, no fire - unintentional	0.4
08/15/2016	30046	2016-000765	10:20	157	HOLMES ST		Smoke detector activation due to malfunction	0.3
08/15/2016	30046	2016-000766	13:38		ELECTRIC AVE		Garbage dump or sanitary landfill fire	1.9
08/15/2016	30046	2016-000767	19:28	400	N DUPONT HWY	E	Electrical wiring/equipment problem, other	0.3
08/16/2016	30046	2016-000768	11:00	120	N STATE ST		Smoke detector activation, no fire - unintentional	0.0
08/16/2016	30046	2016-000769	11:54	902	SCHOOLHOUSE LN		Smoke scare, odor of smoke	0.3
08/16/2016	30046	2016-000770	15:40	411	LEGISLATIVE AVE		Electrical wiring/equipment problem, other	0.3
08/17/2016	30046	2016-000771	07:00	36	WILLIS RD		CO detector activation due to malfunction	0.2
08/17/2016	30046	2016-000772	08:56	1200	N DUPONT HWY		Smoke detector activation, no fire - unintentional	0.0
08/17/2016	30046	2016-000773	10:59	1200	N DUPONT HWY		Heat detector activation due to malfunction	0.1

Date	FDID	Incident#	Alarm	###	Address	Suite	Type	Lgth
08/17/2016	30046	2016-000774	18:07	640	S STATE ST		Citizen complaint	0.2
08/17/2016	30046	2016-000775	22:54	1200	N DUPONT HWY		Water or steam leak	0.7
08/17/2016	30046	2016-000776	23:26	208	N NEW ST		Power line down	0.1
08/18/2016	30046	2016-000777	00:04	1995	SHARON HILL RD		Alarm system sounded due to malfunction	1.2
08/18/2016	30046	2016-000778	10:40	1995	SHARON HILL ROAD		System malfunction, other	0.2
08/18/2016	30046	2016-000779	23:44	1241	COLLEGE PARK DR		False alarm or false call, other	0.4
08/19/2016	30046	2016-000780	00:06	402	GREENHILL RD		System malfunction, other	0.5
08/19/2016	30046	2016-000781	13:24	200	GARRISON OAK DR		Smoke detector activation, no fire - unintentional	0.6
08/20/2016	30046	2016-000782	00:28	992	WHATCOAT DR		Smoke detector activation due to malfunction	0.4
08/20/2016	30046	2016-000783	08:52	1225	WALKER RD		Smoke detector activation, no fire - unintentional	0.3
08/20/2016	30046	2016-000784	09:29	1200	N DUPONT HWY		Smoke detector activation, no fire - unintentional	0.1
08/20/2016	30046	2016-000785	19:54	820	CARVEL DR	B	Cooking fire, confined to container	0.4
08/20/2016	30046	2016-000786	21:39	835	BAY RD		Good intent call, other	0.3
08/20/2016	30046	2016-000787	23:41	868	WOODCREST DR BLDG H		Hazardous condition, other	1.0
08/21/2016	30046	2016-000788	08:44	50	GREENTREE DR		Electrical wiring/equipment problem, other	1.2
08/21/2016	30046	2016-000789	12:59	801	LINCOLN ST		Fires in structure other than in a building	1.1
08/22/2016	30046	2016-000790	15:04	1200	N DUPONT HWY		Smoke detector activation due to malfunction	0.6
08/22/2016	30046	2016-000791	17:26	900	PUBLIC SAFETY BLVD		Smoke detector activation due to malfunction	0.6
08/23/2016	30046	2016-000792	00:19	0	KENTON RD		Good intent call, other	0.6
08/23/2016	30046	2016-000793	09:52	425	ALDER RD		Outside rubbish fire, other	0.5
08/23/2016	30046	2016-000794	10:24	55	GLENN STREET		Cooking fire, confined to container	0.6
08/23/2016	30046	2016-000795	12:00	306	ALDER RD		Combustible/flammable gas/liquid condition, other	1.0
08/24/2016	30046	2016-000796	03:08	225	S STATE ST		Alarm system activation, no fire - unintentional	0.7
08/24/2016	30046	2016-000797	11:35	317	S STATE ST		Alarm system activation, no fire - unintentional	0.2
08/24/2016	30046	2016-000798	18:03	233	WEST LOOCKERMAN ST		System malfunction, other	0.8
08/25/2016	30046	2016-000799	18:20		SCARBOROUGH RD		Extrication of victim(s) from vehicle	0.6
08/25/2016	30046	2016-000800	23:26	406	COUNTRY DR		Alarm system sounded due to malfunction	0.5
08/26/2016	30046	2016-000801	08:35	1200	N DUPONT HWY		Smoke detector activation, no fire - unintentional	0.1
08/26/2016	30046	2016-000802	18:15	1200	N DUPONT HWY		System malfunction, other	0.1
08/26/2016	30046	2016-000803	20:03		LOT 6 SUPERIOR AVE. LMP		Extrication of victim(s) from vehicle	0.4
08/27/2016	30046	2016-000804	17:06	13	E HUNTINGTON CIR		Medical assist, assist EMS crew	0.8
08/27/2016	30046	2016-000805	23:42	428	SUSSEX AVE		Gas leak (natural gas or LPG)	0.5
08/28/2016	30046	2016-000806	02:02	108	TRAFALGAR DR		Smoke detector activation due to malfunction	0.4
08/28/2016	30046	2016-000807	16:33		RT 1		Extrication of victim(s) from vehicle	0.7
08/28/2016	30046	2016-000808	16:38	799	TOWNSEND BLVD		Gas leak (natural gas or LPG)	1.4
08/28/2016	30046	2016-000809	18:00	650	BAY RD		Malicious, mischievous false call, other	0.3
08/28/2016	30046	2016-000810	18:29	391	N DUPONT HWY		Motor vehicle accident with no injuries.	0.4
08/29/2016	30046	2016-000811	07:53	120	N STATE ST		Smoke detector activation, no fire - unintentional	0.1
08/29/2016	30046	2016-000812	14:42	1757	HORSEPOND RD		Dispatched & canceled en route	0.2
08/29/2016	30046	2016-000813	16:12	1175	MCKEE RD		Unintentional transmission of alarm, other	0.2
08/29/2016	30046	2016-000814	17:58	201	N STATE ST		Arcing, shorted electrical equipment	0.9
08/29/2016	30046	2016-000815	20:19	320	E BROADSTAIRS PLACE		Good intent call, other	0.5
08/30/2016	30046	2016-000816	06:26	834	S GOVERNORS AVE		Smoke detector activation due to malfunction	0.3
08/30/2016	30046	2016-000817	14:25	350	MCKEE RD		Alarm system sounded due to malfunction	0.5
08/30/2016	30046	2016-000818	16:00	350	MCKEE RD		Smoke detector activation due to malfunction	0.1
08/30/2016	30046	2016-000819	18:28		CHESTNUT GROVE RD		Gasoline or other flammable liquid spill	0.4
08/30/2016	30046	2016-000820	19:34	1061	S LITTLE CREEK RD		Cooking fire, confined to container	0.5
08/30/2016	30046	2016-000821	20:09	19	N GOVERNORS AVE		Lock-in (if lock out , use 511)	0.2
08/30/2016	30046	2016-000822	21:11	447	ARNOLD CT		Heat from short circuit (wiring), defective/worn	0.7
08/30/2016	30046	2016-000823	23:51	107	E LOOCKERMAN ST		Assist police or other governmental agency	0.4
08/31/2016	30046	2016-000824	13:25	1200	N DUPONT HWY		Electrical wiring/equipment problem, other	0.8
08/31/2016	30046	2016-000825	16:25	1200	N DUPONT HWY		Removal of victim(s) from stalled elevator	0.5

Total Number of Incidents: 111

Total Length of Incidents: 57.0 Hours

FY 16-17 City Funded Account Balance Sheet

ACCOUNT	BUDGET	SPENT	BALANCE
Apparatus Repairs & Maintenance	$ 91,300.00	$ 16,200.12	$ 75,099.88
Building Maintenace Supplies	$ 1,500.00		$ 1,500.00
Contractual Services	$ 9,000.00		$ 9,000.00
Electricity	$ 45,000.00	$ 4,784.21	$ 40,215.79
Gasoline	$ 15,000.00	$ 961.56	$ 14,038.44
Heating Expenses- Gas	$ 12,000.00	$ 511.53	$ 11,488.47
Medical Supplies	$ 1,000.00		$ 1,000.00
Office Supplies	$ 1,500.00	$ 26.20	$ 1,473.80
Other Equipment Repairs	$ 1,500.00		$ 1,500.00
Program Expenses	$ 45,000.00	$ 10,293.13	$ 34,706.87
Radio Repairs	$ 2,000.00		$ 2,000.00
Safety & Security	$ 1,500.00		$ 1,500.00
Small Tools	$ 3,500.00	$ 221.26	$ 3,278.74
Telephone	$ 9,000.00	$ 989.15	$ 8,010.85
Training & Travel	$ 10,000.00	$ 1,450.00	$ 8,550.00
Uniforms & Firefighting Gear	$ 30,000.00	$ 506.90	$ 29,493.10
Water/ Sewer	$ 2,500.00	$ 168.42	$ 2,331.58

Balance as of: August 2016

Robbins Hose Company # 1, Inc.
Profit & Loss Detail
August 2016

	Type	Date	Num
Ordinary Income/Expense			
Expense			
Apparatus Repairs & Maintenance			
	Check	08/05/2016	1624
	Check	08/05/2016	1624
	Check	08/05/2016	1624
	Check	08/05/2016	1624
	Check	08/05/2016	1624
	Check	08/05/2016	1627
	Check	08/19/2016	1636
Total Apparatus Repairs & Maintenance			
Electricity			
	Check	08/05/2016	1626
	Check	08/14/2016	1630
Total Electricity			
Gasoline			
	Check	08/14/2016	1631
Total Gasoline			
Heating Expenses- Gas			
	Check	08/05/2016	1625
	Check	08/14/2016	1629
Total Heating Expenses- Gas			
Program Expenses			
	Check	08/14/2016	1633
	Check	08/14/2016	1633
	Check	08/14/2016	1634
	General Journal	08/14/2016	LSG 6-5
	General Journal	08/14/2016	LSG 6-5R
	Check	08/14/2016	1635
Total Program Expenses			
Small Tools			
	Check	08/26/2016	1638
	Check	08/26/2016	1638
	Check	08/26/2016	1638
Total Small Tools			
Telephone			
	Check	08/05/2016	1628
Total Telephone			
Uniforms			

Robbins Hose Company # 1, Inc.
Profit & Loss Detail
August 2016

		Type	Date	Num
		Check	08/14/2016	1632
		Check	08/26/2016	1637
	Total Uniforms			
	Water/Sewer			
		Check	08/05/2016	1626
		Check	08/05/2016	1626
		Check	08/14/2016	1630
	Total Water/Sewer			
Total Expense				
Net Ordinary Income				
Net Income				

Robbins Hose Company # 1, Inc.
Profit & Loss Detail
August 2016

	Name	Memo
Ordinary Income/Expense		
Expense		
Apparatus Repairs & Maintenance		
	Atlantic Emergency Solutions	Invoice # 11426DEL- Command Zone- Eng 3
	Atlantic Emergency Solutions	Invoice # 11568DEL- Coolant Leak- Eng 4
	Atlantic Emergency Solutions	Invoice # 11508DEL- Eng 6 springs & shocks
	Atlantic Emergency Solutions	Invoice # 11571DEL- Lightbar- Eng 6
	Atlantic Emergency Solutions	Invoice # 11513DEL- DOT & Annual Service- Er
	Dover Automotive	Invoice # 812416- Bulbs
	Atlantic Emergency Solutions	Invoice # 11601DEL- L-2 thermostat bleeder hos
Total Apparatus Repairs & Maintenance		
Electricity		
	City of Dover Utility	Acct # 44343-32052
	City of Dover Utility	Acct # 44255-31966
Total Electricity		
Gasoline		
	City of Dover	True Up on Diesel Fuel
Total Gasoline		
Heating Expenses- Gas		
	Chesapeake Utilities	Station 2 from 06/27 to 07/26
	Chesapeake Utilities	Station 1 from 07/05 to 08/03
Total Heating Expenses- Gas		
Program Expenses		
	Roy's Electrical Service, Inc.	Invoice # 35835
	Roy's Electrical Service, Inc.	Invoice # 35836
	Business Electronics	Logging Recorder Maintenance Contract
	Business Electronics	For CHK 1634 voided on 08/14/2016
	Business Electronics	Reverse of GJE LSG 6-5 -- For CHK 1634 voide
	Business Electronics	Logging Recorder Maintenance Contract
Total Program Expenses		
Small Tools		
	T & T Small Engines	Invoice # 88843- Cutters Edge repairs
	T & T Small Engines	Invoice # 88841- K1200 saw repairs
	T & T Small Engines	Invoice # 88842- Cut Off saw repairs
Total Small Tools		
Telephone		
	Verizon Wireless	IPAD charges
Total Telephone		
Uniforms		

Robbins Hose Company # 1, Inc.
Profit & Loss Detail
August 2016

	Name	Memo
	Dover Army-Navy Store	Class A ss shirt- Whitham
	Rush Uniform	Name tag for Deputy Chief Rhodes
Total Uniforms		
Water/Sewer		
	City of Dover Utility	Acct # 44345-32054
	City of Dover Utility	Acct # 44341-32050
	City of Dover Utility	Acct # 44253-31964
Total Water/Sewer		
Total Expense		
Net Ordinary Income		
Net Income		

Robbins Hose Company # 1, Inc.
Profit & Loss Detail
August 2016

	Clr	Split	Amount	Balance
Ordinary Income/Expense				
Expense				
Apparatus Repairs & Maintenance				
		City Fund Account	167.87	167.87
		City Fund Account	483.71	651.58
		City Fund Account	6,105.67	6,757.25
		City Fund Account	620.02	7,377.27
	ıg 6	City Fund Account	8,248.14	15,625.41
		City Fund Account	74.00	15,699.41
	;e replaced	City Fund Account	434.55	16,133.96
Total Apparatus Repairs & Maintenance			16,133.96	16,133.96
Electricity				
		City Fund Account	3,537.63	3,537.63
		City Fund Account	659.76	4,197.39
Total Electricity			4,197.39	4,197.39
Gasoline				
		City Fund Account	191.10	191.10
Total Gasoline			191.10	191.10
Heating Expenses- Gas				
		City Fund Account	46.12	46.12
		City Fund Account	114.28	160.40
Total Heating Expenses- Gas			160.40	160.40
Program Expenses				
		City Fund Account	1,384.09	1,384.09
		City Fund Account	1,439.65	2,823.74
	√	City Fund Account	0.00	2,823.74
		City Fund Account	1,995.00	4,818.74
	d on 08/14/	City Fund Account	-1,995.00	2,823.74
		City Fund Account	1,995.00	4,818.74
Total Program Expenses			4,818.74	4,818.74
Small Tools				
		City Fund Account	100.26	100.26
		City Fund Account	91.00	191.26
		City Fund Account	30.00	221.26
Total Small Tools			221.26	221.26
Telephone				
		City Fund Account	300.20	300.20
Total Telephone			300.20	300.20
Uniforms				

Robbins Hose Company # 1, Inc.
Profit & Loss Detail
August 2016

	Clr	Split	Amount	Balance
		City Fund Account	41.95	41.95
		City Fund Account	14.95	56.90
Total Uniforms			56.90	56.90
Water/Sewer				
		City Fund Account	77.50	77.50
		City Fund Account	14.49	91.99
		City Fund Account	42.96	134.95
Total Water/Sewer			134.95	134.95
Total Expense			26,214.90	26,214.90
Net Ordinary Income			-26,214.90	-26,214.90
Net Income			**-26,214.90**	**-26,214.90**








Dover Police
Monthly Report

August 2016
Chief Paul M. Bernat









DEPARTMENT OF POLICE

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

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

October 10, 2016

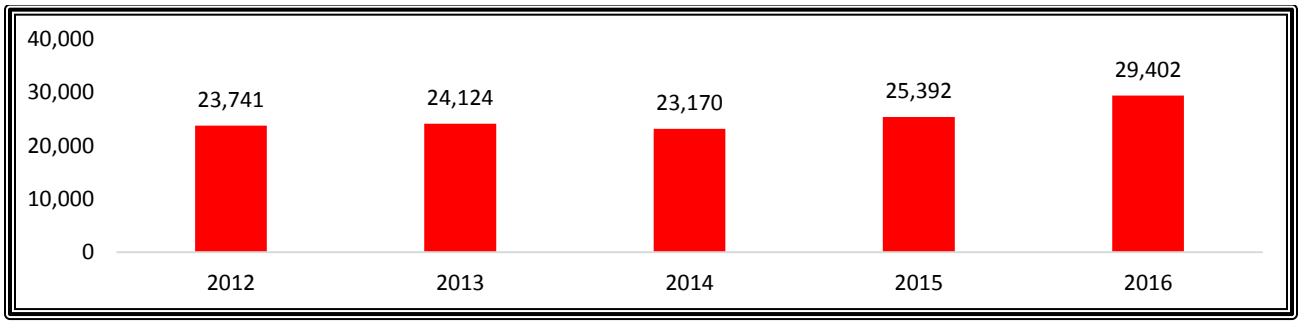
Honorable Robin Christiansen, Mayor
Member of Dover City Council
City Hall
Dover, DE 19901

Mayor Christiansen and Council Members:

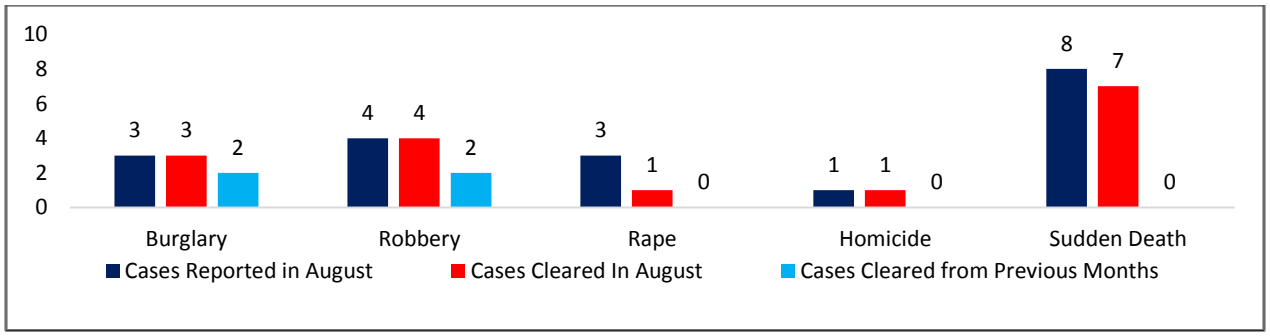
The following is the monthly report for Dover Police Department activities for the month of August 2016:

COMPLAINTS

Total complaints received through August 31st, numbered 29,402, this is an increase of 4,010 complaints over the same period last year.

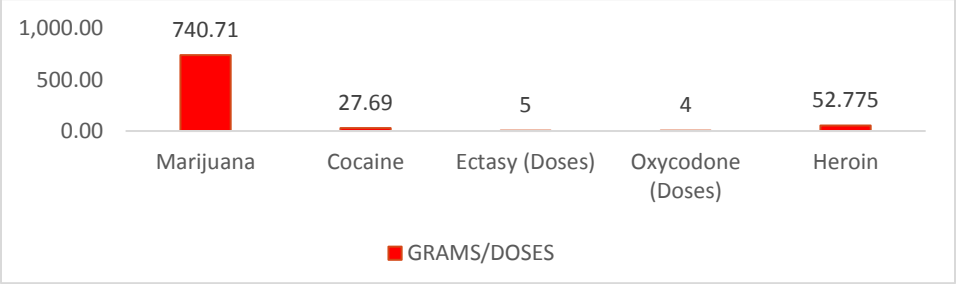


CRIMINAL INVESTIGATIONS

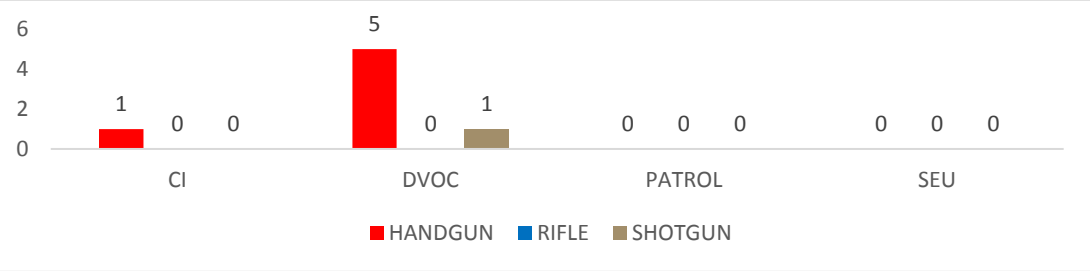


DRUGS, VICE, & ORGANIZED CRIME SECTION (DVOC) SEIZURES

Along with the drug seizures below, the DVOC also recovered 17 doses of PCP, 197.1 grams of mushrooms, 78 doses of LSD, 6 tramadol and $2,386.00 USD during the month of August.



FIREARM SEIZURES



COMMUNITY POLICING

COMMUNITY POLICING	***CONTACTS***
ABANDONED VEHICLES	*0*
ALCOHOL VIOLATIONS/DUI'S	*2*
ASSIST OTHER	*22*
WARRANTS ON FILE	*0*
CITY PARK VIOLATIONS	*0*
CRIMINAL ARRESTS	*0*
DRUG RELATED ARRESTS	*0*
LOUD MUSIC	*0*
MISCELLANEOUS VIOLATIONS	*0*
PARKING VIOLATIONS	*15*
PEDDLER	*0*
MEETINGS	*76*
CRIME PREVENTION CHECK	*0*
TRAFFIC ARRESTS	*5*
WARNINGS	*1*
FUGITIVE	*0*
DCO	*0*
PROSTITUTION	*0*
TOTAL CONTACTS	***119***

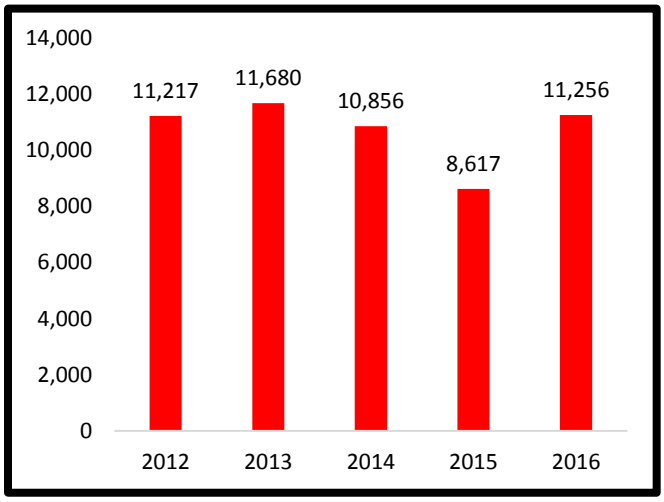
CADETS	***CONTACTS***
PARKING	*45*
DCO'S	*53*
OPEN CONTAINER	*8*
LOUD NOISE	*0*
LEWDNESS	*0*
OTHER	*0*
BUSINESS CONTACTS	*98*
LIBRARY CHECKS	*13*
COMPLAINTS ASSIGNED	*69*
SPECIAL EVENT	*3*
TOTAL CONTACTS	***289***

SAFE STREETS

SAFE STREETS ENFORCEMENT	CONTACTS
ABANDONED VEHICLES	0
ALCOHOL VIOLATIONS/DUI'S	0
ASSIST OTHER	13
WARRANTS ON FILE	0
CITY PARK VIOLATIONS	0
CRIMINAL ARRESTS	150
DRUG RELATED ARRESTS	82
LOUD MUSIC	1
MISCELLANEOUS VIOLATIONS	0
PARKING VIOLATIONS	0
PEDDLER	0
MEETINGS	0
GUNS	3
CURFEW CHECKS	120
CRIME PREVENTION CHECKS	0
TRAFFIC ARRESTS	18
WARNINGS	24
FUGITIVES	22
DCO'S	2
PROSTITUTION	0
TOTAL CONTACTS	435

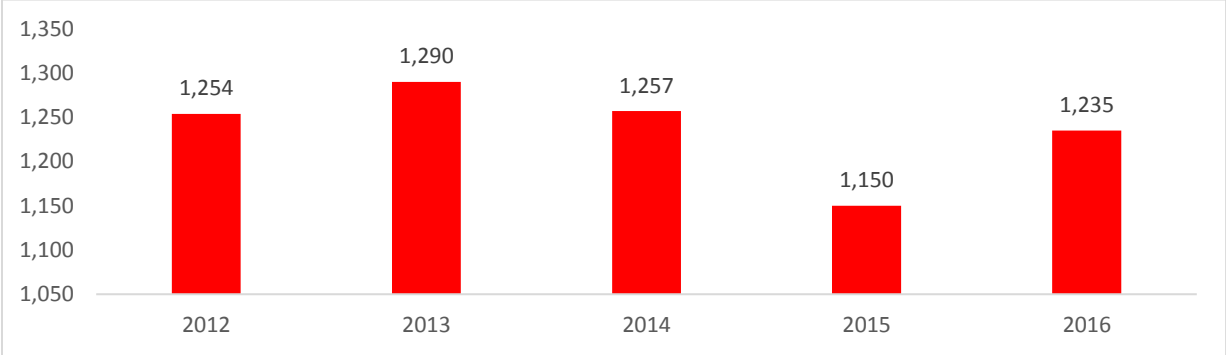
TRAFFIC ARRESTS

The department issued 11,256 traffic citations through this reporting period, this is an increase of 2,639 citations over the number issued during the same period last year.



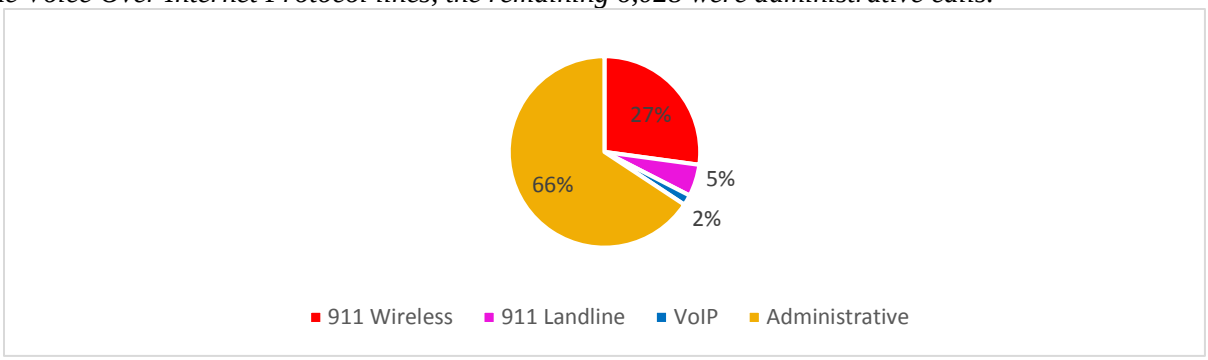
TRAFFIC CRASHES

Through August 31st, the Dover Police investigated 1,235 traffic crashes, an increase of 85 crashes investigated during the same period last year.



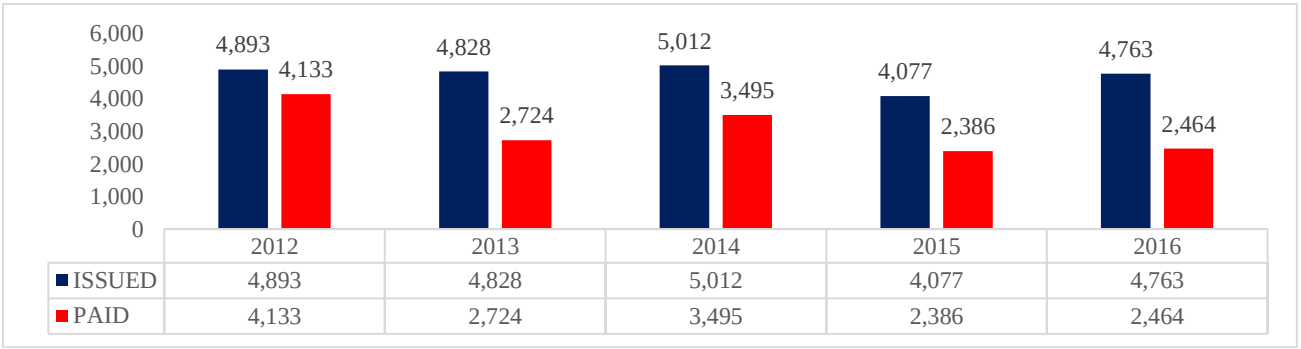
911 Center

During the month of August, the Dover Police Department handled a total of 9,174 calls averaging 296 calls per day. Dispatchers handled 2,491 on the 911 wireless lines, 493 on the 911 landlines, and 162 on the Voice Over Internet Protocol lines, the remaining 6,028 were administrative calls.



CITY ORDINANCE SUMMONS

Through August 31st, we issued 4,763 city ordinance summons, an increase of 686 summonses for the same period last year. Note: Of those summonses issued in August, 9 DCO's were issued for handicapped parking violations and 2 for fire lane parking violations, 202 for false alarms (96 for 1-2 alarms, 57, for 3-5 alarms, 24 for 6-9 alarms, 13 for 10-15 alarms, and 12 for 16 or more alarms) and 6 for noise violations 1 for vehicle violations and 5 for residence violations).

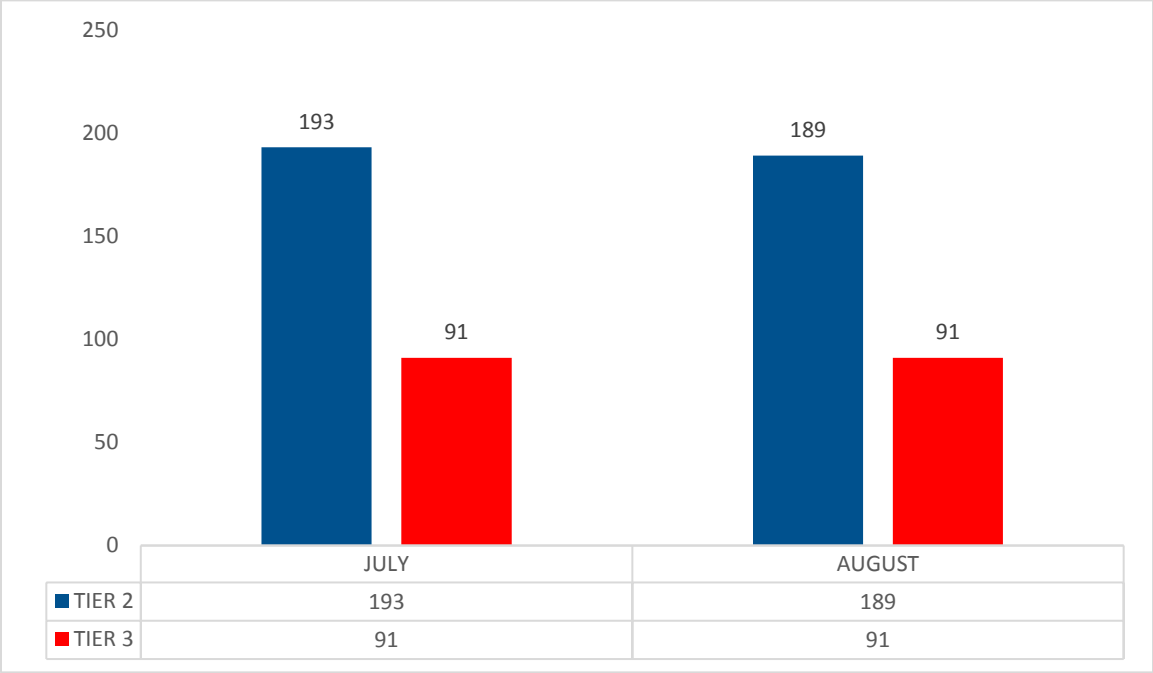


	2012	2013	2014	2015	2016
ISSUED	4,893	4,828	5,012	4,077	4,763
PAID	4,133	2,724	3,495	2,386	2,464

SEX OFFENDER STATISTICS/AUGUST

	VERIFICATIONS	NOTIFICATIONS	MONTHLY REVERIFICATIONS	NON COMPLIANT WARRANTS
TIER 1	0	0	0	0
TIER 2	25	2,325	43	2
TIER 3	7	851	18	2

ACTIVE SEX OFFENDERS THAT RESIDE IN THE CITY OF DOVER *(please note, Tier 1 offenders are not contacted by Dover Police Sex Offender Agents).*



(Please note, Tier 1 offenders are not contacted by Dover Police Sex Offender Agents).

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

Respectfully Submitted,

Paul M. Bernat

Paul M. Bernat
Chief of Police

ACTION FORM

PROCEEDING: City Council
DEPARTMENT OF ORIGIN: Electric **DATE SUBMITTED**: 10/04/2016
PREPARED BY: Harry A. Maloney, III, Electric Director / Paul Waddell, Engineering Superintendent
SUBJECT: Acceptance of Proposal – Supervisory Control and Data Acquisition (SCADA) Master Hardware/Software Replacement – Sole Source Vendor
REFERENCE: CIP – EE1700 – SCADA Master Hardware Replacement
RELATED PROJECT: N/A
REVIEWED BY: Scott D. Koenig, P.E., City Manager; Donna Mitchell, Controller
EXHIBITS: City of Dover SCADA Upgrade Quote from 07-12-2016; CIP Narrative
EXPENDITURE REQUIRED: Approx. $115,000 (for License & Software) **AMOUNT BUDGETED**: $150,000 **FUNDING SOURCE (Dept./Page in CIP & Budget)**: Electric Engineering / Page 149 – FY-2016-2017
TIMETABLE: Orders to be placed upon final approval by City Council
RECOMMENDED ACTION: Staff recommends purchasing the SCADA Master hardware and software from the sole source vendor, Siemens Energy, Inc. for $114,370.

BACKGROUND AND ANALYSIS

This sole vendor quote will replace the Master SCADA Station software. The Master Station receives all of the analog data, door alarms, and manages the controls for all of the City's electrical substations and wastewater lift stations. The Master Station is comprised of dual host servers, dual operator consoles, paging systems, a web server, two (2) firewalls for DMZ and one (1) remote access/support firewall. The Master Station also allows the operators to modify and control the City's electrical grid remotely thus reducing the amount of time outages affect our customers and residents. If this purchase is not made from the qualified sole source vendor, the City will be forced to completely overhaul all of the existing monitoring equipment in all the City's substations and lift stations. Selection of another vendor will significantly increase the cost of the proposed project. The requested expenditure amount includes $114,370 for the master station software replacement and associated training for two (2) personnel who are tasked with the day to day maintenance of the SCADA system.

Additional expenditures will be required to complete the project; however, these costs are included in the overall project budget of $150,000. Our current equipment will soon reach the end of its life expectancy. It should be noted that the system runs continuously (twenty-four (24) hours per day, seven (7) days per week) to monitor and track anomalies in the electrical and wastewater systems. The additional firewalls will be required to conform to upcoming implementations of NERC CIP Cyber Security Standards.

Capital Investments Plan

FY 17 thru FY 21

City of Dover, Delaware

Project #: EE1700

Project Name: SCADA Master Hardware Replacement

Type:	Equipment	**Department:**	Electric
Useful Life:	5 years	**Contact:**	Electric Director
Category:	Computer	**Priority:**	1
New Project:	Yes	**Account #:**	487-8300-563-80-38
Time-Line:	FY17	**Total Project Cost:**	$150,000

Description

This project will replace the Master Station hardware and associated enclosures/desks. The Master Station receives all the analog data, door alarms, and control for all electrical substations and wastewater lift stations. The Master Station is comprised of dual host servers, dual operator consoles, paging systems, web server, two firewalls for DMZ and one remote access/support firewall. The Master Station also allows the operators to modify and control the city's electrical grid remotely reducing the amount of time outages affect the residents and reduce harm to the city's populace. Requested amount includes $130,000 for master hardware replacement and associated training for 2 personnel who are tasked with the day to day maintenance of the SCADA system. This also accounts for modifications to the workstation enclosures to account for new equipment.

TIME-LINE/CURRENT STATUS: Equipment will be ordered and replaced during the FY17 budget year.

Justification

The equipment will reach the end of its life expectancy. It should be noted that the systems runs continuously 24 hours a day seven days a weeks to monitor and track anomalies in the electrical and wastewater systems. The additional firewalls will be required to conform to upcoming implementations of NERC CIP Cyber Security Standards.

CONSEQUENCES OF DELAYING OR ELIMINATING THIS PROJECT: If the system fails, we will not be able to monitor or control electrical substations and view alarms for wastewater lift stations. This could result in prolonged outages and/or outages in wastewater removal as well as overflows.

Prior	Expenditure	FY 17	FY 18	FY 19	FY 20	FY 21	Total	Future
	Planning/Design	$150,000						
	Total	$150,000						

Prior	Funding Sources	FY 17	FY 18	FY 19	FY 20	FY 21	Total	Future
	Electric Revenue	$150,000						
	Total	$150,000						

Budget Impact/Other

Budget Items	FY 17	FY 18	FY 19	FY 20	FY 21	Total
Total						

SIEMENS

Spectrum Power TG for Windows
NETWORK MANAGEMENT SYSTEM FOR:
City of Dover
Power TG SCADA Upgrade 2016

Quote:	**S15-027Qrev3**
Date:	**12-Jul-2016**
Valid for:	**Budgetary**
Delivery Schedule:	**120 days ARO**
Payment Terms:	**30 days Net**
Delivery FCA:	**Dover, DE**

LIST OF DELIVERABLES

Item	Description	Quantity	Price - USD
	Power TG for Windows SCADA System Upgrade to v9 & 64-bit OS Scope, consisting of:		
1	**Power TG Software Licenses** *With a current Service and Support Agreement, all Power TG upgrade licenses are included at no extra charge.*		**No Charge**
2	**Additonal Power TG Licenses** Data Warehouse/HIS License TG Data Warehouse Web Query application		**$10,700**
3	**Basic Project Services** Project Management Database conversion for All lines and All RTUs Hardware-Setup SCADA Server (including OS & Power TG baseline software installation) Hardware-Setup RTUCS (including OS & Power TG baseline software installation) Hardware-Setup TG Consoles (including OS & Power TG baseline software installation) Hardware-Setup HIS Server on SQL (including OS & Power TG baseline software installation) Integration Test & check-out Variance Correction		**$60,000**
4	**Factory Training - 2 students, including travel expenses (no per diem)** System Administration Training (8h) Database Training (16h) Display Editor Training (16h) Student Travel costs - SCADA Training		**$21,300**
5	**On-Site 3rd party Software & Power TG installation Support - 1 week (Labor is defined in Item 3 above)** Travel costs - On-Site SW installation/Configuration		**$3,770**
6	**On-Site Cut-over Support - 1 week** On-Site Installation/Comissioning Support Travel costs - On-Site Commissioning		**$18,600**
		Total Base Scope Price	**$114,370**

Notes

Spectrum Power TG for Windows
NETWORK MANAGEMENT SYSTEM FOR:
City of Dover
Power TG SCADA Upgrade 2016

Quote:	**S15-027Qrev3**
Date:	**12-Jul-2016**
Valid for:	**Budgetary**
Delivery Schedule:	**120 days ARO**
Payment Terms:	**30 days Net**
Delivery FCA:	**Dover, DE**

LIST OF DELIVERABLES

Item	Description	Quantity	Price - USD

A. **Current Dover SCADA system consists of Dual Host servers, 2 Operator consoles with 2 displays each, Web Server and paging option.**

B. **Customer will supply all system hardware & 3rd party software (Windows OS & SQL) and reuse existing network cables, hubs/switches, firewalls, serial communication cables, modem splitters (share modules) and modems.**

C **Current system uses fiber (L-MUX) to each substation, except to lift stations which are microwave. City of Dover will reuse the serial to network (fiber) converters/adapters.**

Terms and Payment Schedule

Payment Schedule

Milestones	**%**	Base Scope
Contract Signing	30%	$34,311
Delivery	50%	$57,185
On-Line	20%	$22,874

Terms & Conditions

per attached Siemens Industry, Inc.
Standard Terms & Conditions of Sale

CONFIDENTIAL INFORMATION

This proposal, including all of its attachments, exhibits, appendices, etc. ("Proposal"), is provided "as-is" for your evaluation of Siemens Industry, Inc. ("Siemens") as the provider of work discussed therein and contains information that is confidential to and solely owned by Siemens. Your acceptance, viewing or storage of this Proposal is an acknowledgment of a confidential relationship between you and Siemens. We require that this Proposal be returned or destroyed when no longer required for the purpose identified herein. This Proposal and any information obtained from this Proposal may not be re-produced, transmitted, disclosed or otherwise used, in whole or in part, without the prior written authorization of Siemens.
The above terms supersede any click-wrap or other terms not expressly set forth in a signed agreement between the parties covering the Proposal. All such click-wrap or other terms are expressly rejected by Siemens.

SIEMENS

Siemens Industry, Inc.
Energy Management Division
Standard Terms and Conditions of Product Sales and Services
(April 1, 2012)

1. Applicable Terms. These terms govern the sale of goods and services (collectively, "Products") by Siemens. Whether these terms are included in a proposal, offer or an acceptance by Siemens, such proposal, offer or acceptance is conditioned on Buyer's assent to these terms. Any additional, different or conflicting terms contained in Buyer's request for proposal, specifications, purchase order or any other written or oral communication from Buyer shall not be binding in any way on Siemens. Siemens' failure to object to any such additional, different or conflicting terms shall not operate as a waiver of these terms.

2. Pricing & Payment. The prices for the Products shall be: (a) as stated in Siemens' proposal; or, if none are stated (b) Siemens' standard prices in effect at the time of release for shipment or performance of services. In the event of a price increase or decrease, the price of Products on order shall be adjusted to reflect such increase or decrease. This does not apply to a shipment held by request of Buyer. Products already shipped are not subject to price increase or decrease. Siemens may require, at its discretion, a reasonable and appropriate down payment prior to commencing work. Discounts, if any, are as specified on the latest discount sheets issued from time to time. Cash discounts are not applicable to notes or trade acceptances, to prepaid transportation charges when added to Siemens' invoices or to discountable items if there are undisputed past due items on the account. Cash discounts shall only be allowed on that portion of the invoice paid within the normal discount period.

(a) Payment - Unless otherwise stated, all payments shall be net thirty (30) days from the date of invoice payable in United States Dollars.

(b) Credit Approval - All orders are subject to credit approval by Siemens. The amount of credit or terms of payment may be changed or credit withdrawn by Siemens at any time for any reason without advance notice. Siemens may, in its discretion, withhold further manufacture, performance or shipment; require immediate cash payments for past and future shipments or performance; or require other security satisfactory to Siemens before further manufacture, performance or shipment is made; and may, if shipment has been made, recover the Products from the carrier, pending receipt of such assurances.

(c) Installment Shipment - If these terms require or authorize delivery of Products in separate lots, shipments or milestones to be separately accepted by Buyer, Buyer may only refuse such portion of a lot, shipment or milestone that fails to comply with the requirements of these terms. Buyer may not refuse to receive any lot or portion of hereunder for failure of any other lot or portion of a lot to be delivered or to comply with these terms, unless such right of refusal is expressly provided for on the face hereof. Buyer shall pay for each lot in accordance with the terms hereof. Payment shall be made for the Products without regard to whether Buyer has made or may make any inspection of the Products. Products held for Buyer are at Buyer's sole risk and expense.

(d) Taxes, Shipping, Packing, Handling - Except to the extent expressly stated in these terms, Siemens' prices do not include any freight, storage, insurance, taxes, excises, fees, duties or other government charges related to the Product, and Buyer shall pay such amounts or reimburse Siemens for any amounts Siemens pays. If Buyer claims a tax or other exemption or direct payment permit, it shall provide Siemens with a valid exemption certificate or permit and indemnify, defend and hold Siemens harmless from any taxes, costs and penalties arising out of same. Siemens' prices include the costs of its standard domestic packing only. Any deviation from this standard packing (domestic or export), including U.S. Government sealed packing, shall result in extra charges. To determine such extra charges, consult Siemens' sales offices. Any and all increases, changes, adjustments or surcharges (including, without limitation, fuel surcharges) which may be in connection with the freight charges, rates or classification included as part of these terms, shall be for the Buyer's account.

(e) Finance Charge - Buyer agrees to pay FINANCE CHARGES on the unpaid balance of all overdue invoices, less any applicable payments and credits, from the date each invoice is due and payable at an ANNUAL PERCENTAGE RATE of EIGHTEEN PERCENT (18%), or the highest applicable and lawful rate on such unpaid balance, whichever is lower.

(f) Disputed Invoice - In the event Buyer disputes any portion or all of an invoice, it shall notify Siemens in writing of the amount in dispute and the reason for its disagreement within twenty-one (21) days of receipt of the invoice. The undisputed portion shall be paid when due, and FINANCE CHARGE on any unpaid portion shall accrue, from the date due until the date of payment, to the extent that such amounts are finally determined to be payable to Siemens.

(g) Collection – Upon Buyer's default of these terms, Siemens may, in addition to any other rights or remedies at contract or law, subject to any cure right of Buyer, declare the entire balance of Buyer's account immediately due and payable or foreclose any security interest in Products delivered. If any unpaid balance is referred for collection, Buyer agrees to pay Siemens, to the extent permitted by law, reasonable attorney fees in addition to all damages otherwise available, whether or not litigation is commenced or prosecuted to final judgment, plus any court costs or expenses incurred by Siemens, and any FINANCE CHARGES accrued on any unpaid balance owed by Buyer.

(h) Suspension/Termination Right - Siemens reserves the right to suspend work if Buyer is over thirty (30) days late in payment of an undisputed invoice. Siemens reserves the right to terminate the order if Buyer is over sixty (60) days late in payment of an undisputed invoice.

3. Delivery; Title; Risk of Loss. Product shall be delivered F.O.B. Siemens point of shipment with title to the Product and risk of loss or damage for the Product passing to Buyer at that point. Buyer shall be responsible for all transportation, insurance and related expenses including any associated taxes, duties or documentation. Siemens may make partial shipments. Shipping dates are approximate only and Siemens shall not be liable for any loss or expense (consequential or otherwise) incurred by Buyer or Buyer's customers if Siemens fails to meet the specified delivery schedule.

4. Deferment and Cancellation. Buyer shall have no deferment rights and Buyer shall be liable for cancellation charges, which shall include without limitation: (a) payment of the full product price for any finished Product or works in progress; (b) payment for raw materials ordered pursuant to a firm purchase order; and (c) such other direct costs incurred by Siemens as a result of such cancellation.

5. Force Majeure / Delays. If Siemens suffers delay in performance due to any cause beyond its reasonable control, including without limitation acts of God, strikes, labor shortage or disturbance, fire, accident, war or civil disturbance, delays of carriers, failure of normal sources of supply, or acts of government, the time of performance shall be extended a period of time equal to the period of the delay and its consequences. Siemens will give to Buyer notice within a reasonable time after Siemens becomes aware of any such delay. Siemens shall be entitled to reimbursement of actual costs directly attributable to the force majeure event. A force majeure event lasting greater than six (6) months shall entitle either party to terminate the agreement.

6. Buyer's Requirements. Timely performance by Siemens is contingent upon Buyer's supplying to Siemens all required technical information and data, including drawing approvals, and all required commercial documentation. Siemens shall be entitled to a change order under Section 11 of these terms for any delay caused by the Buyer, its contractors, successors or assigns.

7. Limited Warranty. *(a) Limited Product Warranty Statements* - For each Product purchased from Siemens or an authorized reseller, Siemens makes the following limited warranties: (i) the Product is free from defects in material and workmanship, (ii) the Product materially conforms to Siemens' specifications that are attached to, or expressly incorporated by reference into, these terms; (iii) at the time of delivery, Siemens has title to the Product free and clear of liens and encumbrances; and (iv) for professional services performed by Siemens hereunder, Siemens warrants the services will be performed in accordance with generally accepted professional standards (collectively, the "Limited Warranties"). The Limited Warranties set forth herein does not apply to any software furnished by Siemens. If software is furnished by Siemens, then the attached Software License Addendum shall apply.

(b) Conditions to the Limited Warranties - The Limited Warranties are conditioned on (i) Buyer storing, installing, operating and maintaining the Product in accordance with Siemens' instructions; (ii) no repairs, modifications or alterations being made to the Product other than by Siemens or its authorized representatives; (iii) using the Product within any conditions or in compliance with any parameters set forth in specifications that are attached to, or expressly incorporated by reference into, these terms; (iv) Buyer discontinuing use of the Product after it has, or should have had, knowledge of any defect in the Product; (v) Buyer providing prompt written notice of any warranty claims within the warranty period described below; (vi) at Siemens' discretion, Buyer either removing and shipping the Product or non-conforming part thereof to Siemens, at Buyer's expense, or Buyer granting Siemens access to the Products at all reasonable times and locations to assess the warranty claims; and (vii) Buyer not being in default of any payment obligation to Siemens under these terms.

(c) Exclusions from Limited Warranty Coverage - The Limited Warranties specifically exclude any equipment comprising part of the Product that is not manufactured by Siemens or not bearing its nameplate. To the extent permitted, Siemens herby assigns any warranties made to Siemens for such equipment. Siemens shall have no liability to Buyer under any legal theory for such equipment or any related assignment of warranties. Additionally, any Product that is described as being experimental, developmental, prototype, or pilot is specifically excluded from the Limited Warranties and provided to Buyer "as is" with no warranties of any kind. Also excluded from the Limited Warranties are normal wear and tear items including any expendable items that comprise part of the Product, such as fuses, light bulbs and lamps.

(d) Limited Warranty Period - Buyer shall have twelve (12) months from initial operation of the Product or eighteen (18) months from shipment, whichever occurs first (or in the case of services, twelve (12) months from the completion of services), to provide Siemens with prompt, written notice of any claims of breach of the Limited Warranties. Continued use or possession of the Product after expiration of the warranty period shall be conclusive evidence that the Limited Warranties have been fulfilled to the full satisfaction of Buyer, unless Buyer has previously provided Siemens with notice of a breach of the Limited Warranties.

(e) Remedies for Breach of Limited Warranty - Buyer's sole and exclusive remedies for any breach of the Limited Warranties are limited to Siemens' choice of repair or replacement of the Product, or non-conforming parts thereof, re-performance of the services, or refund of all or part of the purchase price. The warranty on repaired or replaced parts of the Product or re-performed services shall be limited to the remainder of the original warranty period.

Unless otherwise agreed to in writing by Siemens, (i) Buyer shall be responsible for any labor required to gain access to the Product so that Siemens can assess the available remedies and (ii) Buyer will be responsible for providing Siemens with working access to the Products, including the removal, disassembly, replacement or reinstallation of any equipment, materials or structures to the extent necessary to permit Siemens to perform its warranty obligations, or transportation costs to and from the Siemens factory or repair facility, or for damage to equipment components or parts resulting in whole or in part from improper maintenance or operation or from their deteriorated condition. All exchanged Products replaced under this Limited Warranty will become the property of Siemens.

(f) Transferability - The Limited Warranties shall be transferable during the warranty period to the initial end-user of the Product.

THE LIMITED WARRANTIES SET FORTH IN THIS SECTION 7 ARE SIEMENS' SOLE AND EXCLUSIVE WARRANTIES AND ARE SUBJECT TO THE LIMITS OF LIABILITY SET FORTH IN SECTION 8 BELOW. SIEMENS MAKES NO OTHER WARRANTIES, EXPRESS OR IMPLIED, INCLUDING, WITHOUT LIMITATION, WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE, COURSE OF DEALING AND USAGE OF TRADE.

8. LIMITATION OF LIABILITY. NEITHER SIEMENS, NOR ITS SUPPLIERS, SHALL BE LIABLE, WHETHER IN CONTRACT, WARRANTY, FAILURE OF A REMEDY TO ACHIEVE ITS INTENDED OR ESSENTIAL PURPOSES, TORT (INCLUDING NEGLIGENCE), STRICT LIABILITY, INDEMNITY OR ANY OTHER LEGAL THEORY, FOR LOSS OF USE, REVENUE, SAVINGS OR PROFIT, OR FOR COSTS OF CAPITAL OR OF SUBSTITUTE USE OR PERFORMANCE, OR FOR INDIRECT, SPECIAL, LIQUIDATED, PUNITIVE, EXEMPLARY, COLLATERAL, INCIDENTAL OR CONSEQUENTIAL DAMAGES, OR FOR ANY OTHER LOSS OR COST OF A SIMILAR TYPE, OR FOR CLAIMS BY BUYER ITS SUCCESSORS OR ASSIGNS FOR DAMAGES OF BUYER'S CUSTOMERS.

SIEMENS' MAXIMUM LIABILITY UNDER THIS CONTRACT SHALL BE THE ACTUAL PURCHASE PRICE RECEIVED BY SIEMENS FOR THE PRODUCT AT ISSUE OR ONE MILLION DOLLARS, WHICHEVER IS LESS. BUYER AGREES THAT THE EXCLUSIONS AND LIMITATIONS SET FORTH IN THIS SECTION 8 ARE SEPARATE AND INDEPENDENT FROM ANY REMEDIES WHICH BUYER MAY HAVE HEREUNDER AND SHALL BE GIVEN FULL FORCE AND EFFECT WHETHER OR NOT ANY OR ALL SUCH REMEDIES SHALL BE DEEMED TO HAVE FAILED OF THEIR ESSENTIAL PURPOSE. THESE LIMITATIONS OF LIABILITY ARE EFFECTIVE EVEN IF SIEMENS HAS BEEN ADVISED BY BUYER OF THE POSSIBILITY OF SUCH DAMAGES. SIEMENS LIABILITY WITH REGARD TO THIS AGREEMENT SHALL CEASE UPON THE EXPIRATION OF THE LIMITED WARRANTY PERIOD.

9. PATENT AND COPYRIGHT INFRINGEMENT. Siemens will, at its own expense, defend or at its option settle any suit or proceeding brought against Buyer in so far as it is based on an allegation that any Product (including parts thereof), or use thereof for its intended purpose, constitutes an infringement of any United States patent or copyright, if Siemens is promptly provided notice and given authority, information, and assistance in a timely manner for the defense of said suit or proceeding. Siemens will pay the damages and costs awarded in any suit or proceeding so defended. Siemens will not be responsible for any settlement of such suit or proceeding made without its prior written consent. In case the Product, or any part thereof, as a result of any suit or proceeding so defended is held to constitute infringement or its use by Buyer is enjoined, Siemens will, at its option and its own expense, either: (a) procure for Buyer the right to continue using said Product; (b) replace it with substantially equivalent non-infringing Product; or (c) modify the Product so it becomes non-infringing.

Siemens will have no duty or obligation to Buyer under this Section 9 to the extent that the Product is (a) supplied according to Buyer's design or instructions wherein compliance therewith has caused Siemens to deviate from its normal course of performance; (b) modified by Buyer or its contractors after delivery; or (c) combined by Buyer or its contractors with devices, methods, systems or processes not furnished hereunder and by reason of said design, instruction, modification, or combination a suit is brought against Buyer. In addition, if by reason of such design, instruction, modification or combination, a suit or proceeding is brought against Siemens, Buyer shall protect Siemens in the same manner and to the same extent that Siemens has agreed to protect Buyer under the provisions of this Section 9

THIS SECTION 9 IS AN EXCLUSIVE STATEMENT OF ALL THE DUTIES OF THE PARTIES RELATING TO PATENTS AND COPYRIGHTS, AND DIRECT OR CONTRIBUTORY PATENT OR COPYRIGHT AND OF ALL THE REMEDIES OF BUYER RELATING TO ANY CLAIMS, SUITS, OR PROCEEDINGS INVOLVING PATENTS AND COPYRIGHTS.

10. Compliance with Laws. Buyer agrees to comply with all applicable laws and regulations relating to the purchase, resale, exportation, transfer, assignment, disposal or use of the goods.

11. Changes in Work. Siemens shall not implement any changes in the scope of work unless Buyer and Siemens agree in writing to the details of the change and any resulting price, schedule or other contractual modifications. Any change to any law, rule, regulation, order, code, standard or requirement which requires any change hereunder shall entitle Siemens to an equitable adjustment in the prices and any time of performance.

12. Non-waiver of Default. Each shipment made hereunder shall be considered a separate transaction. In the event of any default by Buyer, Siemens may decline to make further shipments. If Siemens elects to continue to make shipments, Siemens' actions shall not constitute a waiver of any default by Buyer or in any way affect Siemens' legal remedies for any such default. Any waiver of Siemens to require strict compliance with the provisions of this contract shall be in writing and any failure of Siemens to require such strict compliance shall not be deemed a waiver of Siemens' right to insist upon strict compliance thereafter.

13. Final Written Agreement; Modification of Terms. These terms, together with any quotation, purchase order or acknowledgement issued or signed by Siemens, comprise the complete and exclusive agreement between the parties (the "Agreement") and supersede any terms contained in Buyer's documents, unless separately signed by Siemens. These terms may only be modified by a written instrument signed by authorized representatives of both parties.

14. Assignment. Neither party may assign the Agreement, in whole or in part, nor any rights or obligations hereunder without the prior written consent of the other; provided however that Siemens may assign its rights and obligations under these terms to its affiliates and Siemens may grant a security interest in the Agreement and/or assign proceeds of the Agreement without Buyer's consent.

15. Applicable Law and Jurisdiction. These terms is governed and construed in accordance with the laws of the State of Delaware, without regard to its conflict of laws principles. The application of the United Nations Convention on Contracts for the International Sale of Goods is excluded. BUYER WAIVES ALL RIGHTS TO A JURY TRIAL IN ANY ACTION OR PROCEEDING RELATED IN ANY WAY TO THESE TERMS.

16. Severability. If any provision of these terms is held to be invalid, illegal or unenforceable, the validity, legality and enforceability of the remaining provisions will not in any way be affected or impaired, and such provision will be deemed to be restated to reflect the original intentions of the parties as nearly as possible in accordance with applicable law.

17. Export Control. Buyer acknowledges that Siemens is required to comply with applicable export laws and regulations relating to the sale, exportation, transfer, assignment, disposal and usage of the goods provided under this agreement, including any export license requirements. Buyer agrees that such goods shall not at any time directly or indirectly be used, exported, sold, transferred, assigned or otherwise disposed of in a manner which will result in non-compliance with such applicable export laws and regulations. It shall be a condition of the continuing performance by Siemens of its obligations hereunder that compliance with such export laws and regulations be maintained at all times. BUYER AGREES TO INDEMNIFY, DEFEND AND HOLD SIEMENS HARMLESS FROM ANY AND ALL COSTS, LIABILITIES, PENALTIES, SANCTIONS AND FINES RELATED TO NON-COMPLIANCE WITH APPLICABLE EXPORT LAWS AND REGULATIONS

18. Nuclear. Buyer represents and warrants that the goods covered by this agreement shall not be used in or in connection with a nuclear facility or application. If Buyer is unable to make such representation and warranty, then Buyer agrees to indemnify and hold harmless Siemens and to waive and require its insurers to waive all right of recovery against Siemens for any damage, loss, destruction, injury or death resulting from a "nuclear incident", as that term is defined in the Atomic Energy Act of 1954, as amended, whether or not due to Siemens's negligence.

19. Asbestos - Federal Law requires that building or facility owners identify the presence, location and quantity of asbestos containing materials (hereinafter "ACM") at work sites. Siemens is not licensed to abate ACM. Accordingly, prior to (a) commencement of work at any site under a specific Purchase Order, or (b) a change in the work scope of any Purchase Order, Buyer will certify that the work area associated with Siemens' scope of work under said Purchase Order, Change Order, or either of them, is free of ACM.

20. Confidentiality. (a) During the term of this Agreement and thereafter, Buyer shall treat as confidential all information obtained by him/her for and from Siemens and all information compiled or generated by him/her under this Agreement for Siemens including, but not limited to, business information, manufacturing information, technical data, drawings, flow charts, program listings, software code, and other software, plans and projections. Buyer shall not disclose or refer to the work to be performed under this Agreement in any manner which would identify Siemens without the advance written permission of Siemens.

(b) Nothing, however, in this Agreement shall obligate Buyer to treat as confidential any information which: (i) is or becomes generally known to the public, without the fault of the Buyer; (ii) is disclosed to Buyer, without obligation of confidentiality, by a third party having the right to make such disclosure; (iii) was previously known to Buyer, without obligation of confidentiality, which fact can be demonstrated by means of documents which are in the possession of Buyer upon the date of this Agreement; or (iv) is required to be disclosed by law, except to the extent eligible for special treatment under an appropriate protective order, provided that Buyer shall promptly advise Siemens of any requirement to make such disclosure to allow Siemens the opportunity to obtain a protective order and assist Siemens in so doing.

(c) It is Siemens' policy not to unlawfully or improperly receive or use confidential information, including trade secrets, belonging to others. This policy precludes Siemens from obtaining, directly or indirectly from any employee, Buyer, or other individual rendering services to Siemens confidential information of a prior employer, client or any other person which such employee, Buyer, or individual is under an obligation not to disclose. The Buyer agrees to abide by this policy.

SIEMENS

SOFTWARE LICENSE / WARRANTY ADDENDUM -
SIEMENS INDUSTRY, INC. (“SIEMENS”)
ENERGY MANAGEMENT DIVISION
(April 1, 2012)

This Addendum applies to software furnished by Siemens and replaces the Limited Warranty provisions of Siemens’ Standard Terms and Conditions of Product Sale and Services. All other terms and conditions contained in Siemens’ Standard Terms and Conditions of Product Sale and Services are unaffected by this Addendum.

1. Software License, Warranty, Fees. (a) Siemens hereby grants to Buyer: a non-exclusive, non-transferable right to use the computer software program licensed under this Contract in machine-readable, object code form and any modifications made by Siemens thereto ("Software"), but only in connection with the configuration of the goods and operating system for which the Software is ordered and for the end-use purpose stated in the related Siemens operating documentation. Buyer agrees that neither it nor any third party shall modify, reverse engineer, decompile or reproduce the Software, without Siemens’s prior written consent, except for making a single copy for backup or archival purposes in accordance with the related Siemens operating documentation, and provided that Siemens's confidential and proprietary legend is included.
Except to the extent that the parties otherwise agree in writing, Buyer’s license to use the copy of such Software shall terminate upon breach of this license or the Contract by Buyer, including, without limitation, breach of payment or confidentiality obligations. All copies of the Software are the property of Siemens, and all copies for which the license is terminated shall be returned to Siemens promptly after termination.

(b) Siemens may authorize Buyer (such as a Siemens distributor or original equipment manufacturer) to transfer this software license and warranty to a third party (“Siemens-authorized transferee”). Such authorization to transfer shall be in writing and signed by a Siemens authorized representative. Siemens-authorized transferee shall have the same rights and obligations as Buyer, except it shall not have the right to transfer such license.

(c) Siemens warrants that on the date of shipment of the Software only to Buyer or Buyer’s Siemens-authorized transferee hereunder that: (1) the Software media contain a true and correct copy of the Software and are free from material defects; (2) Siemens has the right to grant the license hereunder; and (3) the Software will function substantially in accordance with the related Siemens operating documentation. Siemens disclaims any warranty that the operation of the Software will be uninterrupted or error free. This warranty does not apply to software delivered by Siemens but produced by others. The warranty for software produced by others shall be the warranty as stated by the software producer.

(d) If within one (1) year from date of initial installation (but not more than eighteen (18) months from date of shipment by Siemens to Buyer) of Software, Buyer or its Siemens-authorized transferee hereunder discovers that the Software is not as warranted above and promptly notifies Siemens in writing, within this period of time, of the nonconformity, and if Siemens cannot correct the nonconformity or deems correction to be commercially impracticable or prohibitively expensive, Buyer’s and Buyer’s Siemens-authorized transferee’s exclusive remedies, at Siemens’s option and expense, are: (1) replacement of the nonconforming Software; or (2) termination of this license and a refund of an equitable, pro rata share of the Contract price or license fee paid.

(e) This warranty will apply for the period specified in (d) above, provided that: (1) the Software is not modified, changed, or altered by anyone other than Siemens or its suppliers, unless authorized by Siemens in writing; (2) there is no change by anyone other than Siemens to the goods for which the Software is ordered; (3) the goods are in good operating order and are installed in a suitable operating environment; (4) the nonconformity is not caused by Buyer, Buyer’s Siemens-authorized transferee, or any of their agents, servants, employees, or contractors, or any third party; (5) Buyer or Buyer’s Siemens-authorized transferee promptly notifies Siemens in writing, within the period of time set forth in (d) above, of the nonconformity after it is discovered; and (6) all fees for the Software due to Siemens have been paid.

SIEMENS HEREBY DISCLAIMS ALL OTHER WARRANTIES, EXPRESS OR IMPLIED, WITH REGARD TO THE SOFTWARE, INCLUDING BUT NOT LIMITED TO IMPLIED WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, COURSE OF DEALING AND USAGE OF TRADE.

(f) Buyer and successors of Buyer are limited to the remedies specified in this Section and shall have no others for a nonconformity in the Software. Buyer agrees that these remedies provide Buyer and its successors with a minimum adequate remedy and are their exclusive remedies, whether Buyer's or successors' remedies are based on contract, warranty, tort (including negligence), strict liability, indemnity, or any other legal theory, and whether arising out of warranties, representations, instructions, operating documentation, installations, or non-conformities from any cause.

(g) Unless otherwise provided in this Contract, the fees for this Software license are included in the purchase price of the goods. Any subsequent modifications or enhancements to the Software made by Siemens are, at Siemens's option, subject to a fee.

ACTION FORM

PROCEEDING: City Council	**AGENDA ITEM NO.:**
DEPARTMENT OF ORIGIN: Public Works	**DATE SUBMITTED**: 09/30/16
PREPARED BY: Sharon Duca, P.E., Public Works Director/City Engineer	
SUBJECT: Evaluation of Bids – South New Street Water Main Replacement	
REFERENCE: CIP- Water Quality Improvement	
APPROVALS: City Manager, Controller	
EXHIBITS: Exhibit A – Aerial Map	
EXPENDITURE REQUIRED: $246,593.37	**REVISED FY 2017 BUDGET**: $605,800
FUNDING SOURCE (Dept./Page in CIP & Budget): Department of Public Works - Water Management, CIP Project #WQ1701, CIP Project Name: Water Quality Improvements Account No.: 417-6800-568.40-31.	
TIME TABLE: Notice to proceed to be issued within thirty (30) days of Council approval. Project anticipated to be completed in ninety (90) calendar days.	
RECOMMENDED ACTION: Award the contract to Aztech Contracting, Inc. for the City of Dover New Street Water Main Replacement Project, Bid #17-0009PW, for the amount of $246,593.37.	

BACKGROUND AND ANALYSIS

The Fiscal Year 2017 Capital Improvement Plan includes a project called Water Quality Improvements. Staff identified the need for upgrading the existing four-inch (4") water main located in South New Street, between Loockerman Street and Water Street. The existing undersized main was installed in approximately 1960 and is made of unlined cast iron pipe. This project will replace this main with a new eight-inch (8") cement lined ductile iron pipe water main. The new water main will provide City of Dover customers with improved water quality, increased system reliability and improved fire protection.

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 #17-0002PW. Bids were opened on July 27, 2016. The original bids were brought to Council, but were rejected. A second Invitation to Bid was advertised in accordance with the City's purchasing policy by the City's Purchasing Agent under ITB #17-0009PW. Bids were opened on September 22, 2016. The City of Dover received three (3) bids shown in the table below:

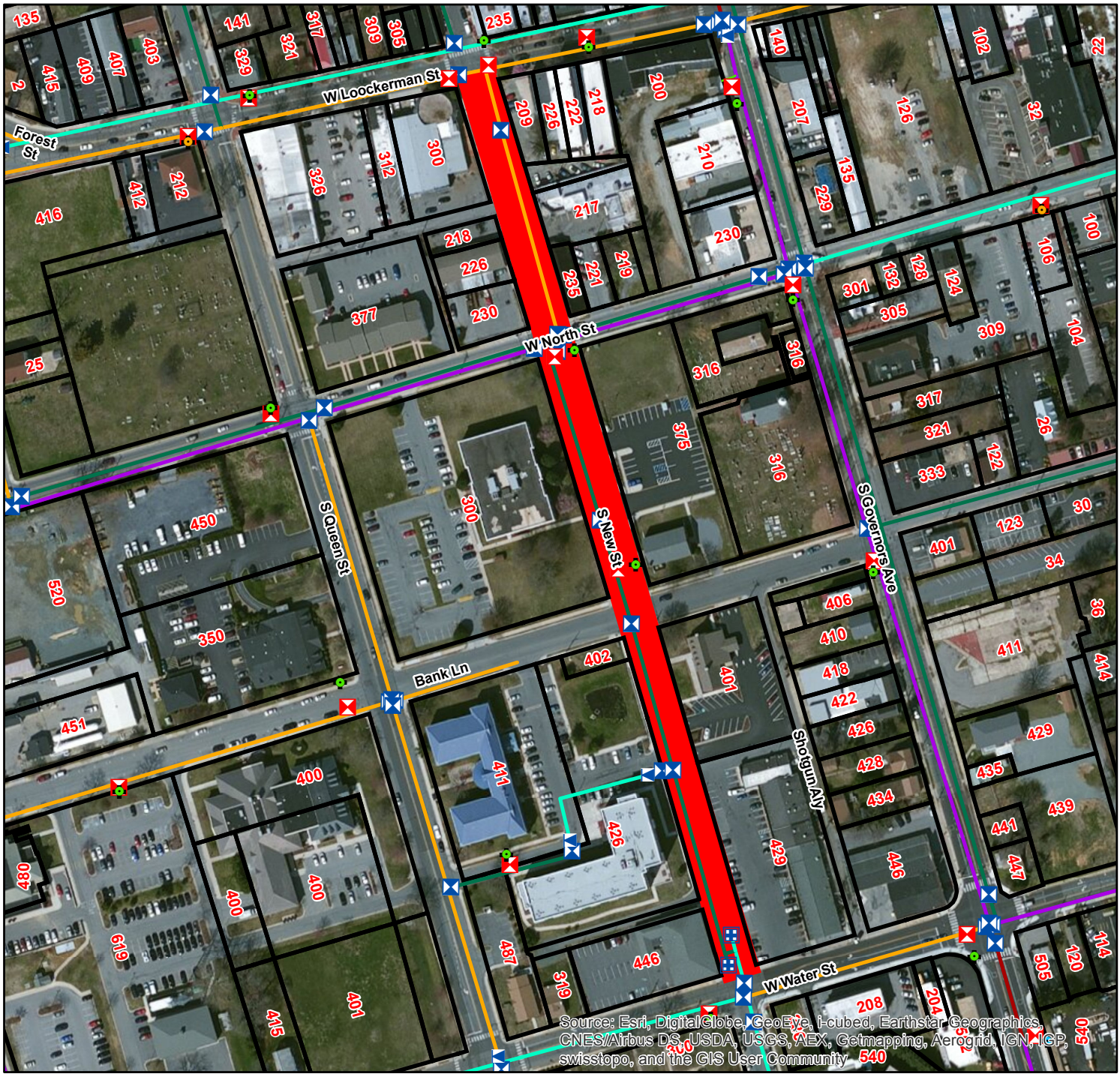
CONTRACTOR	LOCATION	BASE BID	EVALUATED BID
AZTECH CONTRACTING, INC.	**DOVER, DE**	**$246,593.37**	**$239,195.57***
EASTERN STATES CONSTRUCTION SERVICES, INC.	WILMINGTON, DE	$371,704.00	$371,704.00
GATEWAY CONSTRUCTION	CLAYTON, DE	$299,940.00	$290,941.80*

**- Aztech Contracting and Gateway Construction both qualified for a 3% price evaluation reduction, due to the local vendor preference rule.*

City staff reviewed the submissions and found that Aztech Contracting, Inc. bid met all requirements for the qualifications of the project. The staff recommends awarding the contract to Aztech Contracting, Inc. in the amount of $246,593.37 for the New Street Water Main Replacement Project.

Exhibit A

South New Street
Water Main Replacement



0 50 100 Feet

N

Legend

- Project Area
- Dover Parcels
- Dead End
- Reducer

Fire Hydrants

- 1500 GPM
- 1000 - 1499 GPM
- 500 - 999 GPM
- Below 500 GPM
- Service Line

Valve

- Service Connection
- Meter Pit
- Hydrant Valve
- Division Valve

- Curb Stop/Meter Pit
- Curb Stop/House
- Curb Stop
- Blow Off

Main

8" 10" 12" 14" 16" 20"
1" 2" 3" 4" 6"

Date Printed: August 11, 2016
File: m:\gis_data\projects\tech_mxds
\jason_lyon_maps\caf_maps
\caf_s_new_st_water_replacement
Department: Public Works GIS
City of Dover, Delaware

ACTION FORM

PROCEEDING: City Council	**AGENDA ITEM:**
DEPARTMENT OF ORIGIN: Public Works	**DATE SUBMITTED:** 10/05/2016
PREPARED BY: Sharon J. Duca, P.E., Public Works Director / City Engineer	
SUBJECT: Evaluation of Bids – FY-2017 Street & Alley Program	
REFERENCE: CIP – Street, Concrete and Alley Program	
RELATED PROJECT: N/A	
APPROVALS: City Manager, Controller	
EXHIBITS: Bid Tabulation	
EXPENDITURE REQUIRED: $1,317.651.10 Est. **AMOUNT BUDGETED:** $825,000 (REMAINING) **FUNDING SOURCE (Dept./Page in CIP & Budget):** Multiple Funding Sources: $825,000 General Fund; $112,600 Community Transportation Funds (Signed Agreements); $100,000 Community Transportation Funds (Pending Agreements); Account No.: 147-1800-554.40-31 and 318-990-582.40-31	
TIMETABLE: Notice to Proceed to be issued within sixty (60) days of Council approval. Project anticipated to be completed in ninety (90) calendar days from Notice to Proceed issuance, weather permitting.	
RECOMMENDED ACTIONS: Award a unit price contract, based upon Bid #17-0008PW for the FY-2017 Street & Alley Program to George & Lynch, Inc. using the non-prevailing wage unit prices for each work item submitted. The current value of the contract is $1,037,600 based on the current available funding. Actual quantities and locations will be adjusted to match the available funding. Work will be performed in strict accordance to the Bid Specifications. The final value of the contract will be based upon the final available funding coordinated with the contract language.	

BACKGROUND AND ANALYSIS

In concurrence with the City of Dover's Capital Investments Plan, it is proposed to rehabilitate various pavement and concrete sections throughout the City of Dover during Fiscal Year 2017. The total length of scheduled street repaving is approximately 1.72 miles (9,075 linear feet). Along with repaving, this project includes installing 59 inlet protections, remove and replace approximately 430 linear feet of type I curb, 3,190 linear feet of type III curb & gutter, 230 linear feet of type III modified curb with 2' pan, 13,390 square feet of 6" driveway apron, 21,325 square feet of 4" concrete flatwork, 1,800 square feet of 4-inch concrete flatwork, 15 catch basin frame and head, 170 linear feet of concrete valley gutter. Concrete work also consists of installing 129 linear feet of new type III curb & gutter, 10,300 square feet of new 4" concrete flatwork, 460 square feet of new 6" driveway apron, installation of 385 square feet of detectible truncated domes. Other items included in this project includes 1,020 linear feet of double yellow solid striping, 1,900 linear feet of single yellow dash striping, 150 square feet of stop bar, 1,920 square feet of crosswalk bars, and 1 "SCHOOL" marking. The following locations were included in the proposed scope of work to be completed under the FY 2016 Fall Street & Alley Program:

STREET NAME / EXHIBIT TITLE
DELAWARE AVENUE (DISTRICT 3)
BUCK DRIVE (DISTRICT 3)
WYOMING AVENUE (DISTRICT 2)
MOCKINGBIRD AVENUE (DISTRICT 2)
LINCOLN STREET (DISTRICT 4)
NORTH WEST STREET ALLEY (DISTRICT 4)

Bids were opened on Wednesday, September 21, 2016. Two (2) contractors submitted unit price bids for the proposed work to be performed. Based on the proposed quantities, the estimated contract values are as follows:

CONTRACTOR	LOCATION	AMOUNT OF BID (WITH PREVAILING WAGES)	EVALUATED PRICE (WITH PREVAILING WAGE)	AMOUNT OF BID (WITHOUT PREVAILING WAGES)	EVALUATED PRICE (WITHOUT PREVAILING WAGE)
SAM'S CONSTRUCTION	WILMINGTON, DE	$1,493,319.50	$1,493,319.50	$1,375,215.10	$1,375,215.10
GEORGE & LYNCH	DOVER, DE	$1,562,138.18	$1,515,274.04*	$1,317,651.10	$1,278,121.57*

**- George & Lynch qualified for a 3% price evaluation reduction, due to the local vendor preference rule.*

George & Lynch, Inc. has been determined to be the low bidder. In addition, their previous work with the City was found to be satisfactory. It is staff's opinion that the bid represents fair market value and their qualifications are in accordance with the requirements of this project.

As of October 5, 2016, the total available funding of $1,037,600 for this program includes $825,000 of City funds, $112,600 of signed Community Transportation Fund agreements and $100,000 of additional committed Community Transportation Fund agreements (See Below).

DelDOT Form Control # 17-P-PROG-14 - $ 15,000 – N. West Street Alley (Bushweller)
DelDOT Form Control # 16-P-PROG-27 - $ 97,600 – Buck Drive (Carson, Bushweller)
DelDOT Form Control # 17-P-PROG-XX - $ 100,000 – Various Locations (Bushweller)

The City will continue to seek additional funding from area legislators. The contract documents allow the City of Dover to alter the estimated quantities by up to 25%; therefore, the contract can be adjusted to match the available funding.

Attachment 1
Bid Tabulation

Invitation to Bid Number 17-0008PW Tabulation
Fiscal Year 2017 Street & Alley Program
WITH Prevailing Wages

Item #	Description	UOM	QTY	Sam's Construction LLC PO Box 9827 Wilmington, DE 19809 Mr. Samuel Martinez 302-654-6542 Fax 302-654-6549 samsconstructionllc@verizon.net		George & Lynch, Inc. 150 Lafferty Ln Dover, DE 19901 Mr. Jim Deptula 302-420-4964 Fax 302-734-9743 jdeptula@geolyn.com	
				Unit Cost	Extended Cost	Unit Cost	Extended Cost
	GENERAL CONCRETE						
1	Inlet Protection	EA	59	$250.00	$14,750.00	$269.00	$15,871.00
2a	Remove & Replace Type I Curb	LF	430	$38.00	$16,340.00	$70.62	$30,366.60
2b	Remove & Replace Type III Curb & Gutter	LF	3,190	$38.00	$121,220.00	$67.20	$214,368.00
2c	Remove & Replace DelDot Type III Modified Curb w. 2' pan	LF	230	$34.00	$7,820.00	$72.72	$16,725.60
3	Remove & Replace 6" Concrete Driveway Apron	SF	13,390	$14.00	$187,460.00	$16.40	$219,596.00
4	Remove & Replace 4" Concrete Flatwork	SF	21,325	$12.00	$255,900.00	$15.35	$327,338.75
5	Remove & Replace Existing Brick Sidewalk with 4" Concrete Flatwork	SF	1,800	$16.00	$28,800.00	$15.70	$28,260.00
6	Remove & Replace Catch Basin Frame & Head	EA	15	$1,500.00	$22,500.00	$2,700.00	$40,500.00
7	Remove & Replace Valley Gutter	LF	170	$150.00	$25,500.00	$235.00	$39,950.00
8	New Type III Curb and Gutter	LF	129	$34.00	$4,386.00	$79.40	$10,242.60
9	New 4" Concrete Flatwork	SF	10,300	$12.00	$123,600.00	$11.14	$114,742.00
10	New 6" Concrete Driveway Apron	SF	460	$16.00	$7,360.00	$14.60	$6,716.00
11	Detectable Warning Truncated Dome Tiles	SF	385	$34.00	$13,090.00	$49.40	$19,019.00
12	AASHTO 57 Stone	CY	3	$40.00	$120.00	$158.00	$474.00
				Sub Total	$828,846.00	Sub Total	$1,084,169.55
	GENERAL ASPHALT						
13	Preparation	SY	33,673	$2.50	$84,182.50	$1.65	$55,560.45
14	Roto-Milling	SY-IN	67,346	$2.50	$168,365.00	$1.32	$88,896.72
15	Type "C" Hot Mix	TN	3,776	$95.00	$358,720.00	$79.55	$300,380.80
16	Type "C" Hot Mix Patching	SY	278	$85.00	$23,630.00	$23.92	$6,649.76
17	Over Excavation	CY	36	$26.00	$936.00	$80.80	$2,908.80
18	Graded Aggregate Base Course	CY	66	$90.00	$5,940.00	$115.00	$7,590.00
19a	Striping - Double Yellow Solid	LF	1,020	$4.00	$4,080.00	$2.66	$2,713.20
19b	Striping - Single Yellow Dash	LF	1,900	$3.00	$5,700.00	$1.40	$2,660.00
20	Thermoplastic Stop Bar	SF	150	$7.00	$1,050.00	$12.75	$1,912.50
21	Crosswalk Bar	SF	1,920	$6.00	$11,520.00	$3.82	$7,334.40
22	Marking - "SCHOOL"	EA	1	$350.00	$350.00	$1,362.00	$1,362.00
23	Recyclable Material Dedution	TN	1	$0.50		$0.00	$0.00
				Sub Total	$664,473.50	Sub Total	$477,968.63
				Grand Total	$1,493,319.50	Grand Total	$1,562,138.18

Invitation to Bid Number 17-0008PW Tabulation
Fiscal Year 2017 Street & Alley Program
WITH OUT Prevailing Wages

				Sam's Construction LLC PO Box 9827 Wilmington, DE 19809 Mr. Samuel Martinez 302-654-6542 Fax 302-654-6549 samsconstructionllc@verizon.net		George & Lynch, Inc. 150 Lafferty Ln Dover, DE 19901 Mr. Jim Deptula 302-420-4964 Fax 302-734-9743 jdeptula@geolyn.com	
Item #	Description	UOM	QTY	Unit Cost	Extended Cost	Unit Cost	Extended Cost
	GENERAL CONCRETE						
1	Inlet Protection	EA	59	$250.00	$14,750.00	$228.00	$13,452.00
2a	Remove & Replace Type I	LF	430	$34.00	$14,620.00	$60.62	$26,066.60
2b	Remove & Replace Type III	LF	3,190	$34.00	$108,460.00	$57.55	$183,584.50
2c	Remove & Replace DelDot	LF	230	$33.00	$7,590.00	$62.92	$14,471.60
3	Remove & Replace 6"	SF	13,390	$13.00	$174,070.00	$13.14	$175,944.60
4	Remove & Replace 4"	SF	21,325	$12.00	$255,900.00	$12.10	$258,032.50
5	Remove & Replace	SF	1,800	$16.00	$28,800.00	$12.40	$22,320.00
6	Remove & Replace Catch	EA	15	$1,200.00	$18,000.00	$2,427.00	$36,405.00
7	Remove & Replace Valley	LF	170	$90.00	$15,300.00	$160.00	$27,200.00
8	New Type III Curb and	LF	129	$34.00	$4,386.00	$67.00	$8,643.00
9	New 4" Concrete Flatwork	SF	10,300	$12.00	$123,600.00	$9.46	$97,438.00
10	New 6" Concrete Driveway	SF	460	$13.00	$5,980.00	$12.44	$5,722.40
11	Detectable Warning	SF	385	$36.00	$13,860.00	$43.80	$16,863.00
12	AASHTO 57 Stone	CY	3	$80.00	$240.00	$144.00	$432.00
				Sub Total	$785,556.00	Sub Total	$886,575.20
	GENERAL ASPHALT						
13	Preparation	SY	33,673	$2.50	$84,182.50	$1.38	$46,468.74
14	Roto-Milling	SY-IN	67,346	$2.10	$141,426.60	$1.14	$76,774.44
15	Type "C" Hot Mix	TN	3,776	$85.00	$320,960.00	$74.22	$280,254.72
16	Type "C" Hot Mix Patching	SY	278	$65.00	$18,070.00	$20.20	$5,615.60
17	Over Excavation	CY	36	$35.00	$1,260.00	$69.00	$2,484.00
18	Graded Aggregate Base Course	CY	66	$95.00	$6,270.00	$103.40	$6,824.40
19a	Striping - Double Yellow Solid	LF	1,020	$3.00	$3,060.00	$2.35	$2,397.00
19b	Striping - Single Yellow Dash	LF	1,900	$3.00	$5,700.00	$1.24	$2,356.00
20	Thermoplastic Stop Bar	SF	150	$5.00	$750.00	$10.80	$1,620.00
21	Crosswalk Bar	SF	1,920	$4.00	$7,680.00	$2.80	$5,376.00
22	Marking - "SCHOOL"	EA	1	$300.00	$300.00	$905.00	$905.00
23	Recyclable Material Dedution	TN	1	$0.50		$0.00	$0.00
				Sub Total	$589,659.10	Sub Total	$431,075.90
				Grand Total	$1,375,215.10	Grand Total	$1,317,651.10