REGULAR COUNCIL MEETING
AGENDA

NOVEMBER 14, 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 COUNCIL PRESIDENT SLAVIN

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 OCTOBER 24, 2016**
- **B. REGULAR COUNCIL MEETING OF OCTOBER 24, 2016**

2. PRESENTATIONS - RECOGNITION OF SERVICE
- **A. PAUL LAKEMAN - DOWNTOWN DOVER PARTNERSHIP (JUNE 2008 THROUGH JUNE 2016)**
- **B. CHARLES A. SALKIN - HISTORIC DISTRICT COMMISSION (AUGUST 2007 THROUGH JULY 2016)**

3. PROCLAMATIONS
- **A. GEOGRAPHIC INFORMATION SYSTEMS (GIS) DAY AND GEOGRAPHY AWARENESS WEEK**
- **B. NATIONAL HOSPICE AND PALLIATIVE CARE MONTH**
- **C. WORLD PANCREATIC CANCER DAY**

4. COUNCIL TRIBUTE NO. 2016-01 - DR. EDWARD W. GOATÉ

5. PUBLIC HEARING/FINAL READING OF PROPOSED ORDINANCE #2016-20 - REZONING REQUEST FOR PROPERTY LOCATED AT 51 ROOSEVELT AVENUE

THE FIRST READING OF THE PROPOSED ORDINANCE WAS ACCOMPLISHED DURING THE COUNCIL MEETING OF SEPTEMBER 26, 2016. THE ORDINANCE IS AVAILABLE AT THE ENTRANCE OF THE COUNCIL CHAMBERS AND ON THE CITY'S WEBSITE AT WWW.CITYOFDOVER.COM UNDER "GOVERNMENT."

A. PROPERTY LOCATED AT 51 ROOSEVELT AVENUE, CONSISTING OF 7,675+/- S.F., OWNED BY CARLA M. AND JOHN W. RUSSUM. THIS PROPERTY IS CURRENTLY ZONED R-8 (ONE FAMILY RESIDENCE) AND THE PROPOSED ZONING IS C-1 (NEIGHBORHOOD COMMERCIAL).

(Tax Parcel: ED-05-077.17-05-72.00-000; Planning References: Z-16-05 and MI-16-13; Council District: 2)

6. COUNCIL COMMITTEE OF THE WHOLE REPORT - OCTOBER 25, 2016

* **A. SAFETY ADVISORY AND TRANSPORTATION COMMITTEE**

(1) PRESENTATION - RIDESHARE DELAWARE PROGRAM (KATHLEEN GRIER)

(COMMITTEE ACTION NOT REQUIRED)

(2) REQUEST FOR FOUR-WAY STOP SIGN - NORTH NEW AND MARY STREETS

(COMMITTEE RECOMMENDED THE INSTALLATION OF THE FOUR-WAY STOP CONDITION AT THE INTERSECTION OF NORTH NEW STREET AND MARY STREET)

(3) INITIAL ASSESSMENT OF PUBLIC SAFETY ISSUES RELATED TO HOLDING PUBLIC MEETINGS IN THE CITY COUNCIL CHAMBERS

(COMMITTEE ACTION NOT REQUIRED)

* **B. UTILITY COMMITTEE**

(1) DEDICATION OF PUBLIC INFRASTRUCTURE

(A) CLEARVIEW MEADOW PUMP STATION

(COMMITTEE RECOMMENDED ACCEPTANCE OF THE PUMP STATION AND ASSOCIATED FORCE MAIN AT THE CLEARVIEW MEADOW DEVELOPMENT. DEDICATION IS TO INCLUDE THE ENTIRE REFERENCED INFRASTRUCTURE.)

(B) WATER INFRASTRUCTURE - NEW BURTON ROAD AND WEBBS LANE

(COMMITTEE RECOMMENDED ACCEPTANCE OF WATER INFRASTRUCTURE WITHIN THE RIGHT-OF-WAY OF NEW BURTON ROAD AND WEBBS LANE OR ANY DEDICATED EASEMENTS. DEDICATION IS TO INCLUDE ALL OF THE REFERENCED WATER INFRASTRUCTURE.)

C. LEGISLATIVE, FINANCE, AND ADMINISTRATION COMMITTEE

* **(1) INCENTIVE PROGRAM FOR CITY EMPLOYEES OPTING NOT TO BE COVERED BY THE CITY'S HEALTH CARE PLAN**

(COMMITTEE RECOMMENDED INSTRUCTING THE CITY MANAGER TO FURTHER DEVELOP A PROPOSAL FOR AN INCENTIVE PROGRAM FOR OPTING OUT OF HEALTH INSURANCE FOR THE FY18 BUDGET NEGOTIATIONS, AND TO POLL EXISTING CITY WORKERS TO GAUGE THEIR LEVEL OF INTEREST)

(2) FUND TO COMBAT VIOLENT CRIME - FY-2017 GRANT

(COMMITTEE RECOMMENDED APPROVAL OF THE GRANT AND INTENDED PURCHASES)

(3) EQUAL EMPLOYMENT OPPORTUNITY (EEO) BRIEFING

(COMMITTEE ACTION NOT REQUIRED)

* **(4) STUDY OF CITY'S CURRENT RECRUITMENT/HIRING PROCESSES**

(COMMITTEE DEFERRED UNTIL THE NEXT MEETING)

6. COUNCIL COMMITTEE OF THE WHOLE REPORT - OCTOBER 25, 2016 (CONTINUED)

C. LEGISLATIVE, FINANCE, AND ADMINISTRATION COMMITTEE (CONTINUED)

* **(5) PROPOSED ORDINANCES**

(A) #2016-21 AMENDING CHAPTER 2 - ADMINISTRATION, CHAPTER 22 - BUILDINGS AND BUILDING REGULATIONS, AND CHAPTER 46 - FIRE PREVENTION AND PROTECTION BY REMOVING THE ANNUAL APPOINTMENT OF THE CITY CLERK, BUILDING INSPECTOR, AND FIRE MARSHAL (SPONSORS: HUTCHISON, NEIL, AND ANDERSON)

(COMMITTEE DEFERRED UNTIL THE NEXT MEETING)

(B) #2016-22 AMENDING CHAPTER 54 - HEALTH AND SANITATION, ARTICLE I - IN GENERAL, SECTION 54-4 - SMOKING REGULATIONS AND APPENDIX F - FEES AND FINES

(COMMITTEE RECOMMENDED ADOPTION OF PROPOSED ORDINANCE #2016-22) **(SEE ITEM #15-A)**

* **(6) PROPOSED CHARTER AMENDMENTS - REMOVAL OF ANNUAL APPOINTMENT REQUIREMENT FOR THE CITY ASSESSOR, CONTROLLER/TREASURER, CITY SOLICITOR, AND DEPUTY CITY SOLICITOR; GENDER LANGUAGE AMENDMENTS; ADMINISTRATIVE AMENDMENTS; AND TYPOGRAPHICAL CORRECTIONS**

(COMMITTEE DEFERRED UNTIL THE NEXT MEETING)

* **7. MONTHLY REPORTS - SEPTEMBER 2016**

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

* **8. QUARTERLY REVIEW OF CAPITAL INVESTMENT PLAN (CIP)** (JULY, AUGUST, AND SEPTEMBER)

9. PROPOSED RESOLUTION NO. 2016-12 - PROPOSING INCLUSION OF FOUR SEASONS INTO THE KENT COUNTY STORMWATER MAINTENANCE DISTRICT

(STAFF RECOMMENDS ADOPTION OF RESOLUTION NO. 2016-12)

10. EVALUATION OF BIDS - DELAWARE AVENUE SANITARY SEWER EXTENSION

(STAFF RECOMMENDS AWARDING THE CONTRACT TO GATEWAY CONSTRUCTION FOR THE CITY OF DOVER DELAWARE AVENUE SANITARY SEWER EXTENSION, BID #17-0011PW, FOR THE AMOUNT OF $33,000)

11. MCKEE RUN UNIT #3 STACK REPAIRS - CHANGE ORDER (PROJECT #EG1613)

(STAFF RECOMMENDS APPROVAL OF THE REQUESTED CHANGE ORDER IN THE AMOUNT OF $66,030 TO COMPLETE THE NECESSARY REPAIRS TO THE MCKEE RUN UNIT #3 BOILER STACK AS DETAILED)

12. STATUS REPORT - PROPOSAL FOR DOVER PUBLIC LIBRARY TO SERVE AS A PASSPORT ACCEPTANCE FACILITY

(STAFF RECOMMENDS THE HIRING OF THE TWO (2) PART-TIME EMPLOYEES FOR THE PURPOSE OF ALLOWING THE DOVER PUBLIC LIBRARY TO SERVE AS A PASSPORT ACCEPTANCE FACILITY. THE ESTIMATED BUDGET IMPACT TO THE DOVER PUBLIC LIBRARY IS $23,500 FOR FY-2017.)

* **13. APPOINTMENTS RECOMMENDED BY COUNCIL PRESIDENT SLAVIN**

A. COMPENSATION COMMISSION - THOMAS J. LEARY (TO FILL THE EXPIRED TERM OF P. RAQUEL BUSHWELLER - TERM TO EXPIRE MAY 2018)

B. HUMAN RELATIONS COMMISSION - ALAN P. GADDIS (TO FILL THE UNEXPIRED TERM OF JAMES G. MCGIFFIN, JR. - TERM TO EXPIRE FEBRUARY 2017)

14. COUNCIL AND COMMITTEE MEETINGS - HOLIDAY SCHEDULE

(CANCELLATION OF DECEMBER 27, 2016 CITY COUNCIL MEETING AND DECEMBER 28, 2016 COUNCIL COMMITTEE OF THE WHOLE MEETING (THESE MEETINGS WOULD BE HELD ON TUESDAY AND WEDNESDAY DUE TO THE MONDAY HOLIDAY))

15. FIRST READING - PROPOSED ORDINANCE #2016-22 WITH STAFF AMENDMENT #1 (SA#1)

THE FIRST READING IS OFFERED ON THE FOLLOWING PROPOSED ORDINANCE. FINAL ACTION BY COUNCIL WILL TAKE PLACE DURING THE SECOND READING ON NOVEMBER 28, 2016. THE ORDINANCE IS AVAILABLE AT THE ENTRANCE OF THE COUNCIL CHAMBERS, ON THE CITY'S WEBSITE AT WWW.CITYOFDOVER.COM UNDER "GOVERNMENT," OR BY CONTACTING THE CITY CLERK'S OFFICE AT 736-7008 OR CITYCLERK@DOVER.DE.US.

A. #2016-22 WITH STAFF AMENDMENT #1 (SA#1) AMENDING CHAPTER 54 - HEALTH AND SANITATION, ARTICLE I - IN GENERAL, SECTION 54-4 - SMOKING REGULATIONS AND APPENDIX F - FEES AND FINES

(LEGISLATIVE, FINANCE, AND ADMINISTRATION COMMITTEE)

16. CITY MANAGER'S ANNOUNCEMENTS

17. COUNCIL MEMBERS' ANNOUNCEMENTS

18. 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 October 24, 2016 at 6:30 p.m. with Council President Slavin presiding. Members present were Mr. Cole, Mr. Hare, Mr. Hosfelt, Mr. Hutchison, Mr. Neil, and Mr. Sudler. Mr. Anderson and Mr. Lewis were absent. Mayor Christiansen was also absent.

Council staff members present were Mr. Koenig, Mrs. Mitchell, and Mrs. McDowell. Other staff members present were Chief Bernat and Mr. Hudson.

ADOPTION OF AGENDA

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

Mr. Cole 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). The motion was seconded by Mr. Neil and unanimously carried.

The Special Council Meeting recessed into Executive Session at 6:30 p.m.

Mr. Hutchison moved to adjourn the Executive Session, seconded by Mr. Sudler and unanimously carried.

The Executive Session adjourned at 6:35 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. Hare moved to grant the extension of pay benefits through November 18, 2016. The motion was seconded by Mr. Hutchison and unanimously carried.

Mr. Neil moved to adjourn the Special Council Meeting, seconded by Mr. Hutchison and unanimously carried.

The Special Council Meeting adjourned at 6:36 p.m.

TRACI A. McDOWELL
CITY CLERK

All ordinances, resolutions, motions, and orders adopted by City Council during their Special Meeting of October 24, 2016 are hereby approved.

ROBIN R. CHRISTIANSEN
MAYOR

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REGULAR COUNCIL MEETING

The Regular Council Meeting was held on October 24, 2016 at 7:51 p.m. with Council President Slavin presiding. Council members present were Mr. Anderson, Mr. Sudler, Mr. Neil, Mr. Lewis, Mr. Cole, Mr. Hosfelt, Mr. Hare, and Mr. Hutchison.

Council staff members present were Police Chief Bernat, Mrs. Mitchell, Mr. Koenig, Mrs. Townshend, Fire Chief Carey, City Solicitor Rodriguez, and Mrs. McDowell. Mayor Christiansen was also present (departed at 7:52 p.m., and returned at 7:56 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. Jeanine Kleimo, Chair, Dover Interfaith Mission for Housing (DIMH), 684 Forest Street, advised members that DIMH had operated a 36-bed shelter for homeless men since 2008 and had served more than 1,800 men in this period of time. She thanked the City for the support that had provided through block grant funding. In addition, Ms. Kleimo explained that DIMH's cooperation with the Downtown Dover Partnership (DDP) had also permitted them to erect a daytime resource center for homeless adults to avail themselves of shower and laundry facilities and mail, and also to get assistance with jobs and public benefits.

Ms. Kleimo indicated that one of the most important things that DIMH had learned in their years of assisting the homeless is that it takes more than housing. She stated that their success in putting more than 1,000 of 1,800 men back to work was the result of a very serious volunteer effort to interact with the business community, and to entice or encourage employers to take a risk on those who are not necessarily the most traditional candidates for employment. Mrs. Kleimo advised that this resulted in a great deal of success and a great number of men who are now productive citizens of the community. She stated that DIMH estimates that in a year they put about $3M back into the local economy, which is about 10 times what it costs them to operate, including case management and assistance. Ms. Kleimo indicated that assisting the homeless is good business and strengthens the community as a whole. She encouraged those City Council members who had not already been to the shelter to come and visit them and see what they do firsthand.

Ms. Kleimo explained that the DIMH daytime resource center assists between 100 and 200 people a week and more in cold weather, noting that the demand is great for services among the homeless members of the community. She stated that DIMH is grateful to the community as a whole for the service they provide in the form of volunteerism. Ms. Kleimo advised that their most notable statistic reflects that, as a community, more than 12,000 plates of dinner a year are provided on a food budget of $0. She expressed hope that the City would continue to collaborate to expand the supply of affordable housing in the community, which is severely needed by those whom they help to get employment. Ms. Kleimo thanked members for the support given to date and looked forward to working with the City in the future.

Ms. Lisa Lambert, 2443 Chestnut Grove Road, advised members that, several weeks ago, the Governor put on his website the need to always be prepared for disasters. She stated that there is a

disaster right now and that people were getting ready to die. Ms. Lambert indicated that it was cold outside and if the grid went down people would stay anywhere and no one would say anything about where they stayed. She stated that people were now saying things about where people stay, which was not right. Ms. Lambert advised that something needed to be set in place, noting that individuals had been coming for months and stating their plea. She indicated that there was word that homeless people could no longer go to places like the library and the bus station. Ms. Lambert advised that these people would not disappear, but they have no place to go. She noted that they were being told that places that were being made for the homeless were not in the code; however, there was no code when people are staying on the ground or sleeping in a dumpster. Ms. Lambert advised that a building would be a little more safe and secure, and if someone was willing to provide one, she did not understand the negativity. She indicated that each day it would start getting colder with winter coming. Ms. Lambert stated that she did not want to stand outside now and could not imagine spending the night out when it is cold. She noted that it was wonderful that there were places that take people in when it is freezing and below; however, she would not want to stay out when it is 58 degrees. Ms. Lambert stated that something must be done or people would die.

Ms. Lambert explained that she hates to call individuals homeless because this is where they are but not who they are, and they are humans just like everyone else. She advised that they need a place to go to the bathroom and sleep, food to eat, and shelter. Ms. Lambert stated that something must be provided for them or it would be on everyone's heads. She indicated that people were making arrangements that were being denied. Ms. Lambert advised that something would be done if there were a natural disaster, and she stated that there was a disaster since nature was hitting everyone with winter.

Mr. Steven Hall informed members that he does not have an address. He stated that he had come to speak previously when he was a resident of DIMH and stood as an advocate for the homeless people in this community. Mr. Hall advised that he was now one of these individuals. He explained that he had walked away from DIMH on Monday thinking he had a guarantee of housing; however, everything crumbled and he stated that it felt like the world came tumbling down. Mr. Hall stated that this had been a very rough week, noting that many of those who have fought this fight had grown weary and some had given up. Mr. Hall stated that he understood from the last meeting that the City was supporting them and thanked members for their support. He asked members to pass the word along, stating that he would not stop faxing government officials, such as the governor and the county. Mr. Hall advised that he would not give up or grow weary, noting that he would like to have Thanksgiving dinner in his own home, and it was his goal that he and the rest of the community would be placed by Thanksgiving Day. Mr. Hall thanked members for their support and stated that he was praying that they would continue their support. He indicated that the individuals who were present would not go anywhere, leave, or disappear but would rejoice when given the keys to a home they could call their own.

Ms. Alexis Simms, Dover, informed members that the homeless are still out there. She stated that she did not understand why people were not given a place to stay when the City does not want them at the library, bus stop, or on the streets. She advised that this made no sense and noted that all they were asking for was somewhere warm. Ms. Simms stated she could guarantee that members had not tried to sleep on their floors or miss a day of eating, noting that some people depend on Victory Church just to eat every day and they need help. She indicated that they would not stop coming back

or go anywhere else, believing that members had the means, hands, and keys to help but would not do so because they were comfortable. Ms. Simms challenged members to step out and help, stating that they would rather see people die than help, which was not right. Ms. Simms advised that members would either help or God would move them out of the way, stating that the homeless have the ultimate God.

Mr. Richard Harmon stated that he was homeless and oversized. He indicated that the point was about life and death. Noting that Ms. Kleimo had referred to business, he stated that this was about more than business and was about the lives of real people, just like members of Council. Mr. Harmon stated his belief that members had gotten their jobs by doing things and talking to people, and they had promised to do their jobs to the best of their capability. He noted that there were people there that needed help and if members could not help them, they probably knew someone who could. Mr. Harmon stated that one door can open another and lead to opportunities for people like himself and others to get help. He explained that he was in a life and death situation now, stating that he had thought he weighed 510 pounds but he weighs 610 pounds, which puts him at 400 pounds away from 1,000 pounds. Mr. Harmon indicated that this was not the fault of the City but was the life situation he was going through from being homeless. He stated that he is not able to care for himself the right way because he is not stable and cannot eat the things he needs to eat. Mr. Harmon explained that those who are outside must eat whatever they can. He indicated that this was just like being an animal and that it was not right for a human to live like this, no matter what mistakes he had made. Mr. Harmon stated that the support system is slim to none and was more like none. He asked members to find some ears, noting that the homeless were fighting. Mr. Harmon stated that Pastor Aaron Appling, Victory Chapel Church, was only one man and could not do this all by himself. He stated that DIMH has grants daily and receives checks, and that they were not doing their job properly. Mr. Harmon questioned how people that go to DIMH and are told they can get housing, yet leave without it. He advised that those who leave DIMH are supposed to be in some kind of program and that DIMH has money for. Mr. Harmon stated that Pastor Appling was just one man with a non-profit who was trying to help the homeless. He advised that more help was needed and that people and the government have money. Mr. Harmon stated that he did not want to die like this and needed a second chance in life and something better. He reiterated that they all needed help.

Ms. Sue Harris, 241 Pine Street, stated that unclear information was offered at the last meeting and it was important to make clear that they had not come to any of these meetings asking for money. She explained that they had asked through their voice at meetings and in writing twice with specifics for abandoned properties, open lots, and vacant buildings. Ms. Harris stated that these were things within the City's possession. She noted that she understood the process of writing and getting grants and how money must be requested; however, she stated that money is not always the answer without the cooperation of the municipality. Ms. Harris advised that she had pulled from the City's own reports what had been presented in order to apply and be approved as a designated district, as well as a recipient of Community Development Block Grant (CDBG) funds. She reminded members that these words were from the City's own plans and what had been submitted.

Ms. Harris indicated that the Restoring Central Dover Plan included a plan that identified a number of goals to be included, such as strengthening existing housing stock and supporting new housing and mixed use development. She stated that the Central Dover area has enough vacant land to comprise 25 football fields. Ms. Harris advised that removing regulatory barriers and exploring land

banking would open up some possibilities. She reminded members that the City of Dover, working with NCALL, received a grant from Wells Fargo for $750,000 last year that will be distributed over a five-year period, providing NCALL the opportunity to hire two (2) full-time employees, a neighborhood revitalization coordinator and a community organizer. Ms. Harris stated that it was odd and convenient that one of the members of the steering committee that suggested the grant had been hired as the community organizer.

Ms. Harris indicated that in NCALL's report of the work completed and underway, the only mention of housing was new home construction by NCALL, Central Delaware Habitat, and MDHC. She stated that this was great and had nothing bad to say about it; however, it would not help anyone present as home ownership was way outside of the realm of conversation for those them. She noted that they were looking for low-income rentals. Ms. Harris stated that, according to the 2010 census, 15.3% of the housing units in the blocks comprising this district are vacant. In addition, she noted that the district includes 49 registered vacant buildings and 25 lots where buildings had been demolished by either the City or homeowners since 2008. Ms. Harris advised that the City of Dover invested CDBG funds to improve the downtown area through housing rehabilitation and support of the DIMH men's shelter. She stated that the planning documents that comprise the City of Dover's district plan include encouraging mixed-use development, providing additional transitional housing, and encouraging greater zoning flexibility to enable infill housing developments.

Ms. Harris advised that in 2014, DSHA announced that $2.5M would be divided amongst the municipalities of Kent and Sussex County for housing rehabilitation. She indicated that in the executive summary of the Consolidated Plan that the city of Dover is mandated to submit to HUD for 2015 to 2019, affordable housing is wonderfully included, noting that page #1 of the plan identifies specific needs concerning affordable housing. Ms. Harris noted that page 3 indicates that the priority needs for the City of Dover include initiatives to assist the homeless and rehabilitation activities involving rental housing units. She advised that the plan states that the City of Dover fully supports the Homeless Planning Council's initiative to end chronic homelessness in Delaware by 2017, and that there is still a lack of affordable housing and emergency shelters. Ms. Harris indicated that it was stated that over the next five (5) years the City will provide CDGB assistance to homeless providers to assist in reducing chronic homelessness in Dover and specifically mentions persons with alcohol and drug addiction. Ms. Harris stated that the City's funds facilitate serving the needs of the population for just these things.

Ms. Harris noted that there are currently116 shelter beds, 30 transitional beds, and 10 permanent supportive beds. She stated that it did not make sense to have so many emergency shelter beds and only 10 permanent spots to put people in, and that it should be turned around. Ms. Harris indicated that more affordable housing was needed. She reiterated that they had not asked the City for money, stating that she understands how grants are written, having worked 30 years for the State spending grant money. However, she noted that the City had vacant properties.

Ms. Harris indicated that, according to the City's action plan, 10 units were rehabbed. She asked what 10 homeless people were put into those 10 rehabbed positions. Ms. Harris stated that she was disappointed that members had not told them the truth two (2) weeks ago. She stated that Mr. Hutchison had asked Mayor Christiansen if money was provided to the City to help the homeless. Ms. Harris advised that it was stated in the plan how the City does help, and noted that

her group wanted to be one (1) of the partners that the City can help. She stated that her father would be embarrassed and ashamed at the fact that members would lead them astray. Ms. Harris stated that the meeting held on Thursday the 14th was the last opportunity for the public to have input for the 2017 plan. She reminded members that they had been present on Monday and no one mentioned the meeting. Ms. Harris advised members that she had looked everywhere to try to be up to date on things. She stated that, instead of lying, members could have told her that if she went to the meeting on Thursday, she might learn how to find the opportunities that are coming up in the next CDBG round.

Mr. Anderson requested that a written copy of Ms. Harris' statement be submitted for the record ***(Exhibit #1)***.

Mr. Eric Abernathy, 436 West Duck Creek Road, Clayton, Delaware, stated that he was speaking as an advocate for the homeless and that there was a very serious issue regarding a homeless individual who was missing. He explained that he had visited Mr. Arthur Gibbs at the hospital on Wednesday. Mr. Gibbs had been discharged and refused to leave and sign the discharge papers after he talked to his doctor. Mr. Gibbs was still there when Mr. Abernathy left, but when Mr. Abernathy went back to check on him a few days later, they told him that Mr. Gibbs was discharged on the 19th and was not in the hospital. Mr. Abernathy told them that they were lying. He questioned how he could have sat and talked with Mr. Gibbs for an hour-and-a-half if Mr. Gibbs was discharged and left the hospital on the 19th. He indicated that he had gone to Mr. Gibbs' temporary residence and Mr. Gibbs' cousins had not seen him and did not know where he was. Mr. Abernathy had advised his pastor that he would file a missing persons report on Mr. Gibbs but could not do so because he was not a blood relative but just someone who knows him, had been looking out for him, and had been his transportation. Mr. Abernathy told Mr. Gibbs' cousin to file a report. She indicated that there was one (1) more place to check, and if Mr. Gibbs was not found, they would file a missing persons report the next day. Mr. Abernathy stated that it was a shame that someone was homeless and was now missing.

Pastor Robert Appling, 2648 Sharon Hill Road, stated that he lives outside of Dover and owns property in Dover. Mr. Appling indicated that, approximately a month-and-a-half ago, he requested Council to take up his proposition to either sell or give them vacant property so they could start working with the homeless. He explained that there was a little confusion during the last meeting regarding tiny houses at Victory Church and Dover, Delaware. Pastor Appling informed members that all of the homeless that they work with have come out of the City of Dover. In the last two (2) weeks, a husband and wife who lived on their property for approximately six (6) to eight (8) months had gotten jobs. They had found a place to move to with their two (2) children, and Pastor Appling indicated that he and others felt good about that. He advised that there was a lady present at the meeting named Sonya who slept on the seats of the church for maybe a month or so, and she had found a job and a temporary place to live; however, at the end of the month she would be homeless again. Pastor Appling indicated that they were working with another gentleman from the City of Dover who found a job and a room in Dover to live. He stated that they were trying to build tiny homes to help get some of these homeless out of the City or find them places in the City. Pastor Appling advised that they were feeding between 100 and 150 people every single day, noting that in a year's time their church would be providing 50,000 to 54,000 meals for the homeless. He informed members that they had received no grants and no money from anyone other than their

parishioners, and this was quite an expense. Pastor Appling noted that a few other churches were helping to provide food, and he was asking again for help finding something in the City of Dover. He advised that they were looking at a couple of properties to perhaps buy as temporary transitional places to help them help the homeless spiritually, physically, mentally, and emotionally and get them back on their feet so that they can become good citizens of the State, and of the City of Dover if they are living in the City. Pastor Appling stated that they had been able to help a number of people and they felt good about that. He asked members to consider some of the empty properties to help them work with the homeless of Dover and get them back on their feet.

Pastor Aaron Appling, Victory Church, 2736 Forrest Avenue, advised that he lives right outside the City but has some properties in the City as well. He reminded members that there was discussion about finances and money at the last meeting. Pastor Appling indicated that they were told by the Mayor and some others that the City gets no money to help the homeless. After doing some research, he indicated that the information was false and he was unsure whether this had been the intent. Pastor Appling stated that the City does get money and that either those representing the homeless, or the federal government, or both were being lied to or somebody did not understand. He noted that Mr. Harmon has a medical condition and cannot find help. Pastor Appling stated that they had other people in their church with obvious medical disabilities and they had been turned down for Social Security. He advised that they are discovering that the system as a whole is broken. Pastor Appling stated that everyone should come together and say that the homeless are real people, such as the children or grandchildren of members, who did not have the privileges that many people had experienced while growing up or in life. He indicated that people would continue to put blind eyes on and keep walking around this issue if they do not look at the homeless as real people.

Mr. Appling noted that the library was on Council's agenda. He indicated that the City would try to sell it to make money for the City and questioned where the money would go. Mr. Appling stated that in his research he found a Martin Luther King institution that had a proposal for a resource center. He indicated that the community needs more resources. Pastor Appling questioned what better person the library could be given to, if they had a proposal. He stated that his group could use those resources as well, noting that they were feeding people and going to places every single day. Pastor Appling provided information regarding the Community Voice Coalition Identity ***(Exhibit #2)***, which he stated would give a comprehensive look at what they had been doing for the last seven (7) months. He advised that they were not playing politics or asking members to somehow come up with money and give it to them. Pastor Appling noted that none of those on staff with the church get paid to help the homeless, stating that he has a wife and a two-year-old daughter. He indicated that he does not get paid and his wife would probably desert him if she was not a good woman. Pastor Appling stated that his wife had asked if she had to be homeless to get some food. He reiterated that they need help since there are not enough resources for people who are dedicating their time and energy. Pastor Appling informed members that he is a very talented person who had done mission work overseas. He stated that he can sing and preach and could be getting paid to go places but was choosing to do this because it is his heart's desire to do so, and this is how their organization operates. Pastor Appling advised that if they had half the resources that some of the other organizations have, they would get 10 times as much done. He indicated that they were already proving this because they have nothing and are getting a lot done with nothing. Pastor Appling asked members to consider the need to team together.

The invocation was given by Chaplain Wallace Dixon, followed by the Pledge of Allegiance led by Boy Scout Troop #154.

AGENDA ADDITIONS/DELETIONS

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

Mr. Anderson requested that item #5B - Disposal of Excess Property - 45 South State Street - Former Dover Public Library, be removed from the Consent Agenda.

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

ADOPTION OF MINUTES - SPECIAL COUNCIL MEETING OF OCTOBER 10, 2016

The Minutes of the Special Council Meeting of October 10, 2016 were unanimously approved by motion of Mr. Neil, seconded by Mr. Hare and bore the written approval of Mayor Christiansen.

ADOPTION OF MINUTES - REGULAR COUNCIL MEETING OF OCTOBER 10, 2016

The Minutes of the Regular Council Meeting of October 10, 2016 were unanimously approved by motion of Mr. Neil, seconded by Mr. Hare and bore the written approval of Mayor Christiansen.

PRESENTATION - MALLARD POND PARK AND TRAIL GRANT (DNREC)

On behalf of the City, Mayor Christiansen; Mrs. Ann Marie Townshend, Director of Planning and Community Development; Mr. Wayne Voshell, Recreation Center Coordinator; and Councilman Sudler accepted a check presented by Mr. Bob Eeman, Delaware Department of Natural Resources and Environmental Control (DNREC), in the amount of $81,350 for two (2) Mallard Pond Park projects. Mr. Eeman explained that the Mallard Pond Park project was approved by the Council on Greenways and Trails and the playground project was approved by the Parks and Recreation Council. He noted that he was privileged to present the check on behalf of Mr. Ray Bivens, Director of the Division of Parks and Recreation; Delaware State Parks; and the Outdoor Recreation Parks and Trails Program. Mr. Eeman congratulated the City of Dover Parks and Recreation Department for keeping the City's parks clean and inviting places for the public to enjoy.

Mrs. Townshend thanked DNREC for their continued support of the park system, noting that the City had received grant funding from DNREC for many years. She also thanked Senator Brian Bushweller and Representative Sean Lynn who provided Community Transportation Funds (CTF) for the trail project. Mrs. Townshend stated that this was an exciting project, noting that the City had started planning for the playground and then, when the pedestrian study for the area around Dover High School and the City's pedestrian plan were done, the multi-use path became an important connection. She stated that the path is important recreationally and also because it will provide access to Dover High School for people from the Mallard Pond neighborhood and other areas that otherwise would not have good pedestrian and bicycle access to the school.

Mr. Eeman indicated that the grant program had been in existence since 1988 and one (1) of the very first projects they did was to help the City purchase Schutte Park, which was called West Dover Park at that time. He noted that DNREC had been involved with the City since the very beginning and it had been a good partnership.

Mr. Sudler, as Chair of the City's Parks, Recreation, and Community Enhancement Committee, expressed thanks for the generous gift, noting that the City looked forward to a continued relationship.

SPECIAL COUNCIL COMMITTEE OF THE WHOLE/SAFETY ADVISORY AND TRANSPORTATION COMMITTEE REPORT - SEPTEMBER 7, 2016

A Special Council Committee of the Whole Meeting was held on September 7, 2016 at 6:00 p.m., with Council President Slavin presiding. Members of Council present were Mr. Anderson (arrived at 6:04 p.m., departed at 7:18 p.m., and returned at 7:21 p.m.), Mr. Neil, Mr. Lewis, Mr. Cole, Mr. Hosfelt, Mr. Hare, and Mr. Hutchison. Mr. Sudler was absent. Mayor Christiansen was also present. Mr. Keller was present. Mr. Shelton was absent.

SAFETY ADVISORY AND TRANSPORTATION COMMITTEE

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

Public Safety Study - Fire/EMS Operational & Administrative Analysis

Mr. Scott Koenig, City Manager, reminded members that while the FY 16 budget was being developed, Council considered a request from the City Manager's Office to study the umbrella of public safety services, including police, fire, fire support, and Emergency Medical Services (EMS) services. He noted that the EMS component relates to ambulance service in the City of Dover. Mr. Koenig explained that the fire and EMS aspects of the report would be discussed this evening. He stated that the study was requested to provide a perspective based on national benchmarks from subject matter experts with experience working with fire, emergency management, emergency medical, and ambulance services in various parts of the country. Mr. Koenig indicated that this was an effort to review the excellent levels of service that the City of Dover enjoys and look at how business could potentially be done in a different fashion and how services could evolve when moving into the next round of challenges. He noted that, as the City grows, it is facing resource constraints, evolution of the workforce, advances in technology and information technology, which all have a role in decisions regarding providing services to citizens, visitors, and businesses. Mr. Koenig noted that the 110-page report provided by the Center for Public Safety Management (CPSM) was posted to the City's website and distributed to members of Council and the Safety Advisory and Transportation Committee. He stated that the report contained 49 recommendations.

Council President Slavin advised that the study would be discussed as a healthy dialogue between the Fire Department, constituents, and members of the Council

Committee of the Whole. He noted that none of the recommendations had been accepted by Council, he did not expect that they all would be accepted, and he did not believe that any would be accepted without dialogue taking place. Mr. Slavin indicated that there had been open dialogue with Mr. Brian Bashista, President, Dover Fire Department, and Fire Chief Carleton Carey, Jr. on this issue. Mr. Slavin advised that the results of the report would be heard this evening and in October 2016 the Fire Department would be given an opportunity to provide their response and reaction. Mr. Slavin believed that everyone would agree on some of the recommendations and others would be more controversial. He stated that there may be more meetings after the October meeting if more dialogue is needed.

Mr. Thomas Wieczorek, Director, CPSM, congratulated members for looking at operations from a very comprehensive viewpoint, noting that CPSM did a forensic review by going into raw CAD data, looking at all the different components, and using the data to develop recommendations drawn from best practices around the world. He noted that the result was not mandates that carry the weight of law but a series of recommendations developed by CPSM, as representatives of the International City/County Management Association, that can be implemented with policy from Council and advice from the Safety Advisory and Transportation Committee. Mr. Wieczorek stated that some recommendations would be easy to implement, some difficult, and some may be impossible. He expressed appreciation for the opportunity to work with the City over the past 10 months and in the future.

Mr. Wieczorek explained that CPSM was created by the International City/County Management Association approximately 10 years ago during the same time period that the international fire accreditation group was created between the international fire chiefs and international city management. Their charge was to look at research and development, training and education, helping select the chiefs, and operational and performance analytics. Mr. Wieczorek advised that they came into the organization with an audit-like process, beginning a series of steps and looking at different components of the organization in a business-like manner. From that, they were able to draw upon their team with best practices from around the world to create recommendations. Mr. Wieczorek advised that they use an audit-like process in an effort to create a basis of data that can be used to compare agencies in a variety of manners. He explained that, as the Executive Director for the former Commission on Fire Accreditation International, he had previously tried to use National Fire Incident Reporting System data but found a substantial problem with this data, especially in the fire service. Since this data was found to be incorrect and unusable, CPSM had been trying to create a database with clean and accurate data to provide a good basis for making comparisons.

Mr. Wieczorek explained that Mr. Mike Iacona, Senior Manager for Fire and EMS, would be reviewing the report in depth with members as he was the project leader, and Mr. Iacona had been assisted by Mr. Jack Brown and Mr. Peter Finley, CPSM Associates. He indicated that Dr. Dov Chelst, who heads qualitative analysis for CPSM, had also been involved, as well as a team of individuals at the Ph. D. and

master's levels who work strictly on analyzing CAD data. Mr. Wieczorek noted that one of their biggest problems is that it usually takes three (3) to four (4) months to clean the data. He explained that not all data systems record data accurately, so it cannot be extracted accurately, and this is not unique to Dover. Mr. Wieczorek noted that, in one city, it took them almost a year to clean up data so that they could begin the analysis.

Mr. Iacona stated that he was pleased to be part of this process, having had some familiarity with Dover and the Eastern Shore. Mr. Iacona advised that he was familiar with this work, having spent 38 years in the fire service, primarily in Florida. He explained that he had started as a firefighter, rose through the ranks, and assumed the role of Fire Chief in Orange County, Florida, in the Orlando area. Mr. Iacona stated that he became Fire Chief in Flagstaff, Arizona in 2002 and recently retired. He estimated that he had done approximately 70 such studies and enjoyed going to communities to see the dynamics and mechanics of how people provide this very vital service.

Mr. Iacona stated that Dover had an excellent system, and the City should be proud of the services being provided in the community in a very unique way. He noted that volunteer services are some of the most difficult to maintain, and are becoming more so as the dynamics of society change. Mr. Iacona stated that the formula in Dover was working well, and everyone should be proud. He noted that he was very impressed with the level of commitment, the caliber of people, and the intensity of their desire to serve the community.

Mr. Iacona reviewed a presentation entitled, "Operational and Administrative Analysis - Dover Fire Department". Referring to page 7, Findings and Recommendations, Organizational Needs, he explained that CPSM was suggesting phasing in efforts, noting that changes would not happen overnight. Mr. Iacona stated that there would be a building process, and eventually there would be noticeable improvement in the system and goals would be achieved. He noted that some of the biggest expenditures in the Fire Department related to apparatus, and CPSM believed that more organization was needed in terms of an apparatus replacement schedule and a funding mechanism. Mr. Iacona stated that setting a 15-year time frame for apparatus was a good approach, noting that the City's workload may be a little less than typical. He suggested anticipating the replacement of apparatus according to this time frame and committing dollars to the purchasing process.

Mr. Iacona stated that CPSM believed that the relocation and consolidation of the dispatching service to Kent County should be considered, noting that Kent County offers this service, had indicated that they would do it at no charge, and were currently involved in the dispatching of Dover EMS activities and other volunteer entities in the area. He stated that the way dispatchers are used in Dover is commendable, noting the difficulties that volunteer entities have in terms of the support needed to keep an organization going, including maintaining equipment,

checking if it is viable or needs repairs, etc. Mr. Iacona indicated that it is hard for people with other lives and careers to be involved in the maintenance support function, noting that dispatchers were doing this in Dover, which was very viable and should be continued. However, he stated that there were difficulties in accomplishing inspections, pre-planning, and performing preventative tasks, and CPSM thought this would be more useful for the dispatchers. Mr. Iacona recommended that dispatchers be reclassified as fire technicians that would go out into the community, identify risks, and provide feedback to emergency responders through training avenues. He stated that the suggestion was to restructure the process and use that personnel effort in other ways; however, he noted that one (1) of the ways that the City was doing this was very viable and suggested that it be continued.

Referring to page 8, Findings and Recommendations, Deployment, Mr. Iacona suggested limiting the number of apparatuses that respond as first line apparatus, given the nature of the community and the workload that was evaluated. He explained that this would be beneficial in two (2) ways: 1) there would be rolling stock that could be depended on and could be deployed in a regimented fashion, and 2) it would limit the amount of equipment that would have to be replaced throughout the life cycle. Mr. Iacona stated that the City could muster a sizeable workforce that would handle the majority of incidents with primary response apparatuses of three (3) engines, one (1) ladder, one (1) heavy rescue, and two (2) command units and the additional utility or reserve apparatus that is there.

Mr. Iacona stated that standardizing response protocols was recommended and noted that vehicle accidents involving first responders are the second cause of death in the fire service nationally. He suggested minimizing the frequency of running with lights and sirens as a safety factor, since it is hard to judge the public's response to these situations. Mr. Iacona indicated that the Emergency Services Manager should have oversight of the ambulance service, greater standards and performance measures should be built into the ambulance contract, and ambulance units should be staffed with a minimum of two (2) Emergency Medical Technicians (EMTs). He explained that the current requirement was for one (1) EMT and one (1) individual who is a driver with basic first aid. Mr. Iacona stated that CPSM believed that every ambulance attendant should have EMT as a basic level of training.

In reference to page 9, Findings and Recommendations, Training, Mr. Iacona believed that command and supervisory training should be criteria for the ascension of fire officers and chief officers into leadership ranks. He indicated that it was also recommended that there be a progression from firefighter to officer, mid-level officer, and chief officer since a lot of experience is gained in these roles.

In regard to training for volunteers, Mr. Iacona noted that when volunteers go into someone's home wearing a Dover Fire Department uniform, there is a normal affiliation with the City, and ultimately there may be a legal implication for the work that is done as it reflects on the City. He stated that there should be very specific training that deals with workplace behavior and supervisory responsibilities.

Mr. Iacona noted that in some cases volunteer supervisors are supervising City employees and there are labor implications in that relationship, so the study recommended training and clear understanding as to the rules with regard to workplace behavior.

Referring to page 10, Mr. Iacona stated that sprinklers should be required in all new residential construction, explaining that fire sprinklers are almost 99% effective in putting out fires or limiting their spread but are ineffective when someone turns them off or interrupts their capacity to work effectively. He indicated that this is difficult to get through the building community; however, it has a dramatic impact and is effective in protecting the community.

Mr. Anderson asked Mr. Iacona to explain his EMS recommendation, why the City was paying a premium to have EMS, and how this could be changed. Responding, Mr. Iacona stated that it was very natural for EMS to be a component of fire service. He advised that many communities separate fire services and EMS; however, he felt they should be joined because the frequency of fires in a community is much less than medical emergencies. Mr. Iacona indicated that accidental and non-accidental injuries are usually 90% of the workload, so the linkage of fire services and EMS is natural. He felt that having a secondary ambulance provider made a lot of sense, explaining that this is what is usually phrased a two-tiered system, where fire services become the first responder and EMS then comes to stabilize and transport. Mr. Iacona advised that there was limited application for joint activities in the City's system and this occurs mostly when there is a hazardous situation, such as a vehicle accident with fuel present or patient extrication. He noted that typically if 911 is called for a medical emergency, only the EMS component responds. Mr. Iacona stated that communities were seeing the need for EMS much more frequently than fires or the impacts of mass destruction, so there was a natural evolution toward melding the systems. He indicated that one (1) of the study's recommendations was to bring the ambulance service under the umbrella of the Fire Department and operate from fire stations, or to have closer alignment, because EMS was being requested from the citizens much more often than fire calls.

Mr. Anderson asked Mr. Iacona for the pros and cons of issuing a Request for Proposals (RFP) for EMS. In response, Mr. Iacona explained that public safety services evolve over time, and the standards placed on the current provider were very limited in terms of the level of training, standards of response, and various criteria that could be built into the ambulance contract. He felt that there was a natural meld between the fire service and EMS where fire, being a part of the EMS process, had involvement in oversight, monitoring of standards, and delivery of patient care. Mr. Iacona explained that the melding of the two (2) services is the direction that most communities are going to and this was believed to be appropriate in the Dover community.

Responding to Mr. Anderson regarding the benefit of doing a national RFP, Mr. Iacona stated that this would open the market and allow for competition. He

noted that he was involved in an RFP process for ambulance services in Key West, Florida, where an entity was charging a $700,000 subsidy to the city to provide EMS with very little regulation and very few performance measures. Mr. Iacona advised that, through the competitive bid process, the current holder of the license reduced their price from $700,000 to approximately $400,000, and they also received a series of proposals. He noted that two (2) entities offered to do it for no subsidy, and the award was given to a zero (0) subsidy entity, a European company that wanted to get a foothold in the U.S.

In response to Mr. Anderson regarding the meaning of a 90% fractile requirement, Mr. Iacona stated that if there was an eight-minute response time requirement, a fractile requirement of 90% would indicate that 90 out of 100 calls should be responded to in under eight (8) minutes, and the response time for the remaining 10 calls could be over eight (8) minutes.

Responding to Mr. Hosfelt regarding whether the City was meeting that percentage, Mr. Iacona stated that the City's current contract had no response time criteria.

Mr. Hosfelt, referring to the Operational and Administrative Analysis, Dover Fire Department, Dover, Del., Final Report - March 2016, page 47, Table 5-10: 2015 Mutual Aid EMS Units Dispatched into Dover, noted that the number of times that Prime Care units were unavailable and mutual aid EMS units were required to respond in Dover was exceedingly high. He pointed out that CPSM reported that Prime Care was unavailable for 21.2% of the incidents in a 10-month period and asked if this statement was based on CPSM's experience or if there was a benchmark the City was compared to. Responding, Mr. Iacona stated that this was anecdotal. He advised that most ambulance contracts have provisions whereby if a certain performance standard is not met, a fine is levied against the charges paid to that service. Mr. Iacona explained that this provides an offset, which keeps the system honest. He stated that CPSM felt the numbers were exceedingly high and should be addressed.

Mr. Hosfelt asked if CPSM had numbers in mind for the number of Basic Life Support (BLS) units the City should have on standby or ready to go on a daily basis in the future. In response, Mr. Iacona stated that a better way to approach this would be a performance measure indicating that a level of performance will be achieved 90% of the time. He advised that this would be simple quantification in terms of distance and time. Mr. Iacona stated that typically one could average about 30 miles per hour, or two (2) minutes per mile, and by looking at the service distribution and building out that distance on the basis of this formula, a maximum could be determined. He noted that typically they were in the eight (8) to 10 minute fractile and were responding to incidents in eight (8) to 10 minutes 90% of the time. Mr. Iacona informed members that fire service is the first responder in most systems and will respond in a much shorter time frame, because the criteria for EMS is to get the first responder on the scene in four (4) to six (6) minutes. The higher level of EMS care, or paramedic care, is in the eight (8) to 10-minute time frame, so there is

usually a tiered approach. Mr. Iacona stated that most systems are structured so that first responders, who can perform basic CPR and first aid, arrive in four (4) to six (6) minutes, and a higher level of care arrives in eight (8) to 10 minutes. Mr. Iacona suggested, if an RFP is developed, that benchmarks be built into the timeline for a fractile delivery, such as 80% or 90% in eight (8) or 10 minutes.

Mr. Hutchison asked Mr. Iacona to expand on training and staff for the Fire Department. In response, Mr. Iacona stated that initial training efforts were very comprehensive and effective; however, improvements could be achieved in the area beyond initial training. He noted that the fire service is typically a very long-tenured operation, and individuals may stay involved for 20 years. Mr. Iacona stated that this is often not the case in volunteer organizations; however, there is still an evolution, and a one- or two-year firefighter is not expected to have the competencies that would be seen in a more seasoned individual with eight (8) to 10 years of experience. He indicated that initial training is robust, intensive, and monitored; however, improvements could be made in ongoing training at the mid-management, leadership, and supervisory levels, including refreshers. Mr. Iacona noted that there was a provision for a "lifetime membership" in the organization with less training requirements; however, he felt that realistically training should never be less. He believed that as individuals become more seasoned in their profession, their need for a refresher grows, because systems and the delivery of service change, and a level of readiness must be maintained. Being up to date with the tactical approaches to fire, EMS, hazmat scenarios, and the various things that are encountered requires ongoing training. Mr. Iacona stated that CPSM saw a need for ongoing training, performance assessments, and monitoring of those efforts to improve this system.

Mr. Hutchison asked if more fire departments were going toward national accreditation. Responding, Mr. Iacona stated that accreditation is not easy to achieve and is very labor intensive. He advised that the accreditation process helps an organization fine tune and hone its skills. Mr. Iacona stated that accreditation forces an organization to look at its systems, monitor them for ongoing improvements, and establish goals; however, it does not guarantee increased proficiency and is not the solution to all of the problems.

Mr. Hutchison asked if there was a difference between a volunteer fire department versus a paid fire department as far as accreditation. In response, Mr. Iacona felt it would be more difficult for a volunteer organization to achieve accreditation because the mechanics are labor intensive. He noted that a series of iterations is involved that is sometimes questionable in terms of whether they change service delivery. Mr. Iacona was not sure that the time and effort necessary to go through this process was what Dover needed at this point in time, and he believed this had been included in the recommendations as a long-term effort.

Mr. Neil asked if CPSM had looked at the impact of the special relationship between the City's Fire Department and neighboring fire departments within Kent County. He noted that these organizations work together on major events that can attract as

many as 90,000 people, such as NASCAR races and the Firefly Music Festival, and this would also occur in the event of a disaster. Responding, Mr. Iacona stated that CPSM was very impressed with the level of coordination that existed, and that was one of the reasons that they made the recommendations with regard to the Kent County 911 system. He indicated that this orchestrated the collective effort of neighbor helping neighbor, because the majority of the neighboring agencies that Dover coordinates with are under the umbrella of Kent County 911. Mr. Iacona felt that Dover was very fortunate to have a working relationship between these entities. He stated that the key was to foster that relationship so that the organizations could work seamlessly hand-in-hand, so that the boundaries between the entities in the 911 system would be imperceptible. Mr. Iacona estimated that there were eight (8) different entities in surrounding communities, and they found out about the different ambulance providers because in many instances they were covering for PrimeCare when PrimeCare was unavailable. He reiterated that PrimeCare was unavailable more often than CPSM thought was appropriate.

Mayor Christiansen questioned to what extent CPSM dealt with the Delaware State Fire School and the training that they offered to the Dover Fire Department and the other fire departments throughout the State of Delaware. He noted that this organization is prominent nationally. In response, Mr. Iacona stated that the Delaware Fire School and its working relationship with the community was a tremendous resource. He indicated that Dover was fortunate to have that facility and those personnel readily available, and CPSM's recommendations with regard to training were very in-depth and specific due to the availability of this resource in the community. Because there was day-to-day interaction with the Fire School, Mr. Iacona believed it would be a shame not to take advantage of it and build that training capacity into Dover's system.

In response to Mayor Christiansen, Mr. Iacona advised that he was aware that the Fire Department encourages its members to go to the Delaware State Fire School, and that some of the members of the department are instructors there. He indicated that he had reviewed the reference to the Robbins Hose Company in the City's Charter, as well as an additional agreement that facilitated this relationship. Mr. Iacona indicated that CPSM's impression was that adherence to the agreement or utilizing the Fire School for day-to-day working relationships was not being effectuated as well as it could have been.

Mayor Christiansen questioned if CPSM had researched the law that states that the fire chief is the supreme authority of the fire department in the State of Delaware. He believed that if there is intercession with a fire or emergency services administrator, the authority of the fire chief would not be undermined, he would just become another high-paid official within the City government.

In regard to the proposal to make the fire dispatchers fire technicians, Mayor Christiansen stated that the City's Inspections Department and Fire Marshal's Office do the inspections and identify hazards within the City, and he believed that

taking this action would be redundant. Mayor Christiansen explained that he had some experience with this matter, and he was appreciative that emergencies on the fire scene in the City were handled by personnel who knew Dover's situation, stating that he was referring to the dispatchers. He explained that the people working at the fire station are those who can anticipate and work through the worst of disasters, even the young, inexperienced officers. Mayor Christiansen advised that one of the reason that the Kent Center was established was because Dover had answered most of the fire calls for Kent County, and it was felt that the workload needed to go elsewhere so that Dover could emphasize their efforts on Dover fire calls. He believed that Dover emergencies are first priority in Dover and are not coming through other companies that may be dealing with situations.

Mr. Slavin stated that members had heard about what was included in the report; however, he noted that what was not included were comments about negativism, deficiencies over coverage areas, or risks to citizens because of the City's operations. Instead, he had heard the opposite, that the City had great operations, and he assumed that the silence regarding problems reflected a good standard of practice and coverage. Mr. Slavin questioned if there were risks to the men and women of the Fire Department and the citizens. Responding, Mr. Iacona indicated that two (2) things stood out in his perspective of the community and his limited understanding of the interaction and operations of the Fire Department. The first was the vulnerability of Dover as a likely target for terrorist activity because it is a state capital and a bastion of government. Mr. Iacona noted that if he were in this community, he would want to ensure that there are pre-planning, contingency efforts, and understanding of process. The second consideration was the limited interaction that exists with Dover Air Force Base, which is also a significant, notable target. Mr. Iacona believed that greater collaboration and contingency planning was needed in the event that something occurs in those environments. He stated that these were the only two (2) things that he would elevate, and he recommended that those issues be fleshed out.

Mr. Hare stated that the dispatchers do more than waiting for the phone to ring and dispatch, and they have other duties, such as keeping equipment ready. He noted that, during his time in the City, he had a house that almost burned down and the Fire Department was very quick to respond. Mr. Hare noted that he had never had anyone come to him expressing negative comments about the Fire Department's performance. He acknowledged that they may have some internal things they need to correct; however, he felt that the Fire Department was doing what needs to be done. Mr. Hare stated his understanding that insurance companies rate fire departments on a scale of one (1) to four (4), with one (1) being the best. He believed that the insurance company had indicated that the Dover Fire Department had a response time faster than Wilmington's paid fire department, and would have rated Dover at the top level; however, rated the Department at a level two (2) because volunteer fire departments cannot be rated at a one (1). Mr. Hare acknowledged that there were things that could be tweaked; however, he stated that when there is a fire, they are there, and he had heard many people say this. Mr. Hare informed members

that a house caught fire on Riverside Drive in July, and the gentleman whose house it was had nothing but praise for the Fire Department. Although there may be some administrative things that are not being done as they should, including recordkeeping, he felt that they should be given a lot of credit for being there when there is a fire or a need.

In response to Mr. Hare, Mr. Iacona assured members that CPSM recognized this level of care, noting that he prefaced remarks by indicating the commendability of the system that the City has. He felt that this could now be embellished, revisited, and some options could be considered. Mr. Iacona stated that this would ultimately be the City's decision, stating that CPSM had provided a series of perspectives, and he would be departing from the City and leaving members with the report. CPSM would also provide access after the report for follow-up or questions. Mr. Iacona stated that they were present to support the report, but reiterated that it would ultimately be Council's decision regarding how they choose to protect their community. He reiterated that there were no State or federal mandates, and that CPSM had been asked to look at this from a different perspective and provide some alternatives to consider.

In regard to the service contract and performance standards, Mr. Hare felt that the Fire Department had maintained their training and level of efficiency and did not understand why they would have to sign a contract telling them that they had to be better than they are. He felt that they were meeting standards and was unsure if a contract was needed.

Mr. Keller commented that, when reviewing this incredible report, he noticed a score of 68.7 out of a possible 70 and asked for an explanation. Responding, Mr. Iacona informed members that this was the Insurance Service Office (ISO) rating, which ranks community fire protection on a one (1) to 10 scale, with one (1) being the highest level of performance, achievement, or coverage, and 10 being a service that is virtually nonexistent. He indicated that a number of insurance agencies structure their premiums on the basis of what this scoring is, the logic being that the premium related to fire protection would be lowest for a Class 1 department. Mr. Iacona explained that a Class 10 rating would indicate that there is virtually no fire department, so the insurance premiums impacted by fire departments would be higher. He noted that the portion of homeowners' insurance attributable to fire protection is approximately 20% to 25% of the premium. Mr. Iacona stated that the lower the scoring, the lower the associated premium. At a 68, the Dover Fire Department was a little more than two (2) points from a Class 3 rating. Mr. Iacona noted that there were a number of areas in which the Dover Fire Department was very close to a higher rating, and CPSM made some recommendations that they believed may raise the rating to a Class 3 if revisited by ISO.

Mr. Hutchison asked if any of the other fire departments that Mr. Iacona personally evaluated were volunteer fire services. Responding, Mr. Iacona stated that he had evaluated a number of volunteer entities and combination departments and, as Chief

of Operations in Florida, he supported three (3) volunteer entities in the county in training, mutual aid, equipment refurbishment, and things of that nature. Two (2) of the other CPSM team members had careers with volunteer and combination organizations, and their team was structured to reflect the nature of the community.

Referring to page 10 of the report, Mr. Hosfelt requested clarification regarding the comment that, "Our analysis did not reveal any illegal or unethical practices; however, there is concern that improved oversight is warranted." In response, Mr. Iacona advised that the difficulty they saw was that dispatchers, who are involved as employees and are part of a collective bargaining agreement, were being supervised by members of the volunteer association, who are non-employees. It was believed that training should be strengthened to enable them to provide that level of supervision.

Referring to page 21, Mr. Hosfelt quoted the recommendation that, "The City of Dover should revisit its current prohibition when allowing employees to respond as volunteer firefighters without docking their pay or requiring utilization of leave time in providing this service." He asked if CPSM had seen this in other cities and how it had worked. Responding, Mr. Iacona stated that there are always individuals who test the systems; however, the systems that they had seen that utilized employees wearing dual hats were effective. He explained that they had seen that a number of people working for the city had difficulty responding because of this prohibition; in fact, at one time the fire chief was a dispatcher, and this policy did not make sense. Mr. Iacona acknowledged that issues could arise and someone could get hurt during this activity; however, they felt these issues were manageable. He noted that it is difficult to recruit and retain qualified volunteers in this day and age, and it was felt that the City was hindering the effort since this restriction was being placed on employees who were wearing two (2) hats in responding while in a paid status. Mr. Iacona thought that this could be massaged a little bit to work better in the system.

Mr. Anderson referred to the recommendation to restructure the equipment response. He noted that the Dover Fire Department has responsibility for not only the City of Dover but also the surrounding areas, and backs up other jurisdictions and fire districts. Mr. Anderson asked how adopting this recommendation would affect the ability to provide back-up and maintain a sufficient response time in the City. Responding, Mr. Iacona stated that the issue they were attempting to address was to implement more standardization for the types and numbers of equipment that respond to the various types of incidents. For example, a structure fire in a single-family residence would get a specific response, and a call identifying something less significant, such as a smell of smoke or wires arcing, would have a scaled-down response. Mr. Iacona explained that, in this way, a whole service contingent would not be sent to something that is likely to be a non-emergency situation and the response would be gauged on the basis of inquiry that is done at the dispatch center. He advised that dispatch centers that are professionally operated have a series of questions with a specific format to eventually deduce whether there is a likelihood

for a true emergency or not. However, Mr. Iacona advised that, in looking at the numbers of people that were assembled for incidents, there was not a frequency for being able to staff more than a certain number of apparatuses. He noted that if 17 or 20 people respond or come in, this limits what can actually be dispatched. In looking at the numbers and what it typically takes to manage these incidents, CPSM felt that standards should be set up.

Referring to the recommendation on page 8 regarding Continuity of Operations Plans (COOP) and a Continuity of Government (COG) Plan, Mr. Anderson asked for an explanation of the difference between these plans. Responding, Mr. Iacona indicated that a COOP is contingency planning for facility operations and involves planning for situations such as a building becoming unavailable due to flooding from a broken pipe, or if the server for the payroll system goes down. He cited another example of planning for a diminished workforce, noting that this was considered when the Asian flu was an issue. In this case, questions had to be answered such as, if half the workforce was no longer available, what services would be curtailed; what employees would take with them if they had to leave the building; and where employees would go. Mr. Iacona explained that COG is related to ascendancy of authority and deals more with people than operations, such as who would take the role of city manager or council president if they are gone.

Mr. Hosfelt asked what CPSM was looking for from the City following the City's review of the study. In response, Mr. Iacona explained that their studies begin with a conference call. Their point of contact is asked to invite those individuals that they want to be part of this call to attend, and there is a discussion about what the deliverables and expectations are, and whether certain elements are wanted. Mr. Iacona noted that CPSM explains what they plan to do and determines if this is the product that is expected. He stated that CPSM then does a data analysis and provides the document back to the other party in draft format to determine if there are errors and omissions. Mr. Iacona advised that once the data report is approved, he and his team do the field analysis, using the data to justify or evaluate the situation. They then take the data, write up their findings, and give the report to the point of contact and ask them to make sure that it is accurate and has no incorrect elements. Mr. Iacona stated that they also talk about the mechanics of how things will be presented and determine the right forum for conveying the thought process. He explained that they discuss the best way to convey the information diplomatically, and this is looked at from the perspective of the substance and accuracy of the information. Mr. Iacona advised that after CPSM provides the draft report, there is a conference call to go over all of the points raised by the client. Adjustments are made and a final report is sent, which is close to the final product, although it is still subject to change.

Responding to Mr. Hosfelt, Mr. Iacona confirmed that the process would be the same, whether the study is of the Police Department, Fire Department, or the ambulance service.

Mr. Hosfelt stated his understanding that when the study of the Police Department came back from CPSM it was given to the Police Chief for his review, and asked if the same opportunity was afforded to the Fire Department when this initiative came back. In response, Mr. Scott Koenig, City Manager, explained that all of the raw data, including tables, etc., was sent to the Fire Department for review electronically and no comments were received back by the City Manager's Office. Mr. Koenig advised that he had reviewed the data and the data tables seemed to add up. He noted that questions were sent back and forth. Mr. Koenig indicated that when the stage of a final report was reached, a meeting was held in the City Manager's Conference Room, where it was intended to give the Fire Department the information and let them read it and respond before putting anything out publicly. Mr. Koenig indicated that the Fire Department declined to make comments, and at that point staff decided to release the document. In his opinion, the opportunity for response was at the meeting where the members who were there declined the opportunity to edit and make comments before it was sent out. Mr. Koenig noted that he did not take any of the comments or recommendations from the consultant out of the report, and the comments and questions that he sent back were more context, formatting, and spelling issues. Mr. Koenig reminded members that, in regard to the Fire Department, the City is dealing with a third-party entity that does not have any reporting requirement to the City. If the Fire Department takes the report and distributes it, at that point it is out, and this can occur before members of Council see it. He advised that if it was left on a desk by accident, it would be out, so the context of how to get the information to people would become somewhat distorted. Mr. Koenig stated that no information was transferred back and forth to the ambulance provider. Staff got the raw data that was assembled, and had no conversations with the ambulance service. Mr. Koenig indicated that the recommendations were the recommendations, and they would be acted upon.

With respect to the Police Department, Mr. Koenig explained that the Department was provided the data collection summaries and analysis. Data collection with the Police Department was much more difficult. He noted that the Police Department is completely within the realm of the City. Mr. Koenig stated that the raw draft report was distributed electronically to the Police Chief and the Mayor, and they were asked for comments. He stated that this report had not yet been finalized but would be finalized shortly. Mr. Koenig reiterated that with the Fire Department the City was dealing with a third-party, private company that basically provides service to the City, so there were some confidentiality issues. He noted that there would have been problems if the Fire Department had disclosed the report, even by accident, before there was an opportunity to meet with affected employees. Mr. Koenig informed members that when the Fire Department declined to provide comments, staff essentially had to meet with the employees prior to distribution, so that it was not a surprise to those employees when the information came out.

Council President Slavin advised that the meeting that Mr. Koenig referenced included himself, Mr. Hosfelt, Mr. Bashista, and Mr. Carey. He explained Mr. Carey and Mr. Bashista were offered a copy of the report, but they were very sensitive to

the fact that they did not want to be the two (2) members of the fire company that had access to the report, believing that all members deserved the benefit of that access. Mr. Slavin advised that they all made the decision at that point that it would be in the best interest of everyone to simply release the report all at once. He noted that all members of Council saw it on the same day and at the same time that all members of the fire company did, to avoid discussion of who had it when.

Mr. Koenig agreed that this type of setup created a difficult situation for all sides, because the City has an obligation, as the employer, to employees that may be affected by the report, and the fire company had an obligation to share the information as soon as they got it. This became a timing issue; therefore, it was agreed at the meeting to distribute the report as written.

In response to Mr. Hutchison, Mr. Koenig stated that, to his knowledge, there had been no assessment or evaluation of the Fire Department in the past. He indicated that the only similar analysis was the accreditation process at the Police Department, which involves looking at operational procedures and recordkeeping. He noted that a study relating to the Fire Department was conducted by Haggerty and Haggerty, Certified Public Accounts and Management Consultants, and it related to accounting and reporting structures regarding audit and finance, rather than service-level delivery or improvement of service delivery over time. Mr. Koenig did not believe that the Haggerty and Haggerty study got to the depth of information that this study had provided across the board. He stated that any previous discussion of the Fire Department did not include ambulance service and the level of ambulance service activity, and the City had never conducted that type of study.

Mr. Anderson noted that there was a recommendation that one (1) of the benchmarks be the presence of two (2) EMTs and asked if this was something that was not always being done. In response, Mr. Iacona explained that current contract does not require a minimum of two (2) EMTs on ambulances. He advised that in their evaluations of other communities, the norm was for ambulance service to be provided at an even higher level, what is called advanced life support, with paramedics. Mr. Iacona stated that a paramedic can provide a whole host of preventative and invasive type cares; therefore, the level of care being provided should be notched up a bit. He felt it would ultimately behoove the City to look at ambulance service being advanced life support sometime in the future, since this was the national benchmark in most communities.

Responding to Mr. Slavin, Mr. Iacona confirmed that this would be advanced life support provided by the County.

Mr. Paul Eichler, firefighter, Dover Fire Department, advised that he had been a firefighter for over 20 years, currently holds the rank of firefighter, and had held several positions throughout the Department. On behalf of himself and his colleagues present this evening, he thanked the City for the opportunity to review their operations and practices. Mr. Eichler thought it had benefitted them immensely

to be able to tell what they were doing well, where they needed to do a bit more homework, and to identify those issues coming from the conversations and studies that largely had no impact on their operations and further separate them. He thanked Mr. Iacona, who had pointed out several best practices that the Fire Department currently employs in their delivery to the City. Mr. Eichler stated that it meant a lot to the Department as they strive to be a professional organization, regardless of how they are staffed in terms of the volunteer versus career conversation.

Mr. Eichler indicated that the Fire Department had done a lot of due diligence already with regard to the information that was presented. He informed members that, since reviewing the study, a committee from the Department had met several times. He noted that they had put a lot of work into the review and looked forward to the opportunity next month to break it down and provide some of their recommendations and thoughts.

Mr. Eichler encouraged everyone to keep in mind that the delivery of emergency medical services to the citizens of Dover is extremely unique. He believed that anyone would be challenged to find another system in the country that delivers services in the same way. In light of some of the challenges experienced through the years, Mr. Eichler felt comfortable saying that the Dover Fire Department does an excellent job, exceeding the majority of the country in delivery of fire services and support of the emergency medical services that are delivered in the City and throughout the fire district. He stated that they were very proud of the relationships that they had built through the years with their fellow organizations, and thought they had nothing to look forward to but continued wonderful relations, specifically with this body, as well as with all of their fellow service providers. Mr. Eichler appreciated the opportunity to comment, stating that he was very comfortable saying, on behalf of President Bashista, Chief Carey, and their members both present and absent, that they enjoy working with the City and look forward to continuing to do so. Although he believed that there may be more challenges to be addressed in October, he felt this would help them to continue to move forward.

Mr. Hutchison thanked those responsible for the report. He noted that he had the opportunity to see first hand what the Fire Department is capable of doing. Mr. Hutchison indicated that he had seen it operate in all kinds of weather conditions, day and night, and believed that Dover has a first-class volunteer service, which is what the report had said. He informed members that he had an opportunity to review the report with Fire Chief Carey, and Mr. Hutchison had a better insight into some of the things that Chief Carey and the Fire Department were doing and changes they were making. He felt that this was not a negative report but a good report and that only 49 recommendations spoke well of the volunteer fire service. Mr. Hutchison expressed thanks for the report, which he believed provided a tremendous opportunity to look at this matter from a different perspective.

Mr. Hosfelt thanked the gentlemen from CPSM for their presentation and expressed pride in the service provided by the Dover Fire Department. He noted that he had

held discussions with Mr. Bashishta and had agreed that another Special Council Committee of the Whole/Safety Advisory and Transportation Committee meeting would be held on October 19, 2016 at 6:00 p.m. to hear from the Fire Department regarding the presentation. He welcomed those from CPSM to attend.

By consent agenda, Mr. Neil moved for acceptance of the Council Committee of the Whole Report. The motion was seconded by Mr. Hare and carried by a unanimous roll call vote.

HUMAN RELATIONS COMMISSION REPORT - SEPTEMBER 21, 2016

The Dover Human Relations Commission (DHRC) meeting was held on September 21, 2016 at 6:00 p.m. with Chairman Henderson presiding. Members present were Ms. Bogle, Mr. McGiffin, Ms. Mullen, and Mrs. Sadusky.

DHRC Committee Updates

Government Policy, Programs, and Practices Committee (McGiffin)

DHRC Diversity Research Project

Referring to the Dover Human Relations Commission Diversity Research Project Report, Mr. McGiffin reminded members that former Commissioner Gene Ruane had suggested that determining the City of Dover's diversity and cultural competency as an organization would be a fundamental step in establishing what the DHRC should do as a human relations commission. Mr. Ruane had discovered *Reinventing Diversity*, by Howard Ross, which he thought would be an excellent guide. Mr. McGiffin explained that he and Mr. Ruane had formed the DHRC's Government Policy, Programs, and Practices (GPPP) Committee, whose first task was to consolidate the recommendations in the book into a digestible form. Mr. Ruane then resigned from the DHRC due to relocating. Mr. McGiffin advised members that he and Chairman Henderson developed a series of questions from the book and addressed them to a number of the members of the City's leadership team during interviews. They then asked a subset of the questions to all City employees through an online survey. Mr. McGiffin noted that the survey was also made available by hard copy to employees, although no one had claimed a hard copy.

Mr. McGiffin estimated that there were 25 or 26 survey respondents and 35 sources of data between interviewees and survey respondents. He explained that his report included a history of the project, followed by the questions that were asked and the responses to each of the questions. Mr. McGiffin advised that the responses offered in the report sometimes included both survey responses and responses of interviewees, as well as his summaries of interview responses in some cases. He noted that there were some questions that were answered only by the Human Resources Director because they were specific to human resources.

Mr. McGiffin indicated that the next step would be to complete the report by deciding the meaning of the responses in a section called "Observations and

Conclusions." If desired, the DHRC could then make recommendations based on the survey responses. Mr. McGiffin recommended that this be done by the DHRC as a whole, rather than by just himself and Mr. Henderson. He suggested that members review the questions and responses and discuss, as a group, what they mean, for example, the responses that would have been expected versus those received. Mr. McGiffin noted that one of the questions asked was, "Is there an historical event, person, something significant that happened, or somebody significant who was around, that brings to mind the questions of diversity and cultural competency?" He noted that the most common response referenced the Webster case, which involved a City police officer, an injured man who was arrested, and his subsequent criminal trial and settlement with the City. Mr. McGiffin advised that this matter was topical when the interviews were done in December 2015 and January 2016, and was still in the news when the survey went out over the summer. He indicated that he had fully expected someone to mention the NAACP lawsuit that had resulted in the City's current method of electing Council members. Mr. McGiffin explained that the City's district divisions and election of an at-large Council member were the result of a lawsuit that he estimated had happened more than 30 years ago, and although he thought someone would mention this, he found it interesting that no one did. In addition, Mr. McGiffin noted that no one had mentioned school desegregation, which he felt may seem ancient history to some; however, this had been a big topic in Dover. He noted that he knows many people who went to the black high school and others to the white high school, and these are people that are still in commerce today. Mr. McGiffin thought that someone from the City might have thought that significant. He stated that his comments were not criticism but an example of the kinds of observations that might be useful.

Mr. McGiffin advised members that Mayor Christiansen at one time had urged DHRC members not to forget about the City's history. In thinking about the rather limited response to the question about a particular person or event that brought to mind questions of diversity and cultural competency, Mr. McGiffin believed that the Mayor's comment had been wise. He felt that the Mayor's point was that the DHRC should proceed using a lens that would allow members to see not only where they want to go, but where the City had been, because that would help them to get where they want to go,

Mr. McGiffin explained that one of the DHRC's observations may be that people do not think about the history, and a conclusion might be that people need to be reminded of this. He suggested that members might then recommend that the DHRC Education Committee develop opportunities to present historical perspectives on diversity and cultural competency issues. For example, during African-American History Month, the DHRC could encourage or even help sponsor a program specific to Dover about significant things that happened in Dover that redound today, but that people are not conscious of.

Mr. McGiffin stated that this was just an example of the observations, conclusions, and recommendations that might result from the study. He noted that there were 20

questions, and each would give an opportunity to make some kind of observation. Mr. McGiffin advised that, generally speaking, respondents thought that the City was aware of diversity issues and tries to address issues with cultural competency. He noted that the survey results showed a broad range of opinion, with some who felt diversity was a distraction from giving jobs to the best person, irrespective of any other consideration, and others who felt the City had not gone nearly far enough in addressing diversity issues.

Mr. McGiffin indicated that the City's leadership was generally positive about what Dover does to respect cultural competency and to try and develop diversity, and that there were a lot of hiring and management practices that are tuned in to that issue. Mr. McGiffin stated that Mr. Scott Koenig, City Manager, received a lot of positive comments, and many people thought the City Manager worked hard make people aware. Some comments from both the survey results and the interviews suggested that City Council could do a much better job of recognizing the importance of diversity and dealing with issues with a greater degree of cultural competency. Mr. McGiffin stated that this was a message that should probably be conveyed in some form.

Mr. McGiffin suggested that members come to the next meeting with their thoughts about observations, conclusions, and recommendations to be compiled during the meeting. He noted that some of the questions have very simple answers. For example, he stated that the first question was, "Are diversity and cultural competency articulated as values in the mission/vision/value statement of the City?" Mr. McGiffin noted that a lot of respondents did not know, although some knew that it was stated specifically in the City's purchasing policy. He stated that one observation might be that more people who work for the City should know what the City says about itself.

The Commission recommended that the members of the Dover Human Relations Commission respond to the question, "What are your observations, conclusions, and recommendations regarding the DHRC Diversity Research Project?" via email to the City Clerk's Office, with their input to be compiled so that members could finish the Dover Human Relations Commission Diversity Research Project Report at their next meeting.

By consent agenda, Mr. Neil moved for approval of the Commission's recommendation. The motion was seconded by Mr. Hare and carried by a unanimous roll call vote.

Education Committee (Bogle)

Ms. Mullen explained that she had attended meetings of the White Oak/Towne Point Civic Association and the Capitol Park Civic Association. She informed members that there were not many people in attendance who were familiar with what the DHRC does, and she educated them and offered the Commission's help if needed. Ms. Mullen felt that raising awareness in the community about the DHRC and what it does should be a priority.

Ms. Bogle stated that she had met with Dr. Dan Shelton, Superintendent of Schools, Capital School District, and with Ms. Tonya Guinn, Supervisor of Student Support Services, to discuss ways that the District could use the DHRC's support. They mentioned many issues involving young people in the school district, such as violence and shootings in the community. Ms. Bogle advised that Dr. Shelton had discussed the possibility of the City heading up a committee that would pool different entities across the community to talk about these issues and make decisions about addressing them. Ms. Bogle noted that, as previously mentioned by Ms. Mullen, people do not recognize what the Commission can do, and she had done her best to explain. She suggested that members discuss the DHRC's particular mission and focus and how they can best support the school district. Ms. Bogle advised members that the school district had named housing developments and other people and entities that could be involved. She indicated that it was a matter of deciding where to start and what to do. Ms. Bogle stated that the DHRC could possibly invite Dr. Shelton and Ms. Guinn to a meeting to obtain more specifics about what they were looking for.

Mr. McGiffin stated that it would be a legitimate and worthwhile endeavor for members to find out exactly what Dr. Shelton had in mind. He felt that if Dr. Shelton was asking the DHRC to convene a group of stakeholders from various interested parties within the community, this would be a good role for the DHRC, and the DHRC could sponsor or even facilitate such a meeting.

Mr. Henderson stated his understanding that the DHRC serves as a conduit and their function is human relations. He noted that members must be careful about how they conduct meetings and communicate with one another, as they were advised by Deputy Solicitor William Pepper several months ago.

Mr. McGiffin stated that the primary function of the Commission is to advise City Council. He noted that convening a meeting involving stakeholders on an issue identified by Dr. Shelton would allow members to gather information. This information could provide a basis to advise Council on what is going on. Mr. McGiffin noted that the DHRC would be providing eyes and ears in places where Council is not going, and he felt this was a very valuable function. He noted that all members have a level of competency that may allow them to see and suggest solutions to problems. In addition, Mr. McGiffin felt that just providing a forum for people who are trying to solve a problem to talk could be a useful function in itself, since this could allow people to develop their own solutions.

Responding to Mr. Henderson, Ms. Bogle stated that she could contact Dr. Shelton or Ms. Guinn to arrange a meeting if desired.

Ms. Bogle felt it would be useful for DHRC members to have a session to develop an "elevator speech" or unified message about the DHRC, and for members to know what each of its committees stands for so that they could speak intelligently about what they do.

Mr. Henderson advised that members had previously discussed having a retreat to get together as a commission, but this had not occurred due to the many changes in the DHRC. He felt that members needed to get together and define themselves. Mr. Henderson noted that he had been serving as Chair for only a few meetings and needed to get his feet firmly on the ground.

Ms. Bogle indicated that members had discussed waiting until there were more members; however, she felt that moving forward would be useful for current members to provide structure when others come in.

Mrs. Sadusky questioned whether members wished to have Dr. Shelton and Ms. Guinn come to speak with the DHRC. Mr. McGiffin stated that he was unsure if it would be beneficial to have them come in while the DHRC was weak in terms of its membership. Ms. Bogle questioned if a logical next step would be to contact the school district, let them know this was being discussed, and advise that the DHRC was hoping to work with them. Ms. Mullen agreed with that approach, stating the desire for those from the school district to know that they had been heard. Mr. McGiffin stated that if members wanted to wait until they are at full strength before inviting them, then Dr. Shelton and Ms. Guinn should be advised that the Commission was going through some turnover and would get back to them soon when it is back up to full membership. Mr. McGiffin noted that the other option would be to invite them to come now.

Mr. Henderson felt that members needed to feel comfortable about what the DHRC's function is so that they could present a unified message, as mentioned by Ms. Bogle. Ms. Bogle concurred, stating that being on the same page was even more important than being at full strength when bringing someone in.

Responding to Mrs. Sadusky, Mr. McGiffin stated that the DHRC has a mission statement and a lot of documentation about what they are and what they do; however, this would not answer the question of how this could be explained in 50 words or less.

Ms. Bogle expressed concern that the group was ever evolving and that people would be pointed elsewhere if there was no set time for them to come to the DHRC.

Mr. Henderson expressed a desire for those who come to feel that they are in an environment where people know what they are doing and what their mission is. He offered to work on developing a statement for the DHRC.

Mr. McGiffin suggested putting discussion of a thumbnail explanation of who the DHRC is and what they do on the next meeting agenda.

Old Business

DHRC Vacancies (First and Fourth District)

Mr. McGiffin advised members that he had been nominated by the Governor to be a family court judge; therefore, his tenure on the DHRC was about to end because members of the Human Relations Commission cannot hold another appointed position. Mr. McGiffin stated that he would be present at the next meeting if it was scheduled before October 25, 2016. He indicated that he represented the Third District on the DHRC and had a replacement in mind for his seat.

Mr. Henderson stated that it was vitally important for the Commission to get its feet on the ground if it was going to make a difference. He indicated that he had contacted the Mayor and Council President Slavin about the need for members. Mr. Henderson felt that the provision that prohibits individuals from other holding other positions should be amended, noting that the best people are those who are involved in other things, and that is why they are asked to serve.

Mr. Henderson expressed his opinion that the Commission was important because of things that are going on now, noting that words such as racism and xenophobia were being tossed around. He stated that every time he hears about another person being killed by a police officer, it tears his heart out. Mr. Henderson felt that the DHRC could be on the tip of being a calming agent, noting that he had gotten involved in the Commission because he wanted to make a difference. He stated that solving problems early on will prevent problems later down the road. Mr. Henderson felt that term the racism was being minimized, but there was nothing minimal about it. He stated that people had died for the right to vote and had been lynched in this country. Mr. Henderson did not believe that hatred and bigotry should be minimized. He felt that the Commission could have a role before things escalate in the community, noting that when people become frustrated they turn to other things. Mr. Henderson encouraged members not to minimize how important they could be in providing advice and serving as a conduit for people who may be hopeless or angered by what is going on, and indicated that he did not want anything to happen in the Dover community. He stated that comments regarding the Webster case had come up over and over again, and this was brought up not by black individuals but by white individuals who wanted justice. They wanted to do what was right and felt that the Webster case was outrageous, and Mr. Henderson found this very encouraging. Mr. Henderson stated that he would not give up on the DHRC but would ask the Mayor and Council to either provide commissioners to work with or dismiss the Commission.

Responding to Mrs. Sadusky, Mrs. Stein stated that there were four (4) current vacancies on the Commission, not including the position that would be vacated by Mr. McGiffin.

In response to Mr. McGiffin, Mrs. Stein stated that the City ordinance stated, in reference to the DHRC, that, "No member of the commission shall hold any elected

or appointed office under the Government of the United States, or the state, county, or city."

Mr. Henderson suggested the possibility of reaching out to former Commissioner Kenneth Roach who had mentioned possibly having someone to replace him.

After further discussion, members agreed to schedule their next meeting for October 18, 2016 at 6:00 p.m., and established October 13, 2016 as an alternate date.

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

COUNCIL COMMITTEE OF THE WHOLE/LEGISLATIVE, FINANCE, AND ADMINISTRATION COMMITTEE REPORT - OCTOBER 11, 2016

The Council Committee of the Whole Meeting was held on October 11, 2016 at 6:00 p.m., with Council President Slavin presiding. Members of Council present were Mr. Anderson, Mr. Sudler, Mr. Lewis, Mr. Cole, Mr. Hosfelt (arrived at 6:01 p.m.), Mr. Hare, and Mr. Hutchison. Mr. Neil was absent. Mayor Christiansen was also present (departed at 7:43 p.m.). Civilian members present for their Committee meetings were Mr. Shevock and Dr. Stewart (*Legislative, Finance, and Administration*).

LEGISLATIVE, FINANCE AND ADMINISTRATION COMMITTEE

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

Request of Fordham & Dominion Brewing Company - Amendment to Appendix B - Zoning, Article 3 - District Regulations, Section 22 - Airport Environs Overlay Zone (AEOZ), Subsection 22.4 - Exemptions, Paragraph (c) - Temporary Uses of the Dover Code/Proposed Agreement Approving 80 Event Hours Over 12 Months

During the Council Committee of the Whole/Safety Advisory and Transportation Committee meeting of July 26, 2016, members were provided an Overview of the Airport Environs Overlay Zone Related to Dover Air Force Base and Fordham Brewery.

During the Council Committee of the Whole/Legislative, Finance, and Administration Committee meeting of October 11, 2016, Mrs. Ann Marie Townshend, Director of Planning and Community Development, referred to the letter from Mr. Ryan Telle, Vice President of Marketing, Fordham and Dominion Brewing Company, dated September 14, 2016, requesting an amendment to the Zoning Ordinance; the Zoning Interpretation & Administrative Policy - Temporary Uses Involving Public Assembly within the Airport Environs Overlay Zone (AEOZ) dated June 2, 2016; and her letter to Mr. Dan Louder dated August 1, 2016 documenting the agreement between the City and Fordham and Dominion Brewery Company that

was reached in June 2016. She advised members that Fordham was requesting an amendment to the Zoning Ordinance.

In response to Mr. Sudler's request for the background regarding her position on this matter, Mrs. Townshend explained that the City adopted the Airport Environs Overlay Zone (AEOZ) in 2001 based on the Air Installation Compatible Use Zone (AICUZ) study performed by the Air Force for the Dover Air Force Base (DAFB) space. She stated that this study was based on modeling that the Air Force does to determine a noise contour, which includes areas where noise from air traffic is expected to be higher. Mrs. Townshend informed members that, within these areas, there are certain recommendations for how building construction is dealt with to attenuate the noise, as well as prohibitions on certain uses, such as residential, in the higher noise zones. She indicated that the study also identified the crash zone and two (2) accident potential zones. She stated that a land use compatibility table came from the AICUZ study that included compatible uses within the different noise zones, the clear zone, and the two (2) accident potential zones, and identified uses that were incompatible. Mrs. Townshend advised that, beginning in 2001, the City adopted these provisions into the Zoning Ordinance and they became part of its land use regulations. She explained that the DAFB updated the AICUZ study in 2010 and the information in the land use tables did not change; however, the noise contour shrank. Mrs. Townshend noted that accident potential zones stayed the same, because these areas off the runways had not changed since the initial adoption of the AEOZ zone in 2001.

Mrs. Townshend advised members that when Fordham and Dominion Brewery Company opened in 2003, they opened as a brewery, which is a manufacturing use, subject to the provisions of the AEOZ. She stated that, over time, their use evolved beyond what is permitted in the accident potential zone with the number of events they were having. Mrs. Townshend noted her belief that this was an honest evolution and Fordham was not attempting to avoid compliance with the Code. She informed members that Fordham was obtaining permits for some, but not all, of the events, and staff learned that more and more events were being held in the industrial area through social media. Mrs. Townshend indicated that the Fire Marshal's Office reached out to Fordham to get a better sense of the events they were holding, told them they needed to get permits for these events, and determined that Fordham was operating beyond the scope of the ordinance. She explained that the Zoning Ordinance allows an exemption for temporary uses of no more than five (5) days in the AEOZ, and staff determined that these days did not have to be consecutive. Mrs. Townshend stated that staff sent an email to Council in this regard. Referring to her letter to Fordham and Dominion Brewing Company dated August 1, 2016, she stated that, based on discussions that were held, she had followed up with this letter that indicated that Council would allow Fordham to hold 40 hours of events in the second half of 2016, based on five (5) eight-hour days, and Fordham was not happy with this.

Referring to the letter from Mr. Telle, dated September 14, 2016, Mrs. Townshend explained that this was a request for a Zoning Text Amendment to expand the five (5) days to 80 hours. She stated that this was something that could not be done administratively or by a simple vote because it relates to a provision of the Zoning Ordinance.

Mr. Sudler questioned how long Fordham had conducted events that exceeded the permitted usage for events, to staff's knowledge. Responding, Mrs. Townshend stated that no special event permits were issued before 2012 and estimated that two (2) to three (3) permits were issued per year between 2012 and 2016 for events like Cheesetoberfest. She advised that there were some rather big events held there, noting that the Police and Fire Departments had such an event. Mrs. Townshend stated that these events did not raise any flags until staff started seeing more and more things on social media, such as monthly release parties. In December 2015, Fordham came to the Planning Commission for an expansion of the Brewery. Mrs. Townshend informed members that during the Development Advisory Committee (DAC) meeting in December, events were specifically discussed, and staff was told that Fordham has two (2) to three (3) events per year and did not want or expect that aspect of their business to grow. She indicated that everyone present agreed that if this was the expected use, this was in compliance with the Zoning Ordinance. Mrs. Townshend noted that the DAFB Community Planner is part of the DAC.

Mrs. Townshend advised that approximately a month later, staff started seeing more events on social media, and she believed this was because social media was becoming more used. She was told that there were events all along, but they were not events that the City authorized. Mrs. Townshend stated that the Brewery was in an industrial zone and, more importantly, in the AEOZ accident potential zone, and, based on the AICUZ study, the Zoning Ordinance limits uses that would have people gathering in large populations in this location.

Mr. Anderson stated that normally special events are thought of as larger events, rather than small tastings where 20 or 30 people happen to stop by. He questioned what legally constitutes an event. Responding, Mrs. Townshend indicated, as stated in her letter to Mr. Louder dated August 1, 2016, that the occupant load of the tasting room would be used to determine the threshold at which something is constituted to need a special event permit. The Fire Marshal's Office measured the tasting room and determined the occupant load to be 33, and staff stated at that point that anything with more than 33 people would need a special event permit. Mrs. Townshend advised that a special event permit is needed not only due to the number of people but also when an event involves a use that is not permitted in a zone, or an event is held in a building for which the use has not been approved. She noted that the industrial area was not designed for public assembly. Responding to Mr. Anderson, she indicated that the limit of 33 would apply to the number of people present at any given time when the tasting room is open, rather than 33 people over the course of an event.

Mr. Lewis questioned if the Planning Department saw anything out of the ordinary when the permits were issued. Responding, Mrs. Townshend stated that when Fordham had events there were tents and food trucks, which was what staff would expect for a special event.

Mr. Lewis asked if social media drove the Planning Department to investigate the Brewery. In response, Mrs. Townshend indicated that social media put this matter in front of staff. She explained that events are typically held when staff is not out on the roads and, since this is not a highly traveled area, it is not an area that staff would typically stumble upon. Mrs. Townshend stated that the predominance of social media made staff aware of a Code violation.

Mr. Lewis questioned if it was common for staff from Mrs. Townshend's department to stop by special events to make sure that everything is okay. Responding, Mrs. Townshend stated that staff is typically not assigned to events unless they are very large. She indicated that staff could be assigned to events if there was overtime available, but staff had not been allocated to this. Mr. Jason Osika, Fire Marshal, stated that the first year that the OktDoverfest was held in downtown Dover and Loockerman Street was closed, staff went out prior to the event to look at it. Mrs. Townshend stated that staff goes out and does pre-inspections.

Mr. Lewis expressed confusion, stating his understanding that an event had been going on at Fordham and Dominion for years. He indicated that he had not attended but was aware of it. In response, Mrs. Townshend reiterated that, going back to 2012, staff was receiving permit applications for two (2) or three (3) events per year. She did not know at what point events started happening on a monthly or more than monthly basis. Mrs. Townshend stated that this became more apparent through the use of social media, which was doing its job of letting people know what is happening. She believed that the event aspect of the brewery industry had increased and, as more breweries had come online, breweries had been holding more events. Mrs. Townshend advised that, because staff knew that this was the trend in the industry, when Fordham came in with their application for expansion in December, staff was very clear that the event portion of the business could not grow. She stated that staff was told that it would not grow, and they took Fordham's word for this.

In response to Mr. Hosfelt, Mrs. Townshend confirmed that the five-day limitation was in the original ordinance and still stood.

Responding to Mr. Hosfelt, Mrs. Townshend indicated that Fordham could apply to the Board of Adjustment for a variance if Council did not want to change the ordinance. She explained that the Board of Adjustment meets on the third Wednesday of the month in the morning. Mrs. Townshend believed that Friday, October 14, 2016 was the deadline for the November Board of Adjustment meeting, and the second or third Friday of the month would be the deadline for their December meeting. She confirmed that there was still time for this matter to be placed on the Board of Adjustment agenda for the November meeting. Mrs. Townshend stated that

she was aware that Fordham already had an attorney involved because she had spoken to the attorney, and she thought that Fordham would have an attorney come in for a pre-application meeting and put together an application. She recalled that the Code requires four (4) criteria for a variance, as follows: 1) is the use or activity compatible with the zone in which the property lies; 2) is it compatible with the surrounding uses; 3) would it damage the surrounding uses; and 4) is there an exceptional, practical difficulty that would create a hardship for the property if the City did not grant a variance. Mrs. Townshend advised that she had seen skilled attorneys do a very good job on applications like this.

Mr. Hosfelt noted that the Civil Air Patrol was located in this area. In response, Mrs. Townshend stated that a lot of the properties in this area were owned by Kent County and most of them were not in the Overlay Zone. She explained that the path comes off the end of the runway and a lot of areas that one might think intuitively are in the zone are not. Mrs. Townshend indicated that Janes Road in Dover Brook Gardens is not in the zone. She stated that the Air Mobility Command Museum was outside of the clear zone, and the DAFB spent a lot of money to relocate the Museum's entrance, which previously went through the accident potential zone.

Mr. Hosfelt questioned whether there would be time for an ordinance change before the end of the year if Fordham applied for a variance and was not approved. Responding, Mrs. Townshend stated that if Fordham went to the Board of Adjustment in November, it could come back to the Council Committee of the Whole near the end of November, a first reading could be held in December with Planning Commission consideration in January and a final reading before Council in February. She noted that Fordham would be able to hold five (5) events in the interim.

Mr. Shevock questioned if the Air Force would have to approve any changes. Responding, Mrs. Townshend indicated that the DAFB does not approve what the City adopts. She stated that they provide their model to the City and will not comment publicly on specific situations or make any official comments for the record. Mrs. Townshend indicated that the Air Force's official comment is in providing the AICUZ study. She stated that if the City made this change, the Air Force would not have to approve it but would review it. Mrs. Townshend explained that, based on her interaction with the Air Force on this and other matters in the past, she believed that they would be very neutral as to opposing or supporting it, but would probably point back to the AICUZ study.

Mr. Slavin referred to Mrs. Townshend's comment that one would think intuitively that some of the properties are in the zone but they are not. Responding, Mrs. Townshend stated that there are some areas around the DAFB that, intuitively based on their proximity to the DAFB, one might assume they are in the zone. However, when looking at the flight patterns, the runway, and what has been identified as the accident potential zone, some of the properties that people assume would be more vulnerable are not in the accident potential zones.

Mr. Slavin stated that his conclusion was that it is clear that the zone is not applied evenly or equitably because there are properties that, as Mrs. Townshend had stated, instinctively one would think are in the zone but they are not protected by it. In response, Mrs. Townshend stated that one may think that properties are in the zone because of their proximity to the DAFB. However, the accident potential zones are based off modeling and data that is based on Air Force plane crashes over a number of decades. She explained that modeling and actual crash data are used to develop the accident potential zones. Mrs. Townshend advised that they have a much more scientific method of determining where these zones are than that a property is located near the DAFB, where one would think it would be more vulnerable. Her point was that there are places near the DAFB that are not in the accident potential zone because the modeling does not put them there.

In regard to the AICUZ study, Mr. Slavin stated that he was not comfortable establishing a precedent of the City ceding control over how its land is zoned to a federal study, especially when the agency doing the study would not approve or disapprove of things when asked. He did not believe it was good to establish this precedent when the agency decides to take a silent approach and let the City make up its mind. Mr. Slavin stated that he respected the City's Charter and ordinances; however, he felt that if something is found that is broken, it should be fixed. In regard to economic development, he stated that the subject business was an industry that the City should be inviting and recruiting to build, not turning away or trying to make things more difficult for. For example, Mr. Slavin stated that he attended an event at the Painted Stave in Smyrna on Friday night, which was formerly the old Smyrna Theater. He stated that this building had been a plumbing warehouse for 20 years and was now a public gathering place that holds any number of events during the year. Mr. Slavin advised members that when he asked the town manager of Smyrna how they got a plumbing warehouse to serve this function, she stated that they had made it work. He indicated that he liked the spirit of making it work, noting that there was a willing business, energy, and a desire to make it work rather than hold it up. Mr. Slavin suggested that, rather than holding up what had been said for years, maybe there was a moment to refresh this and take another look. He stated that if the City was going to say that it was business friendly in the community, this is where it would happen, and the City could start to move government aside a bit and let businesses develop and grow. Mr. Slavin indicated that this was discussed the last time that Fordham came before Council. He advised that Fordham's industry is a very fast moving and evolving industry, explaining that when Fordham came in as a bottling factory 10 or 15 years ago, that is what everyone believed it was going to be; however, if they had stayed a bottling factory they would probably not be in business at this time. Mr. Slavin stated that Milton allows and embraces the same activity. He felt the need to widen the lens a little and, rather than getting frustrated with the fact that something was broken or did not fit, he expressed the need to get to the fix and just make this work.

Mrs. Townshend agreed that when the Code is broken it should be fixed; however, she was unsure that all members of Council agreed that the Code was broken in this

regard. She stated that it was absolutely the prerogative of Council to change the Code if they felt that it was broken and needed to be changed, and she offered to do this if instructed to put forth an ordinance that does what was requested. Mrs. Townshend felt the need to let members know that the purpose of what the DAFB had put forward was to protect the public safety around the Base, as well as the longevity and viability of the Base. She stated that she would be remiss if she did not say that members could make this decision and find out in 10 or 20 years that this decision had been made at the expense of the DAFB. Mrs. Townshend stated that she did not want that to happen; however, she explained that the reality was that encroachment is one of the biggest factors that pushes bases out.

Mayor Christiansen asked if the Dover Behavioral Center was in the zone, and Mrs. Townshend responded that it was. She advised that this was discussed with the DAFB when the AICUZ study was done in 2010 when the ordinance was updated, and had also been discussed with them recently. Mrs. Townshend indicated that when the Dover Behavioral Center last expanded approximately five (5) or six (6) years ago, they went to the Board of Adjustment and obtained a variance. She stated her understanding that there was a lot of internal discussion at the DAFB at that time between the Wing Commander, other commanders, engineering which involves community planning, and health personnel, because the DAFB relies on the services of Dover Behavioral Health and it was already located there.

Mayor Christiansen asked if this discussion had been memorialized and could be reviewed by himself and members of Council. Responding, Mrs. Townshend advised that staff had the variance decision; however, she had not been privy to the meetings. She indicated that it was conveyed to her that there had been a lot of internal discussion about it by the DAFB. When staff updated the AEOZ, in discussions with the DAFB, staff asked what would happen if they changed the threshold in the ordinance. Mrs. Townshend explained that the ordinance states that an existing use that predates the ordinance could expand 10% or 20%, and this threshold was changed to 50%. This meant that the hospital that was there could expand 50% without having to go to the Board of Adjustment. Mrs. Townshend informed members that there had previously been attempts to establish a psychiatric hospital in many locations, and it ultimately was established in the 1990s in that location because nobody wanted it in their back yard. She stated that this was before the zone was put in place, and staff was very cautious and worked very closely with the DAFB so that the expansion happened in a way that would not be considered encroachment on the part of the Base. Mrs. Townshend advised that the City would not allow the psychiatric hospital as a new use or do any of the things that the DAFB indicated they would consider encroachment. Mrs. Townshend advised that she and Mr. Scott Koenig, City Manager, had met with engineering staff at the DAFB several times over the last several months and asked how Dover had fared on encroachment when the Air Force had done the Base Closure and Realignment Commission (BRAC) studies. She stated that she and Mr. Koenig were told that the DAFB had always been able to answer that Dover has no encroachment. Mrs. Townshend stated that she specifically asked about the Dover Behavioral Health Center, and DAFB

personnel stated that this was a pre-existing facility and the expansions were in conformance with what the City worked out with the DAFB for the ordinance.

Mayor Christiansen questioned if this understanding had been memorialized in writing, stating that anytime there is information like this he would like to see it in writing. Responding, Mrs. Townshend advised that when staff met with the DAFB in August, staff stated that the City was trying to understand the issue of encroachment and knew that the DAFB would not go on the record. She explained that staff asked how the DAFB had answered the question in the past and how the hospital affected it.

Mr. Hare felt that if the DAFB had stated that there had been no encroachment, they did not consider what Fordham had been doing for the last four (4) years as encroachment. In response, Mrs. Townshend stated that the DAFB relies on local government partners to enforce the ordinance. She stated her belief that at some point it would have been considered encroachment and that the DAFB did not know, any more than the City knew, the degree of the events that were going on at Fordham.

Responding to Mayor Christiansen, Mrs. Townshend advised that the Zoning Ordinance does not state that a day constitutes eight (8) hours. Mayor Christiansen stated that five (5) 24-hour days would equal 120 hours of permissible events. In response, Mrs. Townshend indicated that this was what Fordham's attorney had proposed in June 2016. She advised that she was not personally comfortable making that administrative determination because she felt it was against the intent of the ordinance. Mrs. Townshend recommended that Fordham go to the Board of Adjustment, either for a variance or for an interpretation.

Mayor Christiansen asked if Mrs. Townshend would grant that the ordinance states five (5) days, which constitutes 24 hours. Responding, Mrs. Townshend stated that the ordinance states five (5) days, and the responsibility for interpretation of the Zoning Ordinance is by Code assigned to the City Planner, and a decision of the City Planner can be appealed to the Board of Adjustment. Mrs. Townshend stated that she had indicated that she would not be comfortable supporting that determination and it could go to the Board of Adjustment.

In response to Mayor Christiansen, Mrs. Townshend stated that the occupancy calculation of 33 made by the Fire Marshal was based on the tasting room. She advised that 33 people could be there any day of the week, and outside events would involve special event permits.

Mayor Christiansen asked if Fordham had changed their management and if the previous management was not obtaining the required permits for events. Responding, Mr. Telle advised that the person responsible for obtaining permits for Fordham was no longer with the company and Mr. Telle was now in charge. He advised that Fordham had filed for proper permits for every event they had held since they first received a letter from Mr. Jason Osika, Fire Marshal.

Mr. Hutchison felt that the question before members was not one to which they could automatically respond yes or no. He expressed deep concerns about making any change that could be received as encroachment, citing the length of time that the DAFB had been in Dover and the Comprehensive Plan that was in place. Mr. Hutchison noted the first-class partnership the City had and worked to improve with the DAFB, and the Base's 50-year-old relationship with the City of Dover, Kent County, and the State of Delaware. He stated that the DAFB is the City's second-largest employer and the City had been, and must continue to be, very sensitive to the Base. Mr. Hutchison stated that the Comprehensive Plan was put in place to protect Fordham, the citizens, and the DAFB. He did not believe that merely saying yes or no, without getting the facts from both sides, would be fair to anyone.

Mr. Sudler asked which of the four (4) elements that define the criteria for variance acceptance, including activity, compatibility to surrounding usage, damages, or exceptional practical difficulty/hardship to surrounding areas or the DAFB, was the biggest concern for the DAFB. Responding, Mrs. Townshend advised that Fordham had not applied for a variance, so she was unsure.

Mr. Sudler asked if Mrs Townshend thought this would create a hardship. Responding, Mrs. Townshend stated her belief that Fordham could make the case that not being able to have more events would pose a hardship for them. She explained that they would need to make that case at the Board of Adjustment meeting, and that is what they would hire an attorney for. Mrs. Townshend advised that she could not say that the case is made; however, she believed they could make the case. From the perspective of encroachment, she felt that it would be easier to sell the idea that the City was not encroaching if there was a variance rather than a change to the ordinance.

Mr. Hutchison noted that Article 3, Section 22.4 (c) of the City's Zoning Code addresses temporary uses and asked what this means to staff, as far as authority and flexibility, in addressing these kinds of issues. Responding, Mrs. Townshend stated that the temporary uses allows for five (5) days of temporary use, and explained that staff would view this as flexible, temporary, and no more than five (5) days over the course of the year. She indicated that this could go a little beyond what would normally be allowed as a permitted use in the zone. Mrs. Townshend noted that the DAFB had stated that on the days that there are events, the City could notify them so they could alter their flight paths so as not to interfere with these events. She felt that it would not be desired to do this on a routine basis.

In response to Mr. Hutchison, Mrs. Townshend stated that staff was treating the five (5) days specified as five (5) days in a year.

Mr. Anderson asked if the general guidelines of the study mentioned temporary uses or special permits. Responding, Mrs. Townshend stated that this was not in the table but was in the language that the DAFB provided to the City for the ordinance. She explained that it did not specify which temporary events would be acceptable because

it was looking at them as not being longstanding. Mrs. Townshend stated that the five (5) days came from the Air Force, noting that the City had adopted language that was provided. Mr. Anderson stated his understanding that this was model legislation from the Air Force, and Mrs. Townshend confirmed that it was.

Mr. Anderson questioned what the Air Force defined as encroachment. Responding, Mrs. Townshend advised that they had not been very forthcoming with this information and this was part of the challenge. She stated that they had provided the study and staff was able to ask questions, such as whether there had been encroachment, but was not able to get an answer for the question of at what point there would be encroachment. Mrs. Townshend indicated that Virginia Beach had allowed a lot of incompatible uses and the Virginia Naval Air Station almost left. She stated that she was unsure at what point this becomes encroachment and questioned if the City really wanted to find out. Mrs. Townshend noted that part of the challenge was that changing the Code would also open it up for others.

Mr. Sudler questioned, since the Air Force Base was not being very forthcoming, why it was believed that changing the ordinance would be encroachment. Responding, Mrs. Townshend stated that the request before members was to allow 80 hours of events per year. She explained that this would apply not only to the Fordham Brewery property but that another brewery could go in somewhere else and would also be allowed to have 80 hours of events and, based on the length of the events that Fordham had held, this could be upwards of 20 to 25 events in a year. Mrs. Townshend stated that in the Fall of 2015, she received an inquiry about another property in the accident potential zone from someone who was looking to purchase a property and put in a brewery. She stated that she had no more information and the inquirer had not identified themselves. Mrs. Townshend informed members that, knowing where the industry was going, she had advised the inquirer that a brewery was allowed; however, a large public event component would be a problem, and they did not look at the site. She stated that if the ordinance were changed, it would be changed for everyone and there could be more incompatible uses.

Mr. Hare noted that, as Mrs. Townshend had told the other party, the industry had been changing over the years and asked if this should be reevaluated, questioning whether businesses should be stifled because their industries are changing. He noted that other changes had been made in ordinances, not in the overlay zone but for growth and different things. Mr. Hare felt that this went back to what Fordham's attorney had said regarding the definition of a day, and that 40 hours is five (5) eight-hour days, but when five (5) days is multiplied by 24 hours, it would be 120 hours. He believed that Fordham was asking for 80 hours and may even be willing to accept 60 hours for the year, which would not even be five (5) days. Mr. Hare stated that outdoor events would probably be limited for five (5) months out of the year, from December through March. He agreed with Mr. Hutchison about the need for further information, getting a definition, and determining if five (5) days would be five times 24 hours.

Mrs. Townshend stated that this was the prerogative of Council. She indicated that she was not comfortable administratively determining that factors can be used and multiplied to get something that works. She stated that there were two (2) options, and the first option would be for the matter to go to the Board of Adjustment as a request for a variance or a request for an appeal for a Code interpretation. In this case, the Board of Adjustment would act as a judge, and their determination would be the law until the Code is amended. If the request was for a variance, a variance could be granted that is specific to Fordham's case. Mrs. Townshend advised that the second option would be for Council to change the Code, which was in their purview. She stated her view that this was for members to determine because she had shared her perspective and her background with the AICUZ.

Mr. Slavin stated his understanding that a potential business had already likely been turned aside because of this ordinance and because the explanation was given to them that the zone would not allow the industry that they were bringing in. Responding, Mrs. Townshend confirmed Mr. Slavin's understanding and stated that she had pointed the inquirer to other locations in the City that would allow this use.

Mr. Slavin expressed frustration because when the City was asked to figure out how 80,000 people could camp for three (3) nights in the City, mountains were moved to get it done. He stated that the City annexed and rezoned property and did everything possible to make that happen, and he was proud of the City's efforts. Mr. Slavin stated that he did not understand why there was not the same spirit in regard to a business that had been loyal to the City and the community. He noted that Mrs. Townshend had stated that this matter was Council's prerogative and he agreed.

Mr. Slavin moved to recommend amending Appendix B - Zoning, Article 3 - District Regulations, Section 22 - Airport Environs Overlay Zone (AEOZ), Subsection 22.4 - Exemptions, Paragraph (c) - Temporary Uses of the Dover Code as requested by Fordham and Dominion Brewing Company. The motion was seconded by Mr. Anderson.

Mr. Hutchison felt that this was one of the most important votes that members would make as elected officials of the City. He cautioned members about making the wrong move towards the DAFB and encroachment. Mr. Hutchison stated that no one supports economic growth more than he does, and he believed that Fordham had asked a fair question and members had the responsibility to get the answer. Mr. Hutchison stated that doing something tonight without knowing its impact on the DAFB would be wrong, and that he would not support anything that would send a question mark about encroachment on the DAFB. He hoped that members would take a step back and get the answer before voting to do anything to address this issue.

Mr. Hosfelt shared Mr. Hutchison's concerns. He noted that this matter would seem to be common sense; however, he said that common sense and the federal government do not work together. Mr. Hosfelt stated, to those in the room who may not be familiar with the military and the federal government, that if they want to close

the base, they will just do so. He stated his belief that the military and the federal government would not care that the DAFB has the biggest mortuary, that they had just put in a new runway, or how much money they spend, and they would just close the base. Mr. Hosfelt was concerned about giving them any ammunition at all. He stated that the DAFB was one (1) of five (5) finalists that may receive another squadron of new tankers, and that would provide economic development for the City. He noted that a decision was supposed to be made in this regard by December 15th. Mr. Hosfelt stated that he understood that the City was trying to help Fordham out; however, with these thoughts in mind, he was leaning toward protecting and securing the sanctity of the DAFB. He noted that the DAFB does not provide a lot of information. Mr. Hosfelt believed that the City would be better off tabling this matter and letting Fordham apply to the Board of Adjustment for a variance rather than changing the entire ordinance. He questioned what would prevent other businesses from coming up with something else that they want to do that exceeds this if the ordinance were changed.

Mr. Anderson stated that he had seconded the motion because he did not want to see it die and thought it had some validity; however, he felt there were more questions that needed to be researched. He indicated that he would have trouble making this decision without seeing what the DAFB says and the definitions that they had given that the ordinance was based upon. Mr. Anderson noted that the DAFB was extraordinarily important to the City when it comes to economic development; however, he did not believe that small and medium-sized businesses should be handicapped. He felt that a balance could be reached; however, he stated that more information was needed and he would like to see this in the next couple of weeks.

Mr. Sudler stated that he would like to have more information from the DAFB and also not stifle the Fordham Brewery. He noted that he had heard his Council colleagues say in the past that if someone is not present to defend themselves or speak up, than it is obviously not important enough to them. Mr. Sudler stated that he was not saying that this was the case tonight, noting that he did not know how the DAFB operates and what they can and cannot publicly say. Mr. Sudler indicated that he liked the idea of a variance because this would not leave the City open to other entities coming in and taking advantage, as Mrs. Townshend had stated. Mr. Sudler stated that this was a tough decision; however, he was going to support the variance aspect. He recommended that Fordham do a variance so that it would not, at the present moment, affect the ordinance as a whole, and members could get further information and research in regard to how it would affect the City as a whole. Mr. Sudler stated that he did not believe there was enough information to change the ordinance, although he would support an ordinance change if members had enough information.

Dr. Stewart asked if changing the interpretation of the five (5) days from five (5) physical days to five times 24 hours, or 120 hours, would require a Code change or if this would just be a change in interpretation. Responding, Mrs. Townshend stated that this is a power that is given to the Board of Adjustment, not to Council.

Mr. Sudler stated his belief that a legal opinion was required regarding Mrs. Townshend's comment since the City of Dover has a city council-city manager form of government. He felt that City Council runs the City and did not see how the Board of Adjustment would have more power than Council. He felt that changing the interpretation would be a viable option and suggested the Council obtain a legal opinion.

Responding to Mr. Sudler, Mr. Slavin stated that if Council wanted to state the number of hours, they could. He believed that Mrs. Townshend was saying that if members leave it to interpretation, it would go to the Board of Adjustment; however, he explained that Council could interpret it for the City if they choose to do so.

Mr. Hare stated that the interpretation would be what a day is and whether it is eight (8) or 24 hours. Responding, Mr. Lewis stated that he concurred; however, he believed that it would ultimately come back to Council for approval. Mr. Hare stated that if legal counsel said that a day was 24 hours then five (5) days is 120 hours.

Mr. Cole questioned, if the Code was changed, whether it could be changed back if it was found in six (6) months that there was an encroachment issue.

Members were provided an email from Mr. David Bonar, former City Council President, dated October 11, 2016, Subject: Letter to Council, regarding this matter.

Mr. Telle stated that he had written the proposal and asked for 80 hours, based upon an agreement that Council President Slavin, Mayor Christiansen, and a few others agreed upon six (6) months ago. He indicated that he was not trying to dissect 24 hours per day but took what was agreed upon for six (6) months and multiplied it by two (2), to get them through 12 months. Mr. Telle advised that Fordham is a small business and does not have marketing budgets to compete with the larger breweries in the country; however, they are the second largest brewery in the State. He indicated that Fordham figured out a few years ago that if they could be creative and let people into their world, it would work. Mr. Telle advised that they received the letter from the City and were not able to figure out how to come to terms with it, noting that this would 100% have a detrimental effect on their company. In regard to the variance option, he explained that he was still paying for the lawyer Fordham used in regard to the six-month negotiation. Mr. Telle stated that they do not have legal counsel on staff and hoped a decision could be reached today based on his proposal. He indicated that some of their events are for two (2) to three (3) hours and sometimes generate 100 or 300 people, and advised that it would be a problem to operate with five (5) events per year. He stated that they are not long and are held for three (3) hours per day, noting that there are not a lot of people. Mr. Telle advised that events are usually held from 5:00 p.m. to 8:00 p.m., so most people come after work, do not show up until 6:00 p.m. or 6:30 p.m., and are there for an hour-and-a-half to two (2) hours. He stated that these events were small when they first started having them, but the brewery evolved and more people started attending. Mr. Telle acknowledged that it was their fault that they were not pulling the proper permits,

because they were unaware. When they were running events incorrectly previously, they were under the impression that those types of larger, ticketed events were the events for which permits were needed, and those were the events that were on file. Mr. Telle stated that he did not want to see anyone lose their jobs over this, noting that this was their 9:00 a.m. to 5:00 p.m. He expressed his hope that this could be figured out and taken care of so that they could go back to doing what they know how to do well.

Representative Sean Lynn, 31st District, 224 Columbia Avenue, felt that Councilmen Hutchison and Hosfelt had raised legitimate points and stated that it was not desired to put the City in the position of jeopardizing one (1) of the biggest economic development drivers to the City. Representative Lynn advised that sacred cows such as Kraft Foods, Dover Downs, DAFB, and Bayhealth are the tent poles of the local economy. He felt that this must be balanced against a larger perception that Dover is not really out for business. Representative Lynn stated that this was a perception but not a reality, and noted that this was not a slight to Mrs. Townshend. He believed that the City was losing to its neighboring cities and that Smyrna and Milford were succeeding in ways that Dover was not, which was unfortunate. Representative Lynn referred to the Painted Stave Brewery mentioned by Mr. Slavin, stating that this was not the only business that was growing in the town of Smyrna. He felt that it was a shame that, for whatever reason, other cities were more successful in getting new businesses and entrepreneurship than Dover. Representative Lynn felt the balancing test related to whether the DAFB would legitimately be in jeopardy if this were done, and secondly, how to work to change the perception about Dover being friendly for business and open and receptive to an ordinance change. He did not necessarily think that a variance would be the right way to go, noting that it would put an onus on the business. Representative Lynn indicated that the business owner had stated that he was still paying off the lawyer who did the previous legal work for him, and seeking a variance would mean more time and money for a small entrepreneurship. He did not believe that this would send the correct message to the rest of the community that Dover is really open for business but would say that the City is more attached to a draconian ordinance than to making things easy for local business. He questioned how to make things easy but not sacrifice or jeopardize the DAFB, which he felt was a valid point. Representative Lynn felt that the easiest solution would be to pass the motion tonight. He noted that members would return in two (2) weeks to discuss this matter as whole during a City Council meeting. Representative Lynn advised that this would allow two (2) weeks to bring the DAFB back into the equation and see whether they genuinely believe that this would be an encroachment issue and get a finite answer for that. He felt that if this was not determined in two (2) weeks, perhaps it could be tabled for another two (2) weeks until a reasonable response is received from the DAFB. Representative Lynn stated that this approach would not cost a small business money to hire an expensive land use lawyer.

Representative Lynn noted that Mrs. Townshend had stated that the DAFB did not believe that existing uses are encroachments. He indicated that Dover Behavioral Health was in the zone, as well as the Dover Post and a number of other businesses

which have high density. Representative Lynn stated that he was unsure that Fordham, as currently being operated, was an encroachment issue; however, he noted that if the ordinance was changed, it would still be in Council's purview to change the ordinance back the way it was if density or encroachment started to become an issue. He felt that the City would not want to be like Robins Air Force Base in Georgia, which was buying up mobile homes around the base to deal with encroachment issues. Representative Lynn stated that if members started to see that this was becoming a problem, they could change the ordinance, which he felt would be simpler than requiring an entity to go through an expensive variance process, which could ultimately lead to litigation. He did not think this was the solution and believed it would send the wrong message to the business community. Representative Lynn felt that Council was there to be leaders and send a message to the business community of their desire to work with them, but also send a message to the DAFB that states that they are number one and that the City cares about them the most.

Mr. Hare, referring to Representative Lynn's comments regarding Kraft Foods, Dover Downs, and the DAFB, noted that he had been involved with some of these and the City does go through hoops to help them, possibly because they are large entities with economic impact. He did not believe that they should be treated differently from any other business. Mr. Hare stated that he agreed with Representative Lynn and believed that this could be worked out through getting a definition of whether a day was 24 hours. He felt that the City sometimes learns from its mistakes and sometimes does not. Mr. Hare noted that, years ago, Wal-Mart wanted to put their transportation center in the technical park and the City said no because it was a technical park. He stated that Wal-Mart went to Smyrna and had been thriving there for years, while the City was still sitting out there with a lot of vacant lots.

Mr. Sudler stated that he respected the wisdom of Representative Lynn, who was a former Councilman for the City. He noted that he had also heard the comments from Fordham about financial hardship. Mr. Sudler questioned if members had the ability to change any decision that they made as Council members, and this was confirmed by Mr. Slavin. Mr. Sudler stated that he wanted to send a message that the City was out for business. He noted that he respected DAFB and the thoughts of Mr. Hutchison and Mr. Hosfelt; however, Mr. Sudler felt that members should move forward since they could change their decision in two (2) weeks if this was not where they wanted to be. He stated his support for Council President Slavin's motion.

Mr. Hosfelt asked Mayor Christiansen if he could call the Wing Commander and get his thoughts. Responding, Mayor Christiansen indicated that he would discuss this at 8:00 a.m. on the following day and would take Councilman Hare with him as well.

Ms. Kate Gleeson, EXP Realty, 144 Kings Highway, stated that she would be sad if Fordham did not have more events. She advised members that she had been very excited to co-host a recent event at the Brewery for the Delaware Veterans Trust

Fund and had a blast. Ms. Gleeson indicated that they were hoping to get on the calendar to do this again next year and she was planning to contact Fordham soon to see if they could be one (1) of the few events that Fordham could hold. Ms. Gleeson indicated that 144 people attended this three-hour event, they made over $4,000, and Fordham makes very good beer. She stated that this type of event makes people want to go there and she would be upset if this could not go forward somehow. Ms. Gleeson stated that she is a veteran and understands DAFB. She noted that she appreciated the comments made and asked Fordham to allow her to hold the next event.

Mr. Shevock questioned if this matter should be tabled until after the Mayor speaks with the Wing Commander. Responding, Mr. Lewis stated that a motion was on the floor. Mr. Anderson indicated that a motion to table would take precedence. Mr. Slavin stated that the import of the conversation was that the Committee could go ahead and pass this, and by the time it gets to Council, this conversation would have been held with DAFB. He noted that there was not a need to further delay this matter just to have a conversation.

Mr. Shevock asked if Fordham would apply for a variance in case something happened so that they would not lose anything. Responding, Mr. Telle stated that he did not anticipate doing this. He indicated that he had already spoken to a few of his colleagues and did not think they were willing to invest money in legal counsel, so this was not necessary.

Mr. Shevock stated that he was simply looking to save Fordham time. He indicated that this matter was not on the calendar for November and Fordham could lose a quarter of the year. In response, Mr. Telle indicated his understanding.

Mr. Shevock asked if, during this period, there was a chance of moving these events to an off-site location. Responding, Mr. Telle advised that events would be moved to different locations if the 80 hours for 12 months was settled on. He explained that, over the last few years, Fordham had done 80 hours and created a community following for this. Mr. Telle advised that more than 80 hours of events would be held throughout the year, but he was hoping that 80 hours could be done on the premises of the Brewery. He stated that additional events needed to support their marketing efforts would be done off-site.

The Committee recommended amending Appendix B - Zoning, Article 3 - District Regulations, Section 22 - Airport Environs Overlay Zone (AEOZ), Subsection 22.4 - Exemptions, Paragraph (c) - Temporary Uses of the Dover Code as requested by Fordham and Dominion Brewing Company.

During the Council meeting, Mr. Hare stated that during the Committee meeting, it was decided that he and the Mayor would meet with the Wing Commander to discuss any concerns that the DAFB might have. Mr. Hare indicated that he, Mayor Christiansen, Councilman Hosfelt, and Representative Andria Bennett met with the Wing Commander and laid everything out. Mr. Hare

informed members that the Wing Commander was going to meet with his staff and get back in touch with the City. He noted that, although he had spoken to the Wing Commander on a recent civic leaders tour, he and the Mayor were still supposed to be meeting.

Mr. Hare moved to defer this item for future consideration at the next meeting. The motion was seconded by Mr. Cole and unanimously carried.

Disposal of Excess Property - 45 South State Street - Former Dover Public Library

Mr. Scott Koenig, City Manager, advised members that the City of Dover had received several unsolicited inquiries about the availability of the property located at 45 South State Street, the location of the old Dover Public Library. He stated that these inquires had been reviewed on a case-by-case basis; however, the property had never been advertised for sale. Mr. Koenig advised that the most recent appraisal indicated that the 0.8587 acre property, including the building and associated land and parking, had an estimated market value of $1.62M.

Based on recent discussions, Mr. Koenig requested that Council deem this property as excess property and authorize the City Manager to dispose of the subject property using the Procedure for Sale and Disposition of Real Property, Standard Method of Disposition, Section 4-d-6, whereby the City obtains the services of a licensed real estate agent to broker a potential sale. He advised that staff was currently reviewing an advertised request for proposals for commercial real estate services. Mr. Koenig stated that the preferred real estate firm, once approved by City Council, could be used to market the property and seek potential buyers.

Staff recommended the following: 1) the properties known as 45 South State Street be declared excess property; and 2) authorize the City Manager to solicit offers for the properties using a commercial real estate firm. Any and all final offers for the properties must be approved by City Council.

Mr. Koenig advised that if Council receives an offer and elects not to sell the property, or at some point wishes to take the property off the market, this would be within Council's purview.

Responding to Mr. Lewis, Mr. Koenig reviewed the Building Plans - Proposed Property Lines for Transfer, and explained that the request included the old Dover Public Library building; the area labeled as Area 4, which is a sidewalk area formerly known as Budd Street; and Area 2, which included the Carriage House and approximately 30 parking spaces behind the old Dover Public Library. He explained that it did not include Weyandt Hall or anything south of the land. In response to Mr. Lewis, Mr. Koenig stated that the City did not have a master plan for the property.

Mr. Lewis expressed the desire to find out the big picture in terms of the future. He questioned if the City might be better off selling the whole lot and what the pros and

cons of the sale were. Responding, Mr. Koenig stated that the pros of the recommended action would be that it would put the advertisement of this property in the public purview through a third-party real estate firm that would be motivated to get the City the highest price possible in the real property market. He indicated that the down side of this discussion was that the City does not have a long-term answer for what to do in regard to either a new City Hall or renovations to existing buildings. Mr. Koenig advised that, although a facilities master plan was done in approximately 2006, this predated the library's move to its new location, and there was not a master plan for all facilities. He advised that the City had received inquiries about this property that Council had reviewed in recent months, and he thought there was still interest from the State of Delaware in the long term because they had a vested interest in downtown. Mr. Koenig explained that each of these discussions was very difficult to manage because Council had never given any direction to put the property up for sale. He advised that discussions dating back to 2009 about developing a potential financing plan for the new Dover Public Library anticipated the sale of the subject property to the State of Delaware for State offices; however, to Mr. Koenig's knowledge and the record, it was never declared as excess property or offered for sale on the market.

Mr. Lewis asked, as City administrator, if Mr. Koenig felt that the land should be sold as a whole rather than in pieces. Responding, Mr. Koenig stated that he believed that there was a market for the land in pieces; however, he explained that it would depend on Council's overall impression regarding a new facility and how quickly they planned to move forward. He stated that the State had a very specific interest in the property that included all four (4) areas of land reflected in the plans. Mr. Koenig noted that the request he was making tonight did not include the parking in front of the former library, because releasing the parking in front of the library adjacent to 5 East Reed Street would probably detract from the property located at 5 East Reed Street by reducing the amount of available parking. He believed that it would be appropriate to put this property on the market as excess property at this point.

Mr. Lewis asked if it was common practice for those who make offers for individual pieces of land to submit low offers because they are not getting the entire piece of land. Responding, Mr. Koenig stated that some would argue that every property offer that he had received over the last few years had been a low offer. He felt that staff had not received what he would call an over the market value for any of the properties placed on the market. Mr. Koenig advised that when properties are sold through bid or a bid selection through the City's purchasing agent, the numbers have typically been low for residential property. He stated that a lot downtown may sell for $15,000, and an unsolicited bid was recently approved for two (2) pieces of property totaling $26,000. Mr. Koenig indicated that the City was not getting market value for the properties being put up for excess property, noting that a lot of them were in depressed areas and related to the demolition of structures, or were strategic purchases because the City was trying to resolve a community problem. He stated that none of these properties had a value of $1.62M through a third-party appraisal.

Mr. Koenig advised members that, in his opinion, the current property was different than the other properties that he had brought forth to Council in recent months.

Responding to Mr. Slavin, Mr. Koenig agreed that the copy of the Procedure for Sale and Disposition of Real Property was difficult to read and stated that he would be happy to have it executed as a current document.

Mr. Slavin believed that when a property is disposed of by the State of Delaware, after it has been passed through other government entities that may want the property and reaches the point of sale, only an offer within 5% of the appraised value can be accepted. He asked if such a structure was in place in the City. In response, Mr. Koenig stated that this had not been the City's standard, noting that some properties had been more than 5% below their tax appraised value, especially property acquired through demolition that was not appraised by a third party.

Mr. Slavin suggested that a discussion be held and perhaps something be passed that would provide guidance sometime between listing the properties and entertaining the first offers. He indicated that this would prevent lowball offers from coming in and having to be screened, by establishing that the City would only accept offers within a certain range of the appraised value.

Mr. Anderson expressed his concern that there are different ways of finding value to the City and the community that are not necessarily a dollar amount. He indicated that there had been offers on this particular property from Wesley College and the MLK Jr. Education Center that would enhance the quality of life, the development of the City, and the community. Mr. Anderson felt that the City should make sure to entertain all offers and look at them from a holistic point of view. He noted that this view would consider such factors as the City's Comprehensive Plan and economic development strategy, as well as partnerships, for example, expanding the college security footprint and expanding the ability to have organizations like the Police Athletic League (PAL). Mr. Anderson stated that if the City spent money to build its own buildings, these things could cost millions; however, the City could save money by having partnerships with these types of organizations. He believed that the building should be declared excess and marketed so that it is not just politically connected but so that everyone has the chance to make an offer. Mr. Anderson did not want to exclude anyone's offer and believed they should all be reviewed.

Mr. Slavin stated that his comments were directed at a fee simple sale at the marketed price. Referring to the Procedure for Sale and Disposition of Real Property, Section 5 - Exceptions to Standard Method of Disposition, he noted that Exception D allows Council to donate land and buildings to a not-for-profit organization.

Mr. Lewis advised that he would like to see a master plan before voting on something like this, noting that it could not be known if this land would be needed in the future for a new City Hall or other City buildings.

Mr. Hare stated that this matter was vetted a few weeks ago and members had talked about putting it out there to see what would happen. He stated that someone might offer $2M for the property, plan to employ 75 people, and redo the whole building and expressed a desire to find out.

Mr. Lewis reiterated that he would like to have a master plan. Responding, Mr. Hare noted that this was why Council would be holding a retreat in November.

The Committee recommended that the properties known as 45 South State Street be declared excess property, the City Manager be authorized to solicit offers for the properties using a commercial real estate firm, and that any and all final offers for the properties must be approved by City Council, as recommended by staff.

During the Council meeting, Mr. Koenig reminded members that, as a follow-up to a number of discussions over more than a year related to the disposition of property located at 45 South State Street, staff had made a recommendation that Council declare this property as excess property and seek a market value or listing of the property on the commercial real estate market. He stated that the City has had several unsolicited offers on the property, which were discussed at different levels of the organization administratively, and some discussions had also been held with Council. Mr. Koenig noted that during these discussions several months ago, it was pointed out that the property had never been declared as excess property and the City had never listed the property for sale in order to get a multitude of offers or interest in the property through the commercial real estate market.

Mr. Koenig reminded members that the City recently put out a request for proposals for commercial real estate services, and a recommendation for those services would be forthcoming to Council. He stated that staff's position has been that the City should declare the property as excess, to allow Council to list the property and get market bids on the property. Mr. Koenig advised that if Council, after going through that process, does not wish to sell the property or does not believe that the City has received an offer that meets the context of the property, then there is no obligation that Council go through with the sale of the property.

Mr. Anderson stated that he thought that Mr. Koenig was doing the right thing by bringing this to Council because it is the next logical step; however, he noted that he had a question regarding the next logical step for Council. Mr. Anderson stated that he had a concern that any such disposal of a major piece of property should be part of a plan, which the City does not currently have, and he and other members had expressed this concern during the Council Committee of the Whole meeting. He explained that Council has not developed the master plan about what to do with City property and where they wish to go with it, which he thinks is an essential aspect that Council needs to address. Mr. Anderson expressed his opinion that Council also needs to look at all commercial and community bids, because they have to look at the total value that is being brought into the City. Responding to Mr. Anderson, Mr. Koenig clarified that this property is not being put up for bid, it will be listed for sale. Mr. Anderson stated that if the property is listed for sale, that all offers should be taken into account regarding what value they would bring to the City and the community. He noted that it may not just be the value of it being purchased, but it may be a value of different partnerships and services that being brought to or expanded in the City, which would save taxpayer

money and bring more economic development. Mr. Anderson stated that Council has to look at the entire picture and that it should be part of the discussion moving forward.

Mr. Lewis stated that he also had concerns, as he indicated during the Council Committee of the Whole meeting of October 11, 2016. He stated that he cannot support this proposal until he sees a master plan with a clear goal of where the City is headed. Mr. Lewis asked what the probability is that the City may need this building or plot of land in the future. He noted that there had been talk about building a new City Hall, and asked what the City is going to do when it comes time for that.

Responding to Mr. Lewis, Mr. Koenig reminded members that the sale of this property had been part of the financial plan for the new Dover Public Library. He explained that, to his knowledge, discussions at that time were with the State of Delaware as a potential buyer of the property; however, due to budget constraints, that transaction did not happen at that point in time. In regard to the discussion about the replacement of City Hall, Mr. Koenig noted that at some point Council is going to have to authorize the replacement of City Hall. He stated that in looking at the site of both the old Dover Public Library and 5 East Reed Street, the constraint at that property is really parking, and the amount of flat space that would be available for a large building and the associated parking with it. Mr. Koenig explained that multi-level parking would most likely have to be built in that area, which drives the cost of the project up significantly. He stated that there have been other discussions about whether the City needs to replace City Hall and there is not a current master plan. Mr. Koenig advised that, to his knowledge, the last Facilities Master Plan was completed in approximately 2006, and it anticipated building a new wing on City Hall, demolishing the west side of this building, and building a mirror of that new wing. He explained that part of that plan was disrupted because the new Library consumed some of the space that was anticipated for that plan. Mr. Koenig noted that there had been discussions about other buildings and sites downtown; however, there is not a Facilities Master Plan that goes with that discussion at this point. He expressed his opinion that 45 South State Street is not the correct site for a new City Hall to be located.

Mr. Lewis asked, if the City is going to sell the old Library or plot of land it sits on, whether it would not be more profitable to sell the land as a whole package, to include Weyandt Hall, the Carriage House, and the old Library. He questioned if common sense would indicate that the City would be low-balled by someone if just the old Library was sold. In response, Mr. Koenig stated that the appraisal on the Library was approximately $1.6M, and the appraisal on Weyandt Hall was also approximately $1.6M. He stated that he could not answer Mr. Lewis' question until he receives a written offer secured through market requests. Referring to the interest that the City has had on this property, Mr. Koenig stated that he did not think any of the numbers that had been thrown out for the combined properties represented $3.2M.

Mr. Neil expressed his opinion that there were two (2) separate issues with the first issue relating to the value of the property to the City's taxpayers. He indicated that the City had discussed a proposal from Wesley College and stated that he did not think the City could move forward until there was some idea of the value they could recover on behalf of the taxpayers of the City. Mr. Neil explained that the second issue related to a master plan. He indicated that he agreed with Councilmen Anderson and Lewis in terms of a master plan, and suggested directing that toward the Planning Director in terms of what can be done. Mr. Neil noted that this is a very central, marvelous location,

close to the Library and the current City Hall. He expressed his belief that to delay at least finding out what the value is would do the City a disservice, because the City has a building that has been sitting empty for a period of time. Mr. Neil did not think the building is habitable for homeless because of the condition of it and what would have to be done. He did not think that the City should just let it sit there without asking, "What kind of value do we have?," "What can we get from it?," and "Who's going to do something with it?;" however, he noted that if somebody puts in a liquor store, he would not be very happy. Mr. Neil indicated that maybe the City could develop Wesley's idea and create some income, since the school has additional people coming in. He stated that until members find out what the value is, the City cannot let the building continue to stay until the next election cycle and then question what the City is going to do with it. Mr. Neil noted that Council can always do some planning in the meantime and suggested that members find out what the value of the building actually is.

Mr. Slavin reminded members that when this issue came up previously, Council, as a body, felt that they needed more information, noting that one (1) piece of that information was the appraisal, which was ordered and members now have. He recalled that the second piece of information was what is about to transpire over the next approximately 60 - 90 days, which will be to find out what kind of offers this will attract. Mr. Slavin explained that members will begin to see if there is a delta between the appraised amount and what the market is willing to pay for that amount. He noted that none of this binds Council to anything; it is simply a way of opening the doors and providing a mechanism so that Council can accept information and begin to make the decision about what the City eventually wants to do with this property.

Mr. Lewis stated that he concurred with Mr. Slavin and asked if Mr. Slavin felt the City still needed a master plan. Responding, Mr. Slavin indicated that he absolutely believed the City still needed a master plan, but he did not want to put too much government in the way of getting things done. He stated that he thought Council could continue with declaring the property excess, while also explaining to Mr. Koenig the efficacy of doing that master plan.

Mr. Neil moved for approval of the Committee's recommendation that the properties known as 45 South State Street be declared excess property, the City Manager be authorized to solicit offers for the properties using a commercial real estate firm, and that any and all final offers for the properties must be approved by City Council. The motion was seconded by Mr. Hare and carried by a roll call vote of seven (7) yes (Sudler, Neil, Cole, Hosfelt, Hare, Hutchison, and Slavin), and two (2) no (Anderson and Lewis).

Incentive Program for City Employees Opting Not to Be Covered by the City's Health Care Plan

This item was deferred by the Committee Chair.

Initiate the Process Whereby the Review of the Mayor and Council Salaries Shall Be Conducted by the Compensation Commission

Mr. Slavin stated that all appointments but one (1) had been made to the Compensation Commission, and he had the name of someone who had agreed to serve and was waiting for vetting by the individual's employer. Mr. Slavin believed that he would hear back by the time this matter comes before Council. Mr. Slavin

thought that if members passed a motion stating that they would initiate the process, the Commission would be ready to go in two (2) weeks.

Members were provided a handout, entitled "Salaries of Mayors and Elected Government Officials - October 2016." *(City Clerk's Office Note: Subsequent to the meeting, this handout was revised to reflect updated information received regarding the salary of the Mayor of Wilmington.)*

The Committee recommended initiating the process whereby the review of the Mayor and Council salaries shall be conducted by the Compensation Commission.

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

Determination of Requirements in Addition to Being Economic or Business Oriented and Term Length for the Newly Added Minority Voting Members of the Economic Development Committee

During the Regular City Council meeting of September 26, 2016, members approved the Economic Development Committee's recommendation to add 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 and adopted Resolution No. 2016-11, amending Resolution No. 2016-09 Formally Establishing the Economic Development Committee.

Mayor Christiansen stated that it had been the intention to appoint two (2) minority voting members to the Economic Development Committee, and this had now been sanctioned by Council. He reminded members that this Committee was established by Council during the FY 2017 budget process. Mayor Christiansen stated that they wished these minority members to have economic or business-oriented qualifications and be approved by the members of the City Council. He advised that it was recommended that the term length for members of the Committee be in accordance with the Council year, which runs from May to May. Mayor Christiansen stated that this would provide the opportunity to appoint those persons nominated. He indicated that it was recommended that applicants fill out a form of interest, along with a resume of qualifications, to be brought to the Legislative, Finance, and Administration Committee for review, and that nominees be subject to the approval of Council. He also noted that applicants would fall under the Clean Hands Ordinance that all members of Council and committees are subject to.

Mr. Anderson expressed his support for this but questioned why the recommended appointment process was different from other committees. He stated that applicants typically go through the process and are selected by the Council President, and nominations are taken to Council. He questioned why these applicants would go through a committee.

Mayor Christiansen stated his feeling, which he thought reflected the feeling of the Committee, that the process should be pristine, with no disrespect to the Council President. He felt that this would allow the opportunity for the entire body politic, which had made the individual appointments to the Committee as it stands, to follow through. Mayor Christiansen stated that this would provide a maintenance of standards in continuing that process.

Mr. Sudler asked if Mr. Slavin had any concerns in regard to the process being different. Responding, Mr. Slavin expressed his opinion that all of the processes should line up and stated that he was worried about asking the Committee to vet the people that they would be appointing. He stated that this does not occur for a reason and had some concerns about it.

Mayor Christiansen stated that this was not locked in stone and could be handled at the pleasure of Council.

Mr. Sudler moved to recommend using the standard Council President appointment process to appoint the two (2) minority members of the Economic Development Committee, seconded by Mr. Slavin.

Mr. Slavin stated his understanding that the intent of the motion was to recommend that the nominations for the appointment of minority members to the Economic Development Committee be made by the Council President; that the full Council vote on them; that the terms be for one (1) year, from May to May; and that the initial appointments be for a partial year from now through May. Responding, Mr. Sudler agreed that this was correct.

The Committee recommended that the nominations for the appointments of minority members to the Economic Development Committee be made by the Council President; that the full Council vote on them; that the terms be for one (1) year, from May to May; and that the initial appointments be for a partial year from now through May.

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

Discussion of Duties and Assignments of City Personnel (Deferred during the meeting of September 27, 2016)

This item was deferred by the Committee Chair.

Onboarding for New Committee Members/Councilman Lewis' Recommendation #5

During the Council Committee of the Whole/Legislative, Finance, and Administration Committee meeting of September 27, 2016, members considered Designing and Expanding Recruitment for City Committees, Commissions, and Boards and reviewed "Proposed Recommendations for Advancing a more effective

Recruitment Process for City Commissions, Committees and Boards," as submitted by Councilman Lewis. The Committee recommended adoption of "Proposed Recommendations for Advancing a more effective Recruitment Process for City Commissions, Committees and Boards" points #1 - #4; deferred consideration of 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 recommended that the City Clerk's Office and the Human Resources Director come back with an explanation of the onboarding process for new appointees. The Committee's recommendations were approved by City Council during their meeting of October 10, 2016.

Mr. Lewis stated his belief that it was imperative to provide basic, initial training for new members of City boards, committees, or commissions. He informed members that he had prior experience serving on many boards where he had not been given any initial training and had to rely on fellow board members, which he felt was unfair because he took up their time asking questions. Mr. Lewis noted that his suggestion would not affect current board members but would be for new oncoming members. He indicated that he was open to suggestions on how to do this training and whether City staff would be used or an outside agency, such as the Delaware League of Local Governments (DLLG). Mr. Lewis advised that he had done some research, and the DLLG offered training for the Board of Adjustment and planning that costs $50. He was unsure what kind of training was offered for other committees, although he indicated that the Human Relations Commission offers training through the State.

Mr. Cole stated that he receives training in his job and that City staff had been sent to training and brought back ideas. He indicated that Mrs. Ann Marie Townshend, Director of Planning and Community Development, had recently attended training that addressed developing a pilot program that would look at committees, boards, and new council members and suggested having Mrs. Townshend speak to this.

Mr. Lewis stated that he had been in contact with Mrs. Townshend, and she had sent him some information from the DLLG. He noted that the DLLG offers training for the Board of Adjustment and Planning Commission which is similar to 101 or introductory training. Mr. Lewis indicated that he was not suggesting that members take multiple courses or classes but one (1) course as an introduction, noting that some people have never served on boards before.

Mr. Hare noted that members were provided an email from Mr. David Bonar, former City Council President, dated October 11, 2016, Subject: Letter to Council, and read the portion of the email addressing filling committee vacancies into the record.

Mrs. Townshend informed members that she had spoken to Mr. Cole about a management training program that she is enrolled in through the International City/County Management Association (ICMA). She explained that the training utilizes a book called *The Essentials of Council-Manager Relations,* and a good

portion of the book is devoted to onboarding. Mrs. Townshend advised that the training requires a final project and she had been brainstorming what her final project would be, noting that the guidelines stated that it must be something out of a participant's normal area of responsibility. She stated that she had thought about the idea of developing an onboarding program, working with existing staff and other resources. Mrs. Townshend indicated that this would involve researching what other localities do for boards, commissions, and committees, as well as elected officials, and then having a canned, ready-to-go onboarding process. She noted that it makes sense for members of groups such as the Planning Commission and Board of Adjustment to go to those classes; however, in some cases training might involve using the City's own staff, finding videos online, or bringing in someone from ICMA to do training. Mrs. Townshend stated that she would be glad to conduct research, put together a program framework, and work with staff and Council, because she has to do a project anyway.

Mr. Shevock requested that Mr. Lewis explain a statement that he put in the newspaper, and expressed his belief that the statement should have been made in the Chamber rather than in the newspaper. He noted that Mr. Lewis had done this several times. Mr. Shevock asked who Mr. Lewis felt was not qualified to be on a City committee. He noted that he felt that Mr. Lewis' statement was a smack to anyone who is serving on the committees. Mr. Shevock advised that Mr. Lewis had stated that just qualified people should be appointed, and questioned who was not qualified to be on the committees in the City. Responding, Mr. Lewis stated that he had not indicated that current board members were not qualified. Mr. Shevock felt that this was not what the statement had said, and indicated that he took offense to it. He advised that when Mr. Lewis publishes this in the paper, people read it.

In response to Mr. Shevock, Mr. Lewis advised that he made the statement because he thought that the boards should not be politicized. He felt that there was a need for a better recruitment process and to put qualified people on the boards. Mr. Lewis did not believe that members of Council should just appoint "Joe Schmoe" to a board or committee because they are a friend.

Mr. Shevock questioned if Mr. Lewis felt that committee members were "Joe Schmoes," stating that this is what Mr. Lewis had said in the newspaper. Responding, Mr. Lewis indicated that he had not stated this, and that Mr. Shevock was misinterpreting. Mr. Shevock indicated that a lot of people that he had talked to misinterpreted Mr. Lewis' remarks and there may be a mass exodus from the committees because of Mr. Lewis' statement. Mr. Shevock expressed his hope that there were a lot of qualified people out there. In response, Mr. Lewis indicated that this was why the recruitment process was being changed.

Mr. Hare indicated that he understood both sides, but noted that it was incumbent upon Council members to find qualified people, rather than telling someone to find qualified people. He advised that he was told that because someone did not like the process, they were not going to find people to serve. Mr. Hare stated that when

Council members were elected, they were just unqualified people and knew what was expected of them. He suggested that perhaps members should look at what is expected of them and should be doing it.

Mr. Anderson stated that part of the job of a member of Council is to communicate with the public about his or her decisions. He strongly believed that if Council's discussion is limited to Council Chambers, they are not doing their jobs, because most of the public is not in Council Chambers. Mr. Anderson indicated that this is why members hold town hall meetings, write letters to the editor, and speak with the press when they ask questions. He felt that this is fundamentally Council's job; otherwise, they cannot get the right input back from the public.

Mr. Anderson felt that people would benefit from making more training available. He indicated that he was not typically in favor of mandating things; however, he believed it would be a bad decision to not take advantage of local training that would be set up in Dover for $50. Mr. Anderson believed that training would allow people a different perspective so that they can have more of an independent, informed judgment. He thought that training for these boards should be encouraged and would allow for more diversity, experience, and perspective, and people with various backgrounds and professional understandings would feel that they could serve on the Board of Adjustment or Planning Commission without being experts in those fields. Mr. Anderson felt that these individuals would know they have support for the proper understanding and he supported Mr. Lewis' proposal.

Mr. Cole felt that there was no rush regarding point #5, noting that Mrs. Townshend was required to address this for her training, and this was outside of her job scope. He suggested tabling this matter and coming back to it in 60 or 90 days, or when Mrs. Townshend's research is done to see what it produces.

Mr. Hare informed members that in the 1990s when people were appointed to an entity such as the Planning Commission, they would have a 45-minute meeting with the Planner and review what happens and is expected in a meeting. He indicated that an individual appointed to the Utility Committee would meet with the Utility Director and an individual appointed to the Safety Committee would meet with the Police Chief to review the basics and to receive a little indoctrination, and this was handled similarly for the Legislative and Parks and Recreation Committees. Mr. Hare noted that this was done before individuals were confirmed by Council, and if they did not feel comfortable, they would decline the appointment. Mr. Hare stated that he agreed with Mr. Cole's suggestion.

The Committee tabled this matter to allow Mrs. Townshend to conduct research and come back to Council at a future date with her findings.

Proposed Ordinance #2016-21 Amending Chapter 2 - Administration, Chapter 22 - Buildings and Building Regulations, and Chapter 46 - Fire Prevention and Protection by Removing the Annual Appointment of the City Clerk, Building Inspector, and Fire Marshal (Sponsors: Hutchison, Neil, and Anderson)
This item was deferred by the Committee Chair.

Proposed Ordinance #2016-22 Amending Chapter 54 - Health and Sanitation, Article I - In General, Section 54-4 - Smoking Regulations and Appendix F - Fees and Fines
This item was deferred by the Committee Chair.

Proposed Charter Amendments - Removal of Annual Appointment Requirement for the City Assessor, Controller/Treasurer, City Solicitor, and Deputy City Solicitor; Gender Language Amendments; Administrative Amendments; and Typographical Corrections
This item was deferred by the Committee Chair.

Mr. Sudler moved for acceptance of the Council Committee of the Whole Report. The motion was seconded by Mr. Anderson and unanimously carried.

QUARTERLY REVENUE REPORT
Members were provided the Quarterly Revenue Report as of September 30, 2016.

By consent agenda, Mr. Neil moved for acceptance of the Quarterly Revenue Report as of September 30, 2016. The motion was seconded by Mr. Hare and carried by a unanimous roll call vote.

SEMI-ANNUAL INSPECTION BY CITY MANAGER - ROBBINS HOSE COMPANY
In accordance with Chapter 46 - Fire Prevention and Protection, Article II - Fire Department, Division 1 - Generally, Section 46-43 - Semiannual Inspections, of the City Code, the City Manager, Mr. Scott D. Koenig, met with the Fire Chief to discuss fire company issues. Mr. Koenig submitted a memorandum outlining the items discussed and noted that the Robbins Hose Company continued to provide an outstanding level of service to the City of Dover and the unincorporated areas of the fire district.

By consent agenda, Mr. Neil moved for acceptance of the report of the Semi-Annual Robbins Hose Company Inspection, as submitted by the City Manager. The motion was seconded by Mr. Hare and carried by a unanimous roll call vote.

AUTHORIZATION TO PURCHASE VEHICLES (POLICE DEPARTMENT)
Police Chief Paul Bernat informed members that the Police Department started the process for purchasing the FY17 vehicles in early August. He explained that I.G. Burton was the State contract vendor for Police Dodge Chargers at that time and, similar to the previous year, the Police Department Fleet Manager contacted them to find out if they had any leftover 2016 Chargers. Chief Bernat noted that when the Department did this the previous year, they had saved

approximately $15,000. He explained that there were two (2) black Dodge Chargers available and an additional eight (8) were then discovered.

Chief Bernat stated that, unfortunately, there were many questions that occurred during the process of requesting the new vehicles, so the process took longer and the approval was not granted until later in September. Unfortunately, the State contract for 2016 vehicles expired on August 31, 2016 and I.G. Burton was not awarded the State contract; the State contract for 2017 was awarded to Hertrich Fleet. Chief Bernat explained that the Department contacted Hertrich Fleet and they did not have any black 2016 police pursuit Dodge Chargers available. They provided discounted pricing below the current contract rates; however, it was still higher than the pricing from I.G. Burton.

Chief Bernat advised that, as a result, the Police Department was requesting to deviate from the City's Purchasing Policy and to purchase the ten 2016 vehicles that are available from I.G. Burton and the last 2017 vehicle from Hertrich Fleet. He noted that because the I.G. Burton pricing is more competitive, they are the "LEAN" choice. As a result, a total of $29,976.16 in savings will be realized by the City.

Staff recommended approval of the purchase, as requested.

Mr. Lewis asked if these were additional or replacement vehicles. Responding, Chief Bernat stated that these are replacement vehicles, which were already approved through the budget. He noted that the Department was just saving money.

Mr. Lewis asked if there was sufficient funding in the budget. In response, Chief Bernat indicated that there was sufficient funding in the budget and there would be a savings of $29,976.16.

Mr. Anderson thanked Chief Bernat for working hard to save money.

Mr. Hosfelt moved for approval of the purchase of the police vehicles, as recommended by staff. The motion was seconded by Mr. Hare and carried by a unanimous roll call vote.

APPOINTMENT OF JUDGES - ROBBINS HOSE COMPANY ELECTION - NOVEMBER 21, 2016

The Robbins Hose Company election is scheduled for November 21, 2016. The following persons have been recommended to serve as judges for the election:

1. James Hurley 2. William Rhodes 3. Brian Wasko (Alternate)

By consent agenda, Mr. Neil moved for approval of the appointment of judges for the Robbins Hose Company election as recommended. The motion was seconded by Mr. Hare and carried by a unanimous roll call vote.

REZONING REQUEST FOR PROPERTY LOCATED ON THE WEST SIDE OF SOUTH BRADFORD STREET - FIRST READING OF PROPOSED ORDINANCE #2016-23

A request was received to rezone property located on the west side of South Bradford Street, south of Waples Avenue and to the rear of 911 South Governors Avenue, consisting of $0.32^{+/-}$ acres, owned

by Capital Grange No. 18, Inc. The property is currently zoned R-8 (One-Family Residence) and the proposed zoning is RG-1 (General Residence).

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 November 21, 2016 and set a public hearing for December 12, 2016 at 7:30 p.m., seconded by Mr. Anderson.

Mr. Neil asked if the classification would be for apartments. Responding, Mrs. Ann Marie Townshend, Director of Planning and Community Development, stated that this would not be for apartments, explaining that it is related to the non-conforming use clean-up and it would allow the parking lot that is currently there to remain.

The motion to refer the request to the Planning Commission on November 21, 2016 and set a public hearing for December 12, 2016 at 7:30 p.m. was unanimously carried.

In accordance with Section 1-9 of the Dover Code, Council acknowledged the First Reading of Proposed Ordinance #2016-23 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 ON THE WEST SIDE OF SOUTH BRADFORD STREET

FIRST READING - PROPOSED ORDINANCE #2016-24

Mr. Slavin noted that this item was in anticipation of any potential action related to item #5A - Request of Fordham & Dominion Brewing Company - Amendment to Appendix B - Zoning, Article 3 - District Regulations, Section 22 - Airport Environs Overlay Zone (AEOZ), Subsection 22.4 - Exemptions, Paragraph (c) - Temporary Uses of the Dover Code/Proposed Agreement Approving 80 Event Hours Over 12 Months; however, since item #5A was deferred earlier in the evening, this item should also be deferred.

Mr. Hare moved to defer this item. The motion was seconded by Mr. Sudler and unanimously carried.

CITY MANAGER'S ANNOUNCEMENTS

Mr. Scott Koenig, City Manager, reminded everyone that the day and night leaf collection routes are under way.

Mr. Koenig announced that the third week of the fall 2016 water system flushing is currently under way. He stated that staff has made it to the southwestern side of the City and will be working its way up to the western boundary at Denney's Road later in the week.

Mr. Koenig stated that the gravity sanitary sewer work on North State Street is about to get under way and message boards have been placed. He reminded everyone that there will be traffic

disruptions, and notices have been put in the paper. Mr. Koenig stated that the City hoped to get those projects done quickly and get the traffic pattern back to normal.

COUNCIL MEMBERS' ANNOUNCEMENTS

Mr. Sudler announced that a meeting entitled "Ground Zero" in regard to White Oak/Dover Park would be forthcoming in November.

Mr. Anderson deferred to Police Chief Paul Bernat to share details regarding an upcoming event. Police Chief Bernat announced that the Police Department would be having trick-or-treating on Legislative Mall on Friday, October 28, 2016 from 5:30 p.m. until 7:30 p.m. He stated that there would be a lot of police cars and fire department apparatus, and there would be a small parade. Chief Bernat noted that there would also be a State Police helicopter as long as the weather is okay. He stated that there would be plenty of candy given away asked everyone to invite all of the children to come out and enjoy the trick-or-treating.

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

Meeting adjourned at 8:22 p.m.

TRACI A. McDOWELL
CITY CLERK

All ordinances, resolutions, motions, and orders adopted by City Council during their Regular Meeting of October 24, 2016, are hereby approved.

ROBIN R. CHRISTIANSEN
MAYOR

/TM
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Exhibits
Exhibit #1 - Statement provided by Ms. Sue Harris
Exhibit #2 - Community Voice Coalition Identity - Information provided by Pastor Aaron Appling

I want to address the unclear information that was offered at the last meeting.

I think it's important to first make clear that we have not come to any of these meetings asking for money. We have asked through our voice at the meetings as well as in writing twice with specifics that we are asking for abandoned properties, open lots, vacant buildings. Things that ARE within your possession. I understand the process of Grant writing and how "money" must be requested, but you also understand that without the cooperation of the municipality money isn't always the answer. I have pulled from your very own reports what has been presented in order to apply and be approved as a designated District as well as a recipient of CDBG funds. Remember, this is from your reports and submitted plans.

The Restoring Central Dover Plan includes a plan that identifies a number of goals to include:

Strengthen existing housing stock

Support New Housing and Mixed Use Development

- The Central Dover area has enough vacant land to comprise 25 football fields.
- Removing regulatory barriers
- Explore land banking

The City of Dover working with NCALL received a grant from Wells Fargo for $750,000 that will be distributed over a 5 year period providing NCALL the opportunity to hire a full time neighborhood revitalization coordinator and a community organizer. It appears oddly enough one of the members of the steering committee that suggested the grant was hired as the Community Organizer. Convenient.

In the report by NCALL of the work completed or underway the only mention of housing is the new home construction by NCALL, Central DE, Habitat, MDHC.

From the application for district designation:

According to the 2010 Census

- 15.3% of housing units in the blocks comprising the District were vacant".
- The District includes 49 registered vacant buildings
- There are 25 lots where buildings have been demolished by either City or the owner since 2008.

The City of Dover invested CDBG funds to improve the downtown area through the housing rehabilitation, infrastructure rehabilitation, and support of the DIMH men's shelter over the past 10 years.

The planning documents that comprise the City of Dover District's plan include a series of implementation strategies. The following are key strategies:

- Encourage mixed use development
- Provide additional transitional housing
- Encourage greater zoning flexibility to enable infill housing development

In Sept 2014 DSHA announces that 2.5 million will be divided amongst the municipalities of Kent and Sussex counties for housing rehabilitation, water/sewer hookup, demolition, drainage, street repair, and administration to benefit low income families and individuals.

Executive Summary of the Consolidated Plan for the City of Dover (2015-2019) a five year plan mandated by HUD.

To provide decent affordable housing by assisting homeless persons or those at risk of becoming homeless obtain affordable housing.

Executive Summary The consolidated Plan (2015-2019)

Senate bill 191 provision for CDBG

Page 1

The plan identifies the specific needs concerning affordable housing.

The city continues to meet the timeliness standard for expenditure of funds and continues to obligate over the 70% requirement of CDBG funds on activities that benefit low to moderate income persons. I would like to see the transparent reporting of these expenditures.

Page 3

The priority needs for the City of Dover include initiatives to assist the homeless and rehabilitation activities involving rental housing units.

Page 7

"The strategic goals include the promotion of fair housing for all, preserving the existing stock and providing affordable housing"

Homeless planning council says "The consolidated plan's priorities for ending homelessness are in line with the goals of the 10 year plan".

Page 15 - *57% of households 1-30% of MI pay 50% of their income on housing costs. This population is at risk of becoming homeless with very little left to purchase food and clothing.*

Delaware is the 10th highest in the country with the highest two bedroom housing wage in the Kent County at over $22.00 per hour

Page 17 Discussion:

The city is working on several initiatives in conjunction with other agencies that will assist in providing affordable housing and reducing the risk of homelessness for low income persons.

Every single initiative mentioned refers to home ownership. What happened to helping the homeless into affordable housing?

Page 32 Discussion

The City of Dover fully supports the Homeless Planning Council initiative to end Chronic Homeless in Delaware by 2017. There is still a lack of affordable housing and emergency shelters. Over the next five year, the city WILL PROVIDE CDBG ASSISTANCE TO HOMELESS PROVIDERS TO ASSIST IN REDUCING CHRONIC HOMELESSNESS IN DOVER.

Page 33

The special needs population consists of persons that are elderly and frail and elderly; persons with mental, physical, and/or developmental disabilities; PERSON WITH ALCOHOL AND DRUG ADDICTION. The City will continue to provide support for agencies that service this population and will continue to be a priority to service this population over the next five years.

Consultation of housing providers determined:

A need for permanent supportive housing to address the needs of the homeless and those at risk of becoming homeless

A need for decent affordable rental housing that meets the City's Housing Code to house people with special needs.

Page 34

The City funds facilities that service the special needs population such as homeless facilities through its CDBG allocation

Page 35

Due to homelessness in Dover having a high priority, the City has consistently provided CDBG funding to homeless providers to address this need.

Page 45

Current and new shelter beds 116, Transitional Beds 30, and Permanent supportive beds 10.

Page 49

Over the next year, the City of Dover has designated CDBG funding to housing providers that service the homeless and those that are at risk of becoming homeless

Page 60

Federally required Strategic Plan is prepared every five years

The first two priorities identified are:

Homeless Needs

Permanent Supportive Housing

The following 3 goals and objectives have been set for priorities based on guidelines from HUD:

1. *The city will support the homeless population agencies that service the homeless by providing CDBG funding.*

Page 62

The City of Dover will allocate CDBG funding to homeless shelters for operating cost and maintenance cost, and homeless providers that will provide temporary and permanent supportive housing to those that are at risk of becoming homeless.

The City will coordinate CDBG funding for renovations to existing vacant housing that will affirmatively further fair housing.

Page 65

The City's goals are to support developers who construct affordable rental housing and to preserve existing rental housing.

Page 68

Included in the institutional structure that the city will use to carry out its plans are sub recipients; DIMH, Connections, People's Place for homelessness rapid rehousing and supportive housing.

Page 69

The City of Dover administers the CDBG and provides funding to agencies that service the needs of the very low and low to moderate income persons within the City of Dover. The main gap that exists in the Institutional Delivery System is the lack of affordable rental housing.

Page 70

The City will continue to work collaboratively with non-profits and the State and local housing authorities on initiatives that support affordable housing in the City of Dover.

Page 76

Homelessness Strategy

The City has provided CDBG funding to two local emergency shelters for operating and renovation cost that will assist in maintaining safe, decent affordable housing. Code Purple was established in the fall of 2014 that provides shelter to the homeless when the temps or wind chill drops below 21 degrees.

Over the next five years, the City of Dover will provide CDBG funding to the Connections Community Support Program that will provide rapid rehousing/rental assistance to support homeless population and those that are at risk of becoming homeless transition to permanent supportive housing and independent living.

Page 79

There is a network of service providers presently operating in Dover that serve the City's poor. The City will support the missions and functions of these organizations by providing technical and planning support, and when possible implementing physical improvements to infrastructure which serves these facilities.

The 2015 strategic plan includes projects whose goals and objectives focus on developing and sustaining viable communities and improving low and moderate income persons lives.

According to the Annual Action plan; the one year goal for number of existing units rehabbed was 10. How did we do in reaching that goal? What properties were rehabbed and then rented to homeless

Besides being misled, I am very disappointed that I find out too late to attend the Oct. 13th deadline for providing citizen comments on the CDBG 2017 program guidelines. I see that you received no comments submitted in the 2016 action plan. Could that be because it wasn't well attended? I am disappointed because we stood here in front of you three days before that meeting pleading for help of any kind and not only did we get the usual "weve done all we can" looks, we received misleading information instead of offering useful information referencing this opportunity to have input and understand how to apply for these funds. I am very disappointed and I want those of you who knew my father to know he would be embarrassed and ashamed of how you are treating people who are doing nothing more than offering to help you do your jobs

COMMUNITY VOICE COALITION IDENTITY

(A nonsectarian and nonprofit community development corporation)

NARRATIVE

The Community Voice Coalition (CVC) is a non-profit corporation who partners with various organizational resources of good will: to daily outreach to, for, and with people who are impoverished and homeless; and to prevent and end homelessness through building trust by providing housing, holistic family-like relationships, holistic support, justice advocacy, and protection of civil rights.

VISION

A flourishing home life for every person from the wellspring of daily meaningful relationships with holistic support of a beloved community with a voice for justice and social transformation.

MISSION

We partner with a diversity of people and organizations of good will to prevent and end homelessness by daily building trust with people who are impoverished and/or experiencing homelessness so that housing may be built and properly maintained. Every person may be engaged with holistic support: step-by- step learning to maintain a flourishing home-life contagious to others to join a beloved community with civil rights protection.

PHILOSOPHY

Listen and dialogue in a way that we resolve conflicts. That includes persons knowing that their voice is valued and everyone can contribute to their neighbor having a flourishing home life.

CORE VALUES FOR A CULTURE OF HONOR

1. **Stewardship of Life:** We are committed to a life of generously imparting the light and voice of who we are, what we do, and what we have, so that other people can truly be who they are meant to be—in relationship with and for other people—resulting in a renewed sense of family.

2. **Identity as a Beloved Community:** Self-awareness as a person and as a community that all are conceived with inalienable value to receive; and contribute to the stewardship of the community's well-being. Therefore, we are privately and publicly committed to our neighbor and advocate for justice.

3. **Believing the Best:** Relationships are meant to grow in an atmosphere of encouraging truth. We are committed to one another's personal growth and fulfillment; to clarify any misunderstandings; and to recognize we, individually and collectively, are always striving towards becoming the persons we are to be.

4. **Openness & Honesty -** We choose to give to those we are in relationship with, the gift of vulnerability. With integrity and honesty, we are free to become a light of transparency and a voice of accountability in loving service to others.

COMMUNITY VOICE COALITION (CVC) COMMITMENT RESPONSE

The CVC is resourceful and other-centered…

How can I or who I represent make an immediate difference in the lives of people experiencing poverty and/or homelessness and positively change the trajectory of the next generation?

Since March of 2016, Victory Church has been daily making a difference in the lives of people both by those who contribute and by those who are beneficiaries. The CVC is rooted in Victory Church's legacy of daily commitment and service to those who are impoverished and homeless.

OPPORTUNITY	TIME	LOCATION	SERVING
DAILY MEAL PREP & LUNCH TRANSPORTED TO COMMUNITY	10 am prep; 12 – 2 pm fellowship & distribution **Approximately 75 – 100 daily lunches**	**Victory church to various drop-off locations**	Anyone experiencing poverty & homelessness in the dover metro area at no charge
DAILY SIT DOWN DINNER MEALS	Transportation provided to church; depart from church 6 – 6:30 pm to pick up; dinner starts after 7 pm daily worship service 8:30 – 9 pm transportation for return drop off; returning no later usually than 11 pm to church **Approximately 50 daily dinners**	**Pick up and return to various locations; dinner at victory church**	Anyone experiencing poverty & homelessness in the dover metro area at no charge
DAILY WORSHIP SERVICE	Transportation provided for pick up and return to Victory Church; prayer, singer(s) musician(s) announcer, and preacher **7:00 pm – 8:30 pm Also, on Sunday, an 11:00 am service**	**Pick up and return to various locations; Worship Service at Victory Church**	Anyone experiencing poverty & homelessness in the dover metro area at no charge
WEEKLY FAMILY BOXED FOOD	12 pm: Separate uncooked food items and pack into banana boxes for each family; Transported to families; **Approximately 12 volunteer hours or more to pack and deliver:** **25 – 52 families with banana size boxes of food delivered**	**Packed at Victory Church and transported to various locations**	Anyone experiencing poverty & homelessness in the dover metro area at no charge
DAILY TOTAL OF VOLUNTEER HOURS	**APPROXIMATELY 75 -100 TOTAL VOLUNTEER HOURS**		

DOVER METRO AREA (MARCH – SEPTEMBER 2016: 214 DAYS & COUNTING)

TARGETED POPULATIONS
PEOPLE EXPERIENCING POVERTY AND/OR HOMELESSNESS

16,050 – 21,400
MOBILIZED VOLUNTEER HOURS

$0
GRANTS

LAST SIX MONTHS DAILY LUNCHES TRANSPORTED TO THE COMMUNITY

16,050 – 21,400
HAND PREPARED LUNCHES

$0
GRANTS

LAST SIX MONTHS DAILY SIT DOWN DINNERS COOKED

10,700
DINNERS

1 VAN AND PERSONAL VEHICLES
TRANSPORTATION FOR PICK UP AND RETURN TO SELECTED LOCATIONS

$0
GRANTS

31 WEEKS OF WEEKLY DISTRIBUTED 25 – 52 FAMILY BANANA SIZED FOOD BOXES

775 - 1,550
FAMILY FOOD BOXES

$0
GRANTS

LAST SIX MONTHS DAILY 7 PM WORSHIP SERVICE + WEEKLY 11 AM SERVICE ON SUNDAY

7 PM + 11 AM SERVICES = **260.5 – 367.5 +**
HOURS
(EXCLUDING REHEARSALS AND ENVIRONMENT SETUP/CLEAN UP)

$0
GRANTS

Partner with us to prevent and end homelessness by designing communities where people of diverse incomes, ages, backgrounds, and beliefs build housing and trust with each other by listening in a way that people know that they have been seen and heard as being valuable and capable of contributing to a flourishing community.

Support, partnership, and/or join the Community Voice Coalition (CVC) to prevent and end people from experiencing poverty and/or homelessness through, with, and by a simple check by one or more of the following.

1. _____Pledge to pray individually and/or corporately one time or scheduled planned regular prayer, fasting, and/or alms giving as a work of mercy and/or justice.
2. _____Commit to regularly gathering to reflect, research, and community organize on how to apply our diverse beliefs as one toward daily justice with and for those experiencing poverty and homelessness.
3. _____Commit to having a representative(s) from your church/organization/corporation to meet with a coalition of others to leverage and steward gifts and resources for one time and/or ongoing engagement for CVC Mission and Vision.
4. _____Contribute in-kind donations, volunteers, and/or monetary gifts one time and/or several donations and/or ongoing to the CVC.
5. _____Join us as a servant leader with no strings attached other than upholding our mission, vision, and values.

PROCLAMATION

WHEREAS, *fascination with the earth's geography inspired the early explorers of our country to learn and record information about the surface of the land and its people, environments, resources, political boundaries, and characteristics and today remains a fundamental part of our national heritage; and*

WHEREAS, *geographic information has many useful applications for our municipal government and is a valuable resource used in the analysis of infrastructure, emergency services, economic development, and long-range planning; and*

WHEREAS; *Geographic Information Systems (GIS) technology provides an efficient means of managing geographic information and providing data that allows for effective decision-making and improved delivery of services to the residents of the City of Dover and our surrounding area; and*

WHEREAS, *the City of Dover's GIS Division plays a vital role in the continued growth of the City and has been nationally recognized for its outstanding efforts in the advancement of GIS and its foresight in creating programs that can be used to better manage services in the City;*

NOW, THEREFORE, I, ROBIN R. CHRISTIANSEN, MAYOR OF THE CITY OF DOVER, DELAWARE, do hereby proclaim November 16, 2016 as GIS Day, and November 13 – 19, 2016 as

GEOGRAPHY AWARENESS WEEK

in the City of Dover and urge all residents to adopt the national Geography Awareness Week theme, "Explore! The Power of Parks," and encourage all citizens to participate in this special observance.

Robin R. Christiansen
Mayor

PROCLAMATION

WHEREAS, all people are encouraged to learn about options for care before they are confronted with a healthcare crisis and to share their wishes through appropriate advance care planning activities with family, loved ones, and their healthcare professionals;

WHEREAS, hospice and palliative care bring patients and family caregivers the highest quality care delivered by an interdisciplinary team of skilled professionals and volunteers who make the wishes of each patient and family a priority;

WHEREAS, through pain management and symptom control, caregiver training and assistance, and emotional and spiritual support, allowing patients to live fully up until the final moments, surrounded and supported by the faces of loved ones, friends, and committed caregivers, hospice and palliative care focus on quality of living;

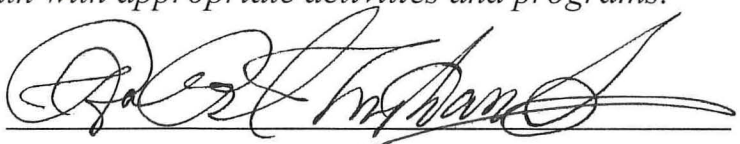
WHEREAS, Each year, hospice saves Medicare more than $2 billion by providing solutions for physicians, care to patients and comfort to families anywhere, at any time.

WHEREAS, every year more than 1.65 million Americans living with life-limiting illness, and their families, receive care from the nation's hospice programs in communities throughout the United States;

NOW, THEREFORE I, ROBIN R. CHRISTIANSEN, MAYOR OF THE CITY OF DOVER, DELAWARE, do hereby proclaim November 2016 as

National Hospice and Palliative Care Month

and encourage citizens to increase their understanding and awareness of care at the end of life and to observe this month with appropriate activities and programs.



Robin R. Christiansen, Mayor

PROCLAMATION

***WHEREAS**, in 2016 an estimated 53,070 people in the United States will be diagnosed with pancreatic cancer, one of the deadliest cancers, and 41,780 people will die from the disease; and*

***WHEREAS**, pancreatic cancer surpassed breast cancer this year to become the third leading cause of cancer death in the United States, and it is projected to become the second leading cause of cancer death in the United States by 2020; and*

***WHEREAS,** pancreatic cancer is the only major cancer with a five-year relative survival rate in the single digits at just eight percent; when symptoms of pancreatic cancer present themselves, it is generally in later stages, and 71 percent of pancreatic cancer patients die within the first year of their diagnosis; and*

***WHEREAS,** pancreatic cancer is the seventh most common cause of cancer-related death in men and women across the world; and*

***WHEREAS,** approximately 140 deaths will occur in Delaware in 2016; and*

***WHEREAS,** the good health and well-being of the residents of Dover are enhanced as a direct result of increased awareness about pancreatic cancer and research into early detection, causes and effective treatments;*

***NOW, THEREFORE, I, ROBIN R. CHRISTIANSEN, MAYOR OF THE CITY OF DOVER, DELAWARE,** do hereby proclaim November 17th 2016 as*

"World Pancreatic Cancer Day"

in the City of Dover and encourage all citizens to help increase public awareness and support for the individuals and families who are affected by cancer.

ROBIN R. CHRISTIANSEN
MAYOR

COUNCIL TRIBUTE NO. 2016-01

A TRIBUTE EXPRESSING SYMPATHY AND CONDOLENCES UPON THE PASSING OF DR. EDWARD W. GOATÉ

WHEREAS, *the Mayor and Council of the City of Dover have been greatly saddened by the death of Dr. Edward W. Goaté, who passed away in Fairfax, Virginia, on October 26, 2016, after a long illness; and*

WHEREAS, *in 1971, Dr. Goaté moved to Dover and began his career with the Capital School District, serving as Director of Secondary Curriculum, Assistant Superintendent, and ultimately Superintendent of Schools. During his tenure with the District, he worked diligently on programs directly benefitting youth, including drug education; a pilot Children-at-Risk Program; and the Dover High School Wellness Center, which offers free medical and mental health services to youth who were previously unable to secure them. Under the direction of Dr. Goaté, the District was the recipient of many awards, including the prestigious Model School Award, which was given to only 123 public schools throughout the nation that were unusually successful in meeting the educational needs of all of their students. He also offered tremendous support to the Dover Police Department in their youth programs, and to the City of Dover in the coordination of joint efforts in an array of areas; and*

WHEREAS, *upon his retirement from the Capital School District in 1992, Dr. Goaté was awarded the City of Dover Bronze Medal by the Mayor and Council as an expression of their sincere appreciation for his contributions to youth and the community. Following his retirement, his passion for volunteerism inspired Dr. Goaté to serve the community as an officer or member of over 20 state and local organizations, including the City of Dover Board of Adjustment, Dover Arts Council, and Sex Offender Legislation Review Committee. He took joy in working with others, particularly with organizations devoted to improving the lives of young people.*

NOW, THEREFORE, BE IT RESOLVED *that the Mayor and Council extend their deepest sympathy and condolences to the family and friends of Dr. Edward W. Goaté and hope that they will be consoled by the memories of his exemplary life and commendable achievements.*

BE IT FURTHER RESOLVED *that the Mayor and Council direct the City Clerk to place this Tribute in the permanent records of the City of Dover and that a copy of this Tribute be provided to the family of Dr. Edward Goaté.*

ADOPTED: *

Robin R. Christiansen	*Timothy A. Slavin*
Mayor	*Council President*

PETITION TO AMEND THE ZONING DISTRICT
Public Hearing before the
Dover City Council
November 14, 2016

Applicants/Owners:	John W. and Carla M. Russum
Address:	51 Roosevelt Avenue
Location:	North side of Roosevelt Avenue, west of South DuPont Highway
Tax Parcel ID #:	ED-05-077.17-05-72.00-000
Size:	7,675 +/- Square Feet
Present Use:	Barber Shop
Proposed Use:	Barber Shop
Comprehensive Plan Designation:	Residential Medium Density
Present Zoning:	R-8 (One Family Residence Zone)
Proposed Zoning:	C-1 (Neighborhood Commercial Zone)
Recommendation of Planning Commission:	Following a public hearing on October 17, 2016, where no members of the public spoke regarding the proposed rezoning, the Planning Commission unanimously recommended in favor of the rezoning as proposed (8-0 with zero members absent).
File Number:	Z-16-05
Ordinance Number:	2016-20

Overview
The property is currently zoned R-8 (One Family Residence Zone). This rezoning request would rezone the property from R-8 to C-1 (Neighborhood Commercial Zone).

The rezoning request is necessary due to the Planning Office's ongoing project, assigned by City Council in December 2015, to sunset nonresidential, nonconforming uses in the City's residential zones. This sunsetting is required under the *Zoning Ordinance,* Article 7 §1.53:

> Article 7 Section 1. Nonconforming buildings and uses.
> 1.53 In any residence zone, any non-conforming use of buildings which is not permitted under the provisions of this ordinance may be continued for a period of:
>
> a) Twenty years after the effective date of this ordinance, or
> b) Forty years after the initial construction of the building containing such use or of any addition thereto adding 50 percent or more to the floor area occupied by such use,
>
> Whichever is the longer period, provided that, after the expiration of that period, such nonconforming use shall be terminated. However, no such nonconforming use shall be permitted to continue for a period exceeding two years, unless such use shall be operated in conformance with performance standards established in article 5, section 8.

The effective date of the current *Zoning Ordinance* is April 21, 1975. As such sufficient time has passed that all remaining nonconforming uses in the City's residence zones must now be discontinued or brought into compliance with the *Zoning Ordinance*.

The parcel is developed with a commercial building (possibly a former one-family residence) and parking in the rear. The building is occupied by an active beauty shop/salon business ("Cuts R Us").

Surrounding Land Uses:
The properties to the north and west of the subject property are one-family residences zoned R-8 and characteristic of that zone. The property immediately to the east is vacant and is zoned C-4 (Highway Commercial Zone). The property across the street to the south is also zoned C-4 and is occupied by a medical office building. Further to the east and south are other commercial properties zoned C-4 and characteristic of South DuPont Highway.

Comprehensive Plan:
The *2008 Comprehensive Plan* depicts the subject area with the Residential Medium Density land use classification on Map 12-1: Land Development Plan Map. Table 12-1: Land Use and Zoning Matrix specifies that the following zones are compatible with this land use classification:

- R-8 (One Family Residential)
- R-7 (One Family Residential)
- RM-1 (Medium Density Residential)
- RM-2 (Medium Density Residential)
- RG-1 (General Residential)
- RG-2 (General Residential)
- RG-3 (Group Housing)
- RGO (General Residence and Office)

- C-1 (Neighborhood Commercial)
- MH (Manufactured Housing)

Request for C-1 (Neighborhood Commercial Zone)

The uses permitted in the C-1 zoning district are listed in Article 3 §11 of the *Zoning Ordinance.* Permitted uses in the C-1 Zone include retail stores with some exclusions; personal service establishments; service establishments with some exclusions; restaurants; one-family residences including attached and semi-detached dwellings; apartments and multi-family dwellings. The size of stores or establishments in the zone is limited to 2,500 S.F. of floor space. The zone conditionally permits Planned Senior Housing Developments. The zone prohibits fuel pumps; motor vehicle storage, sales, or repairs; drive-throughs; liquor stores; firearm sales; and tobacco shops.

The existing and proposed use as a Barber Shop would be permitted in the C-1 Zone as a personal service establishment. The *Zoning Ordinance,* Article 12 defines personal service establishments as "establishments primarily engaged in providing individual services generally related to personal needs, such as a hair salon."

Recommendation of the Planning Staff and Planning Commission:

Staff supports the rezoning request from R-8 to C-1. The C-1 Zone will allow for buffer and transition between the highway commercial uses to the south and east and the residential uses to the north and west. In addition, the business on the property is currently a non-residential, nonconforming use in a residential zone. Rezoning the property will restore it to a conforming use. The restoration to conformity will allow the business to stay in operation, by voiding its need to comply with sunsetting requirements.

Staff recommendation was made prior to the opportunity for public comments. Following a public hearing on October 17, 2016, where no members of the public spoke regarding the proposed rezoning, the Planning Commission unanimously recommended in favor of the rezoning as proposed (8-0 with zero members absent). See attached DRAFT Meeting Minutes of the October 17, 2016 Planning Commission meeting.

Excerpt from DRAFT Planning Commission Meeting Minutes of October 17, 2016

Z-16-05 Lands of John and Carla Russum at 51 Roosevelt Avenue – Public Heating and Review for Recommendation to City Council on rezoning of a 7,675 SF Parcel located on the north side of Roosevelt Avenue west of South DuPont Highway. The property is zoned R-8 (One Family Residence Zone) and the proposed zoning is C-1 (Neighborhood Commercial Zone). The owner of record is John W. and Carla M. Russum. Property Address: 51 Roosevelt Avenue. Tax Parcel: ED-05-077.17-05-72.00-000. Council District 2. *This application is associated with item MI-16-13: Nonconforming Uses in Residential Districts. The Rezoning is proposed in order to comply with City Council action requiring the sunsetting of nonconforming uses in residential zones.*

Representatives: Mr. John Russum & Mrs. Carla Russum

Mr. Diaz stated that application Z-16-05 is a petition to rezone 51 Roosevelt Avenue from R-8 (One Family Residence Zone) to C-1 (Neighborhood Commercial Zone). The property is located on the north side of Roosevelt Avenue a little to the west of South DuPont Highway. It's occupied by the Cuts R Us beauty shop. There are no plans to change the current use. The reason for this rezoning is that the beauty shop is right now a commercial use in a residential zone which makes it subject to the City's ongoing project to sunset non-conforming uses. The Commission should be familiar with this project but just to recap, this started in the summer of 2015 when City Council asked the Planning & Inspection Department to begin enforcing the provisions of the *Zoning Ordinance* Article 7 Section 1.53 which states that any non-conforming use in a residential zone may be continued for twenty (20) years after the effective date of the ordinance or forty (40) years after the building was originally constructed or added to by more than 50%. The effective date of the current *Zoning Ordinance* is April 21, 1975 so all of the non-conforming uses that Staff has found during this project are well past the expiration date set by that provision of the Ordinance. There are a number of options available by Code for the non-conforming uses that would rather come into conformance with the *Zoning Ordinance* rather than sunset. An application for Rezoning is available to some of them. This property is the first of at least two (2) and probably more properties that Staff expects to see coming forward to the Planning Commission with an application for Rezoning that's connected to this project.

For this Rezoning, there are a number of reasons why Staff supports the change to C-1 (Neighborhood Commercial Zone) which would permit the beauty shop as a personal service establishment. One is the Residential Median Density land use classification of the property in the City's Comprehensive Plan which supports a C-1 (Neighborhood Commercial Zone) designation. Another is the zoning of neighboring properties; it's between other areas that are zoned R-8 (One Family Residence Zone) to the west and areas that are zoned C-4 (Highway Commercial Zone) to the east. So a C-1 (Neighborhood Commercial Zone) would be a good one for a buffer between those two zones. Finally, they can recommend a rezoning because it will allow the current use to come into conformance with the *Zoning Ordinance*.

Mrs. Russum stated that she thinks it has only been nineteen (19) years that she has been grandfathered in. Responding to Mrs. Russum, Mrs. Townshend stated that they have had the property for nineteen (19) years but it was twenty (20) years from 1975 was when the expiration of the non-conforming use was supposed to happen. Because that didn't happen, the City is getting to it about twenty (20) years later.
Mrs. Russum stated that they have been a very quiet, no problem shop and she doesn't think that they have had any complaints. Since commercial is in front of them and beside them and they also have a nice neighbor that is just residential. They haven't seemed to disturb the community.

Mr. Tolbert questioned if after hearing the review of the application they had any comments or concerns regarding it? Responding to Mr. Tolbert, Mrs. Russum stated that Staff wanted C-4 (Highway Commercial Zone) and she wanted C-1 (Neighborhood Commercial Zone).

Mrs. Townshend stated that in the discussion with the applicant, C-1 (Neighborhood Commercial Zone) would also allow her to occupy it in the future as a residence if they choose. It provides a good buffer between the Highway Commercial and the residential for the flexibility to in the future use it residentially.

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

Dr. Jones recommended approval to City Council for Z-16-05 Lands of John and Carla Russum at 51 Roosevelt Avenue to change the zoning from R-8 (One Family Residence Zone) to C-1 (Neighborhood Commercial Zone), seconded by Mr. Holt and the motion was carried 8-0 by roll call vote. Mr. Holden voting yes; it's compliant with the Comprehensive Plan and it follows decades of non-conforming use that hasn't been problematic to the community. Mr. Roach voting yes; he agrees with the Comprehensive Plan and he wishes them success with the shop and the residence as they move toward that day. Mr. Holt voting yes; it is part of the Comprehensive Plan. Mr. Baldwin voting yes; for the reasons previously stated. Dr. Jones voting yes; for reasons previously stated. Mrs. Welsh voting yes; the motion allows us to comply with the sunsetting regulations. Ms. Maucher voting yes; for reasons previously stated as well as supporting small businesses. Mr. Tolbert voting yes; the application is compliant with the Comprehensive Plan and it doesn't breach the integrity of the Plan.

CITY OF DOVER

DEVELOPMENT ADVISORY COMMITTEE

APPLICATION REVIEW COMMENTARY

STAFF D.A.C. MEETING DATE: SEPTEMBER 28, 2016

CITY OF DOVER Electric & Public Works Departments

APPLICATION: **LANDS OF JOHN AND CARLA RUSSUM 51 ROOSEVELT AVENUE REZONING FROM R-8 TO C-1**

FILE #: **Z-16-05**

REVIEWING AGENCY: **City of Dover**

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

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

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

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

CITY AND STATE CODE REQUIREMENTS

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

Our office has no objection to the rezoning of:

ED-05-077.17-05-72.00-000

RECOMMENDATIONS SUGGESTED AS CONDITIONS OF APPROVAL TO MEET CODE OBJECTIVES

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

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

ADVISORY COMMENTS TO THE APPLICANT

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

1. None.

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

CITY OF DOVER

DEVELOPMENT ADVISORY COMMITTEE

APPLICATION REVIEW COMMENTARY

D.A.C. MEETING DATE: September 28, 2016

D E L D O T

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APPLICATION: Lands of John and Carla Russum

FILE#: Z-16-05 REVIEWING AGENCY: DelDOT

CONTACT PERSON: Jonathan T. Moore PHONE#: 760-2145

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

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

CITY & STATE CODE REQUIREMENTS:

DelDOT has no City & State Code Requirements at this time.

RECOMMENDATIONS SUGGESTED AS CONDITIONS OF APPROVAL TO MEET CODE OBJECTIVES:

DelDOT has no recommendations at this time.

ADVISORY COMMENTS TO THE APPLICANT:

DelDOT has no Advisory Comments at this time.

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

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

CITY OF DOVER
DEVELOPMENT ADVISORY COMMITTEE
APPLICATION REVIEW COMMENTARY
October 2016

APPLICATION: Lands of John and Carla Russum at 51 Roosevelt Avenue

FILE #: Z-16-05

REVIEWING AGENCY: *Kent Conservation District*

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

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

Source: 2014 Delaware Sediment and Stormwater Regulations

CITY AND STATE CODE REQUIREMENTS:

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

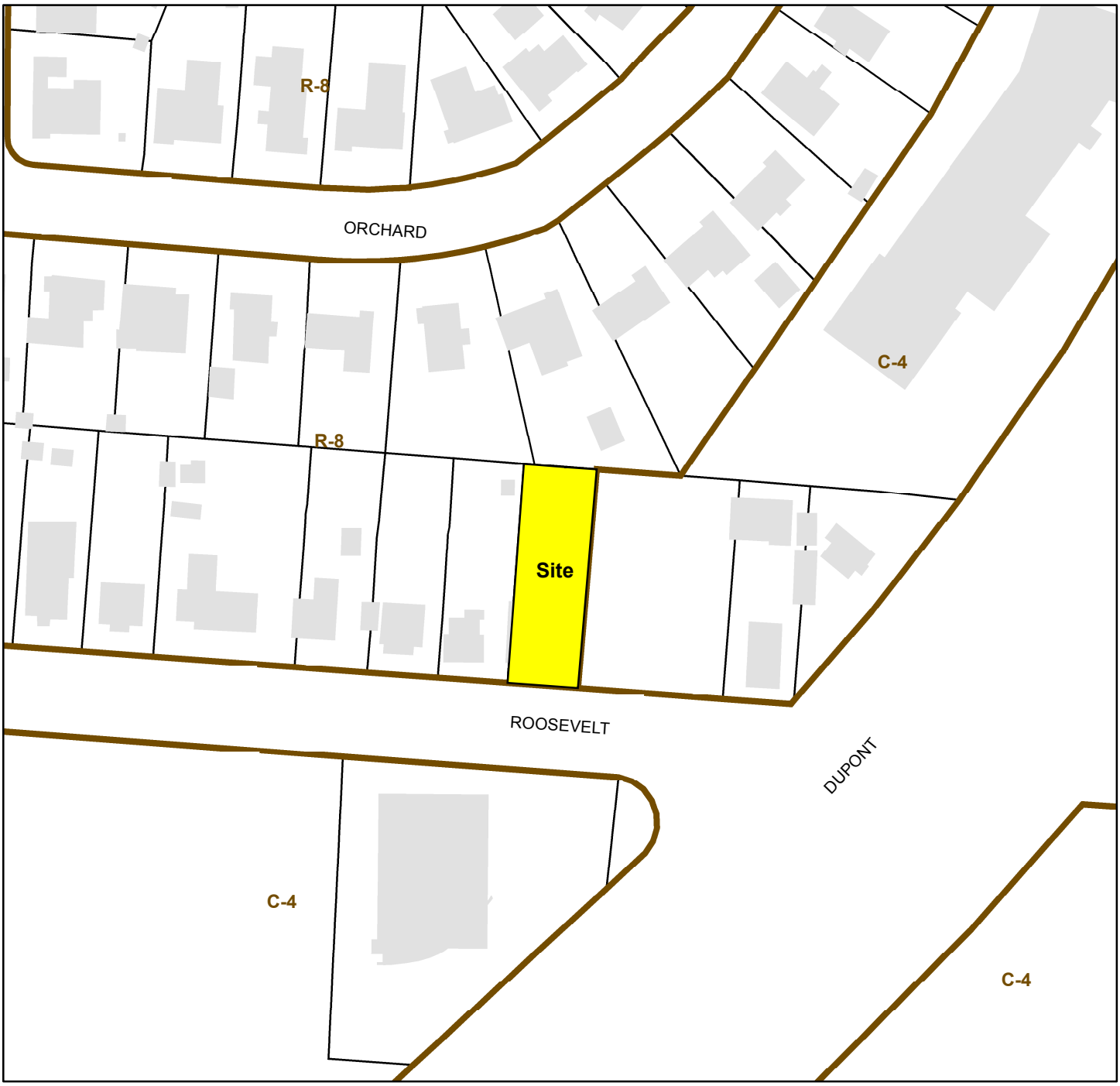
ADVISORY COMMENTS TO THE APPLICANT:

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

City of Dover

Department of Planning & Inspections

Application No.: Z-16-05



Title:	Lands of John and Carla Russum
Ordinance #:	2016-20
Address:	51 Roosevelt Avenue
Parcel ID:	ED-05-077.17-05-72.00-000
Existing Zoning:	R-8 One Family Residence Zone
Proposed Zoning:	C-1 Neighborhood Commercial Zone
Owner:	John W. & Carla M. Russum
Date:	9/15/2016

Legend

- 2012 Buildings
- Zoning
- Dover Parcels
- Subject Property

N W E S

0 62.5 125 250 Feet

FINAL READING

CITY OF DOVER
PROPOSED ORDINANCE #2016-20

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

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

WHEREAS, it is deemed in the best interest of zoning and planning to change the permitted use of property described below from R-8 (One-Family Residence Zone) to C-1 (Neighborhood Commercial Zone).

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

1. That from and after the passage and approval of this ordinance the Zoning Map and Zoning Ordinance of the City of Dover have been amended by changing the zoning designation from R-8 (One-Family Residence Zone) to C-1 (Neighborhood Commercial Zone) on that property located at 51 Roosevelt Avenue, consisting of $7{,}675^{+/-}$ S.F., owned by Carla M. and John W. Russum.
   (Tax Parcel: ED-05-077.17-05-72.00-000; Planning References: Z-16-05 and MI-16-13; Council District: 2)

ADOPTED: *

S:\ORDINANCES\2016\DRAFT\ORDINANCE #2016-20 REZONING - 51 ROOSEVELT AVENUE\Ordinance #2016-20 Rezoning-51 Roosevelt Avenue-FINAL READING.wpd

Actions History
11/14/2016 - Scheduled for Public Hearing/Final Reading - City Council
10/17/2016 - Review - Planning Commission
09/26/2016 - First Reading - City Council

Draft

COUNCIL COMMITTEE OF THE WHOLE

The Council Committee of the Whole Meeting was held on October 25, 2016 at 6:00 p.m., with Council President Slavin presiding (departed at 6:22 p.m., returned at 6:23 p.m., departed at 7:31 p.m. and returned at 7:33 p.m.). Members of Council present were Mr. Anderson (arrived at 6:07 p.m.), Mr. Sudler, Mr. Neil, Mr. Cole, Mr. Hosfelt, and Mr. Hare. Mr. Lewis and Mr. Hutchison were absent. Mayor Christiansen was also present (departed at 6:38 p.m., returned at 6:41 p.m., departed at 7:31 p.m., and returned at 7:33 p.m.). Civilian members present for their Committee meetings were Mr. Keller and Mr. Shelton (*Safety Advisory and Transportation*), Ms. Arndt and Mr. Blakeman (*Utility*), and Mr. Shevock *(Legislative, Finance, and Administration)*. Dr. Stewart (*Legislative, Finance, and Administration*) was absent.

SAFETY ADVISORY AND TRANSPORTATION COMMITTEE

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

AGENDA ADDITIONS/DELETIONS

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

Presentation - RideShare Delaware Program (Kathleen Grier)

Ms. Kathleen Grier, Outreach Coordinator, RideShare Delaware, advised members that she had met Mayor Christiansen at Delaware State University while doing a table event for students in their career center. He invited her to provide Council with an overview of the RideShare Delaware Program to allow those in the community to hear about the program.

Ms. Grier reviewed a presentation, entitled, "RideShare Delaware." She explained that the program had been in existence since 1997 and is a free service of Delaware Area Regional Transit (DART) First State. She informed members that the program is funded through state and federal dollars, and its goals are to lessen congestion on the Delaware roadway system and help the air quality in the State. Ms. Grier indicated that the program has several components, including ride matching, which is available to anyone who works, lives, or goes to school in Delaware, and matches participants with other commuters in their vicinities. She noted that this could include residents of Maryland, Pennsylvania, or New Jersey. Ms. Grier explained that program participants who drive, ride the bus, walk, or ride a bike to work or school are guaranteed reimbursement for the cost of alternative travel arrangements up to five (5) times per year if their ride home falls through. For example, Ms. Grier explained that if someone missed the bus or was left behind by their carpool driver, they could be reimbursed for the cost of their ride home with state and federal dollars that are set aside for this program. She noted that RideShare Delaware tries to make the program fun and interactive by offering monthly contests and holiday promotions. In addition, Ms. Grier stated that participants can track their miles and see how much they are saving in money and wear and tear on their cars. She indicated that there is also a Ride Reward Record Program whereby people who use the services up to three (3) times per month are eligible to win a gift certificate.

Ms. Grier advised that those who register their commute are instantaneously provided a list of ride matches with contact information, based on where they live, work, or go to school. It is then up to

the individual to reach out to those on their ride match list to set up a carpool. Ms. Grier noted that some participants use RideShare Delaware as a back-up, such as telecommuters who go to their work site only on certain days or those who have a car in the shop or being inspected.

Ms. Grier offered to provide information regarding the program to the City Clerk's Office and invited everyone to share this information with their families and business contacts. *(City Clerk's Office Note: Subsequent to the meeting, Ms. Grier provided the City Clerk's Office with a flyer regarding the RideShare Delaware program* ***(Attachment #1)****.)*

Responding to Mr. Hosfelt, Ms. Grier advised that there are currently 11,000 participants in the database, noting that the database had been purged in the last five (5) months. She noted that she had started working with RideShare Delaware in April 2016.

Request for Four-Way Stop Sign - North New and Mary Streets

Mr. Scott Koenig, City Manager, advised that staff had received a request from a citizen interested in the installation of a four-way stop condition at the intersection of North New and Mary Streets. He stated that the concerns related to children playing in this residential area. Mr. Koenig indicated that the engineering staff in the Department of Public Works did a field investigation on August 10, 2016 and determined that a four-way stop was justified at this location based on the current Manual on Uniform Traffic Control Devices (MUTCD). He stated that the primary reason for the justification was the lack of sight distance available on each approach to this intersection, specifically on the New Street side. In addition, Mr. Koenig noted that a speed study was done by the Police Department, and speeding was not nearly as much of a problem at this intersection as it was at others. The speed study data indicated that 66% of the cars were driven at 25 miles per hour (m.p.h.) or less in this location and 33% exceeded the 25 m.p.h. speed limit.

Mr. Koenig explained that the intersection of North New and Mary Streets was part of a fairly heavily traveled walking path that extends from Wesley College to the College's Wesley West Athletic Complex. He noted that both New and Mary Streets are residential in this location. Mr. Koenig advised that there are not a lot of small kids; however, there can be a significant amount of walking traffic in the intersection, including kids who walk up and down the area quite often. He stated that staff did not issue a community survey but was recommending the four-way stop to Council based on phone calls received by staff about this area. Mr. Koenig noted that there were four-way stop conditions in the vicinity at the intersection of Mary and North Queen Streets, Cecil and North New Streets, and at a number of intersections in the Fairview area north of William Street. He stated that a four-way stop condition in this area is, in some cases, expected; however, it had not been installed in the subject intersection.

Staff recommended the installation of the four-way stop condition at the intersection of North New Street and Mary Street; however, final action should consider any public testimony received at the Committee meeting.

Mr. Hosfelt advised that he had a conference call earlier in the day with Police Chief Paul Bernat and Deputy Police Chief Marvin Mailey, who fully supported staff's recommendation to make this a

four-way stop because of the lack of view coming into that intersection. Mr. Hosfelt noted that he had ridden through the intersection earlier in the day and agreed with staff's recommendation.

Mr. Anderson questioned if Mr. Koenig had any of the other results of the speed study, such as traffic in the 25 to 35 m.p.h. range. Responding, Mr. Koenig stated that 5% of the cars were traveling between 5 m.p.h. and 10 m.p.h., 20% between 10 m.p.h. and 15 m.p.h., and 42% between 15 m.p.h. and 20 m.p.h. He noted that these numbers were cumulative, and 66.6% of the traffic was traveling at 25 m.p.h. or less. Mr. Koenig advised that the percentage of those traveling at 30 m.p.h. or less was 88.4%, so there was not a substantial amount of speeding at this location during the time of the study.

In response to Mr. Anderson, Mr. Koenig stated that a four-way stop would be added at this location rather than shifting a four-way stop from another location. He explained that there was an existing stop condition on Mary Street at North New Street, so stop bars and stop signs would be added on North New Street at its approach to the intersection. Mr. Koenig believed that the curb at this location was already painted yellow, so no parking would be removed at this point. He noted that there was previously a house at the southwest side of the intersection; however, this property was currently vacant. Mr. Koenig stated that another house would likely be built on this corner, which would reduce sight distance over time. He noted that there are existing structures at the other corners of the intersection and it has a very downtown feel. Since these structures are relatively close to the street, the field of vision narrows, even when traveling at 25 to 30 m.p.h. Mr. Koenig stated that, considering reaction time and that there may be kids running out into the street, he felt that the four-way stop would be a prudent public safety improvement, although it would be somewhat of an inconvenience.

Mr. Anderson stated that he normally would not support such a recommendation without evidence of speeding because he does not like traffic to be broken up. However, since the houses in this location are older homes constructed under old code and are very close to the corner, he did not believe there was much of a choice in this case.

Responding to Mr. Hare regarding the volume of traffic from the study, Mr. Koenig advised that 7,651 vehicles were identified at that location between Friday, September 16, 2016 and Friday, September 23, 2016.

Mr. Neil moved to recommend installation of the four-way stop condition at the intersection of North New Street and Mary Street, as recommended by staff. The motion was seconded by Mr. Cole and unanimously carried.

Initial Assessment of Public Safety Issues Related to Holding Public Meetings in the City Council Chambers

Mr. Scott Koenig, City Manager, advised members that during recent months, several members of City Council voiced concerns about the security of holding public meetings in the City Council Chambers and, as a result, he requested a review of the City Hall facility by the Dover Police Department. Mr. Koenig explained that staff from the Dover Police Department and representatives from the Delaware State Police Delaware Information and Analysis Center (DIAC) conducted a site

visit on Wednesday, September 28, 2016 and met with Mrs. Kay Sass, Public Information and Emergency Management Coordinator, on Monday, October 3, 2016. Mr. Koenig indicated that the results of that study were placed into a 35-page report which had a series of specific recommendations, and the report was received on October 21, 2016. He informed members that he expected to forward the recommendations to Council at the next Council Committee of the Whole meeting. Mr. Koenig stated that the recommendations were wide ranging and addressed topics such as improvements that could be made to the facility, and individual security policies and procedures.

Mayor Christiansen noted that a security assessment had also been performed on the City's Reed Street building.

Mr. Slavin asked if the report addressed the capacity of Council Chambers for members of the public. He stated that over the last six (6) weeks, he had observed that the City had not followed its own rules in regard to how many people were crowded into the room. Mr. Slavin stated, for example, that it would have been very difficult to get people out of the room during the City Council meeting held on the previous evening. Responding, Mr. Koenig advised that this would have to do with the Fire Marshal's review and not just the security review. Mr. Slavin requested that the Fire Marshal look at this issue and make a recommendation regarding the capacity of the Chambers and how this could be managed. He felt that there was an obvious public safety component, but also a component with regard to the City playing by the rules in regard to fire and security requirements. In response, Mr. Koenig stated that he would make this request and information would be brought back in relation to the full assessment.

Mr. Hosfelt asked if this matter would be placed on the agenda for the Council Committee of the Whole/Safety Advisory and Transportation Committee's meeting in one (1) month. Responding, Mr. Koenig stated that it would, noting that he planned to review the recommendations with the Police Chief. He indicated that the full evaluation may not be included in the materials for the meeting because of security concerns related to sensitive information, but staff would present recommendations.

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

Meeting adjourned at 6:22 p.m.

UTILITY COMMITTEE

The Utility Committee meeting was held with Chairman Cole presiding.

AGENDA ADDITIONS/DELETIONS

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

Dedication of Public Infrastructure

Clearview Meadow Pump Station

Mr. Scott Koenig, City Manager, stated that Knollwood Development Corporation, the responsible party for completing the pump station associated with the construction of the Clearview Meadow Development, had requested that the pump station and associated force main be dedicated to the City of Dover for permanent ownership and maintenance. This acceptance is in accordance with the water main abandonment agreement that was executed with the developer on August 11, 2016. Mr. Koenig advised that this agreement outlined an exchange whereby the developer would abandon a water main that is installed under a stormwater management pond and the City would accept ownership of the existing pump station. He indicated that the total construction value of the infrastructure was $333,993. Mr. Koenig stated that Knollwood Development Corporation had completed construction of the infrastructure in accordance with City standards and specifications.

Mr. Koenig explained that after construction was completed, City staff inspected the infrastructure and developed a list of repairs to be made to meet the City of Dover Standards and Specifications for Public Works Construction. He advised that, as of this date, all work required by the Public Works Director had been completed, and a one-year Maintenance Bond and a Release of Liabilities would be submitted as part of the dedication process. The required as-built drawings of the infrastructure had been provided to staff. Mr. Koenig indicated that the infrastructure to be abandoned included a Smith and Loveless 4B2B vacuum primed pump station, approximately 1,740 linear feet of six-inch sanitary force main, and two (2) gate valves, six inches in diameter.

Mr. Koenig explained that this dedication was being recommended as a separate item, noting that the subdivision was currently under construction and the first phase of the development off South Little Creek Road was dedicated several years ago. He stated that the development has a number of duplex houses off South Little Creek Road, as well as a townhouse section. Mr. Koenig advised that the section currently under construction is mostly single-family homes, although there may be some associated duplexes. Mr. Koenig stated that the water main that was installed underneath a portion of the stormwater drainage pond was not to the City's benefit from a long-term maintenance standpoint. He indicated that this was an error that was detected after construction of the basin. Mr. Koenig stated that staff was requesting that the dedication of this pump station be advanced, and in exchange, the contractor had abandoned the water main running underneath this location. He noted that the water main was not required as a looping system and could be abandoned.

Mr. Koenig advised members that the dedication of this station would have happened at some point in the future, when the top coat of the roads and the other infrastructure associated with the subdivision was finished; however, staff and he felt it was in the City's best interest to recommend dedication now. He explained that when a pump station is left in the hands of a developer, houses become occupied, and the developer's response time is not as fast as the City's for pump failures or pump alarms. This creates the potential for back-ups or sanitary sewer issues with customers who are looking to the City to provide service. In addition, Mr. Koenig stated that, from a standpoint of long-term maintenance and integrating this station into the City system, staff recommended advancing the dedication of this pump station because it was always intended to be public infrastructure. He advised that once the developer reaches a dedication point for the streets, the

water main, and the sewer mains, staff would bring this back as a separate item under the normal dedication process. Mr. Koenig explained that, in regard to the issue of the water main abandonment agreement, the City could have abandoned the infrastructure; however, the contractor had all the equipment onsite. He noted that the City did provide the fittings to cap the line for the developer; however, the costs to abandon the line were relatively small, and the City did not really have out-of-pocket expenses, except for the capping mechanisms. Mr. Koenig expressed staff's belief that the proposed dedication was the best recommendation for the citizens who are now or soon to be living in the development as the properties become occupied.

Staff recommended acceptance of the pump station and associated force main at the Clearview Meadow Development. Dedication is to include the entire referenced infrastructure.

Mr. Anderson moved to recommend approval of staff's recommendation. The motion was seconded by Mr. Blakeman and unanimously carried.

Water Infrastructure - New Burton Road and Webbs Lane

Mr. Scott Koenig, City Manager, informed members that Kent County, the responsible party for completing the water infrastructure extension from Webbs Lane due south within New Burton Road to the new Kent County Recreation Center, had requested that all water infrastructure within the right-of-way be dedicated to the City of Dover for permanent ownership and maintenance. He reviewed the Water Utility Infrastructure to be dedicated, noting that the total construction value of the infrastructure is $239,900. Mr. Koenig stated that Kent County's prime contractor, A-Del Construction, Co., Inc. completed construction of the infrastructure in accordance with City standards and specifications. After construction was completed, City staff inspected the water infrastructure and developed a list of repairs to be made to meet the City of Dover Water/ Wastewater Handbook. He noted that, as of this date, all work required by the Public Works Director had been completed. Mr. Koenig stated that a one (1) year Maintenance Agreement and a Release of Liabilities will be submitted as part of the dedication process, and required as-built drawings of the infrastructure had been provided to staff.

Mr. Koenig explained that in 2014, Kent County asked if the City was willing to be the water provider for the new Kent County Recreation Center and there were no objections, because this was in the City's overall water master plan or concept. Mr. Koenig noted that under the extension rules, the County was required to pay for the extension of the water main to that area; however, the City asked Kent County to increase the size of the water main along the road from the ten-inch main in their design to a 12-inch main. Mr. Koenig reminded members that Council had authorized a reimbursement in September 2015 in the amount of $30,000 as cost sharing for the increased size of the infrastructure.

Mr. Koenig stated that, in his opinion, this was a good investment for the City's water utility because it would extend the City's water system to the Kent County Recreation Center, which would put the City within a couple hundred feet of the end of the Camden-Wyoming system. He indicated that if there was an opportunity in the future for the City to develop a pipe interconnection and metering system to allow water to be transferred back and forth between the City of Dover and the Camden-Wyoming Water and Sewer Authority, this would be beneficial in the long range because it would:

1) provide a drought protection measure for the City if there was a need to purchase water from them; and 2) provide the potential for Camden-Wyoming to purchase water from the City if this becomes economical for them. Mr. Koenig informed members that this water main represented some of the southernmost reaches of the City's water system, noting that the property is in unincorporated Kent County; therefore, they are an out-of-City water customer who pays one-and-a-half times the in-City rate. He noted that instead of paying $3 per 1,000 gallons, they are paying $4.50 per 1,000 gallons, which is consistent with how customers in Rodney Village are treated. Mr. Koenig indicated that these customers are out of the City's incorporated limits but are part of the City's water and sewer utility. He explained that the Kent County Recreation Center is a water-only customer for the City, noting that the County extended sewer to this property because there was no City sewer available.

Mr. Koenig explained that staff was asking for the dedication of the infrastructure in the Webbs Lane and New Burton Road right-of-way. He requested that three (3) words be added to language in the staff's recommended action, stating that the recommendation was for acceptance of water infrastructure within the right-of-way of New Burton Road and Webbs Lane or any dedicated easements. Mr. Koenig explained that there would be a jog in the main off the road coming across the Kent County property because the cost of digging in dirt was much cheaper than digging in the edge of the roadway.

Staff recommended acceptance of water infrastructure within the right-of-way of New Burton Road and Webbs Lane or any dedicated easements. Dedication is to include all of the referenced water infrastructure.

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

Mr. Hosfelt moved for adjournment of the Utility Committee meeting. The motion was seconded by Mr. Blakeman and unanimously carried.

Meeting adjourned at 6:35 p.m.

LEGISLATIVE, FINANCE AND ADMINISTRATION COMMITTEE

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

AGENDA ADDITIONS/DELETIONS

Mr. Hare stated that Mr. Lewis had requested that item #4 - Study of City's Current Recruitment/Hiring Processes be deferred.

Mr. Neil requested that item #5A - Proposed Ordinance #2016-21 Amending Chapter 2 - Administration, Chapter 22 - Buildings and Building Regulations, and Chapter 46 - Fire Prevention and Protection by Removing the Annual Appointment of the City Clerk, Building Inspector, and Fire

Marshal, and item #6 - Proposed Charter Amendments - Removal of Annual Appointment Requirement for the City Assessor, Controller/Treasurer, City Solicitor, and Deputy City Solicitor; Gender Language Amendments; Administrative Amendments; and Typographical Corrections be deferred until Mr. Hutchison could be present.

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

Incentive Program for City Employees Opting Not to Be Covered by the City's Health Care Plan (Deferred by the Committee Chair during the meeting of October 11, 2016)
During the Special Council Meeting - Budget Review of May 26, 2016, Council referred the discussion of the possible inclusion of an incentive program for City employees opting not to be covered by the City's health care plan to the Legislative, Finance, and Administration Committee.

Mr. Scott Koenig, City Manager, advised that staff sought input from the law firm Young, Conaway, Stargatt and Taylor on an opt-out arrangement. He stated that there are currently nine (9) City of Dover employees who are eligible for the City's health insurance plan but have declined or opted out of enrolling in the City's plan. Mr. Koenig informed members that one (1) employee is represented by the Fraternal Order of Police (FOP), two (2) by the American Federation of State, County, and Municipal Employees (AFSCME), three (3) by the Dover Organization of Employees (DOE), and three (3) are non-bargaining employees. He explained that the reasons for opting out of coverage were as follows: 1) the employee is under the age of 26 and continues to remain on their parent's plan; 2) the employee is retired military and is enrolled in Tricare; 3) the employee is retired from the State of Delaware; and 4) the employee did not provide a reason; therefore, the reason was unknown.

Mr. Koenig informed members that any incentive option must be a conditional opt-out system. He explained that in a conditional opt-out system, the employee must provide documented proof that they have the minimum essential health care coverage through another source other than coverage in the individual private market for themselves and the "expected tax family." Mr. Koenig indicated that if an incentive payment was to be issued on an unconditional opt-out system, the City would be exposed to violations of the Affordable Care Act (ACA); specifically, the health insurance the City provides would be deemed unaffordable.

Mr. Koenig advised that several entities in the Delaware offer incentives for opting out of health care insurance and reviewed the Background and Analysis regarding this matter.

Mr. Koenig noted that each employee electing to opt out would save the City approximately $7,800 to $8,500. He explained that if Council decided to further pursue an opt-out incentive, staff recommended that the effective date be July 1, 2017 to allow for proper budgeting. Mr. Koenig felt that a $200 per month incentive would be minimally attractive to employees. He noted that the City would have to cover the cost of the nine (9) employees who are already opting out, and would need approximately five (5) or six (6) employees to opt out to reach the break-even point of the analysis. Mr. Koenig advised that this would also depend on what happens with health insurance rates moving forward. He stated that staff believed that the incentive was a method that could be used to

potentially entice some people to decline the City's coverage and go to the market to find other coverage.

Staff recommended authorization to bring back a final proposal based on the discussion of an opt-out incentive for employees with respect to health care coverage.

Mr. Slavin questioned if the assumption was that the nine (9) employees who currently opt out would continue to do so. Responding, Mr. Koenig stated that it was not known what will happen in this regard on a year-to-year basis; however, the City's exposure could be that expense.

Mr. Slavin stated his view that if Council passed a motion to provide direction to Mr. Koenig on this matter, this matter could be presented during budget discussions as a possible program to be implemented. He asked if there would be sufficient time between tonight's meeting and March or April 2017, when Mr. Koenig is shaping the budget, to educate and poll existing workers to provide an idea if there is enough critical mass to make the opt-out incentive work. Mr. Slavin noted that he was not asking for a commitment from employees at this time. He stated that the incentive program may not be worth it, for example, if only two (2) additional employees opted out, since this could create a net loss for the City. In response, Mr. Koenig had no objection to doing an internal survey that would poll those employees who were willing to answer. He stated that the incentive could be put into the budget as a draft line item to allow further discussion.

Mr. Slavin indicated that another option would be to extend the incentive to new employees, so that the existing employee base would not have to be addressed, which may cause confusion. He was unsure if current employees want the incentive or not, noting that they may have already chosen their health insurance. Mr. Slavin suggested that if the results of the employee poll indicate that they are not really interested, the incentive could be implemented with a day-forward approach.

Mr. Koenig expressed concern, from a union standpoint, that if the incentive was out there it would become part of union negotiation discussions. Responding, Mr. Slavin expressed his hope that this would not be the case, noting that the incentive may fit some people's situations exactly but would not fit those of others.

Mr. Koenig reminded members that the health care market was changing rapidly. He felt that the incentive program may be a useful tool for the City, but he could not guarantee it at the moment.

Mr. Slavin noted that someone who opts out of the City's health care coverage can re-enroll during that coverage year if they experience an involuntary loss of coverage, and he felt that was a kind and decent thing.

Mr. Neil questioned at what point an employee could state that they had lost their coverage and wanted to opt back in the City's health care coverage. Responding, Mr. Koenig explained that if an employee experiences a life event that meets the criteria, they could opt back in at that point during the year. He noted that there is also an annual election when there is essentially a renewal of the policy. Mr. Koenig stated that it is possible for an employee to opt out for one (1) to three (3) years and then decide to opt in at the appropriate time.

In response to Mr. Neil regarding the effect of an opt-out incentive on retirees, Mr. Koenig stated that staff did not make a recommendation regarding retirees.

Mr. Hare stated that he was not opposed to having research done; however, he noted that most employers today will not cover health insurance for an employee's spouse if the spouse works somewhere where they can get insurance. He did not believe that $200 would be enough incentive for someone to opt out unless they are retired from the military or the State, because insurance cannot be bought for $200 per month. Responding, Mr. Koenig agreed, stating that the incentive would have to be higher than $200 to get significant movement on this issue. He indicated that his recommendation at this point was to start at a $200 incentive level.

Mr. Hare believed that $400 would still not be enough to buy insurance. In response, Mr. Koenig believed that $400 would start to look attractive to some people. Mr. Hare noted that the proposal indicated that an employee must state that they have insurance in order to opt out. He felt that, except for the nine (9) employees who already have insurance, $400 would not buy insurance.

Mr. Slavin believed that there were some individuals who have double insurance. He stated that he knows people who get insurance from their employer and are glad to pay to have a secondary policy. Mr. Slavin felt that it was possible that the City could capitalize on this, noting that the incentive could make it more attractive for employees to take family coverage from their spouse's plan. He believed that the incentive would target these individuals but noted that they would have to be non-State employees.

Mr. Koenig recalled that when the City went to 15% cost sharing for health care, several employees were essentially double covered and they discontinued the City's insurance once there was a cost for double coverage. Mr. Koenig reiterated that it would be difficult to determine ahead of time how many employees would opt out.

Mr. Slavin felt that if an incentive was implemented, Council should be careful to implement it for a one-year trial period to see what the data shows and if it is returning the City's investment.

Mr. Slavin moved to recommend instructing the City Manager to further develop a proposal for an incentive program for the opt-out insurance for the FY18 budget negotiations, and to poll existing City workers to gauge their level of interest. The motion was seconded by Mr. Cole.

Mr. Shevock asked if Mr. Koenig would be pursuing a $200, $300, or $400 rate. Responding, Mr. Koenig stated that staff recommended $200.

The motion to recommend instructing the City Manager to further develop a proposal for an incentive program for opting out of health insurance for the FY18 budget negotiations, and to poll existing City workers to gauge their level of interest carried, with Mr. Anderson voting no.

Fund to Combat Violent Crime - FY-2017 Grant

Mr. Scott Koenig, City Manager, advised members that the Fund to Combat Violent Crime Program is a recurring grant program managed by the Department of Safety and Homeland Security for use by local law enforcement agencies in connection with initiatives to combat violent felonies pursuant to Section 4201(c) of Title 11 of the Delaware Code. He stated that the first increment of funding was released during FY13. Mr. Koenig advised that this year's $97,320 allocation of funds was much higher than FY16, which was funded at $64,050.39. He indicated that, as a result of this, not enough funds were budgeted in the FY17 grant budget for the total amount of the grant, so a budget adjustment would be needed to cover the unbudgeted portion in the amount of $17,400.

Mr. Koenig stated that the Police Department was requesting approval to use its grant allocation from this program. He informed members that funds were requested to fund the third-year cost in the amount of $26,320 of the five-year Taser weapons upgrade program for all officers' Tasers and purchase tactical rifles for patrol vehicles at a cost of $52,000, two (2) Unmanned Aerial Vehicles (UAVs) and the parts and training needed for them for $12,000, wrestling mats for use during training for police officers in ground fighting skills at a cost of $5,000, and training/public information materials for victims of violent crimes for $2,000. Mr. Koenig noted that the Police Department had submitted a Grant Application and Analysis Form.

Staff recommended approval of the grant and intended purchases.

In response to Mr. Anderson regarding the purpose of the drones, Mayor Christiansen explained that the Police Department found that they could use drones in such instances as hostage standoffs and to determine if subjects have gone into areas that police officers or dogs cannot readily get into without putting them in harm's way. He stated that drones would have quite a few tactical advantages and could be used in the same way a helicopter is used, without having to disturb an entire community. Mayor Christiansen advised that drones would be used for the safety of police officers as well as the citizens in the community and are very effective.

Mr. Sudler asked if research had done to determine the success rate in using drones in surrounding cities. Responding, Mr. Hosfelt informed members that the use of drones is relatively new in law enforcement and public safety and is being pushed by Homeland Security. He indicated that learning about drones is an ongoing process. Mr. Hosfelt noted that drones could be used for traffic control in the City with regard to major events. He stated that Officer Christopher Hermance would lead this unit at the Police Department. Mr. Hosfelt indicated that Officer Hermance was working hand in hand with officials from the Delaware Department of Transportation (DelDOT) who had been a big part of writing the newly formed State law that passed this year and was signed by Governor Jack Markell regarding the appropriate use of drones and unmanned vehicles.

In response to Mr. Sudler regarding research in surrounding areas, Mayor Christiansen indicated that they had done preliminary research on the success of drones.

Responding to Mr. Sudler regarding an example of a nearby city that had adopted and used this concept, Mayor Christiansen indicated that they could get that information. Mr. Koenig stated that

he did not have that information tonight but could have it by the time the report is considered by Council.

Responding to Mr. Anderson regarding the law that outlines appropriate use, Mayor Christiansen offered to obtain that information, explaining that a policy was in place and the law was signed within the last month or 45 days by Governor Markell ***(Attachment #2)***.

Mr. Anderson felt that there were benefits to the use of drones but expressed privacy concerns. He stated that drones with cameras could fly low enough to violate privacy by seeing in windows and the like.

Mr. Neil moved to recommend approval of the grant and intended purchases, as recommended by staff. The motion was seconded by Mr. Shevock and carried, with Mr. Anderson voting no.

Equal Employment Opportunity (EEO) Briefing

During the Council Committee of the Whole/Legislative Finance, and Administration Committee meeting of September 27, 2016, members considered Designing and Expanding Recruitment for City Committees, Commissions, and Boards. During that discussion, Mr. Slavin informed members that he, Mr. Scott Koenig, City Manager, and Mrs. Kim Hawkins, Human Resources (HR) Director had discussed the City's Equal Employment Opportunity (EEO) policies. Mr. Slavin advised 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. Scott Koenig advised members that in recent months, several members of Council had inquired about the City's posture and position in regard to EEO and what type of information is made available in this regard. He reminded members that Council President Slavin had inquired about the City's EEO statement, and Mr. Koenig stated that an EEO statement had now been added to the HR section on the new City website. He indicated that the City was transitioning to its new website and a more appropriate position for this statement may be found in the future after people visit the website and understand the functionality of it. Mr. Koenig reminded members that the City has approximately 360 full-time employees, a number of additional part-time employees, Council members, and members of boards and commissions. He stated that labor expenses were approximately $35M - $36M. Mr. Koenig remarked that the workforce is significant, noting that almost nothing happens inside the City of Dover without a human touch, and the City's human capital is its number one asset. Mr. Koenig stated his belief that a number of improvements had been made in recent years to encourage people to come and work for the City, train the City's workforce, offer opportunities, and encourage everyone to participate.

Mrs. Hawkins thanked Council for bringing this matter forward, stating that this required the HR Department to do an audit of their recruiting and reporting efforts. She explained that from that staff had learned that there were some areas for improvement. Mrs. Hawkins advised that staff would be making great strides in the next 60 days to do a full audit of staffing, categorize employees correctly according to Equal Employment Opportunity Commission (EEOC) guidelines, and implement this in the City's ADP payroll software. She stated that staff could then generate reports and look at information at a deeper level than was currently being done.

Mrs. Hawkins explained that in 2011, a Minority Recruitment Committee was formed, led by Dr. Bobby Jones. This Committee presented several recommendations at the beginning of 2012 that dealt with improving employee morale, upward mobility and career ladders, enhanced technology for the City's image in recruiting, and internship for high school and college students. Mrs. Hawkins offered to provide the Minority Recruitment Committee's recommendations to members. *(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 #3)*** *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 #4)****, as recommended by the Legislative, Finance, and Administration Committee.)* Mrs. Hawkins stated that staff would be revisiting this information to see what could be done to implement these recommendations. Mrs. Hawkins informed members that the HR Department does not recruit for police officers, but offered to relay any specific questions that members may have in this regard to Police Chief Paul Bernat.

Referring to page 3 of her Equal Employment Opportunity (EEO) Briefing memorandum dated October 16, 2016 and the supporting documents, Mrs. Hawkins noted that Article IV - Equal Employment Opportunity and Affirmative Action of the City of Dover Personnel Policy was approved by Council in 2004. Referring to page 5, Section 4 - Responsibilities for Implementation, B - Human Relations Commission, Mrs. Hawkins stated her recollection that the language in the policy had been forwarded to the Dover Human Relations Commission (DHRC) for their review and input. She reiterated that HR staff now had an opportunity to review the policy on a deeper level than had been done in the past and act upon it.

In regard to page 6, Equal Opportunity Reporting, Mrs. Hawkins indicated that she had been asked to present information regarding the City's last three (3) EEO report filings. She expressed concerns regarding discrepancies in the data. For example, Mrs. Hawkins indicated that one (1) report stated that 15 employees were hired; however, a spreadsheet that she maintains reflected that 30 employees were hired. She noted that these discrepancies must be addressed.

In response to Mr. Slavin, Mrs. Hawkins stated that the EEO reports are required to be filed on behalf of the City every other year and are filed in odd years. She explained that the next filing would be due on June 30, 2017.

Mr. Slavin noted that the memorandum stated that "the report for 2013 was unavailable for review" and questioned why it was not available. Responding, Mrs. Hawkins stated that staff did not have a copy of this report but had been able to secure one from the EEOC.

Referring to page 6, Recruitments and Hires, Mrs. Hawkins explained that Facebook and the City's website are used heavily to advertise job announcements. She noted that staff had discontinued advertising through the local media, including *The Dover Post* and *The Delaware State News* due to budget cuts. Mrs. Hawkins advised that individuals in the City's organization had encouraged HR to return to advertising through print media, and they would be looking to do this in the FY 18 budget.

Mr. Slavin noted that each job announcement is mailed to seven (7) colleges, two (2) religious affiliated organizations, and three (3) community organizations and asked that they be identified. Responding, Mrs. Hawkins advised that those who receive announcements include Salisbury State University; Delaware Technical and Community College in Dover; Bible Way Temple Church on Kirkwood Street; Lincoln University; Wilmington University; the Dover Interfaith Mission for Housing; Mount Zion AME Church on Queen Street; Cheyney University of Pennsylvania; the Latin America Community Center in Wilmington; Coppin State University; the University of the District of Columbia; and Mr. Ken Abraham.

Mr. Slavin inquired if staff had been able to correlate if any of these locations were producing any measurable results. In response, Mrs. Hawkins indicated that this information is requested on the last page of the City's employment application; however, this is voluntary information that is most often left blank.

Mr. Slavin asked if it could be surmised where candidates are coming from and if there were candidates from Cheyney University of Pennsylvania. Responding, Mrs. Hawkins stated that she did not have the data to support that.

Mr. Sudler questioned why Delaware State University was not on the list since it is in Dover, and what process was used to determine which institutions were placed on the list for solicitations. Responding, Mrs. Hawkins stated that there had been changes in staff in the HR Department in 2011 and 2012. She advised that staff was able to find a paper copy of the addresses that the Department was mailing job postings to, and there were approximately three (3) pages of addresses. Mrs. Hawkins stated that sometime between 2011 - 2012 and today, it had been reduced to the current number. She advised that Mr. Sudler's query about Delaware State University was an excellent question and stated that she had no response, other than that they will be added. Mrs. Hawkins noted that she was also very alarmed that the National Association for the Advancement of Colored People (NAACP) was not on the list and that they would be added. She advised that the HR Department was doing a full review of this, explaining that, where they see deficiencies, she has asked staff to start Googling the internet to determine if there are community centers, etc., within the Dover community and Kent County where information could be distributed.

Mr. Sudler suggested that the Solid Rock communities be added.

Mayor Christiansen noted that there are a number of retired military personnel from Dover Air Force Base (DAFB) and asked if contact is made with any of the veterans organizations or with DAFB personnel who are separating. He indicated that those leaving the military have a great work ethic and are a diverse population. Mayor Christiansen stated that he found it unconscionable that Delaware State University was missed totally since it is a school that is right in the City's district. He indicated that it was blatant that someone overlooked a school that is right in the City's backyard and provides highly-educated, highly-qualified people that could fill positions in the City of Dover. Mayor Christiansen expressed his hope that this would be remedied.

Mrs. Hawkins noted that Wesley College was also not on the list. She agreed wholeheartedly with the Mayor and stated that this is why she had expressed thanks for bringing this matter to the

Department's attention. Mrs. Hawkins stated that she does not like to look to the past but to the future and reiterated that the list would be expanding. She stated that veterans organizations had not been contacted; however, the Dover Public Library was asked to hire two (2) part-time employees for the passport program and she had direct contact with a woman who assists veterans with recruiting efforts. Mrs. Hawkins assured members that they would be added to the list and personally reached out to for the passport program. She stated that she would be glad to stop by tomorrow to obtain any personal contacts that the Mayor may have in this regard.

Mr. Anderson recommended adding the Employer Support of the Guard and Reserve (ESGR), noting that it is usually a very good source with a very qualified and diverse population. He expressed confusion regarding affirmative action, noting one (1) page of the document reviewed indicated that the City had no Affirmative Action Plan, yet Article IV of the Personnel Policy included an Equal Employment Opportunity and Affirmative Action section. Responding, Mrs. Hawkins advised that, to her knowledge, there was no City of Dover affirmative action plan; however, there was a statement about affirmative action in the Personnel Policy. She stated that if there was a directive from Council, staff would address an affirmative action plan.

Mr. Anderson asked if EEOC filings are used for the EEO report and if there is anything that has the City's overall recruitment goals and directives. Responding, Mrs. Hawkins advised that the EEOC has a specific form with a standard format that is completed by government agencies. She explained that staff is broken down into eight (8) categories, and there is also a breakdown of gender, race, and salary range. Mrs. Hawkins stated that there are not specific goals in regard to recruiting.

Referring to page 7 of the memorandum and supporting documents from Mrs. Hawkins, Mr. Neil noted that the statistical material indicated that the City did not have a lot of hires. He stated that recruitments decreased from 31 in 2014 to 30 in 2015 and 29 in 2016. Mr. Neil indicated that the number of applicants dropped between 2014 and 2016 and the number applicants with a Dover address also decreased during this time. He was unsure if this was because of recruitment or how the City had been advertising those positions. Mr. Neil pointed out that there were 31 open positions in 2014 with over 1,000 applicants; however, in 2016 there were 29 recruitments and only 558 applicants. He also indicated that the percentages of female and male applicants had switched, noting that this could be the result of the appeal of the jobs being advertised. He found the statistics very interesting but was unsure what story they really told.

In regard to the recruitments, Mrs. Hawkins stated that the number of recruitments in 2014 through 2016 was quite substantial for what their staff was doing, noting that this reflected almost a 10% turnover being experienced in the organization, which was approximately (2) hires per month. She stated that, in the view of HR, recruitment was extensive and consumed approximately 90% of one (1) staff member's time. Mrs. Hawkins explained that an administrative assistant position was recruited in 2014, which typically results in female applicants, and that was the reason for the spike.

Mr. Neil reiterated that applicants from non-Dover addresses were much higher in 2016 than in the other two (2) years reflected. There were approximately 1,000 applicants from outside Dover in 2014, 444 in 2015, and 558 in 2016. Mr. Neil expected that there would be more people from Dover during that period of time due to the unemployment; however, he felt that the statistics could be

related to the jobs that were being recruited for. He found it interesting to see how the pattern rises and falls.

Mrs. Hawkins stated that when she and Mr. Koenig were reviewing the numbers, she indicated the need to not just look at a chart but to see what is behind the chart. She commented that positions may or may not be highly qualified positions that require a high skill set. Mrs. Hawkins pointed out that when hiring a city manager there would not be a flood of applications; however, when recruiting for an administrative assistant, applicants are very abundant. She stated that she wished she had a magic ball when recruiting in order to find all the great candidates.

Mrs. Hawkins informed members that employees job hop in the current market. She expressed the need to prove to the community that the City is an organization of choice, and she felt that the City's benefit package meets this need. Mrs. Hawkins advised members that staff has heard from some individuals that the City's salaries are not in line with the market, and it is often indicated that people will travel an hour north to Wilmington or a little further to Philadelphia and basically double their salary. She informed members that a staff member in her office is from the Philadelphia area and frequently reminds them of this salary difference, although some of the City's positions pay quite a bit more than the private market. Mrs. Hawkins indicated that staff tries to convey the total compensation and the value of the City's health insurance and pension plans. She noted that there have been rumblings that the closure of the defined benefit pension plan in 2009 and the change to offering only a 401 plan is sometimes a deterrent, since people often think that they will have a defined benefit plan if they come to a government organization. However, Mrs. Hawkins noted that two (2) individuals were recently recruited from the State of Delaware and the City was paying them more than they earned at the State, however, they forfeited their defined benefit pension plan for a 401 with the City. Mrs. Hawkins stated that there are different generations in the City's workforce. She indicated that the older generation typically prefers the defined benefit plan, while the younger generation are job hoppers, who will go where the money is. Mrs. Hawkins explained that this relates to retention, noting that after employees are brought onboard, there is a desire to retain them. She stated that if the City invests in training employees, it is desired that this training stays with the City, and this is particularly true in the Police Department and for the line crew.

Mr. Sudler asked how HR defines minority applicants. Responding, Mrs. Hawkins indicated that they would use the definitions in the EEO report. Mr. Sudler questioned if white women would be considered minorities. Responding, Mrs. Hawkins stated that they would not be considered minorities for this report. She explained that the EEO report is broken down by gender and then by race; therefore, there are two (2) categories and staff would classify everyone by gender and classify everyone by race.

Mr. Sudler asked if Mrs. Hawkins was aware that Caucasians are considered minorities. Responding, Mrs. Hawkins stated that she would have to research that.

Mr. Sudler questioned if HR notifies applicants who are not qualified for jobs and how long this takes once applicants have applied. In response, Mrs. Hawkins explained that when applications or resumes are received, HR puts them into its software system, and every applicant receives a letter acknowledging receipt of their application or their resume. She stated that applicants are advised

in the letter that if the City wishes to further the conversation, they will be called. Mrs. Hawkins stated that the time frame cannot be defined, noting that each department has their own pace that depends on how eager the department head or department is to fill the position.

Mr. Sudler stated that someone had told him that they had applied over six (6) months ago and had yet to hear back. Responding, Mrs. Hawkins advised that she would be happy to look into the matter, stating that this was not good communication for staff.

Mr. Slavin stated that Mrs. Hawkins had mentioned that an audit of the HR office was being conducted and asked what was involved. In response, Mrs. Hawkins stated that the HR office was conducting an audit of every employee and placing them in the correct EEO categories. Mr. Slavin asked if this was an audit or something that should have been done. Responding, Mrs. Hawkins stated that it should have been done. Mr. Slavin stated that he would not characterize this as an audit, stating that when he heard the word "audit" he assumed that an objective third party was coming in to look at some of the practices that members were now hearing about. He indicated that he had a range of reactions to what he was hearing, stating that he did not believe he had heard everything. Mr. Slavin stated that he was deeply concerned. He advised that this matter was originally triggered because when he went to the City's website to look for the EEO and affirmative action statements, it said "under construction." He stated that he thought it was offensive to the people of Dover that the City had not taken the time to post something as simple and easy as this. Mr. Slavin stated that he was also saddened and alarmed, and was not grandstanding about this.

Referring to Mrs. Hawkins' comment that she did not like to look at the past but to the future, Mr. Slavin stated that part of the problem was that the City had been criticized in the recent past by the minority community time and again about its hiring practices. He indicated that the City should not be surprised by the results that were engendered, stating that what was received was because of what was done. Mr. Slavin expressed his opinion that what was done was not a very thorough or complete job of attempting to manage the issue of the complexion of the City's workforce as it relates to the population being drawn from.

Mr. Slavin stated that page 14, Exhibit C, City of Dover - October 2016, Part-Time New Hires, 1/2/2012 - 10/16/2016, provided a four-year history of part-time new hires which reflected 24 part-time new hires in a four-year period. He noted that four (4) of those new hires were African Americans, which reflected a percentage of 16.67%, and the population of African Americans in Dover is 42.2%. In reference to page 15, Exhibit D, City of Dover - October 2016, Full-Time New Hires, 1/2/2012 - 10/16/2016, Mr. Slavin indicated that there were 103 full-time new hires during the four-year period, 11 of whom were African American, which reflected a rate of 10.68%. Referring to page 18, Exhibit F, City of Dover - October 2016, Gender & Race by Department for all Full-time and Part-time Employees, he stated that the result of all the practices in place was that there were 381 employees, 47 of whom are African American, which is 12.34% for a City whose population is 42.2% African American. Mr. Slavin stated that his interpretation was that over four (4) years, this issue had not been managed at all, and nothing had been done to move the needle and make the City's workforce reflective of what it should be. He stated that these were not questions for now; however, he expressed his belief that there would be a lot of follow-up regarding this issue. Mr. Slavin stated that the process of recruitment was part of this, as well as how the City

interviews and puts together interview panels, and the kind of diversity training and awareness being provided to employees throughout the year. He indicated that the City's retention rate for minorities was also an issue, noting that the information regarding retention of minorities after being hired was not available in the numbers. Mr. Slavin stated that this was not an issue that he would be taking off the front burner.

Mr. Anderson thanked Mr. Slavin for his remarks and stated that he agreed with him 100%. He stated that it seemed that another minority was being overlooked, noting that Dover citizens were also a minority group in the City's workforce. He indicated that he had no issue with a broad base; however, he was curious if the number of citizens hired could be artificially skewed by the City's not recruiting in the local community through the universities, the Dover Air Force Base, and the newspapers. Mr. Anderson also noted that he had not heard about the State's job link and asked if the City was part of that. He advised that this is a job link that the State puts together and promotes online with all of their programs in the Department of Labor. In response, Mrs. Hawkins stated that she would look into it and follow up with Mr. Anderson.

Mr. Anderson asked if the City uses any of the big job boards such as CareerBuilder, Indeed, or GovJobs. In response, Mrs. Hawkins stated that those sources would only be utilized for higher-level or hard-to-fill positions. She noted that the City also utilizes professional organizations, such as the American Public Works Association, American Public Power Association, Library Association, and Planning Association, as well as professional websites and job boards for higher-level or hard-to-fill positions when necessary.

Mr. Hare stated that he has a HR background, and he stated that whenever his organization advertised positions, they would develop a breakdown for each position, including the number of applications received and the number of male and female applicants, as well as information about who was hired. He explained that there may be jobs for which no minorities apply. Mr. Hare suggested having this type of base to keep a record of who did and did not apply for all positions advertised, noting that this is a lot easier to keep than it was 20 years ago. Responding, Mrs. Hawkins stated that this information is captured on the HR Department's monthly report.

Study of City's Current Recruitment/Hiring Processes (Request of Councilman Lewis)
The Committee deferred this item until the next meeting.

Proposed Ordinance #2016-21 Amending Chapter 2 - Administration, Chapter 22 - Buildings and Building Regulations, and Chapter 46 - Fire Prevention and Protection by Removing the Annual Appointment of the City Clerk, Building Inspector, and Fire Marshal (Deferred by the Committee Chair during the meeting of October 11, 2016)
The Committee deferred this item until the next meeting.

Proposed Ordinance - #2016-22 Amending Chapter 54 - Health and Sanitation, Article I - In General, Section 54-4 - Smoking Regulations and Appendix F - Fees and Fines (Deferred by the Committee Chair during the meeting of October 11, 2016)
During their Regular Meeting of August 8, 2016, Council considered a Proposal for Dover Public Library to Adopt a Smoke-Free Policy. Members accepted the Legislative, Finance, and

Administration Committee's recommendation to authorize the City Manager to implement a smoke-free policy on the campus and grounds of the Dover Public Library, as amended to include all parks and recs facilities and within 25 feet of City buildings.

Mr. Scott Koenig, City Manager, reviewed Proposed Ordinance #2016-22, explaining that it would amend a portion of the City's smoking regulations. Referring to Appendix F - Fees and Fines, he advised members that the current language states that penalties are "Not to exceed $25.00; each day such violation continues shall constitute a separate offense." Mr. Koenig stated that he believed that the State has a $100 fee for the first violation and not less than $250 for additional violations. He advised members that increasing the City's fine would require staff to adjust the fee table, which was not part of the staff proposal. Mr. Koenig noted that the State's fines were significantly higher than those currently included in Appendix F - Fees and Fines.

Mr. Koenig stated that there had been questions about who would enforce the ordinance, noting that Mr. Kirby Hudson, Assistant City Manager, had met with Councilman Lewis in this regard. Mr. Koenig indicated that staff's position was that it would be enforced by the Police Department, and police officers and cadets would have the authority to write tickets for this type of violation. He explained that it was not intended for Code Enforcement staff, the Fire Marshal's Office, or the inspectors associated with those offices to be the persons that would write these violations. Mr. Koenig believed that the minor changes proposed to the language in the ordinance would allow the Dover Police Department and the cadets to enforce the smoking ban on City property.

Mr. Sudler suggested that Code Enforcement staff be included as agents to enforce the ordinance, since they ride around quite often and inspect units throughout the City. He also suggested following the State penalty, at least the $100 fee. He was unsure if it should be $250 for additional offenses, stating that the fees should perhaps be $100 for the first offense and $100 for every additional offense.

Mr. Slavin moved to recommend adoption of Proposed Ordinance #2016-22. The motion was seconded by Mr. Hosfelt and carried, with Mr. Anderson voting no.

Mr. Shevock questioned how City property would be posted for no smoking. Responding, Mr. Koenig indicated that Mr. Hudson had been working with the American Lung Association to obtain signs that meet the guidelines of the City's grant application. He noted that the City was in receipt of a $12,000 grant, with a caveat that the City must put a significant amount of language related to the American Lung Association on the signs. Mr. Koenig indicated that he had not seen the latest size for the signs; however, the original intent was 12 x 18 inches. Mr. Hudson confirmed that the size would be 12 x 18 inches.

Mr. Koenig stated that staff was prepared to place the sign order but wanted to make sure that the ordinance was further along in the approval process before placing a $12,000 sign order. He indicated that the sign would reference Section 54-4 of the Code. He noted that it did not list the dollar amount of the violation, which would be part of Appendix F. Mr. Koenig noted that the sign had been reviewed by the Police Department in regard to enforcement. He stated that staff would

obtain a final sign-off from the American Lung Association for the grant approval and would then have signs fabricated and the property posted, noting that this would happen over time.

Mr. Hudson stated that below the Code reference, the signs would say, "Penalties will apply." He explained that anyone looking at it would know there is a penalty if they are caught.

Proposed Charter Amendments - Removal of Annual Appointment Requirement for the City Assessor, Controller/Treasurer, City Solicitor, and Deputy City Solicitor; Gender Language Amendments; Administrative Amendments; and Typographical Corrections (Deferred by the Committee Chair during the meeting of October 11, 2016)
The Committee deferred this item until the next meeting.

For clarification, Mrs. Traci McDowell, City Clerk, asked if the deferred items would be considered during the Special Council Committee of the Whole meeting scheduled for October 26, 2016. Responding, Mr. Hare stated that the deferred items would be considered during the Council Committee of the Whole meeting scheduled for November 15, 2016.

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

Meeting adjourned at 7:41 p.m.

By unanimous consent, the Council Committee of the Whole meeting adjourned at 7:41 p.m.

Timothy A. Slavin
Council President

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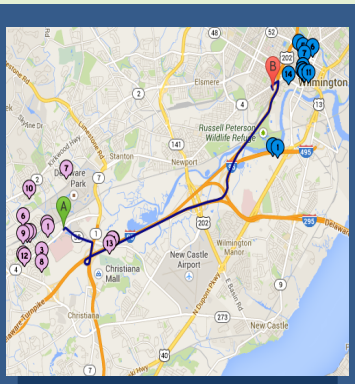
Attachments
Attachment #1 - Flyer - RideShare Delaware Program
Attachment #2 - House Bill No. 195, relating to unmanned aircraft systems
Attachment #3 - Minority Recruitment Committee (MRC) Report
Attachment #4 - Implementation Plan for the Minority Recruitment Committee Recommendations

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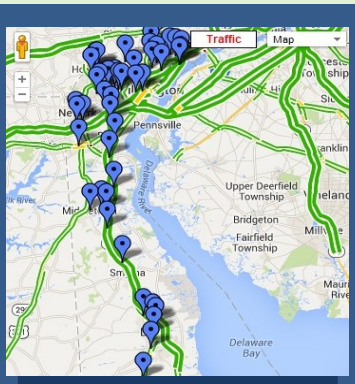
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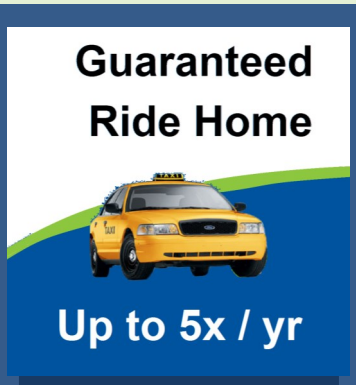
LOG & EARN

Use the online commute calendar to track your commutes and earn rewards!



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GRH

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HOUSE OF REPRESENTATIVES
148th GENERAL ASSEMBLY

HOUSE BILL NO. 195

AN ACT TO AMEND TITLE 11 OF THE DELAWARE CODE RELATING TO UNMANNED AIRCRAFT SYSTEMS.

BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF DELAWARE:

Section 1. Amend Title 11 of the Delaware Code by making deletions as shown by strike through and insertions as shown by underline as follows:

§ 1480. Unlawful use of an unmanned aircraft system; unclassified misdemeanor; class A misdemeanor; class G felony

(a) Definitions. – The following terms shall have the following meaning as used in this section.

(1) "unmanned aircraft system" means a powered, aerial vehicle that:

1. Does not carry a human operator;

2. Uses aerodynamic forces to provide vehicle lift;

3. Can fly autonomously or be piloted remotely; and

4. Can be expendable or recoverable.

(2) "Critical infrastructure" means petroleum refineries, petroleum storage facilities, chemical storage facilities, chemical manufacturing facilities, power plants, electric generation facilities, military facilities, commercial port and harbor facilities, rail yard facilities, drinking water treatment and/or storage facilities, government buildings and public safety buildings and/or facilities.

(b) No person shall operate, direct, or program an unmanned aircraft system to fly over any sporting event, concert, automobile race, festival or event at which more than 5000 people are in attendance, or critical infrastructure in the State of Delaware. However, this subsection shall not apply to an unmanned aircraft system used for law enforcement purposes and an unmanned aircraft system flying over property where written permission has been granted by the property owner.

(c) Unlawful use of an unmanned aircraft system is an unclassified misdemeanor for a first offense and a class A misdemeanor for a second or subsequent offense unless an injury to a person occurs as a result of a violation of this section or property damage occurs as a result of a violation of this section in which case unlawful use of an unmanned aircraft system is a class G felony.

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SYNOPSIS

This bill creates the crime of unlawful use of an unmanned aircraft system. The bill prohibits unmanned aircraft systems from flying over sporting events, concerts, automobile races, festivals, and events at which more than 5000 people are in attendance and critical infrastructure in the State of Delaware. The penalty for the crime is an unclassified misdemeanor for a first offense and a class A misdemeanor for a second or subsequent offense unless injury occurs to a person or property damage occurs as a result of a violation in which case it is a Class G. Felony.

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

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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
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WASHINGTON, DC 20059

MORGAN STATE UNIVERSITY
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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
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14000 JERICHO PARK ROAD
BOWIE MD 20715

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

UNIV OF THE DISTRIC OF COLUMBIA
COUNSELING & CAREER DEVELOP CTR
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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

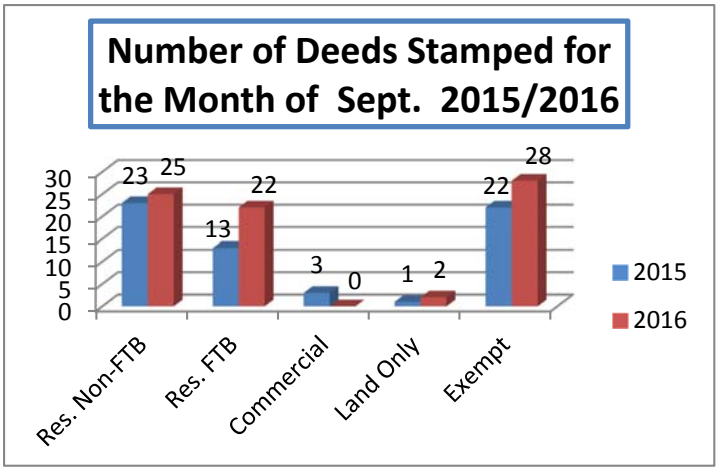
Wilmington College
Career Services Center
320 N DuPont Highway
New Castle DE 19720-6491

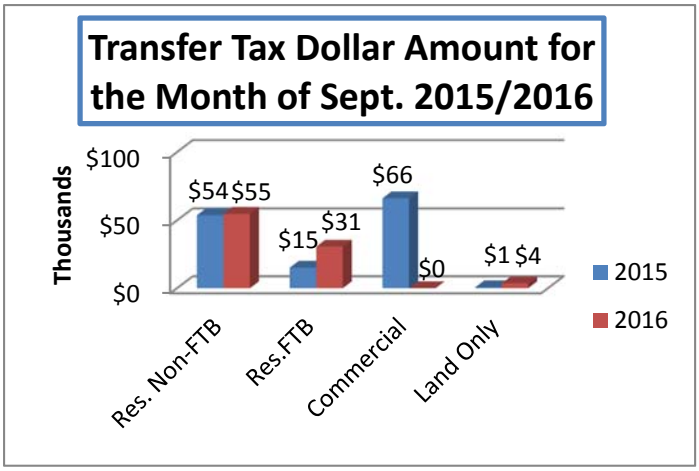
Wesley College
Career Services Center
120 N State Street
Dover DE 19901

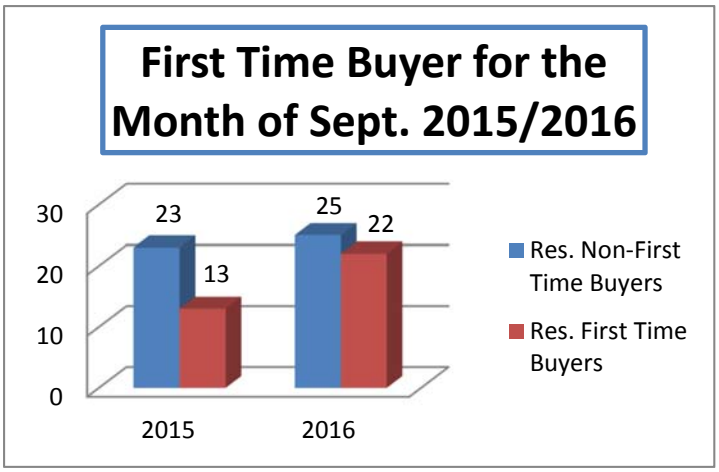
Monthly Report
September 2016

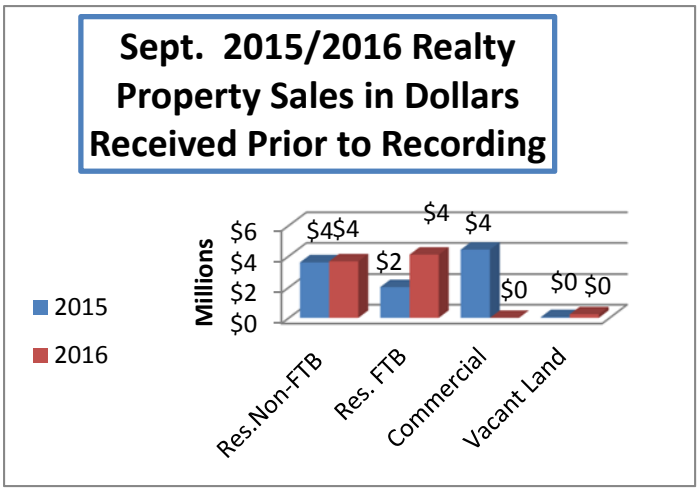


Office of City Assessor









Major Updates

	July-16	Aug - 16	Sept- 16
Assessment Change	$1,017,900	$2,589,500	$9,746,000

Residential Sales Ratio Report

Sales in Study	Total Assessed Value	Total Sale Price	Ratio	PRD
40	$6,531,100	$7,201,195	0.91	1.02

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
ED05-057.17-01-36.00	18	R10	102 GRISTMILL PL	1	8	1991	2	1542	C+	AV	147,100	13-SEP-16	154,500	.95
ED05-067.01-01-71.00	18	R10	215 TOPAZ CIR	1	5	2007	2	2066	B	AV	207,100	29-SEP-16	249,950	.83
ED05-067.09-02-06.01	3A	R0	276 TROON RD								50,700	30-SEP-16	57,000	.89
ED05-067.11-01-36.00	10	R10	901 WOODCREST DR	1	14	1971	1	1768	C	AV	154,800	20-SEP-16	167,900	.92
ED05-067.13-02-17.00	3	R10	186 CARNOUSTIE RD	1	5	1972	2	2088	C+	AV	208,500	27-SEP-16	195,000	1.07
ED05-067.18-03-27.00	17	R10	28 FREEDOM PL	1	16	1982	1	2064	C	AV	146,600	29-SEP-16	125,000	1.17
ED05-067.19-03-61.00	17	R10	16 PATRIOT DR	1	3	1989	1	1787	C	AV	153,800	07-SEP-16	205,000	.75
ED05-067.20-02-19.00	10	R10	321 WILLIAM ST	1	8	1949	2	960	C+	AV	109,500	30-SEP-16	84,500	1.30
ED05-068.09-01-50.00	8	R10	115 OVERLOOK PL	1	8	2006	2	2262	B	VG	226,400	26-SEP-16	224,900	1.01
ED05-068.13-01-04.30	100	R50	59 CHATHAM CT	1	13	1986	2	2204	B-	AV	134,900	01-SEP-16	144,500	.93
ED05-068.15-03-45.00	6	R10	1409 HOPKINS AVE	1	5	1988	2	1696	C+	AV	162,700	08-SEP-16	145,000	1.12
ED05-068.18-01-44.00	7	R10	160 GREENHILL RD	1	14	1950	1	784	C	AV	89,900	19-SEP-16	120,000	.75
ED05-068.20-01-30.00	14	R10	235 THORNTON ST	1	8	2007	2	2129	C+	GD	197,800	19-SEP-16	189,000	1.05
ED05-076.03-02-04.00	14	R10	243 E SHELDRAKE CIR	1	13	2007	2	1855	C+	AV	137,500	16-SEP-16	165,000	.83
ED05-076.03-04-24.00	11	R10	224 SAXONDALE LN	1	14	2007	1	1700	B+	AV	214,000	27-SEP-16	240,000	.89
ED05-076.03-04-61.00	11	R10	440 BEUVALE LN	1	14	2007	1	1852	B+	AV	236,100	29-SEP-16	270,000	.87
ED05-076.03-05-86.00	11	R10	35 WELLINGTON AVE		1	2016	2	3004	B-	AV	251,700	26-SEP-16	280,725	.90
ED05-076.03-05-89.00	11	R10	47 WELLINGTON AVE		1	2016	2	2556	B+	AV	267,400	23-SEP-16	309,900	.86
ED05-076.05-04-01.119	102	R50	97 PAR HAVEN DR	1	20	1978	1	1008	C-	AV	43,300	26-SEP-16	33,000	1.31
ED05-076.06-02-01.00-	103	R50	7 DOVER HALL	1	20	1973	1	939	B	GD	65,000	19-SEP-16	95,000	.68

PARID	NBHD	LUC	ADDRESS	UNITS	STYLE	YRBLT	STORIES	SFLA	GRADE	CDU	TOTAL APPR	SALE DT	PRICE	ASR
424														
ED05-076.07-02-07.00	17	R10	3 PEWTER CT	1	5	1988	2	2078	B	AV	204,700	15-SEP-16	209,900	.98
ED05-076.08-06-13.00	9	R10	30 S KIRKWOOD ST		1	2016	2	1536	C+	AV	129,100	14-SEP-16	137,870	.94
ED05-076.09-02-41.00	14	R10	279 TRAFALGAR DR	1	8	2005	2	1734	C+	AV	146,800	27-SEP-16	150,000	.98
ED05-076.20-02-12.00	12	R10	1124 CHARLES DR	1	14	1964	1	1716	C	AV	184,600	20-SEP-16	178,250	1.04
ED05-076.20-02-30.00	12	R10	1128 YEARSLEY DR	1	16	1963	1	1704	C+	AV	143,000	28-SEP-16	159,000	.90
ED05-076.20-03-22.00	12	R10	538 WOODSEDGE RD	1	5	1960	2	2200	B	AV	204,400	20-SEP-16	210,000	.97
ED05-077.07-06-31.00	6	R10	7 CALDWELL CT		1	2016	2	1920	B-	AV	189,600	06-SEP-16	226,475	.84
ED05-077.07-06-32.00	6	R10	5 CALDWELL CIR		14	2016	1	1352	B-	AV	182,800	06-SEP-16	207,080	.88
ED05-077.07-06-33.00	6	R10	3 CALDWELL CIR		1	2016	2	2200	B-	AV	205,400	06-SEP-16	240,595	.85
ED05-077.07-06-37.00	6	R10	713 MARTA DR		1	2016	2	1920	B-	AV	187,300	15-SEP-16	222,375	.84
ED05-077.07-06-39.00	6	R10	717 MARTA DR	1	1	2016	2	2200	B-	AV	203,700	15-SEP-16	227,005	.90
ED05-077.07-06-84.00	6	R10	330 NOB HILL RD		1	2016	2	1680	B-	AV	169,700	20-SEP-16	197,755	.86
ED05-077.07-06-86.00	6	R10	318 NOB HILL RD		14	2016	1	1352	B-	AV	165,700	20-SEP-16	191,065	.87
ED05-077.17-04-02.00	4	R10	5 PINE ST	1	14	1961	1	1232	C	AV	125,300	23-SEP-16	187,450	.67
ED05-077.17-05-16.00	4	R10	127 MORRIS DR	1	14	1952	1	1616	C	AV	115,100	27-SEP-16	137,000	.84
ED05-085.06-01-47.00	11	R10	215 CANAL ST	1	5	2005	2	2651	B	AV	235,200	29-SEP-16	265,000	.89
ED05-085.08-02-72.00	12	R10	224 WINTERBERRY DR	1	14	1965	1	2026	C	GD	152,300	19-SEP-16	171,500	.89
ED05-085.08-03-56.00	12	R10	399 FIDDLERS GRN	1	14	1964	1	1680	C	AV	147,900	28-SEP-16	170,000	.87
ED05-085.12-01-68.00	12	R10	366 ALDER RD	1	14	1966	1	1556	C	GD	137,400	30-SEP-16	172,000	.80
LC05-058.14-01-01.543	1	R10	543 WEAVER DR	1	14	2005	1	1664	C-	GD	96,300	29-SEP-16	85,000	1.13

CITY MANAGER'S MONTHLY



REPORT

SEPTEMBER 2016

City of Dover
Customer Services Department
September 2016

Major Program Updates	Sep 2016	Sep 2015	Difference	FY 2017 Year-to-Date	FY 2016 Year-to-Date
Number of Customers Served	21,633	19,425	2,208	73,443	67,862
Final Bills	706	646	60	2,055	2,198
Estimated Bills	183	238	(55)	580	694
Penalties Posted	$ 9,013	$ 18,571	(9,558)	$ 22,833	$ 46,916
Extensions of Credit - Amount Extended	$ 142,519	$ 142,289	230	$ 366,873	$ 351,256
Balance Transfers	$ 2,427	$ 86,166	(83,739)	$ 1,975	$ 91,431
Utility Collections	$ 21,593	$ 62,118	(40,525)	$ 66,155	$ 129,392
Special Assessments	$ -	$ -	-	$ -	$ -
Miscellaneous Billings	$ 97,268	$ 70,157	27,111	$ 247,722	$ 480,522
CNP through Disconnect Collars	$ -	$ -	-	$ -	$ -
Court Cases	$ -	$ -	-	$ -	$ -
Tamperings	$ -	$ -	-	$ -	$ -
Taxes Levied	$ 12,649,977	$ 1,115,077	11,534,900	$ -	$ -
Billing Adjustments	$ -	$ -	-	$ -	$ -
Total Taxes Collected	$ 11,767,085	$ -	11,767,085	$ 23,534,170	$ 551,850
Taxes Outstanding	$ 882,891	$ 825,303	57,588	$ -	$ -
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%

CITY OF DOVER
CUSTOMER SERVICE DEPARTMENT
Disconnect Summary Report
Sep-16

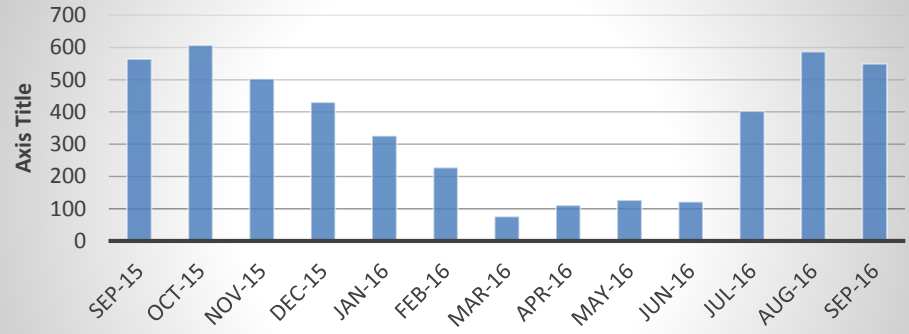
Date	Total Available Accounts to Disconnect	Total $ Amount of Delinquent Accounts	Total Accounts Disconnected	Total Delinquent $ Amount of Accounts Disconnected	Total Accounts Disconnected for Specials	Total Delinquent $ Amount of Accounts Disconnected for Specials
TOTAL	1986	$ 649,386.35	305	$ 111,410.67	106	$ 29,162.80

% of Cust Cut 21% % of Total $ Cut 22%

Total Days Available to Cut 20 Average Accounts Cut Per Day 21

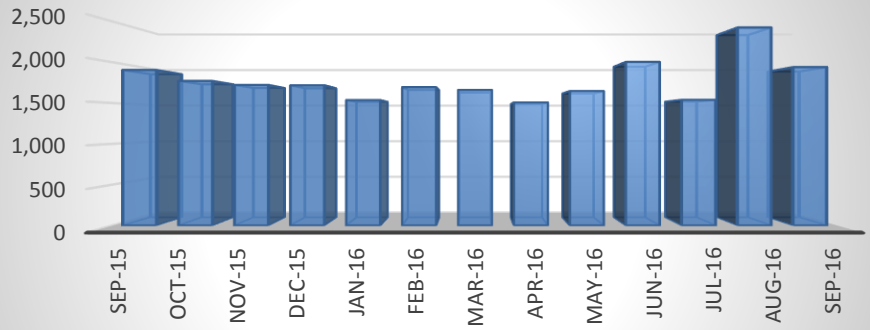
Average Accounts Available to Cut Per Day 99

Payment Agreements / Extensions



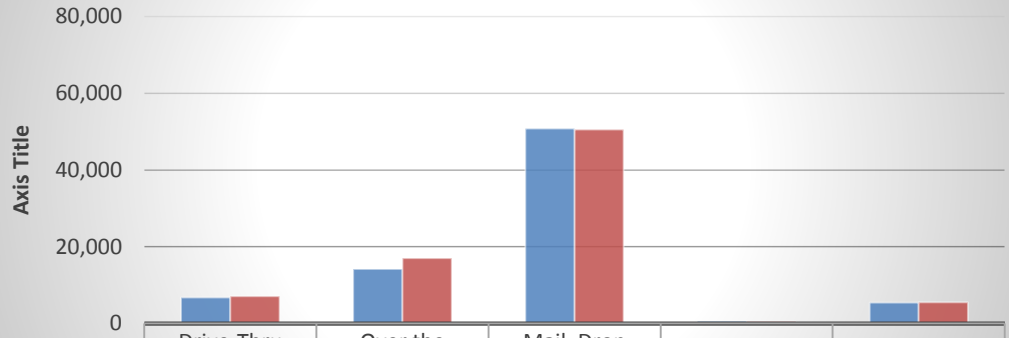
	Sep-15	Oct-15	Nov-15	Dec-15	Jan-16	Feb-16	Mar-16	Apr-16	May-16	Jun-16	Jul-16	Aug-16	Sep-16
Series1	564	607	503	430	326	228	76	111	127	122	402	587	549

Work Orders Processed



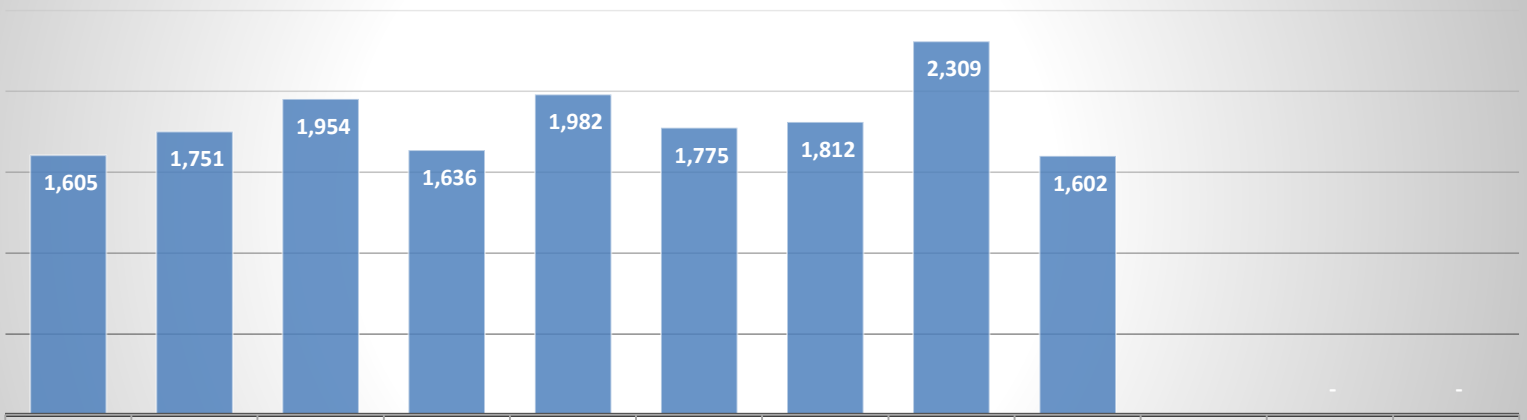
	Sep-15	Oct-15	Nov-15	Dec-15	Jan-16	Feb-16	Mar-16	Apr-16	May-16	Jun-16	Jul-16	Aug-16	Sep-16
Series1	1,904	1,770	1,721	1,717	1,536	1,694	1,659	1,507	1,646	2,002	1,539	2,423	1,939

CUSTOMER PAYMENT USAGE



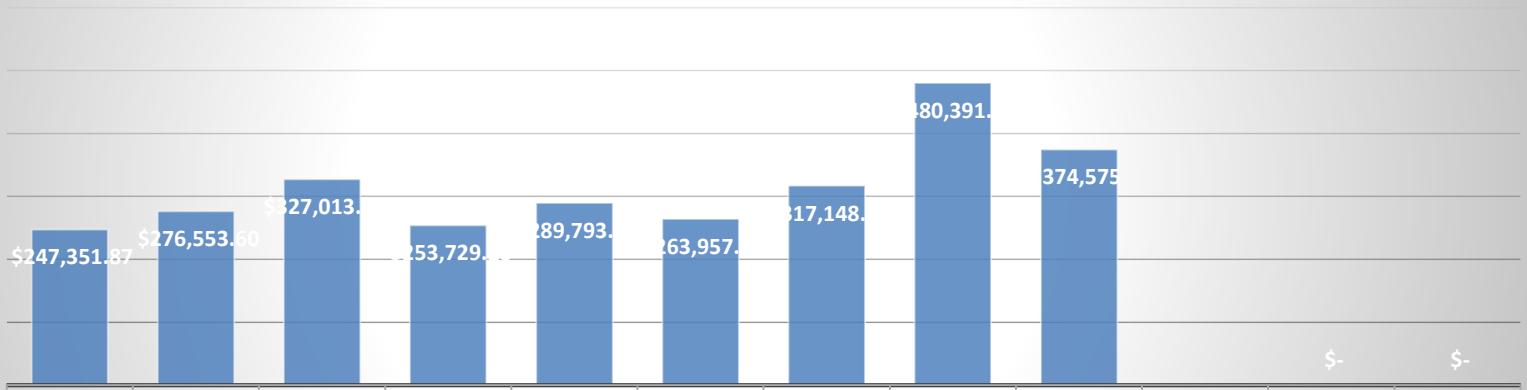
	Drive-Thru Window	Over the Counter	Mail, Drop Box	Credit Cards	Bank Drafts
2017 YTD	6,740	14,228	50,808	612	5,394
2016 YTD	7,135	17,024	50,554	550	5,481

Total Accounts Bank Drafted for 2016



	January	February	March	April	May	June	July	August	September	October	November	December
Series1	1,605	1,751	1,954	1,636	1,982	1,775	1,812	2,309	1,602		-	-

Customer Payments Made Through Bank Draft for 2016



	January	February	March	April	May	June	July	August	September	October	November	December
Series1	$247,351.8	$276,553.6	$327,013.7	$253,729.2	$289,793.1	$263,957.7	$317,148.0	$480,391.6	374,575		$-	$-

ELECTRIC DEPARTMENT

Electric Divisions

System Peak	
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
Sept 16	159.99

Total System Load	
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
Sept 16	67,117

Month	*outages*	*customers*
Jan 15	5	1530
Feb 15	3	159
Mar 15	11	6076
Apr 15	10	207
May 15	1	347
June 15	11	1385
July 15	9	405
Aug 15	6	122
Sept 15	9	334
Oct 15	1	1
Nov 15	5	2629
Dec 15	2	17
Jan 16	5	245
Feb 16	2	106
Mar 16	7	353
Apr 16	5	672
May 16	2	206
June 16	14	601
July 16	9	307
Aug 16	9	214
Sept 16	7	915

Number Customers Gained	
Jan 15	15
Feb 15	11
Mar 15	11
Apr 15	6
May 15	12
June 15	6
July 15	14
Aug 15	9
Sept 15	5
Oct 15	9
Nov 15	61
Dec 15	20
Jan 16	21
Feb 16	14
Mar 16	16
Apr 16	29
May 16	13
June 16	53
July 16	13
Aug 16	13
Sept 16	35

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 17 YTD	FY 16	FY 15
21.24	58.34	50.74

Controllable Outages *Annual goal is less than 40*		Average Response Time *Goal is less than 30 minutes*	
Month	**Year-to-date**	**Month**	**Year-to-date**
2	10	27 Minutes	33.56 Minutes

PROGRAM UPDATES	SEPT 17	SEPT 16	FY17 YTD
Tree Trimming	308	462	4475
Number of Oil Releases	1	1	7
Lost Time Accidents – All Electric Utility Divisions	0	0	0
New Services	35	9	325
Major Goals Completed in the Past Two Months			

HUMAN RESOURCES

September 2016

Category	Sept 15	Oct 15	Dec 15	Jan 16	Feb 16	March 16	April 16	May 16	June 16	July 16	August 16	Sept 16	Total
Caucasian*	296	300	298	297	296	299	301	302	301	297	294	296	N/A
Minorities*	67	66	67	66	67	68	67	70	70	70	69	69	N/A
Hired	12	1	3	0	2	9	3	3	3	3	0	6	45
Terminated/Resigned/ Retired/Other	4	1	5	2	2	5	2	0	4	8	4	3	40
Transferred/Promoted	0	0	1	1	1	1	4	0	1	2	2	2	15
Jobs Posted	9	4	3	3	2	5	10	2	3	5	7	3	56
Workers Comp. Injuries	6	7	1	3	0	1	4	2	0	3	3	3	33
Workers Comp. Hours	24	211	10	0	166	144	73	0	32	271	340	171	1442
Insurance Claims	1	3	1	5	4	5	1	4	2	0	3	3	32

341 **Full-time Employees: Part-time Employees:** 24 (*3 Pitts Center, 1 Recreation, 11 Library, 1 Customer Service, 1 Central Services, 7 Police Department) -Numbers do not reflect, temporary, seasonal, relief fire dispatchers, committee or council members.

Position Hired: Motor Equipment Operator II (Water/wastewater), Motor Equipment Operator I (Water/wastewater), Fire Dispatcher (Station I), (2) Police Officers, Electric Generation Superintendent
Position Terminated/Resigned/Retired: Customer Service Clerk II (part-time)
Positions Transferred/Promoted: Utility Maintenance Mechanic I to a Utility Maintenance Mechanic II, Inspector II Fire Marshal's Office to Fire Marshal
Positions Posted:-Customer Service Director; Customer Service Clerk I (part-time), Water/wastewater Maintenance Supervisor (Public Works)

Recruitment Information
(Positions closed in September)

Position	Total	Female	Male	Unknown	Black	White	Hispanic	Asian/Pacific Islander	American Indian/Alaskan Native	Unknown	In Dover	Out Dover
Field Service Rep. (I) In-House	1	-	1	-	-	1	-	-	-	-	-	1
Inspector I (Code Enforcement)	13	3	8	2	1	10	-	-	-	2	5	8
Library Page (part-time)	29	23	3	3	7	17	1	1	-	3	18	11
Librarian I (part-time)	8	7	-	1	2	5	-	-	-	1	2	6

HUMAN RESOURCES
(Continued)

Unfilled/Open Positions by Department*

Unfilled/Open Positions By Department	Sept 15	Oct 15	Nov 15	Dec 15	Jan 16	Feb 16	March 16	April 16	May 16	June 16	July 16	August 16	Sept 16
Electric	2	2	3	3	3	4	5	5	5	3	4	4	3
Public Works	16	16	14	12	13	14	12	10	10	12	11	13	11
Police	1	2	2	2	2	2	4	4	1	2	2	3	2
All Other Departments	7.5	7	8.5	10	12	10.5	8	7	7	8	9.5	10	9
Totals	26.5	27	27.5	27	30	30.5	29	26	23	25	26.5	29	25

**Not used for Budgeting Purposes*

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

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

Public Works: Utility Maintenance Mechanic I, (2) Motor Equipment Operator I (Sanitation); (1) Motor Equipment I Water/wastewater; Public Works Operations Manager; (2) Motor Equipment Operator II (Grounds); Environmental Scientist; Lead Laborer (Grounds); Laborer II (Grounds), Water/Wastewater Maintenance Supervisor

Police: Building Maintenance Craftsperson, (2) Cadets

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

Turnover Statistics

	2010	2011	2012*	2013 *	2014	2015	2016
Total Turnover %	5.57	6.75	11.00	10.91	6.02	11.77	7.09
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	5.45
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**

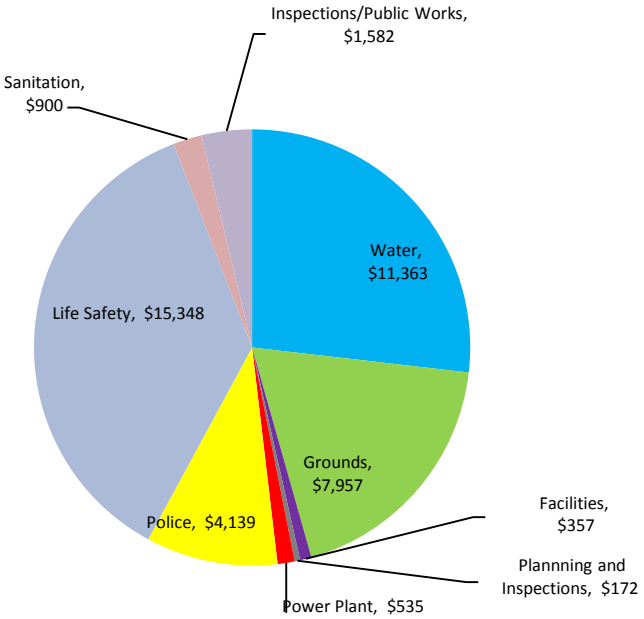
Average Employees

	2010	2011	2012*	2013*	2014	2015	2016
Total Number of Employees Separating from Service	21	25	38	37	21	42	26
Average Number of Full-time Employees	362	356	333	325	331	333	338
Average Number of Part-time Employees	16	15	12	14	18	24	29

*** Healthcare cost sharing implemented**

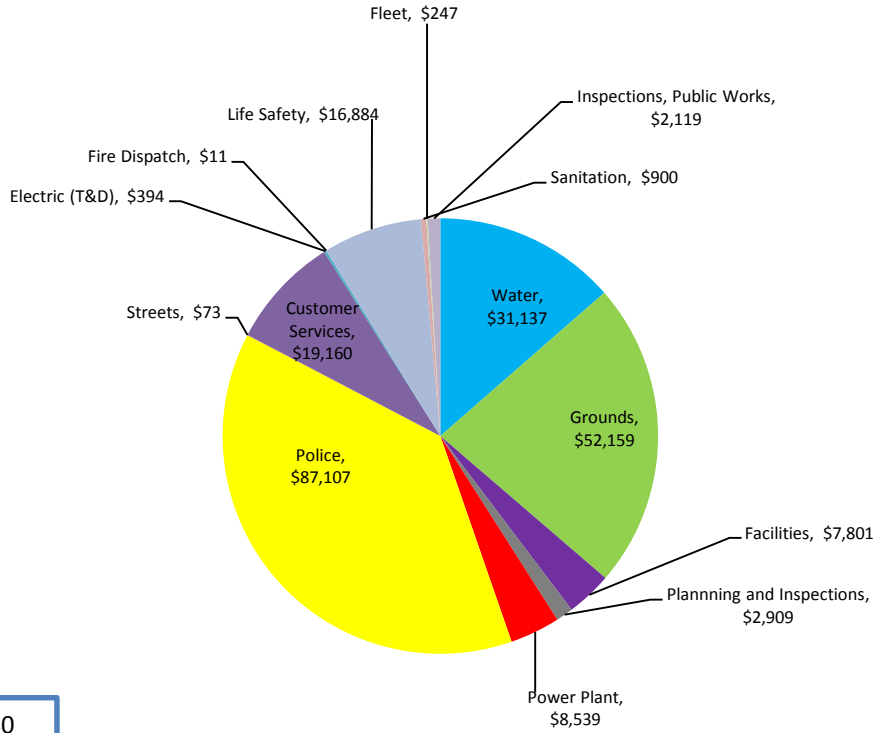
HUMAN RESOURCES
(Continued)

Workers Compensation Costs Per Department in Claims Paid for September 2016



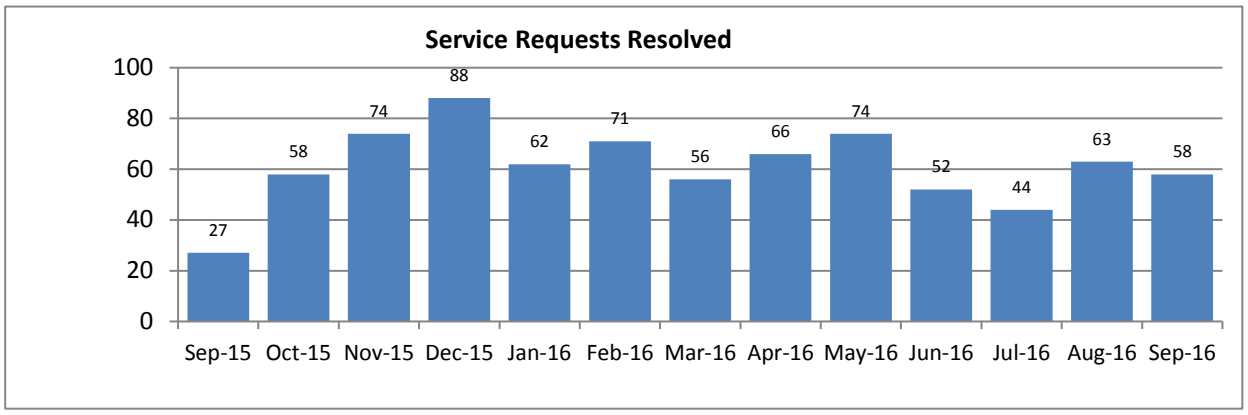
Total $42,353

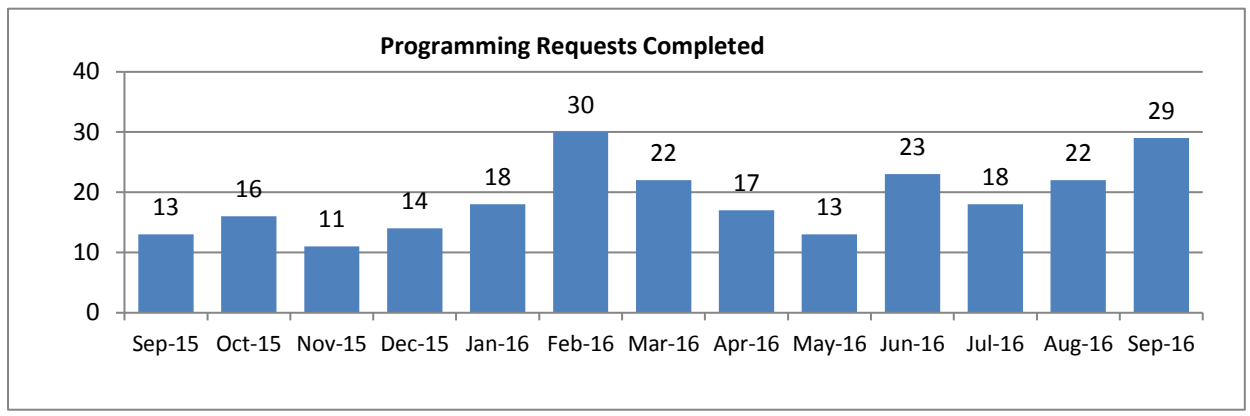
Workers Compensation Costs Per Department in Claims Paid for CY 2016

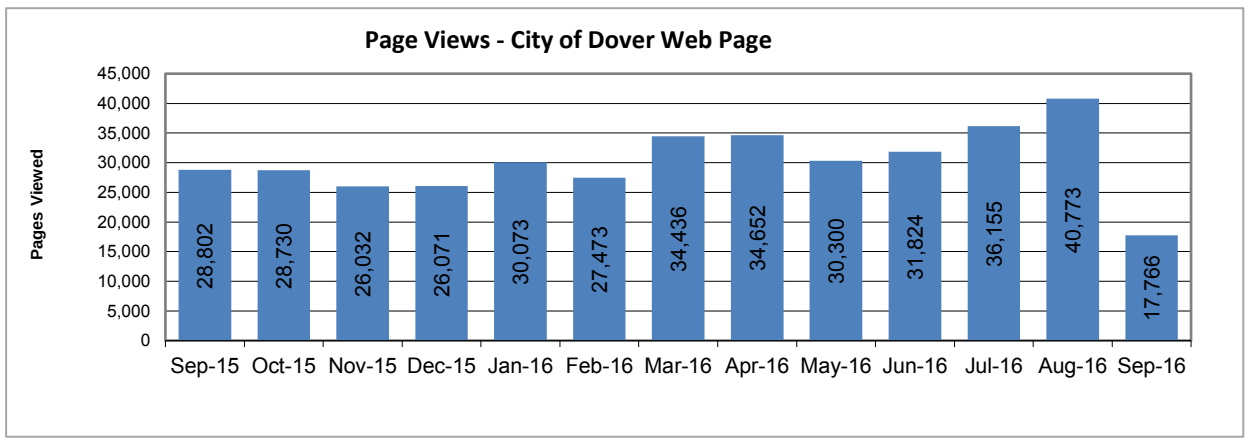


Total $229,440

INFORMATION TECHNOLOGIES







Noteworty:
Replaced six computer under the lifecycle program.
The new City of Dover website finally went live. Continued working through the month making corrections and modifications.
Conducted Hardware and Software readiness assessment with Berry Dunn for ERP RFQ.

September 2016
Monthly Report

DOVER PUBLIC LIBRARY

Highlighted Special Events & Attendance:

Where the Wild Things Are Film Screening	32
Great Discussions	52
History Book Group	19

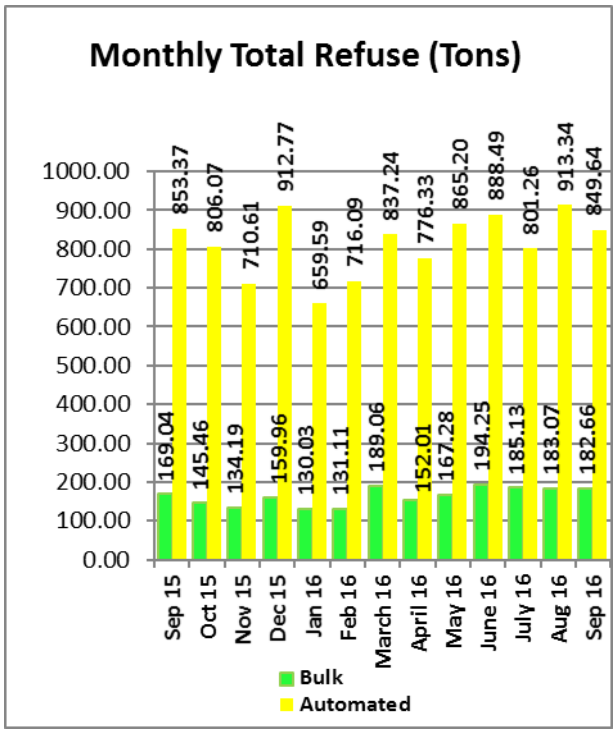
Total Items Checed Out:	31,997				**Programs:**	**Offered**	**Attended**
E-books:	2,398						
					Adult	61	568
New Library Cards:	386				**Teens**	35	523
					Children	35	503
Library Card Holders:	41,461				**Job Center**	30	183
Service Area Population:	*59,354*						
Library Visitors:	21,876						
Meeting Rooms Usage:	1,416						
Computer Users:	4,432						
Wireless Users:	1,753						
Items Loaned to/Received from Other Libraries:	6,717						

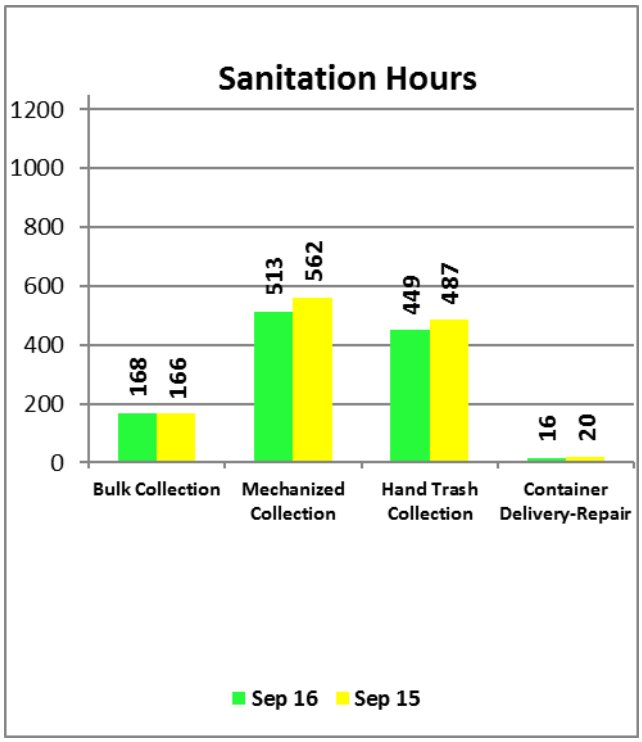
PUBLIC WORKS

Construction Inspection

Subdivisions *The following required inspection services*	***Site Development*** *The following required inspection services*
Seskinore Court Chestnut Grove Clearview Meadows Eden Hill Nottingham Meadows Senators Lakes Garrison Oak Technical Park Tall Pines	The Grande, Building 4 Chesapeake Utilities- 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





	SEPTEMBER 16	FYTD 17	SEPTEMBER 15	FYTD 16
Trips to DSWA Sandtown Landfill	174	524	181	549
Total Tonnage to DSWA	1,032.30	3,115.10	1,022.41	3,141.79
90-Gallon Containers Delivered	51	154	92	237
300-Gallon Containers Delivered	0	0	0	0
Total Man Hours-containers Delivered	16	53	20	69

CURBSIDE RECYCLING STATS	TOTAL # OF HOUSEHOLDS COLLECTED	TOTAL # OF ACCOUNTS	WEIGHT/LBS.	AVE. LBS.
September 2016	20,590	9,262	304,820	14.80

Streets	SEPTEMBER 16	FYTD 17	SEPTEMBER 15	FYTD 16
Signed Installed	7	29	19	28
Signs Repaired	3	16	5	14
Curbs Painted Yellow (feet)	0	2,665	0	1,116
New Post Installed	4	16	20	35
Storm Catch Basins Repaired	2	8	0	8
Storm Catch Basin Repairing (Hrs.)	6	11.5	0	38
Storm Catch Basins Cleaned	8	19	0	355
Storm Catch Basins Cleaning (Hrs.)	20	43	1	41
Hot Mix Patching (Tons)	0	0	0	0
Hot Mix Patching (Hrs.)	0	0	0	0
Cold Mix Patching Hrs.)	9.75	41.25	4	19
Concrete Work (Hrs)	2	14	0	32
Concrete Patching (Cubic Yards)	0.23	4	0	0
Ditch Work (Hrs).	0	2	0	28
Street and Alley Maintenance (Hrs)	0	0	0	4
Street Sweeping (Miles)	1,829	5,787	2,018	4,367
Street Sweeping (Cubic Yards)	172.5	432.5	124	308

GROUNDS

Work Orders

Total Work Orders = 7	General = 3	Arborist = 4

Arborist Crew	September 2016	September 2015
Trees Trimmed	23	314
Trees Removed	8	8
Stumps Removed	27	0
Root Pruning	0	0

– Both members of the arborist crew have been mowing full time.

Beautification Crew

- Removed plants, as needed, due to wilt/damage.
- Prepared beds for fall display
- Assisted arborist with tree removal.

Mowing Crew

- Mowed of all areas including parks, around City facilities, ditches, and right-of-ways.
- Assisted arborist with tree removal.

Athletic Field Maintenance

- Various staff members have been performing the athletic field maintenance duties and preaprign athletic fields for games.

Litter Removal

- Litter crew has been doing an outstanding job with emptying trash cans and picking up litter.
- Litter crew has been assisting with call in requests, such as; pruning growth back from signs, and removing vines from trees.

GEOGRAPHIC INFORMATION SYSTEMS (GIS)

Dover PD	Created a web app to show Dover's Boundary and address a parcel information
Dover PD	Created a 36"x48" map to show location data as requested for a Police case.
Dover Public Library	Printed and delivered 19 posters and banners of various sizes, totaling 106 feet of paper.
Kent County	Reviewed Kent Co parcel points within City limits and providing points that were missing.
Planning & Inspections	Created four 8.5"x11" maps showing the possible land swap options between the City of Dover and Capital Baptist Church.
Planning & Inspections	Created a map of the CDBG and NSP projects from 2015. Provided as an 8.5"x11" PDF document.
Public Works	Clarified property line dispute for a tree issue
Public Works	Modify Water Systems web app. Added easements to storm system.
Public Works	Completed monthly recycling update.
Public Works	ArcGIS Online Administration.
Public Works	Created groups and assigned privileges.
Public Works	Updated the Parcels, Rentals & Active AHIs layers.
Public Works	Created posters of various sizes to display in the wash bay, including operational instructions and warnings.
Public Works	Created six 8.5"x11" maps showing the locations of the planned F& street improvements.

FLEET AND FACILITIES MANAGEMENT

Fleet Maintenance

PM Work Orders Completed:	**21**	Number of Tire Repairs:	**15**	Number of Road Repairs:	**2**
Other Work Orders:	**72**	Repair Hours:	**197.7**	Road Repair Hours:	**2**
Total Work Orders:	**93**	Fabrication Hours:	**12**	Misc. Hours:	**129.8**
PM Hours:	**81**				

 # Of Scheduled PM's: 31
 # Of Scheduled PM's: Completed: 11

Major Program Updates

MEASURE	SEPTEMBER 2016	SEPTEMBER 2015	DIFFERENCE
Fleet Maintenance - Scheduled Preventative Maintenance appointments being kept *(Quantity and Percentage)*	11 out of 31 35.48 % 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.	7 out of 31 22 58%	**+ 12.90%**
Facilities Maintenance			
Facilities - Routine work orders completed within 5 days *(Quantity and Percentage)*	37 out of 37 100 %	31 out of 31 100 %	**0 %**
Facilities - Emergency work orders completed within 2 days *(Quantity and Percentage)*	2 out of 2 100 %	2 out of 2 100 %	**0 %**

Water/Wastewater Divisions

	Aug 15	Sept 15	Oct 15	Nov 15	Dec 15	Jan 16	Feb 16
Total Water Prod.	182,622,000	168,970,000	145,299,000	121,642,000	133,437,000	137,229,000	137,059,000
Billed Consumpt.	171,100,000	156,671,000	144,888,000	115,248,000	116,923,000	118,062,000	129,346,000
Total Flow to County	160,434,000	126.593,000	132,777,000	138,535,000	126,640,000	120,192,000	187,336,000
City Readings	122,281,550	147,211,292	124,737,856	119,588,481	144,997,084	131,263,852	152,102,705

	March 16	April 16	May 16	June 16	July 16	Aug 16	Sept 16
Total Water Prod.	148,722,000	159,483,000	146,101,000	172,331,000	204,088,000	203,656,000	176,510,000
Billed Consumpt.	127,945,000	141,806,000	125,105,000	147,393,000	181,484,000	179,460,000	184,214,000
Total Flow to County	132,852,000	129,035,000	161,418,000	129,309,000	129,725,000	158,799,000	125,583,000
City Readings	195,225,608	148,682,761	157,406,385	158,898,575	146,440,837	178,307,328	135,635,579

ENGINEERING SUMMARY

Major Program Updates	SEPTEMBER 16	SEPTEMBER 15	DIFF	FY17 YTD	FY16 YTD
State and Federal Violations	0 violations	0 violations	-	-	-
Water Quality Complaints	23	12	+ 11	36	23
Plan Review Completed Within 30 days of Submission	3 plans 100%	3 plans 100%	+0	19	18

OPERATIONAL SUMMARY

Task	SEPTEMBER 16	SEPTEMBER 15	CURRENT FY
Water Production - Daily Average	5,883,667	5,632,333	584,254,000
Average Field Response Time (goal is <30 minutes)	15.5	17	16
Water Mains Repaired	1	0	3
Water Service Lines Repaired	4	2	6
Wastewater Mains Repaired	1	1	2
Wastewater Service Lines Repaired	1	2	1
Sewer Lines Flushed - linear feet	111,412	65,155	187,584
Sewer Mains Videoed -linear feet	1,921	5,915	5,791
Total Fire Hydrants in Service	1,820	1,820	1,820
Total Water Meters in City Distribution System	14,490	14,352	14,490

Monthly Management Committee Update

September 2016

Prepared By:
Arline Holloway
Client Services Manager
Phone: 904-360-1347
Email: aholloway@teainc.org

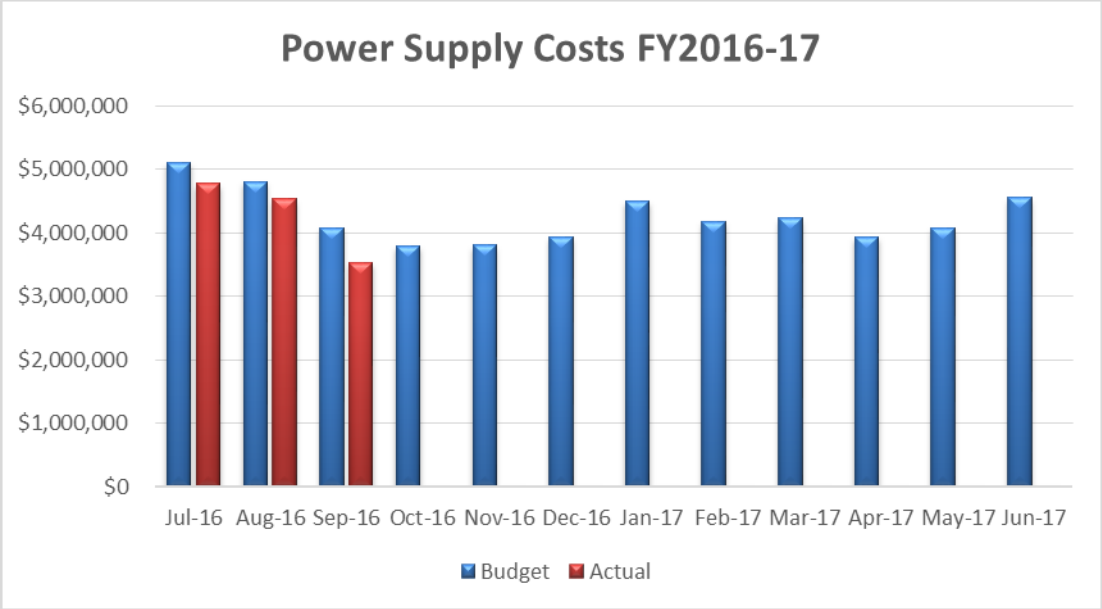
Date:
October 25, 2016

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 **14**

I. EXECUTIVE SUMMARY

POWER SUPPLY SUMMARY



Overall Power Supply costs were $545,076 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 $70,053.

Dover's budgeted cost for all power supply (capacity AND energy) was $63.91/MWh. The actual cost of all power supply (capacity AND energy) was $51.50/MWh.

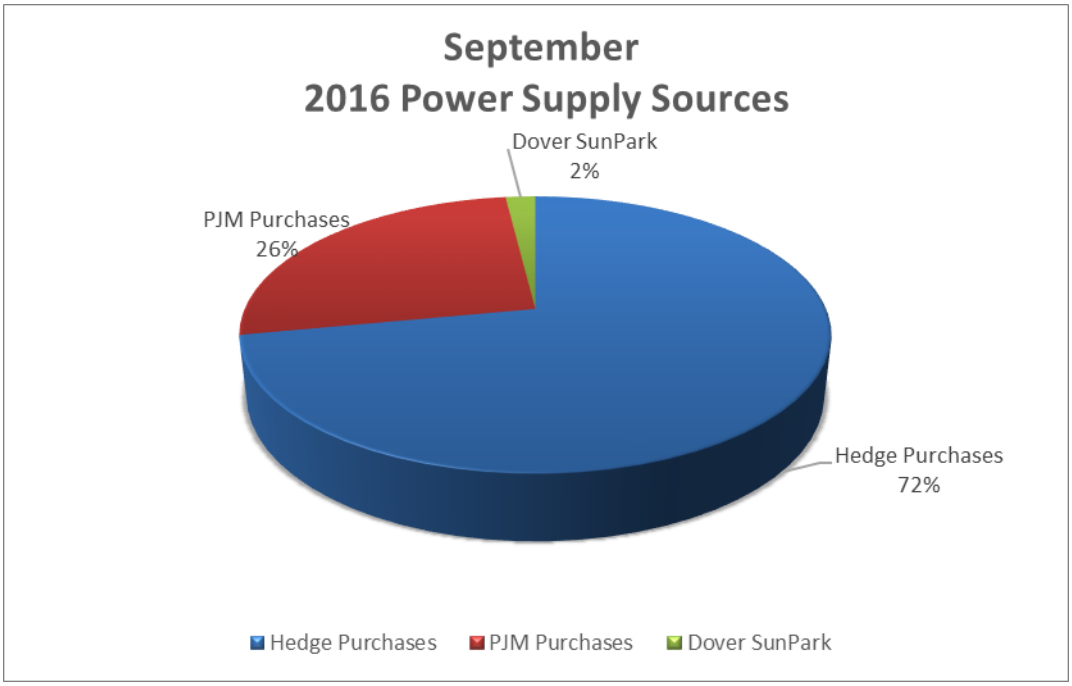
The actual cost of energy alone was $30.79/MWh as opposed to a budgeted energy cost of $37.83.

Dover's total load was 68,595 MWh versus a forecasted load of 63,800 MWh. Hedge purchases totaled 49,392 MWh, which was 72% of the actual load.

Dover's planned energy purchase from the SunPark solar installation was 1,224 MWhs. Dover's actual energy purchase from the SunPark installation was 1,334 MWhs.

Dover's power purchases from hedge transactions totaled $1,853,141. Purchases from PJM (energy and fees) totaled $1,376,819. PJM Revenue (Generation Credits) totaled $(841,413). The Grand Total owed to PJM for the month of August $535,406.

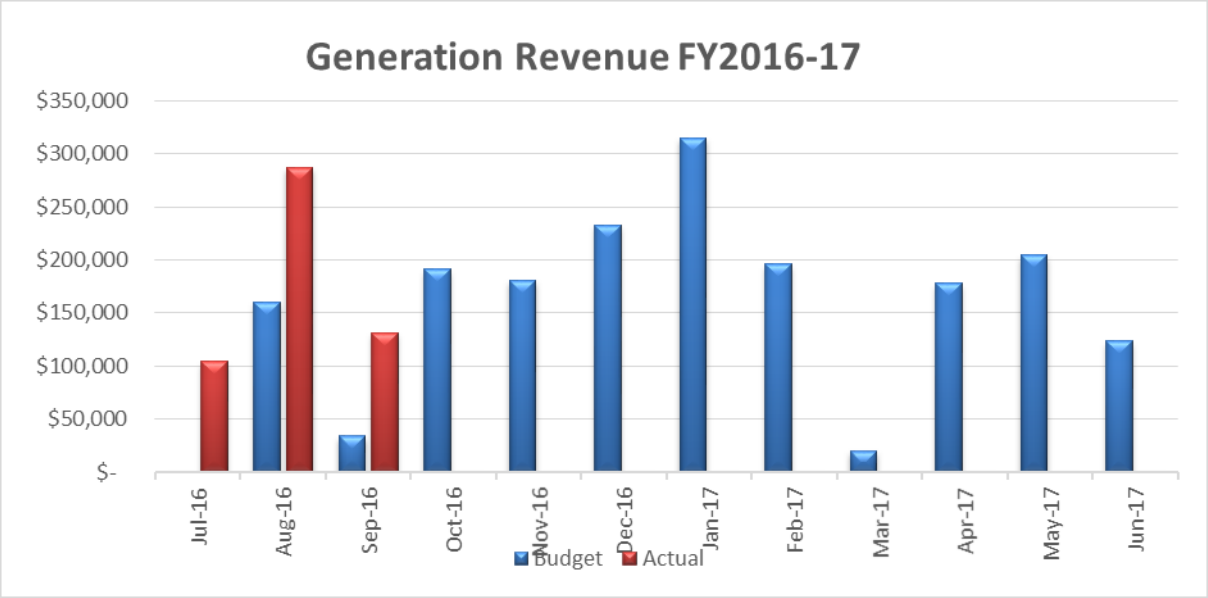
Supply Source Summary



Supply Variance

Purchased Power Variance Report:	September		
	Budget	**Actual**	**Variance**
Gross Load	63,800	68,595	(4,795)
Wholesale Load	62,576	67,261	(4,685)
Hedged Volume (MWh)	35,856	49,392	(13,536)
Unhedged Volume (MWh)	26,720	17,869	8,851
Dover SunPark Volume (MWh)	1,224	1,334	(110)
Renewable Energy Credits Volume	184	333	(149)
Hedged Cost ($/MWh)	$ 39.66	$37.52	$ 2.14
Unhedged Energy Cost ($/MWh)	$31.16	$3.92	$86.14
Solar Energy Cost ($/MWh)	$130.15	$141.38	($11.23)
Energy Costs ($/MWh)	**$37.83**	**$30.79**	**$7.05**
All-in Costs - Energy, Capacity and RECs ($/MWh)	**$63.91**	**$51.50**	**$12.41**

GENERATION SUMMARY



Net Generation Revenue for the month of September was $131,125 versus a budgeted cost of $34,346.

Generation Breakdown:

City of Dover

Monthly Wholesale Generation

September 2016

Net Generation
4235.48

Production Margin

PJM - Generation				
	Economic and Reliability Dispatch	$	170,624.55	A
Natural Gas & Oil Consumption				
	Purchases for Generation	$	(147,423.50)	
	Natural Gas Transport	$	(35,429.21)	
	Eastern Shore Cashout	$	(2,940.00)	
	Oil Consumption	$	-	
	Subtotal: Natural Gas & Oil Consumption	$	(185,792.71)	B
Gross Production Margin		$	(15,168.16)	C = (A + B)
$/MWh Generation Production Gross Margin		$	(3.58)	E = (C/D)
PJM - Capacity				
	Generation Capacity Credit	$	612,326.40	
	Reactive Supply and Transmission Losses	$	58,462.80	
	Subtotal: PJM - Capacity	$	670,789.20	F
All in Generation Margin				
	All in Generation Margin Total	$	655,621.04	(G = C + F)

Formula
D

EMISSIONS SUMMARY

Emissions Allowance and Solar Renewable Energy Summary through September 30, 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

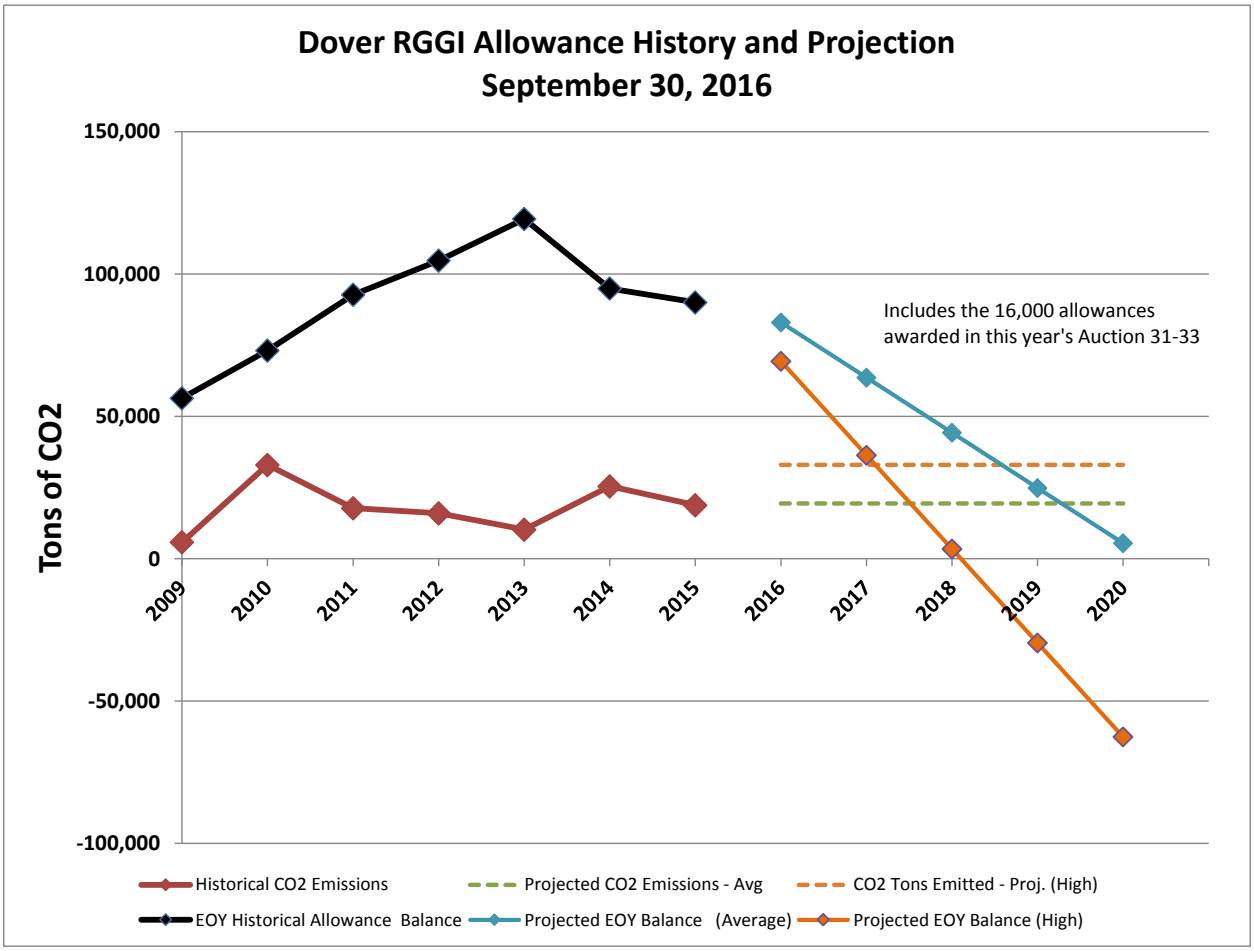
The State of Delaware is a participant in the Regional Greenhouse Gas Initiative (RGGI). The City of Dover must comply with RGGI by surrendering carbon dioxide (CO_2) allowances pursuant to the State of Delaware's laws (Title 7, Chapter 60, Sub-Title II-A).

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] October 21, 2016 Daily Power Report by SNL Energy

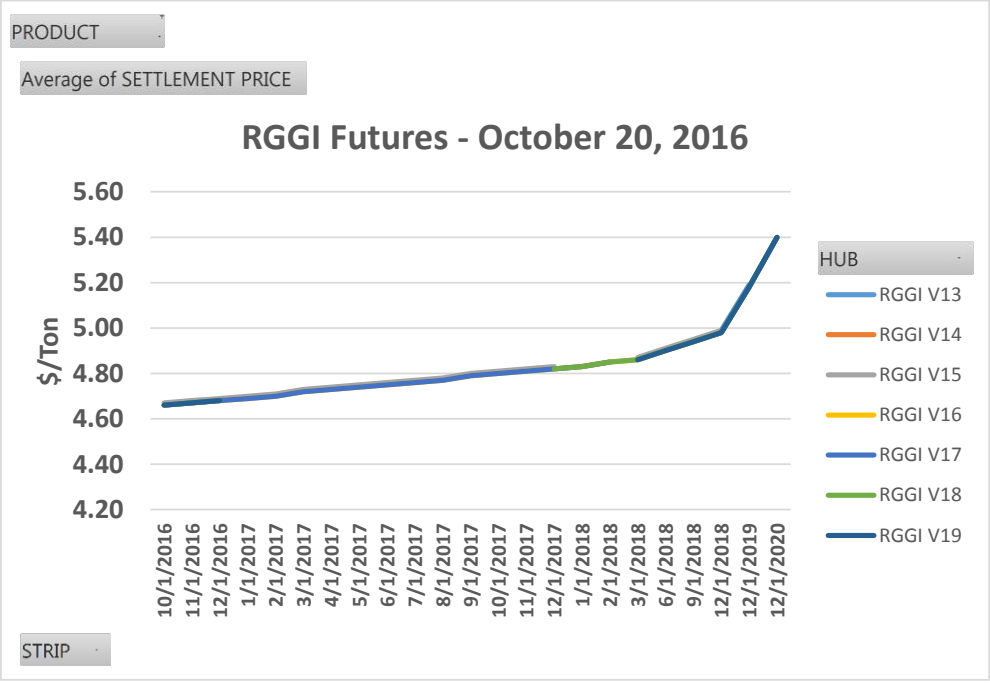
Dover, DE RGGI Allowance History and Forecast - September 2016									
Compliance Year (CY)	CO2 Allowances Sold	CO2 Allowances Purchased	Allocated CO2 Allowances	CO2 Tons Emitted & Adjustments-Historical	EOY Historical Allowance Balance	CO2 Tons Emitted - Proj. (Avg)	CO2 Tons Emitted - Proj. (High)	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	102,407	19,384	33,000	83,023	69,407
2017	0		N/A			19,384	33,000	63,640	36,407
2018	0		N/A			19,384	33,000	44,256	3,407
2019	0		N/A			19,384	33,000	24,873	-29,594
2020	0		N/A			19,384	33,000	5,489	-62,594



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

RGGI Futures prices posted a fractional gain since last month, but the general flat line trend in daily pricing continued for the second consecutive month.



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. Dover submitted its intent to bid for the upcoming auction. The deadline to post the financial security interest is November 30.

Based on the October 20, 2016 ICE price for the October 2016 futures price ($4.66/ton), the estimated market value of Dover's existing 102,407[2] ton RGGI allowance bank is $477,217.

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 August 2016, Dover had accumulated a net total of 8,915 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	$10.00	2,685	266.3	0	0	2,951.3	29,513
2015/2016	$10.00	2,586	168	0	0	2,754.0	27,540
2016/2017	$10.00	997	0	0	0	997.0	9,970
Totals		**11,142**	**1,208.20**	**2,861**	**574**	**8,915.1**	**$84,725**

[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

Except for Fiscal Year 2018, Forward power prices in PJM have decreased.

PY	Hedge Ratio	Blended Cost ($/MWh)	Monthly Change ($/MWh)
2016-17	67%	$ 38.43	($0.03)
2017-18	56%	$ 38.00	$0.12
2018-19	88%	$ 37.44	($0.03)
2019-20	80%	$ 34.84	($0.09)
2020-21	56%	$ 33.91	($0.18)

II. BUDGET REPORT

	Budget Sep-16	Actual Sep-16	Variance
Gross Load	**63,800**	**68,595**	**(4,795)**
Power Supply			
Hedged Energy	$ 1,421,900	$1,853,141	$ (431,241)
PJM - Energy, Congestion & Losses	$ 832,500	70,053	$762,447
PJM - ARR, Transmission and Fees	$ 633,650	442,374	$191,276
Dover SUN Park Energy	$ 159,300	$188,581	($29,281)
Dover SUN Park RECs	$ 37,000	$44,257	($7,257)
RECS (Solar and Non-Solar)	$ 56,100	$0	$56,100
RGGI Credit Costs	$ 32,325	$0	$32,325
Management Fees	$ 69,583	$69,583	$0
PJM - Capacity UCAP Obligated Purchased	$ 835,100	$864,393	($29,293)
Subtotal - Power Supply	**4,077,458**	**$3,532,382**	**$545,076**
Power Generation O&M			
Plant O&M	$ 673,225	$ 524,496	$ 148,729
Subtotal Generation O&M	**673,225**	**$ 524,496**	**$ 148,729**
Power Generation Production Margin			
PJM - Economic and reliability dispatch	$ (4,113)	($170,625)	$166,512
Fuel Costs - Natural Gas	$ 992	$185,793	($184,800)
Fuel Costs - Oil	$ -	$0	$0
Testing Costs	$ 5,542	$0	$5,542
Subtotal Generation Production Margin	**2,421**	**$15,168**	**$ (12,747)**
Power Generation Non-Production Revenue			
PJM - Generation Capacity Credit	$ (611,300)	($612,326)	$1,026
Emissions Allowance Sales	$ -	$0	$0
Reactive Supply - Gas	$ (30,000)	($58,463)	$28,463
Subtotal - Non-Production Revenue	**(641,300)**	**($670,789)**	**$29,489**
SubTotal - All Generation	**$ 34,346**	**($131,125)**	**$ 165,471**
Total - Utilities Cost	**$4,111,804**	**$3,401,256**	**$710,548**
Unit Costs			
Total - Power Supply	$63.91	$ 51.50	$12.41
Total - Power Generation	$0.54	($1.91)	$2.45
Final Cost of Service to City of Dover Ratepayers	$64.45	$49.58	$14.86

September Variance Analysis

- **Power Supply**
  - Dover consumed 4,795 MWh more than forecasted for the month.
  - Dover saw an unfavorable variance for budgeted Hedged Energy of $431,241.
  - Dover experienced a favorable variance for budgeted PJM - Energy, Congestion & Losses of $762,447 and a favorable variance for PJM ARR, Transmission and Fees of $191,276.
  - The City of Dover realized a favorable variance of $545,076 for power supply vs. the monthly budget.
  - Dover Sun Park generated 333 MWhs more than forecasted.
  - This resulted in a net power supply cost positive budget variance of $12.41/MWh below budget.
- **Generation**
  - Non Production Revenue had a favorable variance of $29,489
  - Net All Generation Revenue had a favorable variance of $165,471

	Budget YTD	Actual YTD	Variance
Gross Load	**218,000**	**233,912**	**(15,912)**
Power Supply			
Hedged Energy	$ 4,945,600	$6,492,622	$ (1,547,022)
PJM - Energy, Congestion & Losses	$ 3,426,900	1,393,666	$2,033,234
PJM - ARR, Transmission and Fees	$ 1,901,000	1,171,874	$729,127
Dover SUN Park Energy	$ 616,000	$783,746	($167,746)
Dover SUN Park RECs	$ 125,800	$131,289	($5,489)
RECS (Solar and Non-Solar)	$ 168,300	$0	$168,300
RGGI Credit Costs	$ 32,325	$0	$32,325
Management Fees	$ 208,749	$208,749	$0
PJM - Capacity UCAP Obligated Purchased	$ 2,561,100	$2,649,856	($88,756)
Subtotal - Power Supply	**13,985,774**	**$12,831,801**	**$1,153,973**
Power Generation O&M			
Plant O&M	$ 2,034,025	$ 1,683,062	$ 350,963
Subtotal Generation O&M	**2,034,025**	**$ 1,683,062**	**$ 350,963**
Power Generation Production Margin			
PJM - Economic and reliability dispatch	$ (274,513)	($1,347,968)	$1,073,456
Fuel Costs - Natural Gas	$ 63,192	$1,249,260	($1,186,068)
Fuel Costs - Oil	$ -	$0	$0
Testing Costs	$ 16,625	$0	$16,625
Subtotal Generation Production Margin	**(194,695)**	**($98,708)**	**$ (95,987)**
Power Generation Non-Production Revenue			
PJM - Generation Capacity Credit	$ (1,874,700)	($1,877,801)	$3,101
Emissions Allowance Sales	$ -	$0	$0
Reactive Supply - Gas	$ (90,000)	($229,248)	$139,248
Subtotal - Non-Production Revenue	**(1,964,700)**	**($2,107,049)**	**$142,349**
SubTotal - All Generation	**$ (125,370)**	**($522,696)**	**$ 397,325**
Total - Utilities Cost	**$13,860,404**	**$12,309,105**	**$1,551,299**
Unit Costs			
Total - Power Supply	$64.15	$ 54.86	$9.30
Total - Power Generation	($0.58)	($2.23)	$1.66
Final Cost of Service to City of Dover Ratepayers	$63.58	$52.62	$10.96

III. Operations Management

Operations Summary

Executive Summary:

During the month of September, there were no recordable accidents, lost time accidents or environmental incidents. The facility has gone 627 days through September 30, 2016 without a Lost Time Accident (LTI) and 533 days since the April 16, 2015 recordable accident. There were no Near Misses reported in September 2016 at either the McKee Run Generation Station or the Van Sant Station Also during the month of September, McKee Run's Unit 3 performed the annual relative accuracy test audit (RATA) to verify that the site continuous emissions monitor (CEMS) is reading accurately to that of a contractor (stack tester). McKee Run's Unit 3 passed the RATA.

Units 1 & Unit 2 were not dispatched during the month of September, Unit 3 was dispatched for 10 startups and the Van Sant unit had 1 start. The staff successfully completed Unit 3 State required RATA Testing on September 28, 2016. The Unit 3 boiler experienced 2 trips during the month due to a main steam stop valve indication problem and the field generator breaker issue.

Monthly Budget Variance - The actual expenses attributable to O&M for September for the two sites are $524,496 against a budgeted amount of $439,465 for an unfavorable monthly variance of ($85,030) or (19.35%). The labor budget expense had an unfavorable monthly variance of ($116,652) due to 3 payroll periods being expensed this month, only 2 were budgeted. The Materials and Supplies area had a favorable monthly variance of $4,292 due to invoice timing, the water bill was not received so no water-sewer bill (a) were expensed in September. The Administrative Expenses also had a favorable monthly variance of $27,330 due primarily to the timing of the electric bill which was not received so no electrical usage was billed in September.

NAES Corporation
Dover, Delaware
September 2016
Monthly Report



[3]

Becket Crane Training Attendees

(L to R)Jonathan Evans, Tyler Brown, Dave Decker (Instructor), Franklin Hurley, Eric Carrow and John deBloois

[3] Cover Photo: City of Dover provided Crane Training for the Staff. Becket LLC was on site September 13 – September 15 for an intensive, hands-on session. In attendance were Jonathan Evans, IC&E Technician, Tyler Brown, Operator, Franklin Hurley, Maintenance, Eric Carrow, Maintenance and John deBloois, IC&E Technician. Instructor for this session was Dave Decker of Becket LLC.

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 September

1.0 Environmental, Health and Safety

During the month of September, there were no recordable accidents, lost time accidents or environmental incidents. The facility has gone 627 days through September 30, 2016 without a Lost Time Accident (LTI) and 533 days since the April 16, 2015 recordable accident. There were no Near Misses reported in September 2016 at McKee Run Generating Station.

During the month of September, there were 1,611,587-gallons of industrial wastewater discharged to the Kent County Public Works sewer system. McKee Run collected a representative sample of the discharge on September 7, 2016 and submitted the monthly SIU Report to Kent County Public Works. Based on laboratory analytical data, no environmental exceedances or violations occurred. The laboratory analytical data from the annual industrial waste samples collected on August 31, 2016 was received in September and based on that data, all sample parameters were either not detected to or well below the permitted limited.

During the month of September, 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. McKee Run has a meeting with City of Dover Department of Public Works next month to discuss their participation in performing video surveillance on Outfall 001 and 004 and flushing the storm drains as part of the DRBC Pollution Minimization Plan (PMP) for the site. The McKee Run and VanSant Storm Water Pollution Prevention Plans were updated with administrative changes.

During the month of September, McKee Run's Unit 3 underwent the annual relative accuracy test audit (RATA) to verify that the site continuous emissions monitor (CEMS) is reading accurately to that of a contractor (stack tester). McKee Run's Unit 3 passed the RATA. McKee Run also performed the mass flow meter calibration using No.2 diesel for Unit's 1, 2 and 3. All three units at McKee Run and Unit 11 VanSant underwent quarterly Part 60 opacity certification and each unit passed.

McKee Run had an approved used oil recycler remove the contents of one (1) 55-gallon drum of used oil from the premises. Also, McKee Run and VanSant had various Universal Waste and non-hazardous waste removed from the site by a licensed and permitted transportation and disposal company. No hazardous waste was shipped from the site.

McKee Run held a three day crane training class for five (5) individuals on safety, loading, rigging, slings and using the on-board computer. Training was successful and trainees requested semi-annual training based on the information learned in this class and to keep their learned skills current.

1.1 Environmental, Health and Safety Tables

Environmental, Health and Safety Statistics		
	September	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	**4261.5**	**13,054.25**
Date of OSHA Recordable:	4/16/2015	**Days since last Recordable:** **533**
Date of Lost Time Accident:	1/12/2015	**Days since last LTA:** **627**

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	0	0	0	0	2000			0	0	0	0
2016-4											
ACT 2016 TOTALS	0	0	3,190	464	16,000	0	0	3,190	464	90,092	6,324

4

[4] *Not actual RGGI balances, NAES' accounting of allowance balance per COMPAS reports and emissions for the year. No update to the quarterly usage due to VIM personnel out of the office to support actual final emissions for the 3rd quarter.

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 MRGS 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 any 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	**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	8,572.9	-106,990.6
Sept	46,930	0	3,856.2	-151,473.9
Oct	-	-	-	-
Nov	-	-	-	-
Dec	-	-	-	-
	YTD Fuel Oil Combustion in MMBtu = >	**9,247.6**	**Gas Combustion required for Title V Compliance (Mcf) = >**	**-151,473.9 (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-September	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.

September 2016			
	Actual	Budget	Variance
Personnel	$380,852	$264,200	($116,652)
Materials & Supplies	$24,858	$29,150	$4,292
Administrative Expenses	$118,785	$146,115	$27,330
Total	**$524,495**	**$439,465**	**($85,030)**

July 2016 thru September 2016			
	Actual	Budget	Variance
Personnel	$762,624	$1,001,600	$238,976
Materials & Supplies	$120,802	$111,850	($8,952)
Administrative Expenses	$799,635	$844,370	$44,735
Total	**$1,683,061**	**$1,957,820**	**$274,759**

2.1 Variance analysis:

The actual expenses for the month of September are $524,495 against a budgeted amount of $439,465 for an unfavorable variance of $85,030 or 19.35%. The variance was due to the following:

PERSONNEL EXPENSES – An unfavorable monthly variance of $116,652 was due to (3) payroll periods expensed versus the (2) budgeted for September. A portion of this unfavorable variance was offset by the 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 - A favorable monthly variance of $4,292 was due to the timing of water bill receipt which resulted in no water – sewer bills expensed in September. A portion of this positive variance was offset by purchasing bulk chemicals we anticipated would be needed in August.

ADMINISTRATIVE EXPENSES – A favorable monthly variance of $27,330 was due primarily to the timing of the electric bill receipt which resulted in no electric bills being expensed in September. A portion of this positive variance was offset by training costs for mobile crane training.

3.0 Operations

Unit Operations / Outages / Trips: Units 1 & Unit 2 was not dispatched during the month of September by PJM. Unit 3 was dispatched for ten startups and Van Sant had one start. The staff successfully completed Unit 3 State required RATA Testing on September 28, 2016.

The Unit 3 boiler experienced 2 trips during the month due to main steam stop valve problems and a field breaker problem. The issues were repaired during an eleven hour outage and the unit returned to service the next day with no further issues.

Month of September 2016							
		McKee Unit 1	McKee Unit 2	McKee Unit 3	MRGS TOTAL	VanSant Unit 11	Total ALL Units
Capacity:	(MW)	17	17	102	136	43	179
On Line Hours:	(HRS)	0	0	89.149	89.149	9.283	98.431
Starts:	(#)	0	0	10	10	1	11
Gross Generation:	(MWh)	0	0	4,288.108	4,288.108	334.944	4,623.052
Net Generation:	(MWh)	0	0	3,856.193	3,856.193	334.749	4,190.942
Total Auxiliaries:	(MWh)	0	0	431.915	431.915	195	432.110
Auxiliaries purchased:	(MWh)	22.866	22.866	380.688	426.419	1.660	426.421
Fuel Gas Used:	(MMBTU)	0	0	46,914.417	46,914.417	4,361.452	51,275.869
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	46,914.417	46,914.417	4,361.452	51,275.869
Net Heat Rate:	(BTU/KWh)	0	0	12,166	12,166	13,029	12,235
Unit Trips:	(#)	0	0	2	2	0	2
Capacity Factor:	(%)	0%	0%	5.25%	5.25%	1.11%	3.33%
Availability Factor:	(%)	100%	100%	98.47%	99.49%	100%	99.62%
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	11	11	0.0	11
Equivalent Derate Hours:	(HRS)	0.0	0.0	0.0	0.0	0.0	0.0
Reserve Shutdown Hours:	(HRS)	720	720	619.852	2,107.852	710.717	2,770.569
HW Boiler Gas Usage:	(MMBTU)				0		0

2015-2016 Fiscal Year - July 2016 thru September 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	699.524	710.224	10.966	721.190
Starts:	(#)	1	2	32	35	2	37
Gross Generation:	(MWh)	72.382	55.948	33,022.019	33,150.349	401.760	33,552.109
Net Generation:	(MWh)	69.226	53.897	29,921.066	30,044.189	401.519	30,445.708
Total Auxiliaries:	(MWh)	3.156	2.051	3,100.953	3,106.160	241	3,106.401
Auxiliaries purchased:	(MWh)	66.488	66.488	973.710	1,106.686	4.217	1,110.903
Fuel Gas Used:	(MMBTU)	1,231.944	1,019.223	351,117.572	353,368.739	5,235.614	358,604.353
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	351,117.572	353,368.739	5,235.614	358,604.353
Net Heat Rate:	(BTU/KWh)	17,796	18,911	11,835	11,851	13,061	11,877
Unit Trips:	(#)	0	1	6	7	0	7
Capacity Factor:	(%)	0.18%	0.14%	13.20%	9.94%	0.44%	7.83%
Availability Factor:	(%)	100%	100%	99.49%	99.83%	100%	99.87%
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	11	11	0.0	11
Equivalent Derate Hours:	(HRS)	0.0	0.0	0.0	0.0	0.0	0.0
Reserve Shutdown Hours:	(HRS)	2,201.550	2,203.750	1,497.476	5,902.776	2,197.034	8,099.810
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	866,713	867,150	0	437	862,307	0	3,962
Van Sant	223,244	221,812	0	(1,432)	222,992	0	252

Van Sant Lifetime through September 2016

	Actual Starts	Factored Starts	Fired Hours
Van Sant	1,429	2434.05	4,440.40
Since HGP–2004	289	766.35	1,056.82

*Hot Gas Path inspection

3.1 Team Report:

The Operations Team completed eleven successful startups of Unit 3 & 1 start at Van Sant during the month, but experienced 2 boiler/generator trips. The main steam stop valve positioner failed and generator loss of field placed the Unit 3 in an eleven hour unplanned outage. The repairs were completed and the boiler was safely re-started. The outage was cleared and the unit was returned to normal 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 utilize GPI Learning courses and targets OSHA safety training and OSHA environmental training. Also GPI online training is utilized to complete NAES SMP (Safety & Environmental) Training. The operators review the plant's safety and environmental permits/policies/manuals and complete a final test for knowledge and familiarity with the subject material.

4.0 Maintenance

During the month of September, the Plant Maintenance staff continues to address 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 148 new work orders issued with 99 work orders being completed, and 18 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	6	3	9	1	0	1	5	8
	CM	46	78	124	11	48	59	35	65
	EW	4	4	0	0	0	0	0	4
	PM	24	42	66	5	35	40	19	26
	SW	4	4	8	0	2	2	4	6
Site Totals		**82**	**131**	**213**	**184**	**85**	**103**	**64**	**110**

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	5	5	10	0	3	3	5	7
	EW	0	0	0	0	0	0	0	0
	PM	11	11	22	4	14	18	7	8
Site Totals		**16**	**17**	**33**	**4**	**14**	**18**	**12**	**15**

Notable activities during the month include:

The IC&E staff was troubleshooting the Unit 3 tripping issue. They discovered that an old test port on the duct just over the air flow transmitter had fallen off. This caused a false draft over the air flow transmitter. The maintenance staff made the necessary repairs to the duct work. The IC&E staff calibrated the air flow transmitters and the furnace draft indicator on the console. The unit has operated since these repairs and calibration have been made with no tripping issues.

The IC&E technicians assisted Vinyo Instruments and Controls on completing a successful mass oil flow test on Units 1, 2 & 3 at the McKee Run Generation Station. This test was completed in accordance with the Title V permit.

The IC&E staff assisted Catalyst Air Management staff in completing the successful RATA test on Unit 3 at the McKee Run Generating Power Plant. By completing this test the facility continues to meet the State of Delaware air emission requirements. This type of team work with contractors continues to make this project successful.

During a run period the operation staff discovered that the Unit 3 had developed a tube leak. The unit was taken down and cooled. BREMCO was called in to make the repairs. The leak was found to be on 136’ level. The leak was discovered on the outside of the boiler. A piece of the boiler tube was removed and a new piece was installed. The boiler was hydro to 1500 psi and that pressure was held for 10 minutes with no leaks. The outage was cleared and the boiler was return to service.

The Maintenance staff, two from the IC&E staff and one operational staff members attended mobile crane training. The training was conducted Becket LLC. The training consisted of three days of training in the class room and out in the field with hands on training. By having numerous staff member able to operate the mobile crane is an asset to the facility. When the need arises in a normal operation or an emergency where the mobile crane would be needed the facility would have coverage for a crane operator.

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: Partial shipment received. Schedule: Waiting on set up and installation, estimated start 11/1/2016.
EG1416	Van Sant Capacity Increase	Progress: Air compressor for the Inlet Fogging System is installed. Schedule: Other work as identified to support capacity increase. Project has been extended to December 31, 2016.
EG1608	McKee Run / Van Sant CEMS Upgrades	Progress: Project is complete, CEMS Computers installed, CIP ready 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: No other work scheduled for this CIP.
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: Final repair quotes for baffle/gap area solicited. Schedule: Received quote for minor liner modifications downstream of the exhaust plenum upstream of the exhaust silencers in October/November.
EG1613	McKee Run Unit #3 Boiler Stack Repairs	Progress: Contractor selected for repairs. 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: Boiler repairs were conducted on U3, tube repair was made. Schedule: Boiler repairs completed. Unit #3 boiler super heater and re-heater clip replacement, air pre-heater inspection / repairs, de-aerator heater and storage tank inspection.
EG1703	McKee Run Building Equipment Replacement	Progress: Determining the need and priorities for repairs / refurbishment. Schedule: Past CIP EG1601. Administrative building heating and cooling systems, roof repairs, and DI room modifications.
EG1704	U3 Hydrogen Purity Analyzer	Progress: On-Site Gas provided information on hydrogen generators, conditioners, and purity analyzers during a vendor site visit. Schedule: Requesting additional quotes & information for comparison bids.
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 items for AUS. No funding 2017.
EG1707	McKee Run Unit #3 Auxiliary Equipment Replacement	Progress: Replacement IWW system transfer pumps on site. Schedule: Replace IWW transfer pumps. This project was EG1607. Service water pumps & vacuum pump inspections, lube oil cooler TCV refurbishment.
EG1709	U3 Circ Water Piping Inspection/Repairs	Progress: Scheduled to drain and inspect piping 10/19/16, fall outage. Schedule: Develop scope and send RFP if repairs required for Spring '17 work.
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

Phil Marvel, Maintenance Supervisor, attended a Management Kaizen Session held in Raleigh, North Carolina on September 15 and September 16. This interesting conference consisted of DISC personality analysis, role-playing, communication skill building and many more lessons on successfully managing and communicating.

7.0 Training

Safety Topics discussed during the September monthly safety committee meeting were reviewed by the entire staff. The monthly safety topic was; “Safe Work Habits” and it covered how workers develop good work habits at work and in our everyday activities as well. Some say it takes numerous days of continual monitoring and reminding yourself to develop a habit. Some of us have very good habits, yet some of us could use a little work. A few examples are fastening seat belts every time you enter a vehicle, using hearing protection on the production floor, wearing safety glasses, long pants and long shirts when weed whacking, and utilizing hand rails when walking down stairs.

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.

Rick Barber, Senior Operator, completed a one day seminar for Leadership Training.

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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
Power Plant Meter Replacement Project	October 14, 2016 thru October 31, 2016
NOx Ozone Season Ends	October 31, 2016
Fall Outage for Unit 3	October 3, 2016 thru November 23, 2016
Unit 3 Circ Water Piping Inspection Only	October 19, 2016 thru October 21, 2016
Unit 1 & Unit 2 Fall Outage	October 17, 2016 thru October 24, 2016
Plant Winterization – in progress	Complete Prior to November 1, 2106

9.0 "Value Added" Accomplishments during September

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.

- 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. The maintenance department was able to remove all the stuck outfall covers for access to each outfall for cleaning and flushing. NAES is conferring with the City of Dover Public Works Department to coordinate their assistance to conduct video surveillance and flushing of these storm drain outfall drain lines. The power plant staff will then coordinate the samples needed to support the voluntary DRBC initiative on PCB sampling. Our ability to free up the outfall grate covers has already saved the City of Dover a substantial amount of the money quoted above and with the assistance of the public works department we expect to save even more contractor costs for the City.
- NAES is working with the chemical contractor to utilize one (1) 275-gallon tote of cooling tower biocide in an effort to repurpose this material rather than simply ship the material off-site as off-spec material. This was a product used prior the current chemical vendor and will help offset some of the chemical expenses in our budget.
- In September, NAES represented the McKee Run and VanSant sites at a DNREC public workshop at the City of Dover Library to demonstrate the reduction in air emissions from industrial sites in the area. McKee Run was highlighted and depicted as one of the smallest air emission sources in the area. The purpose of this open house was demonstrate to local citizens and environmental groups point source pollution reductions and highlight other source of air pollution in the region.
- The feasibility study for converting the Unit 1 and Unit 2 Generators was provided to NAES. The conversion estimate was $3.7 million per unit plus additional Bus Yard work, approximated to cost another $900K, a new transformer and breakers to support the conversion of the units. It is estimated that the total cost would be $9 million so the project will not go forward.
- The maintenance department replaced two of the IWW system waste water pumps. During 2010 modifications to the Industrial Waste Water (IWW) system, pumps for the waste water tank were installed that were available on site. They were not rated for the system needs and were obsolete when they were installed. As a result hose pumps are failing and the mechanical seals have also failed. There are no repair parts or replacement mechanical seals available due to their age to repair these pumps. Replacement pumps were requested that suit the system need and design,

they were purchased and will be installed, for the industrial waste water system which are better suited and properly rated the system as required.

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:	10/7/2016 12:11
BILLING PERIOD START DATE:	9/1/2016
BILLING PERIOD END DATE:	9/30/2016
INVOICE NUMBER:	2016093000076.000000
INVOICE DUE DATE:	10/14/2016 12:00

CHARGES	ADJ	BILLING LINE ITEM NAME	SOURCE BILLING PERIOD START	AMOUNT ($)
1100.000000		Network Integration Transmission Service		288576.000000
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		415500.400000
1205.000000		Balancing Spot Market Energy		9807.120000
1210.000000		Day-ahead Transmission Congestion		-530868.760000
1215.000000		Balancing Transmission Congestion		20692.800000
1220.000000		Day-ahead Transmission Losses		-14875.900000
1225.000000		Balancing Transmission Losses		3489.980000
1230.000000		Inadvertent Interchange		-1278.330000
1242.000000		Day-Ahead Load Response Charge Allocation		183.650000
1243.000000		Real-Time Load Response Charge Allocation		263.080000
1250.000000		Meter Error Correction		-2827.850000
1301.000000		PJM Scheduling, System Control and Dispatch Service - Control Area Administration		11591.850000
1302.000000		PJM Scheduling, System Control and Dispatch Service - FTR Administration		38.400000
1303.000000		PJM Scheduling, System Control and Dispatch Service - Market Support		2823.680000

1304.000000	PJM Scheduling, System Control and Dispatch Service - Regulation Market Administration	89.930000
1305.000000	PJM Scheduling, System Control and Dispatch Service - Capacity Resource/Obligation Mgmt.	922.500000
1306.000000	PJM Scheduling, System Control and Dispatch Service - Advanced Second Control Center	1197.980000
1307.000000	PJM Scheduling, System Control and Dispatch Service - Market Support Offset	-298.260000
1313.000000	PJM Settlement, Inc.	298.260000
1314.000000	Market Monitoring Unit (MMU) Funding	423.270000
1315.000000	FERC Annual Recovery	4459.990000
1316.000000	Organization of PJM States, Inc. (OPSI) Funding	47.950000
1317.000000	North American Electric Reliability Corporation (NERC)	842.660000
1318.000000	Reliability First Corporation (RFC)	1377.040000
1320.000000	Transmission Owner Scheduling, System Control and Dispatch Service	5090.220000
1330.000000	Reactive Supply and Voltage Control from Generation and Other Sources Service	30066.890000
1340.000000	Regulation and Frequency Response Service	8039.440000
1360.000000	Synchronized Reserve	4113.610000
1362.000000	Non-Synchronized Reserve	772.050000
1365.000000	Day-ahead Scheduling Reserve	10736.020000
1370.000000	Day-ahead Operating Reserve	2777.830000
1375.000000	Balancing Operating Reserve	4142.040000
1376.000000	Balancing Operating Reserve for Load Response	2.640000
1378.000000	Reactive Services	1651.010000
1380.000000	Black Start Service	5357.130000
1400.000000	Load Reconciliation for Spot Market Energy	432.190000
1410.000000	Load Reconciliation for Transmission Congestion	-4.400000
1420.000000	Load Reconciliation for Transmission Losses	-9.830000
1430.000000	Load Reconciliation for Inadvertent Interchange	-0.090000
1440.000000	Load Reconciliation for PJM Scheduling, System Control and Dispatch Service	2.130000
1442.000000	Load Reconciliation for Schedule 9-6 - Advanced Second Control Center	0.140000
1444.000000	Load Reconciliation for Market Monitoring Unit (MMU) Funding	0.040000

1445.000000		Load Reconciliation for FERC Annual Recovery		0.670000
1446.000000		Load Reconciliation for Organization of PJM States, Inc. (OPSI) Funding		0.010000
1447.000000		Load Reconciliation for North American Electric Reliability Corporation (NERC)		0.130000
1448.000000		Load Reconciliation for Reliability First Corporation (RFC)		0.210000
1450.000000		Load Reconciliation for Transmission Owner Scheduling, System Control and Dispatch Service		0.770000
1460.000000		Load Reconciliation for Regulation and Frequency Response Service		1.480000
1470.000000		Load Reconciliation for Synchronized Reserve		0.600000
1472.000000		Load Reconciliation for Non-Synchronized Reserve		0.110000
1475.000000		Load Reconciliation for Day-ahead Scheduling Reserve		3.290000
1478.000000		Load Reconciliation for Balancing Operating Reserve		0.280000
1490.000000		Load Reconciliation for Reactive Services		0.640000
1500.000000		Financial Transmission Rights Auction		-48252.900000
1600.000000		RPM Auction		14308.500000
1610.000000		Locational Reliability		654857.100000
1611.000000		CP Transitional Locational Reliability		211492.500000
1932.000000		Generation Deactivation Refund		-245.710000
1250.000000	A	Meter Error Correction	8/1/2016	-249.870000
1306.000000	A	PJM Scheduling, System Control and Dispatch Service - Advanced Second Control Center	8/1/2016	-0.010000
1360.000000	A	Synchronized Reserve	8/1/2016	0.400000
1365.000000	A	Day-ahead Scheduling Reserve	7/1/2016	-12.060000
1365.000000	A	Day-ahead Scheduling Reserve	8/1/2016	0.880000
1370.000000	A	Day-ahead Operating Reserve	7/1/2016	1.820000
1375.000000	A	Balancing Operating Reserve	3/1/2014	60.750000
1375.000000	A	Balancing Operating Reserve	4/1/2014	16.200000
1375.000000	A	Balancing Operating Reserve	5/1/2016	-2.630000
1375.000000	A	Balancing Operating Reserve	7/1/2016	-36.410000
1375.000000	A	Balancing Operating Reserve	8/1/2016	2.500000
1380.000000	A	Black Start Service	7/1/2016	52.690000
1380.000000	A	Black Start Service	8/1/2016	138.590000
1911.000000	A	Michigan - Ontario Interface Phase Angle Regulators	8/1/2016	190.910000
		Total Charges		1170618.560000

CREDITS	ADJ	BILLING LINE ITEM NAME	SOURCE BILLING	AMOUNT ($)

			PERIOD START	
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		521.530000
2210.000000		Transmission Congestion		-126491.440000
2220.000000		Transmission Losses		23901.250000
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		141.660000
2365.000000		Day-ahead Scheduling Reserve		5027.600000
2370.000000		Day-ahead Operating Reserve		0.000000
2375.000000		Balancing Operating Reserve		389.340000
2380.000000		Black Start Service		0.000000
2420.000000		Load Reconciliation for Transmission Losses		4.600000
2510.000000		Auction Revenue Rights		62468.700000
2600.000000		RPM Auction		626634.900000
2640.000000		Incremental Capacity Transfer Rights		1071.300000
2661.000000		Capacity Resource Deficiency		331.230000
2140.000000	A	Non-Firm Point-to-Point Transmission Service	8/1/2016	3.840000
2220.000000	A	Transmission Losses	7/1/2016	0.330000
2220.000000	A	Transmission Losses	8/1/2016	3.960000
2661.000000	A	Capacity Resource Deficiency	12/1/2014	268.800000
2661.000000	A	Capacity Resource Deficiency	1/1/2015	285.600000
2666.000000	A	Load Management Test Failure	8/1/2016	361.430000
		Total Credits		635212.430000
		Monthly Billing Net Total		**535406.130000**
		Previous Weekly Billing Net Total		435742.630000
		Total Due / Receivable		99663.500000

End of Report

City Planner's Monthly Report

Planning, Inspections & Recreation

SEPTEMBER 2016

Planning, Inspections & Recreation Highlights

- **Jason Osika** was appointed as Fire Marshal on September 14, 2016.

- **Edgewell Personal Care Health Fair -** On Wednesday, September 21st the Parks & Recreation staff hosted an informational booth at the Edgewell Personal Care employee wellness fair. Greeting approximately 150 of their employees gave us an opportunity to share our facility information, program availability, and encourage exercise & walking as keys to living healthy lifestyles. Many of their employees were unaware of what we had to offer before this opportunity.

- **Youth Soccer League**—Approximately 300 children are participating in the Fall Youth Soccer League. Partnering with the YMCA and Holy Cross has afforded our program to extend its boundaries to a broad range of families right here in the greater Dover community. With the help of staff and volunteer coaches, Schutte Park is the place for team practices during the week and Saturday's for league games. If you haven't had the chance to see it for yourself, we invite you to come on over and check it out.

- **Youth Connections –** Hosting 70 targeted at-risk students, this grant funded program held in partnership with Towne Point Elementary school is seeing one if it's biggest enrollments to date. Sherwanda Rachal-Speaks is pleased with this year's turn out and believes the mentoring, tutoring and healthy life skills being taught will be a great base to a bright future for these youth.

- **Spring & Summer Performing Arts on The Green —** Our final performance held September 1st, the Milford Community Band was a nice closure to the 2016 season. Please be sure to thank the following Gold Level Sponsor, Eden Hill Medical Group and our Silver Level sponsors: YMCA of Dover and Chesapeake Utilities. Their financial support assisted in making the series another successful program held in the City of Dover.

- **Amish Bike Tour –** Held on September 10th, Parks & Recreation staff proudly assisted with logistics and event day activities. Once again, the Amish Bike Tour was touted as extremely popular and well attended activity, making Dover a place where people want to live and play!



PROGRESS IN PICTURES



Outback Steakhouse at

1574 N DuPont Highway

BIG LOTS at 515 North DuPont Highway , Suite 100





BURLINGTON at 515 North DuPont Highway, Suite 200

PROGRESS IN PICTURES AT CLEARVIEW MEADOWS DEVELOPMENT







Planning, Inspections & Recreation Revenue

Revenue Stream	FY '17 Budget		FY '17 Actual (YTD)	
Business License	$1,425,000	$	1,403,114	96%
Trailer License	$21,000	$	12,474	59%
Building Permits	$600,000	$	288,290	47%
Cert. of Occupancy	$6,500	$	4,400	44%
Public Occupancy	$9,700	$	989	5%
Lodging House	$14,100	$	28	0%
Plumbing/Heating/Air	$75,000	$	44,541	39%
Rental Inspection Fee	$350,000	$	4,021	1%
Miscellaneous	$15,000	$	5,263	19%
Fire Protection Fees	$62,000	$	18,835	29%
Code Enf. Fines	$25,000	$	12,050	34%
Vacant Building Reg.	$100,000	$	98,590	66%
Total P&I Revenue	**$2,703,300**	$	1,892,596	64%
Recreation	$149,800	$	43,963	29%

PERSONNEL AND TRAINING

Jason Osika was appointed as Fire Marshal for the City of Dover on September 14, 2016. Mr. Osika took over the reins from Fire Marshal Timothy Mullaney Jr. who transferred to the Police Department.

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 September 2016, Planning Staff was involved with review of 78 Permits and 24 Certificates of Occupancy permits. (2016 calendar year total of 846 Permits and CO's compared to 720 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, 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. Through the end of September, five of the nine property owners receiving Notification Letters in August 2016 had contacted Staff to discuss their non-conforming use status with some initiating steps to become compliant. December 31, 2016 is the sun setting date for this set of nonconforming uses.
- Ordinance #2016-18 for an amendment to the *Zoning Ordinance* regarding the COZ-1 (Corridor Overlay Zone) was tabled by City Council on September 12, 2016 following a Public Hearing. The Planning Commission on August 15, 2016 had recommended approval of the amendment to revise the building height (development guideline) limitation for a defined area on properties within the COZ-1. (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.
- A Certificates of Occupancy was issued for another 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, and Seskinore. Certificates of Occupancy were issued to a total of 13 residential dwelling units (one family detached dwellings).
- Permits were issued to begin construction of a Commercial Building 5 of the Eden Hill Farm TND: Neighborhood Commercial District at 201 Towne Centre Drive (S-16-08); and construction of the Phase 2 expansion (8 beds) of Dover Behavioral Health facility on Horsepond Road (S-16-10).
- Certificates of Occupancy were issued for the Outback Restaurant at the Dover Town Center; for the retail tenants of Burlington and Big Lots in Capital Commons (redevelopment of old Kmart site); a retail store at 150 South Governors Avenue, and a real estate office at 27 West Loockerman Street.

	SEPTEMBER FY17	TOTAL FOR FY17
New Home Permits Issued	17	39
Value of Commercial Projects	$1,854,610.00	$15,402,373.00
Downtown Incentives (Fees Waived)	$2,039.75	$8,037.75

BOARD AND COMMISSION ACTIVITY

Planning Commission

The Planning Commission met on September 19, 2016. The next Planning Commission meeting is scheduled for October 17, 2016. The following applications were considered:

- **S-16-07 The Arbors Senior Garden Apartments at 1051 College Road: Revised Plan**—Commission moved to approve a Revised Site Development Plan The Arbors Senior Garden Apartments that will consist of construction of a site entrance/drive aisle instead of the improved public street (Senior Way) connecting form College Road to Topaz Circle, and the reconfiguration of parking lot and walking trail system of the Active Recreation Area.

- **S-16-17 Parking Lot at 623 Fulton Street**— Commission moved to grant conditional approval of the Site Development Site Plan S-16-17 for the 623 Fulton Street Parking Lot to replace an existing 11,600 S.F. +/- gravel parking lot with a thirty-four (34) space asphalt parking lot of the same area, with striping, parking bumpers, landscaping and lighting. The purpose of the parking lot is to provide parking for adjacent properties.

- **S-16-18 Loockerman Way Redevelopment Master Plan: Two Mixed Use Buildings at 126 West Loockerman Street** — Commission moved to grant conditional approval of the Site Development Master Plan and the Architectural Review Certification for the project at 126 West Loockerman Street. The Site Development Master Plan is to permit in two phases the construction of commercial (retail and restaurant) space and a total of twenty (20) apartment units in two mixed use buildings on this existing site known as Loockerman Way. The property is located within the Historic District and required the consideration of the Architectural Review Certification for the project; it was previously reviewed by the Historic District Commission (HI-16-05).

- **S-16-19 Schutte Park Public Works Yard**—-Commission moved to grant conditional approval of the Site Development Plan S-16-19 for renovation of the City of Dover Department of Public Works Yard at 10 Electric Avenue inside Schutte Park.

Board of Adjustment

The Board of Adjustment met on September 21, 2016. The next regular scheduled meeting of the Board of Adjustment is scheduled for October 19, 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-16-12 - 100 North DuPont Highway**— The Board moved to approve the area variance requested from the requirements of *Zoning Ordinance* Article 6 § 3.4, 3.6, and 3.11 pertaining to the minimum parking space size, requirement for curbing, and the maximum number of parking spaces in order to perform site improvements relating to parking and traffic circulation on the subject property.

Historic District Commission

The Historic District Commission did not meet on September 15, 2016. The next Historic District Commission meeting is scheduled for October 21, 2016.

COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

CDBG FY16 Projects

Sub-recipient agreement were signed on September 1st, and the following projects are underway.

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 a vacant property to sell to a low income family and provide affordable housing in the City of Dover.

Code Enforcement Activity—SEPTEMBER

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	5	41	100%	92%
Tall grass and weeds	48	480	85%	84%
Unregistered vehicle	4	41	50%	65%
Abandoned vehicle	3	39	100%	82%
Annual Housing Inspection	31	195	90%	78%
Property Maintenance – Exterior	26	330	81%	81%
Electric Termination	15	102	100%	97%
Dover Code of Ordinances	21	344	71%	78%
Zoning	7	41	71%	78%
Total Cases	**161**	**1711**		
Total # of Inspections For Month	**254**			



231 Mifflin Road

Dangerous Pool

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.
- *234 N. Kirkwood Street*—Property was condemned when the Dover Police Department discovered that a meth lab was being operated in a vacant home. The owner of the property has restored utilities and is currently cleaning the residence.
- *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. An asbestos survey was conducted and abatement will occur in October.
- *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. The asbestos survey is complete and the owner has obtained a Demolition Permit.
- *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 deferred 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 September twenty-three (23) additional buildings were registered as vacant, and $16,875.00 in vacant building registration fees were collected.

Fire Marshal's Office, Building Inspections & Licensing Summary

LIFE SAFETY	Current	July 16-June17	Sept 2015	July 15-June16
Inspections	**SEPT 16**	**FYTD 17**	**SEPT 15**	**FYTD 16**
Annual Fire/Life Safety Inspections	26	81	15	96
Fire/Code/DCO Complaints	25	59	32	122
Inspection Deficiencies from AFI	77	251	173	335
C/O & Acceptance Tests	7	41	4	51
Administrative Walk Thru	24	44	12	43
Plan Review	13	29	0	33
Accidental	$5,251	$220,000	$106,900	$173,900
Incendiary	$20,000	$0.00	$0.00	$25,000
Undetermined	$0	$23,000	$16,000	$168,000
PERMITTING AND LICENSING				
Permits Issued	**SEPT 16**	**FYTD 17**	**SEPT 15**	**FYTD 16**
Administrative Permit	0	5	0	8
Building Addition/Renovation Permits	23	99	32	104
Building Permits	35	90	34	77
Demolition Permits	5	9	8	14
Fence Permits	14	26	5	20
Fire Prevention Permits	5	26	8	32
Mechanical Permits	43	144	36	86
Plumbing Permits	46	110	44	92
Sign Permits	15	62	24	42
Swimming Pool Permits	1	5	0	1
Business Licenses	184	1959	86	1035
Merchant Licenses	20	324	6	237
Contractor Licenses	85	767	52	683
Lodging House Licenses	0	14	1	6
Mobile Homes	52	273	39	203
Public Occupancy	11	43	8	29
Rental Dwelling	21	64	23	95
BUILDING INSPECTIONS				
Inspections	**SEPT 16**	**FYTD 17**	**SEPT 15**	**FYTD 16**
Building	497	1231	393	1137
Plumbing/Mechanical	268	1073	427	1077
Certificate of Occupancy	23	55	19	44

Fire Marshal's Office—At a Glance

The Fire Marshal's Office investigated a total of four (4) incidents in the month of September, to include a fire at 101 Weston Dr. which resulted in the loss of a vehicle and damage to two other vehicles.

During the month of September the Fire Marshal's Office conducted several inspections and acceptance tests. Delaware Tech and Wesley College were inspected during this time frame.

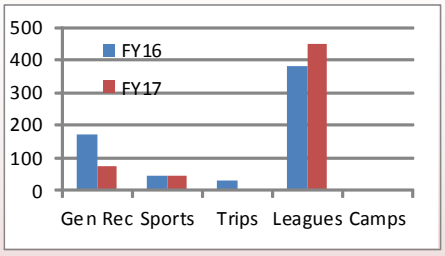


Recreation Division

City of Dover Parks & Recreation

Enrollment Summary

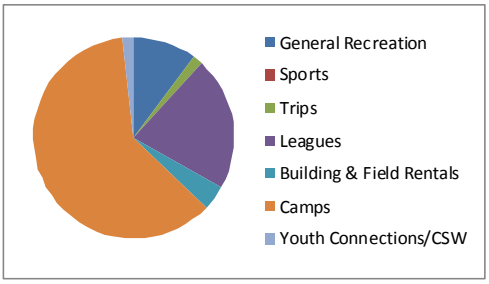
SEPTEMBER FY16 verses SEPTEMBER FY15

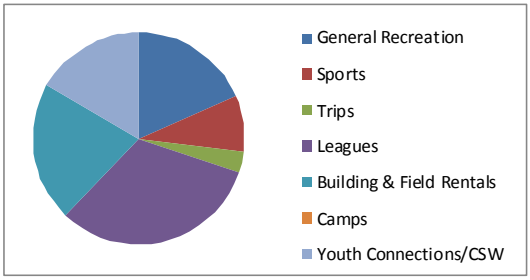




Category	FY15	FY16
General Recreation	70	172
Sports	43	42
Trips	0	26
Leagues	448	378
Camps	n/a	n/a

Revenue Breakdown: September 2016 verses September 2015





General Recreation	**$733.75**
Sports	**$622.00**
Trips	**$518.00**
Leagues	**$6095.00**
Building & Field Rentals	**$680.00**
Camps	**0**
Youth Connections/CSW	**$763.00**

General Recreation	**$1925.00**
Sports	**$885.00**
Trips	**$333.00**
Leagues	**$3315.00**
Building & Field Rentals	**$2200.00**
Camps	**0**
Youth Connections/CSW	**$1731.00**













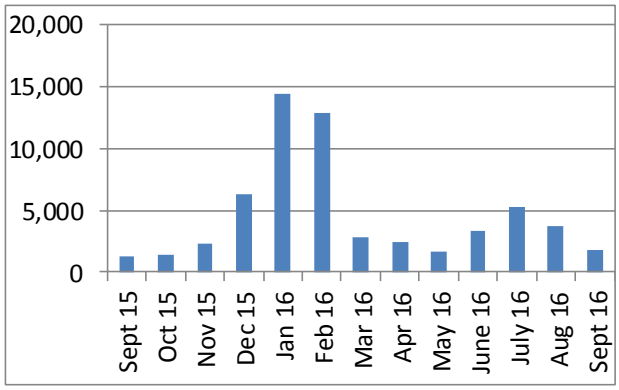




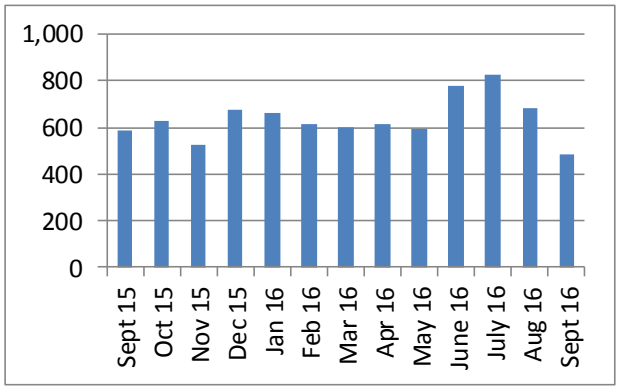


John W. Pitts Recreation Center – SEPTEMBER 2016

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	SEPT 16		FYTD 17		SEPT 15		FYTD 16
Open Gym	408		635		493.5		879.75
Fitness Classes	31		82		30		105.5
Leagues	41		266.5		29		250
Camps	0		988.5		0		860
Sports Classes	0		0		13.5		13.5
Meetings & Rentals	0		14		19.5		71.5
Enrichment Classes	2		2		2		2
Total Facility Usage Hours	482		1988		587.5		2182.25

Daily Program Attendance**	SEPT 16		FYTD 17		SEPT 15		FYTD 16
Total	1809		10,790		1208		12,966
Open Gym	261		616		334		716
Fitness Classes	92		374		216		671
Leagues	1445		8368		485		9649
Camps	0		1,284		0		1,086
Sports Classes	0		0		27		27
Meetings & Rentals	0		137		138		809
Enrichment Classes	11		11		8		8

Since our opening in late April 2008, we have had 457,643 guests at the John W. Pitts Recreation Center.

September Open Gym Registrations and Packages Sold

Packages Sold:	SEPT	MTD	YTD	FYTD
Daily:	6	$18	20	$60
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:	**6**	**$18**	**20**	**$60**

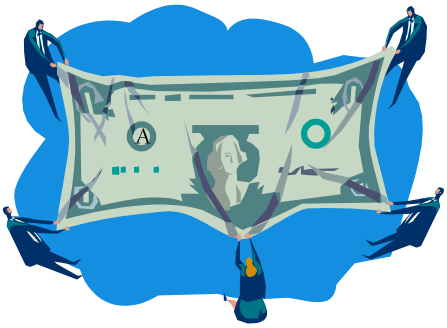


CITY OF DOVER
FINANCE AND PROCUREMENT & INVENTORY DEPARTMENTS
SEPTEMBER 2016 - MONTHLY BUDGET REPORTS















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
SEPTEMBER 2016

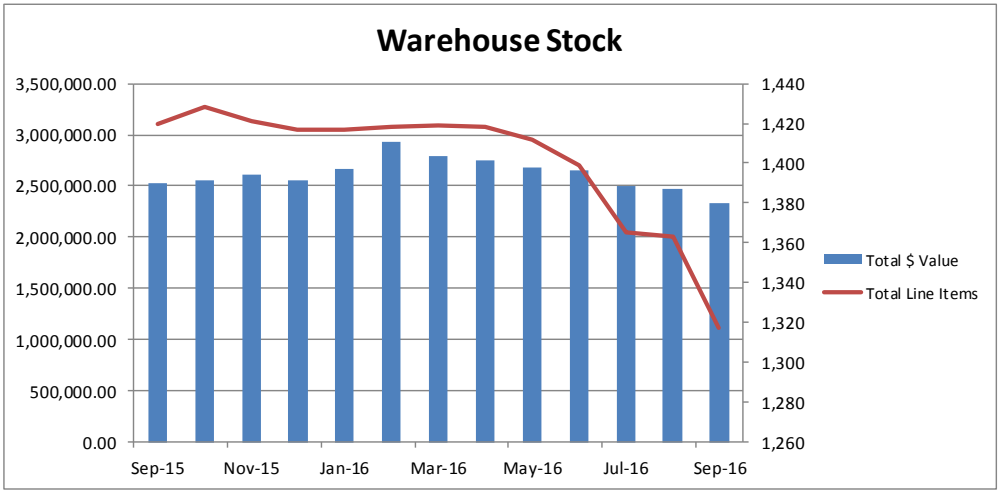
FINANCE DEPARTMENT ACTIVITY LEVELS

	FY16 YTD			FY17 YTD		
BANK TRENDS						
Number of Deposits Made (Hand, ACH & Wire, Lockbox)	1,879			1,869		
Total Amount of All Deposits	$ 44,074,292			$ 44,690,902		
PAYROLL						
	Hours	%	Amount	Hours	%	Amount
Gross wages per registers	**206,856**	**100.0%**	**$ 9,965,568**	**241,609**	**100.0%**	**$ 11,076,888**
Wages and Hours Worked						
Regular	168,345	81.4%	$ 3,663,437	199,788	82.7%	$ 4,541,344
All over time	8,821	4.3%	$ 382,908	9,054	3.7%	$ 398,163
Other Paid or Unpaid Wages and Hours						
Vacation	13,150	6.4%	$ 367,716	14,497	6.0%	$ 417,126
Sick	3,601	1.7%	$ 86,195	4,766	2.0%	$ 129,106
Terminal Leave - Retiree Vacation/Sick Payout	4,382	2.1%	$ 154,570	4,361	1.8%	$ 116,153
Comp Time	1,862	0.9%	$ 54,874	1,979	0.8%	$ 60,872
Personal	302	0.1%	$ 9,520	1,455	0.6%	$ 47,439
Leave Without Pay	1,391	0.7%	$ -	340	0.1%	$ -
Other (description below)	5,003	2.4%	$ 186,870	5,370	2.2%	$ 199,335

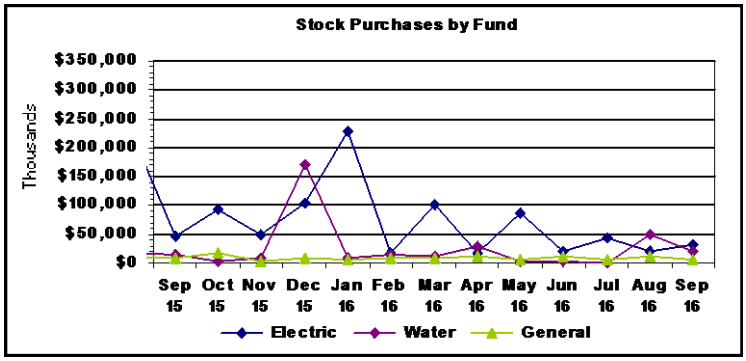
Other includes: pay adjustments, military differential pay, training, committee meetings, worker compensation tracking/adjustments, etc.

Other Activity						
Number of Pay Periods	6			7		
Number of Payroll Checks & Direct Deposits Issued	4,634			5,258		
Number of Pension Checks Issued	1,520			1,513		
Total Pension Benefits Paid - Defined Benefit Plan	$ 2,615,426			$ 2,606,594		
ACCOUNTS PAYABLE						
Number of Check Vouchers	1,439			1,367		
Number of EFT Vouchers	571			554		
Vouchers Dollar Amount Disbursed	$ 20,134,084			$ 16,237,291		

PROCUREMENT & INVENTORY ACTIVITY LEVELS



Value: $2,328,989.13 Line Items: 1,317



Fuel Use		
Unleaded:	11,355.6	gallons
Diesel:	6,745.8	gallons
Total Cost:	$ 28,370.35	

City of Dover
Finance Department
Monthly Report - September 2016
General Fund Summary

	Budget	YTD	Balance	25% Budget
Beginning Balance	$ 4,493,900	$ -	$ 4,493,900	0.0%
Revenues				
Court of Chancery Fees	1,100,000	214,400	885,600	19.5%
Police Extra Duty, Fines & Revenue	1,288,300	302,071	986,229	23.4%
Franchise Fees	680,000	-	680,000	0.0%
Grants	623,500	-	623,500	0.0%
Intrafund Services	5,218,700	1,274,924	3,943,776	24.4%
Library & Recreation Revenues	532,900	61,579	471,321	11.6%
Licenses & Permits	3,129,100	1,897,497	1,231,603	60.6%
Property Taxes (1)	12,895,100	12,438,120	456,980	96.5%
Miscellaneous Revenues	146,800	56,348	90,452	38.4%
Sanitation Revenues	2,538,300	625,207	1,913,093	24.6%
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	71,872	425,028	14.5%
Transfer Taxes	1,672,700	536,163	1,136,537	32.1%
Police Grants/Extra Duty	258,600	43,189	215,411	16.7%
Water/Wastewater Fund	875,000	146,000	729,000	16.7%
Electric Fund	10,000,000	2,501,333	7,498,667	25.0%
Total Revenues	42,223,500	20,184,260	22,039,240	47.8%
Total Beginning Balance & Revenues	**$ 46,717,400**	**$ 20,184,260**	**$ 26,533,140**	43.2%
Expenditures				
City Clerk & Council	$ 553,400	$ 116,423	$ 436,977	21.0%
Mayor, City Manager & Human Resources	1,258,900	316,282	942,618	25.1%
Police & Police Extra Duty	16,875,200	3,838,024	13,037,176	22.7%
Public Services	5,077,600	1,044,158	4,033,442	20.6%
Engineering	207,000	38,312	168,688	18.5%
Procurement & Inventory, Facilities Mgmt., Fleet Maint.	1,968,500	480,632	1,487,868	24.4%
Planning, Inspections, Life Safety, & Code Enf.	2,151,000	458,256	1,692,744	21.3%
Finance, Info Tech & Customer Services	2,871,200	767,498	2,103,702	26.7%
Library & Recreation	2,385,900	560,844	1,825,056	23.5%
Fire Department	721,700	159,094	562,606	22.0%
Assessor	244,000	60,869	183,131	24.9%
Contribution to DDP	150,000	-	150,000	0.0%
Miscellaneous Grant Expense	25,000	-	25,000	0.0%
Other Employment Expenses	400,700	-	400,700	0.0%
Bank & CC Fees	15,000	1,098	13,902	7.3%
Insurance	700,000	168,691	531,309	24.1%
OPEB - Retiree's Health Care Contribution	2,039,700	509,975	1,529,725	25.0%
Police Pension Trust Contribution - State Grant	670,000	167,833	502,167	25.0%
Appropriation to Police Pension Fund	500,000	-	500,000	0.0%
Street Lights	804,000	204,854	599,146	25.5%
Debt Service	685,300	356,679	328,621	52.0%
Transfers Out				
Inventory Write-offs	10,000	10,000	-	100.0%
Capital Projects Fund	1,859,400	930,000	929,400	50.0%
Uncollectibles: Trash & Other	50,000	50,000	-	100.0%
Total Expenditures	42,223,500	10,239,522	31,983,978	24.3%
Budget Balance -Working Capital	4,493,900	-	4,493,900	0.0%
Total Budget Balance & Expenditures	**$ 46,717,400**	**$ 10,239,522**	**$ 36,477,878**	21.9%
Reserve Balances				
Contingency	$ 741,000	$ 735,599		

(1) Property Taxes are the taxes billed and not cash received. The outstanding receivable balance as of 9/30/16 is $681,101 as compared to $561,956 in September 2015.

City of Dover
Finance Department
Monthly Report - September 2016
Water/Wastewater Fund Summary

	Budget	YTD	Balance	25% 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	1,780,501	4,019,499	30.7%
Wastewater Services	3,800,000	1,027,093	2,772,907	27.0%
Wastewater Treatment Services	3,000,000	812,463	2,187,537	27.1%
Groundwater Inflow Adjustment	1,938,000	520,086	1,417,914	26.8%
Water Tank Space Leases	366,200	10,474	355,726	2.9%
Miscellaneous Receipts	83,000	43,849	39,151	52.8%
Impact Fees - Water	252,000	191,100	60,900	75.8%
Impact Fees - Wastewater	228,000	171,000	57,000	75.0%
Total Revenues	15,467,200	4,556,566	10,910,634	29.5%
Total Beginning Balance & Revenues	**$ 16,696,900**	**$ 4,556,566**	**$ 12,140,334**	27.3%
Expenses				
Water/Wastewater Operating Divisions				
Engineering & Inspection	$ 516,500	$ 111,419	$ 405,081	21.6%
Water Department	655,400	143,493	511,907	21.9%
Water Treatment Plant	1,727,400	433,370	1,294,030	25.1%
Wastewater Department	962,400	196,654	765,746	20.4%
Kent County Treatment Charge	4,130,000	1,007,678	3,122,322	24.4%
Intrafund Service Fees	1,653,800	391,359	1,262,441	23.7%
Retiree's Health Care	192,400	32,000	160,400	16.6%
Debt Service	1,227,200	234,036	993,164	19.1%
Other Employment Expenses	21,200	-	21,200	0.0%
Bank & CC Fees	25,000	6,276	18,724	25.1%
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	3,202,285	11,225,215	22.2%
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**	**$ 3,202,285**	**$ 13,494,615**	19.2%

Reserve Balances		
Contingency-Water	$ 249,000	$ 118,339
Contingency-Wastewater	$ 253,100	$ 215,439
Impact Fee Reserve - Water	$ 243,200	$ 435,795
Impact Fee Reserve - Wastewater	$ 1,391,800	$ 3,087,021
Bond Coverage Ratio (Covenant 1.20)	3.44	6.89

City of Dover
Finance Department
Monthly Report - September 2016
Electric Revenue Fund Summary

	Budget	YTD	Balance	25% Budget
Beginning Balance	$ 13,302,200	$ -	$ 13,302,200	0.0%
Revenues				
Direct Sales to Customers	77,193,200	24,298,671	52,894,529	31.5%
Utility Tax	1,287,900	380,645	907,255	29.6%
Weyandt Hall Rents	223,000	65,004	157,996	29.1%
Miscellaneous Revenues	676,600	162,490	514,110	24.0%
Interest Earnings	47,900	44,902	2,998	93.7%
Total Revenues	79,428,600	24,388,663	55,039,937	30.7%
Total Beginning Balance & Revenues	**$ 92,730,800**	**$ 24,388,663**	**$ 68,342,137**	26.3%
Expenses				
Power Supply & Generation				
Hedged Energy	$ 16,557,600	$ 6,492,622	$ 10,064,978	39.2%
Power Supply Management	996,000	208,749	787,251	21.0%
Capacity Charges	10,160,600	2,649,856	7,510,744	26.1%
Dover Sun Park Energy	2,313,900	595,165	1,718,735	25.7%
Renewal Energy Credits (Incl. Solar)	1,036,800	673,201	363,599	64.9%
RGGI	129,300	-	129,300	0.0%
PJM Charges - Energy	12,357,900	1,393,666	10,964,234	11.3%
PJM Charges - Transmission & Fees	7,603,800	1,171,874	6,431,926	15.4%
Total Power Supply	51,155,900	13,185,133	37,970,767	25.8%
Plant Operations	6,215,700	1,683,061	4,532,639	27.1%
Generation Fuels	302,600	1,211,122	(908,522)	400.2%
Capacity Credits	(7,355,100)	(1,877,801)	(5,477,299)	25.5%
PJM Spot Market Energy	(804,900)	(1,347,968)	543,068	167.5%
PJM Credits	(360,000)	(229,248)	(130,752)	63.7%
Total Generation	(2,001,700)	(560,834)	(1,440,866)	28.0%
Total Power Supply & Generation	49,154,200	12,624,299	36,529,901	25.7%
Electric Operating Divisions:				
Transmission/Distribution	3,605,700	934,659	2,671,041	25.9%
Electrical Engineering	1,247,900	259,813	988,087	20.8%
Administration	929,700	151,161	778,539	16.3%
Meter Reading	378,600	89,702	288,898	23.7%
Systems Operations	651,700	152,777	498,923	23.4%
Intrafund Services	3,564,900	883,565	2,681,335	24.8%
Utility Tax	1,287,900	380,646	907,254	29.6%
Retirees Health Care	600,000	150,000	450,000	25.0%
Interest on Deposits	21,000	5,905	15,095	28.1%
Green Energy Payment to DEMEC	128,000	40,093	87,907	31.3%
Accounts Receivable Write-Offs	250,000	250,000	-	100.0%
Other Employee Expenses	58,900	-	58,900	0.0%
Bank & CC Fees	275,000	73,271	201,729	26.6%
Debt Service	1,618,000	412,926	1,205,074	25.5%
Transfers Out:				
General Fund	10,000,000	2,501,333	7,498,667	25.0%
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	19,535,150	59,486,350	24.7%
Budget Balance - Work. Capital	13,709,300	-	13,709,300	0.0%
Total Budget Balance & Expenses	**$ 92,730,800**	**$ 19,535,150**	**$ 73,195,650**	21.1%
Reserve Balances				
Contingency Reserve	$ 848,300	$ 853,188		
Insurance Reserve	$ 762,000	$ 766,396		
Rate Stabilization Reserve	$ 8,511,900	$ 7,296,608		
Bond Coverage Ratio (Covenant 1.25)	4.22	14.95		
Megawatt Hours Sold & Purchased				
Sales to Customers MWh (excluding Street Light MWh)	716,755	223,632		31.2%
Sales per MWh	$ 107.70	$ 106.14		98.6%
Purchased/Generated MWh	747,187	233,912		31.3%
All In MWh Supply & Generation	$ 65.79	$ 53.97		82.0%

City of Dover
Finance Department
Monthly Report - September 2016
General Capital Project Fund Summary

	Budget	YTD	Balance	25% Budget
Beginning Balance - Projects	$ 383,900	$ -	$ 383,900	0.0%
Revenues				
State Grant - Other	105,000	-	105,000	0.0%
Interest Earnings	5,000	4,333	667	86.7%
Transfer from General Fund for Projects	1,859,400	930,000	929,400	50.0%
Income from Sale of Assets	-	70,042	(70,042)	0.0%
Transfer from Parkland Reserve	80,000	-	80,000	0.0%
Total Revenues	2,049,400	1,004,375	1,045,025	49.0%
Total Beginning Balance & Revenue	**$ 2,433,300**	**$ 1,004,375**	**$ 1,428,925**	41.3%
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	122,298	903,702	11.9%
Sanitation	261,500	-	261,500	0.0%
Facilities Management	27,700	-	27,700	0.0%
Total Expenditures	2,044,400	267,912	1,776,488	13.1%
Budget Balance - Projects	388,900	-	388,900	0.0%
Total Budget Balance & Expenditures	**$ 2,433,300**	**$ 267,912**	**$ 2,165,388**	11.0%
Reserve Balances				
Capital Asset Replacement Reserve	$ 1,266,300	$ 1,258,511		
Parkland/Recreation	$ 247,900	$ 327,685		

City of Dover
Finance Department
Monthly Report - September 2016
Water/Wastewater Improvement & Extension Fund Summary

	Budget	YTD	Balance	25% 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	24,738	(4,738)	123.7%
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	-	190,800	0.0%
Transfer from Impact Fee Reserve - Wastewater	211,200	-	211,200	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	524,738	5,181,262	9.2%
Total Beginning Balance & Revenues	**$ 7,838,500**	**$ 524,738**	**$ 7,313,762**	6.7%
Expenses				
Engineering & Inspection	$ 30,400	$ -	$ 30,400	0.0%
Water	1,338,800	65,414	1,273,386	4.9%
Wastewater	2,021,200	214,609	1,806,591	10.6%
Water Treatment Plant	1,200,000	64,562	1,135,438	5.4%
Total Expenses	4,590,400	344,585	4,245,815	7.5%
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**	**$ 344,585**	**$ 7,493,915**	4.4%
Reserve Balances				
Capital Asset Replacement - Water	$ 518,500	$ 521,503		
Capital Asset Replacement - Wastewater	$ 517,300	$ 520,310		

City of Dover
Finance Department
Monthly Report - September 2016
Electric Improvement & Extension Fund Summary

	Budget	YTD	Balance	25% Budget
Beginning Balance	$ 5,540,500	$ -	$ 5,540,500	0.0%
Revenues				
Interest Earnings	40,000	30,386	9,614	76.0%
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	126,611	773,389	14.1%
Total Revenues	3,676,200	809,938	2,866,262	22.0%
Total Beginning Balance & Revenues	**$ 9,216,700**	**$ 829,938**	**$ 8,386,762**	9.0%
Expenses				
Electric Generation	$ 1,842,800	$ 73,505	$ 1,769,295	4.0%
Transmission/Distribution	1,975,000	91,164	1,883,836	4.6%
Electrical Engineering	910,700	52,643	858,057	5.8%
Meter Reading	41,800	-	41,800	0.0%
ERP System	1,000,000	-	1,000,000	0.0%
Total Expenses	5,770,300	217,312	5,552,988	3.8%
Budget Balance Bond - Work. Capital	3,446,400	-	3,446,400	0.0%
Total Budget Balance & Expenses	**$ 9,216,700**	**$ 217,312**	**$ 8,999,388**	2.4%
Reserve Balances				
Depreciation Reserve	$ 10,910,200	$ 10,168,896		
Future Capacity Reserve	$ 10,961,700	$ 10,322,097		

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	$ 783,746	$ 1,662,955
Dover Sun Park - REC's	362,400	86,975	275,425
Total Power Supply Cost	2,809,100	870,721	1,938,379
Non-Solar Power Supply Cost	(490,402)	(300,197)	(190,205)
Incremental Energy Cost	$ 2,318,698	$ 570,523	$ 1,748,175
Revenues			
Customer Sales - Electricity	(93,900)	25,655	(119,555)
Rent Receipts	(94,500)	15,557	(110,057)
Total Revenues	(188,400)	41,212	(229,612)
Incremental Sun Park Cost	$ 2,130,298	$ 611,735	$ 1,518,563
MWh Purchased/Generated - Solar	18,159.000	5,702.352	
MWh $ Solar Energy	$ 134.74	137.44	
Solar REC's MWh		989.000	
MWh $ Solar REC (one month lag)*		87.94	

City of Dover
Finance Department
Monthly Report - September 2016
Community Transportation Improvement Fund

	Budget	YTD	Balance	25% Budget
Beginning Balance	$ 92,100	$ -	$ 92,100	0.0%
Revenues				
Grants Revenue	500,000	-	500,000	0.0%
Interest Earned	-	91	(91)	0.0%
Total Revenues	500,000	91	499,909	0.0%
Total Beginning Balance & Revenues	**$ 592,100**	**$ 91**	**$ 592,009**	0.0%
Expenses				
Transfer to Capital Project Fund	$ 500,000	$ 6,500	$ 493,500	1.3%
Total Expenses	500,000	6,500	493,500	1.3%
Budget Balance - Working Capital	92,100	-	92,100	0.0%
Total Budget Balances & Expenses	**$ 592,100**	**$ 6,500**	**$ 585,600**	1.1%

City of Dover
Finance Department
Monthly Report - September 2016
Police Grant Funds

	Budget	YTD	Balance	25% Budget
Beginning Balance	$ 295,300	$ -	$ 295,300	0.0%
Revenues				
State & Federal Grants Received	319,000	134,650	184,350	42.2%
Interest Earnings	-	629	(629)	0.0%
Total Revenues	319,000	135,279	183,721	42.4%
Total Beginning Balance & Revenues	**$ 614,300**	**$ 135,279**	**$ 479,021**	22.0%
Expenses				
Cadet Program	$ 81,100	$ 18,262	$ 62,838	22.5%
Equipment & Program Supplies	284,000	50,954	233,046	17.9%
Telephone/Fax	16,000	3,838	12,162	24.0%
Training/Conference/Food/Travel	17,000	18,829	(1,829)	110.8%
Consulting/Audit Fees	1,000	-	1,000	0.0%
Contractual services	5,000	-	5,000	0.0%
Operating Transfers - Out	82,000	24,825	57,175	30.3%
Total Expenses	486,100	116,708	369,392	24.0%
Budget Balance - Working Capital (Unaudited)	128,200	-	128,200	0.0%
Total Budget Balances & Expenses	**$ 614,300**	**$ 116,708**	**$ 497,592**	19.0%

City of Dover
Finance Department
Monthly Report - September 2016
Library Grant Fund

	Budget	YTD	Balance	25% Budget
Beginning Balance	$ 17,300	$ -	$ 17,300	0.0%
Revenues				
Grants Received	305,500	148,514	156,986	48.6%
Federal Grants	2,500	2,550	(50)	102.0%
Total Revenues	308,000	151,064	156,936	49.0%
Total Beginning Balance & Revenues	**$ 325,300**	**$ 151,064**	**$ 174,236**	46.4%
Expenses				
Program Expenses/Supplies-State Grants	$ 27,500	$ 4,477	$ 23,023	16.3%
Program Expenses/Supplies-Federal Grants	2,500	555	1,945	22.2%
Office Supplies	30,800	4,066	26,734	13.2%
Printing/Duplicating	12,500	2,726	9,774	21.8%
Postage	100	27	73	27.0%
Books	150,600	162	150,438	0.1%
Furniture	10,500	1,308	9,192	12.5%
Audio Visual Supplies	77,200	9,277	67,923	12.0%
Training/Conference/Food/Travel	5,300	405	4,895	7.6%
Office Equipment/Repairs & Maintenance	6,300	99	6,201	1.6%
Other Equipment - Lease	2,000	457	1,543	22.9%
Total Expenses	325,300	23,559	301,741	7.2%
Budget Balance - Working Capital	-	-	-	0.0%
Total Budget Balances & Expenses	**$ 325,300**	**$ 23,559**	**$ 301,741**	7.2%

City of Dover
Finance Department
Monthly Report - September 2016
After School Program/Substance Abuse Prevention Fund

	Budget	YTD	Balance	25% Budget
Beginning Balance	$ 60,300	$ -	$ 60,300	0.0%
Revenues				
Grants Received	28,000	7,008	20,992	25.0%
Recreation Revenue	33,000	4,313	28,687	13.1%
Total Revenues	61,000	11,321	49,679	18.6%
Total Beginning Balance & Revenues	**$ 121,300**	**$ 11,321**	**$ 109,979**	9.3%
Expenses				
Temporary Help/Benefits	$ 60,200	$ 22,244	$ 37,956	37.0%
Program Expenses/Supplies	55,000	11,937	43,063	21.7%
Total Expenses	115,200	34,181	81,019	29.7%
Budget Balance - Working Capital	6,100	-	6,100	0.0%
Total Budget Balances & Expenses	**$ 121,300**	**$ 34,181**	**$ 87,119**	28.2%

City of Dover
Finance Department
Monthly Report - September 2016
CDBG Fund

	Budget	YTD	Balance	25% Budget
Beginning Balance	$ 2,100	$ -	$ 2,100	0.0%
Revenues				
Grants Received	236,500	3,851	232,649	1.6%
Interest Earnings	-	23	(23)	0.0%
Total Revenues	236,500	3,874	232,626	1.6%
Total Beginning Balance & Revenues	**$ 238,600**	**$ 3,874**	**$ 234,726**	1.6%
Expenses				
Closing Cost/Down Payment Program	$ 50,000	$ -	$ 50,000	0.0%
Connection Community Support Program	7,200	631	6,569	8.8%
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	-	7,619	(7,619)	0.0%
Total Expenses	236,500	32,579	203,921	13.8%
Budget Balance - Working Capital	2,100	-	2,100	0.0%
Total Budget Balances & Expenses	**$ 238,600**	**$ 32,579**	**$ 206,021**	13.7%

MONTHLY REPORT



September 2016

Incident Run Log

Dover Fire Department

Date Range: From 9/1/2016 to 9/30/2016
Company: All Companies
Sorted by: Not selected

Date	FDID	Incident#	Alarm	###	Address	Suite	Type	Lgth
09/01/2016	30046	2016-000826	08:22	120	N STATE ST		Smoke detector activation due to malfunction	0.1
09/01/2016	30046	2016-000827	13:23	113	PERRINKLE DRIVE		Alarm system sounded due to malfunction	0.3
09/01/2016	30046	2016-000828	21:23	892	WOODCREST DR		Assist police or other governmental agency	0.5
09/01/2016	30046	2016-000829	22:51	120	N STATE ST		Alarm system sounded due to malfunction	0.1
09/01/2016	30046	2016-000830	23:48	1570	N DUPONT HWY		Removal of victim(s) from stalled elevator	0.6
09/02/2016	30046	2016-000831	03:52		S STATE ST & ROOSEVELT AVE		Assist police or other governmental agency	0.4
09/02/2016	30046	2016-000832	06:20	961	JANEKA LANE		Smoke detector activation, no fire - unintentional	0.3
09/02/2016	30046	2016-000833	12:00	51	WEBBS LN	B	Cooking fire, confined to container	0.3
09/02/2016	30046	2016-000834	20:22	655	N DUPONT HWY		Hazardous condition, other	0.3
09/02/2016	30046	2016-000835	22:21	217	MAHOGANY PL		Water or steam leak	0.3
09/03/2016	30046	2016-000836	08:32	1995	SHARON HILL RD.		Smoke detector activation due to malfunction	0.2
09/03/2016	30046	2016-000837	17:41	1200	N DUPONT HWY		Smoke detector activation due to malfunction	0.2
09/03/2016	30046	2016-000838	18:54	222	S DUPONT HWY		Smoke detector activation due to malfunction	0.3
09/03/2016	30046	2016-000839	21:04	640	S STATE ST		Outside rubbish fire, other	0.2
09/03/2016	30046	2016-000840	21:50	1200	N DUPONT HWY		Alarm system activation, no fire - unintentional	0.4
09/03/2016	30046	2016-000841	22:49	705	E LOOCKERMAN ST		Motor vehicle accident with no injuries.	0.3
09/04/2016	30046	2016-000842	12:47	834	S GOVERNORS AVE		Smoke detector activation due to malfunction	0.2
09/04/2016	30046	2016-000843	14:25	120	N STATE ST		Smoke detector activation, no fire - unintentional	0.2
09/04/2016	30046	2016-000844	19:42	120	N STATE ST		Smoke detector activation due to malfunction	0.1
09/05/2016	30046	2016-000845	10:46	640	S STATE ST		Gas leak (natural gas or LPG)	0.6
09/05/2016	30046	2016-000846	15:11	1570	N DUPONT HWY		Sprinkler activation due to malfunction	0.4
09/06/2016	30046	2016-000847	09:26	175	ABADON DR		Cooking fire, confined to container	0.5
09/06/2016	30046	2016-000848	10:43	21	W LOOCKERMAN ST		Smoke detector activation due to malfunction	0.5
09/06/2016	30046	2016-000849	14:53	430	COLLEGE RD	200	False alarm or false call, other	0.1
09/06/2016	30046	2016-000850	16:42	1200	N. DUPONT HWY		Dispatched & canceled en route	0.1
09/06/2016	30046	2016-000851	19:05	1574	N DUPONT HWY		Dumpster or other outside trash receptacle fire	0.4
09/07/2016	30046	2016-000852	07:40	213	N BRADFORD ST		Alarm system sounded due to malfunction	0.0
09/07/2016	30046	2016-000853	18:50	4283	FORREST AVE		Fuel burner/boiler malfunction, fire confined	0.5
09/08/2016	30046	2016-000854	08:19	633	PEAR ST		Cooking fire, confined to container	0.7
09/08/2016	30046	2016-000855	12:14	34	STARLIFTER AVE		Electrical wiring/equipment problem, other	0.9
09/08/2016	30046	2016-000856	14:40	2800	N DUPONT HWY		Smoke detector activation due to malfunction	0.3
09/08/2016	30046	2016-000857	16:03	9	PAR HAVEN DR	C	Cooking fire, confined to container	0.8
09/09/2016	30046	2016-000858	01:30	437	E WATER ST		Smoke detector activation due to malfunction	0.3
09/09/2016	30046	2016-000859	11:33	430	COLLEGE RD	700	Smoke detector activation due to malfunction	0.1
09/09/2016	30046	2016-000860	16:37	725	HORSEPOND RD		Special type of incident, other	0.2
09/09/2016	30046	2016-000861	19:41	1780	N DUPONT HWY		Dumpster or other outside trash receptacle fire	0.5
09/09/2016	30046	2016-000862	20:54	1300	S FARMVIEW DR	I	Police matter	0.1
09/09/2016	30046	2016-000863	22:48	1234	HARRISON DR		Gas leak (natural gas or LPG)	1.4
09/10/2016	30046	2016-000864	14:46	260	WEBBS LANE		Building fire	0.8
09/10/2016	30046	2016-000865	15:11	725	HORSEPOND RD		Medical assist, assist EMS crew	0.1
09/10/2016	30046	2016-000866	15:31	319	BILLY MITCHELL LN		Lock-in (if lock out , use 511)	0.3
09/10/2016	30046	2016-000867	16:24	725	HORSEPOND RD		Medical assist, assist EMS crew	0.2
09/10/2016	30046	2016-000868	19:25	1277	HARRISON DR		Good intent call, other	0.5
09/11/2016	30046	2016-000869	02:37	259	E SHELDRAKE CIR		Gasoline or other flammable liquid spill	0.6
09/11/2016	30046	2016-000870	19:14	1706	N DUPONT HWY		Forest, woods or wildland fire	0.4
09/12/2016	30046	2016-000871	04:32	1570	N DUPONT HWY		System malfunction, other	0.1
09/12/2016	30046	2016-000872	11:07	1200	N DUPONT HWY		System malfunction, other	0.2
09/12/2016	30046	2016-000873	11:35	1699	N DUPONT HWY		Service Call, other	0.9
09/12/2016	30046	2016-000874	15:52	51	WAYNE DR		Cooking fire, confined to container	1.1
09/12/2016	30046	2016-000875	17:19	655	N DUPONT HWY		Detector activation, no fire - unintentional	0.4
09/12/2016	30046	2016-000876	17:48	1568	N DUPONT HWY		Natural vegetation fire, other	0.4
09/12/2016	30046	2016-000877	22:31	1570	N DUPONT HWY		Alarm system sounded due to malfunction	0.2
09/13/2016	30046	2016-000878	10:06	200	GARRISON OAK DR		Smoke detector activation due to malfunction	0.7
09/13/2016	30046	2016-000879	15:33	1570	N DUPONT HWY		Unintentional transmission of alarm, other	0.1
09/13/2016	30046	2016-000880	18:56	861	SILVER LAKE BLVD		Unintentional transmission of alarm, other	0.2
09/13/2016	30046	2016-000881	20:25	919	N DUPONT HWY		Good intent call, other	0.2
09/14/2016	30046	2016-000882	11:39	515	N DUPONT HWY		Sprinkler activation due to malfunction	0.4
09/14/2016	30046	2016-000883	12:25	51	CHATHAM CT		Cooking fire, confined to container	0.5
09/14/2016	30046	2016-000885	12:54	113	N WEST ST		False alarm or false call, other	0.1

Date	FDID	Incident#	Alarm	###	Address	Suite	Type	Lgth
09/14/2016	30046	2016-000886	13:31	1203	WALKER RD		Alarm system activation, no fire - unintentional	0.1
09/14/2016	30046	2016-000887	16:58	105	KATRINA WAY		System malfunction, other	0.4
09/14/2016	30046	2016-000888	20:12		S DUPONT HWY & WEBBS LA		Grass fire	0.3
09/14/2016	30046	2016-000889	22:39	1200	N DUPONT HWY		Smoke detector activation, no fire - unintentional	0.1
09/15/2016	30046	2016-000890	04:41		N STATE ST & N DUPONT HWY		Grass fire	0.3
09/15/2016	30046	2016-000891	15:49	1200	N DUPONT HWY		Alarm system sounded due to malfunction	0.1
09/15/2016	30046	2016-000892	17:59		Rt 1 S.B. SOUTH OF TOLL PLAZA		Extrication of victim(s) from vehicle	2.5
09/15/2016	30046	2016-000893	20:30	200	PLAZA DR		Extrication of victim(s) from vehicle	1.2
09/15/2016	30046	2016-000894	22:46	1200	N DUPONT HWY		False alarm or false call, other	0.1
09/16/2016	30046	2016-000895	07:02	1200	N DUPONT HWY		Alarm system sounded due to malfunction	0.1
09/16/2016	30046	2016-000896	07:41	1200	N DUPONT HWY		Alarm system sounded due to malfunction	0.5
09/16/2016	30046	2016-000897	11:14	1200	N DUPONT HWY		Smoke detector activation due to malfunction	0.4
09/16/2016	30046	2016-000898	16:40	591	S DUPONT HWY		Good intent call, other	0.3
09/16/2016	30046	2016-000899	17:56	1568	N DUPONT HWY		Brush or brush-and-grass mixture fire	0.4
09/16/2016	30046	2016-000900	20:08	1155	WALKER RD		Cooking fire, confined to container	0.4
09/16/2016	30046	2016-000901	22:22	305	Mac Arthur Dr		Special outside fire, other	0.3
09/17/2016	30046	2016-000902	03:31	101	WESTON DR	2	Passenger vehicle fire	1.5
09/17/2016	30046	2016-000903	11:43	664	INDEPENDENCE BLVD		Detector activation, no fire - unintentional	0.3
09/17/2016	30046	2016-000904	12:14	400	N DUPONT HWY	B	Smoke detector activation, no fire - unintentional	0.3
09/17/2016	30046	2016-000905	13:34		N DUPONT HWY & E. DIVISION		Vehicle accident, general cleanup	0.4
09/17/2016	30046	2016-000906	14:49		E DIVISION ST & KENT AVE		Motor vehicle accident with injuries	0.2
09/17/2016	30046	2016-000907	15:19		RT. 1 NB AT MAIN TOLL PLAZA		Extrication of victim(s) from vehicle	0.7
09/17/2016	30046	2016-000908	20:01	305	MACARTHUR DR		Citizen complaint	0.6
09/18/2016	30046	2016-000909	01:47	1200	N DUPONT HWY		Smoke detector activation, no fire - unintentional	0.3
09/18/2016	30046	2016-000910	11:20	322	TROON RD		Smoke detector activation, no fire - unintentional	0.3
09/18/2016	30046	2016-000911	12:12	1570	N DUPONT HWY		System malfunction, other	1.0
09/18/2016	30046	2016-000912	16:38	130	BRANDYWINE DR		Cooking fire, confined to container	0.3
09/18/2016	30046	2016-000913	18:31	1289	WALKER RD BUILD K		False alarm or false call, other	0.4
09/19/2016	30046	2016-000914	13:59	1200	N DUPONT HWY		False alarm or false call, other	0.1
09/19/2016	30046	2016-000915	18:25	50	Greenway square		Electrical wiring/equipment problem, other	0.5
09/19/2016	30046	2016-000916	18:59	986	WHATCOAT DR		Water or steam leak	0.5
09/20/2016	30046	2016-000917	07:37	1110	FORREST AVE		System malfunction, other	0.4
09/20/2016	30046	2016-000918	09:15	1110	FORREST AVE		Smoke detector activation due to malfunction	0.0
09/20/2016	30046	2016-000919	19:50	629	BUCKSON DR		Combustible/flammable gas/liquid condition, other	0.5
09/21/2016	30046	2016-000920	06:48	65	STEVENSON DR		CO detector activation due to malfunction	0.4
09/21/2016	30046	2016-000921	13:53	3	THE PLAZA		Smoke detector activation due to malfunction	0.5
09/21/2016	30046	2016-000922	14:23	320	RAYMOND ST		Medical assist, assist EMS crew	0.2
09/21/2016	30046	2016-000923	17:02	1124	CHARLES DR		Smoke detector activation, no fire - unintentional	0.2
09/21/2016	30046	2016-000924	18:10	898	WOODCREST DR		Dumpster or other outside trash receptacle fire	0.4
09/22/2016	30046	2016-000925	00:55	118	RED OAK DR		Smoke detector activation due to malfunction	0.6
09/22/2016	30046	2016-000926	08:06	911	WOODCREST DR		CO detector activation due to malfunction	0.4
09/22/2016	30046	2016-000927	08:30	200	BANNING ST	170	Motor vehicle accident with injuries	0.4
09/22/2016	30046	2016-000928	12:23	1200	N DUPONT HWY		Smoke detector activation due to malfunction	0.2
09/22/2016	30046	2016-000929	21:43	908	WOODCREST DR		Carbon monoxide detector activation, no CO	0.4
09/23/2016	30046	2016-000930	14:05	421	NEW CASTLE AVE		Smoke detector activation due to malfunction	0.3
09/23/2016	30046	2016-000931	19:34	120	N STATE ST		System malfunction, other	0.1
09/24/2016	30046	2016-000932	04:00	110	TOPAZ CIR		Smoke detector activation due to malfunction	0.6
09/24/2016	30046	2016-000933	18:06	1200	N DUPONT HWY		Malicious, mischievous false call, other	0.2
09/24/2016	30046	2016-000934	22:02	129	HAMPTON DR		Prescribed fire	0.4
09/25/2016	30046	2016-000935	04:37	47	VIRGINIA AVE		Outside rubbish fire, other	0.3
09/25/2016	30046	2016-000936	15:53	1570	N DUPONT HWY		Sprinkler activation due to malfunction	0.1
09/26/2016	30046	2016-000937	05:13	500	PERSIMMON TREE LA	1	Cooking fire, confined to container	0.4
09/26/2016	30046	2016-000938	10:17		NEW ST. & WATER ST.		Dispatched & canceled en route	0.2
09/26/2016	30046	2016-000939	10:58	1200	N DUPONT HWY		Removal of victim(s) from stalled elevator	0.5
09/26/2016	30046	2016-000940	16:45	209	WINTERBERRY DR		Cooking fire, confined to container	0.4
09/26/2016	30046	2016-000941	17:42	1086	S STATE ST		Heat detector activation due to malfunction	0.3
09/26/2016	30046	2016-000942	20:56	911	KENTON RD		Oil or other combustible liquid spill	0.1
09/27/2016	30046	2016-000943	00:12	1570	N DUPONT HWY		False alarm or false call, other	0.1
09/27/2016	30046	2016-000944	04:37	1180	WALKER RD		False alarm or false call, other	0.5
09/27/2016	30046	2016-000945	12:30	1	WESTON DR		Electrical wiring/equipment problem, other	0.3
09/27/2016	30046	2016-000946	20:15	1200	N DUPONT HWY		Smoke detector activation, no fire - unintentional	0.2
09/27/2016	30046	2016-000947	21:27		PUNCHEON RUN		Extrication of victim(s) from vehicle	0.3
09/28/2016	30046	2016-000948	14:31	246	N DUPONT HWY		Electrical wiring/equipment problem, other	0.9

Date	FDID	Incident#	Alarm	###	Address	Suite	Type	Lgth
09/28/2016	30046	2016-000949	23:30	745	BACON AVE		Passenger vehicle fire	0.5
09/29/2016	30046	2016-000950	03:09	1200	N DUPONT HWY		Smoke detector activation due to malfunction	0.1
09/29/2016	30046	2016-000951	07:46	650	BAY RD		Arcing, shorted electrical equipment	0.7
09/29/2016	30046	2016-000952	08:11	50	N DUPONT HWY		System malfunction, other	0.1
09/29/2016	30046	2016-000953	13:35	1200	N DUPONT HWY		System malfunction, other	0.1
09/29/2016	30046	2016-000954	14:13		LOOCKERMAN ST		Power line down	0.2
09/29/2016	30046	2016-000955	14:58	5	CONGRESS PL		Hazardous condition, other	0.3
09/29/2016	30046	2016-000956	15:17	400	S QUEEN ST		Electrical wiring/equipment problem, other	0.3
09/29/2016	30046	2016-000957	15:43	100	KIRKWOOD ST		Power line down	0.2
09/29/2016	30046	2016-000958	16:17	2800	N DUPONT HWY		Good intent call, other	0.1
09/29/2016	30046	2016-000959	16:22	1240	S LITTLE CREEK RD		Passenger vehicle fire	0.5
09/29/2016	30046	2016-000960	16:56	56	S GOVERNORS AVE		Wind storm, tornado/hurricane assessment	0.1
09/29/2016	30046	2016-000961	18:58		S QUEEN ST		No incident found on arrival at dispatch address	0.1
09/29/2016	30046	2016-000962	20:29	105	KATRINA WAY		Sprinkler activation, no fire - unintentional	0.8
09/30/2016	30046	2016-000963	09:40	200	GARRISON OAK DR		Smoke detector activation due to malfunction	0.2
09/30/2016	30046	2016-000964	14:05	758	N DUPONT HWY		Extrication of victim(s) from vehicle	0.3
09/30/2016	30046	2016-000965	15:40	1200	N DUPONT HWY		Extrication, rescue, other	0.2
09/30/2016	30046	2016-000966	17:22	1570	N DUPONT HWY		Removal of victim(s) from stalled elevator	0.4
09/30/2016	30046	2016-000967	19:50		COLLEGE RD		Extrication of victim(s) from vehicle	0.4
09/30/2016	30046	2016-000968	20:12	515	N DUPONT HWY		Malicious, mischievous false call, other	0.3
09/30/2016	30046	2016-000969	20:28	515	N DUPONT HWY		Electrical wiring/equipment problem, other	1.1
09/30/2016	30046	2016-000970	22:24	1061	S LITTLE CREEK RD		Assist police or other governmental agency	1.0
09/30/2016	30046	2016-000971	23:55	1131	N DUPONT HWY		Medical assist, assist EMS crew	0.0

Total Number of Incidents: 145
Total Length of Incidents: 55.8 Hours

Robbins Hose Company # 1, Inc.
Profit & Loss Detail
September 2016

	Type	Date	Num	Name
Ordinary Income/Expense				
Expense				
Apparatus Repairs & Maintenance				
	Check	09/04/2016	1639	Atlantic Emergency Solutions
	Check	09/04/2016	1639	Atlantic Emergency Solutions
	Check	09/04/2016	1639	Atlantic Emergency Solutions
	Check	09/04/2016	1639	Atlantic Emergency Solutions
	Check	09/10/2016	1642	Atlantic Emergency Solutions
	Check	09/10/2016	1642	Atlantic Emergency Solutions
	Check	09/10/2016	1642	Atlantic Emergency Solutions
	Check	09/10/2016	1646	Hurley's Fix It
	Check	09/18/2016	1647	Atlantic Emergency Solutions
	Check	09/18/2016	1650	Dover Automotive
	Check	09/18/2016	1650	Dover Automotive
Total Apparatus Repairs & Maintenance				
Electricity				
	Check	09/10/2016	1643	City of Dover Utility
	Check	09/10/2016	1644	City of Dover Utility
Total Electricity				
Gasoline				
	Check	09/18/2016	1649	City of Dover
	Check	09/18/2016	1649	City of Dover
Total Gasoline				
Heating Expenses- Gas				
	Check	09/04/2016	1640	Chesapeake Utilities
	Check	09/18/2016	1648	Chesapeake Utilities
Total Heating Expenses- Gas				
Office Supplies				
	Check	09/18/2016	1649	City of Dover
Total Office Supplies				
Program Expenses				
	Check	09/10/2016	1645	Fail Safe Testing
	Check	09/18/2016	1652	Roy's Electrical Service, Inc.
	Check	09/18/2016	1652	Roy's Electrical Service, Inc.
	Check	09/25/2016	1654	ESI Equipment, Inc.
	Check	09/25/2016	1655	Roy's Electrical Service, Inc.
	Check	09/25/2016	1655	Roy's Electrical Service, Inc.
Total Program Expenses				
Radio Repairs				
	Check	09/18/2016	1651	Magnum
Total Radio Repairs				

Robbins Hose Company # 1, Inc.
Profit & Loss Detail
September 2016

	Type	Date	Num	Name
Telephone				
	Check	09/04/2016	1641	Verizon Wireless
	Check	09/18/2016	1649	City of Dover
	Check	09/18/2016	1649	City of Dover
Total Telephone				
Training & Travel Expenses				
	Check	09/25/2016	1653	Delaware State Fire School
	Check	09/25/2016	1653	Delaware State Fire School
Total Training & Travel Expenses				
Water/Sewer				
	Check	09/10/2016	1643	City of Dover Utility
	Check	09/10/2016	1643	City of Dover Utility
	Check	09/10/2016	1644	City of Dover Utility
Total Water/Sewer				
Total Expense				
Net Ordinary Income				
Net Income				

Robbins Hose Company # 1, Inc.
Profit & Loss Detail
September 2016

	Memo	Clr	Split
Ordinary Income/Expense			
Expense			
Apparatus Repairs & Maintenance			
	Invoice # 11616DEL- Eng 6 front end		City Fund Account
	Invoice # 11633DEL- Eng 6 new speedometer		City Fund Account
	Invoice # 11644DEL- Eng 4 officer door		City Fund Account
	Invoice # 11583DEL- Eng 4 DOT & annual inspection		City Fund Account
	Invoice # 11653DEL- L-1 broken door switch sensor		City Fund Account
	Invoice # 11632DEL- L-2 door locks		City Fund Account
	Invoice # 11570DEL- Eng 3 A/C blower		City Fund Account
	Replaced bent trailer hitch on Gator trailer		City Fund Account
	Invoice # 11694DEL- Eng 6 oil problem		City Fund Account
	Invoice # 820332- cleaning supplies		City Fund Account
	Invoice # 820713- tire wet		City Fund Account
Total Apparatus Repairs & Maintenance			
Electricity			
	Acct # 44343-32052		City Fund Account
	Acct # 44255-31966		City Fund Account
Total Electricity			
Gasoline			
	Unleade fuel charges for August		City Fund Account
	Bio-Diesel fuel charges for August		City Fund Account
Total Gasoline			
Heating Expenses- Gas			
	Station 2 from 07/26 to 08/26		City Fund Account
	Station 1 from 08/03 to 09/06		City Fund Account
Total Heating Expenses- Gas			
Office Supplies			
	Postage charges for August		City Fund Account
Total Office Supplies			
Program Expenses			
	Hose Test		City Fund Account
	Invoice # 35658- siren repair		City Fund Account
	Invoice # 35648- siren repair		City Fund Account
	Service Agreement		City Fund Account
	Invoice # 36008		City Fund Account
	Invoice # 36013		City Fund Account
Total Program Expenses			
Radio Repairs			
	Replaced portable charges- Eng 4		City Fund Account
Total Radio Repairs			

Robbins Hose Company # 1, Inc.
Profit & Loss Detail
September 2016

		Memo	Clr	Split
Telephone				
		IPAD charges		City Fund Account
		Verizon August phone charges		City Fund Account
		Cavalier August phone charges		City Fund Account
Total Telephone				
Training & Travel Expenses				
		EVO- Dickson		City Fund Account
		NFPA Fire Inspector- Shepherd		City Fund Account
Total Training & Travel Expenses				
Water/Sewer				
		Acct # 44345-32054		City Fund Account
		Acct # 44341-32050		City Fund Account
		Acct # 44253-31964		City Fund Account
Total Water/Sewer				
Total Expense				
Net Ordinary Income				
Net Income				

Robbins Hose Company # 1, Inc.
Profit & Loss Detail
September 2016

	Amount	Balance
Ordinary Income/Expense		
Expense		
Apparatus Repairs & Maintenance		
	1,248.59	1,248.59
	445.19	1,693.78
	526.62	2,220.40
	15,945.38	18,165.78
	374.94	18,540.72
	805.37	19,346.09
	456.00	19,802.09
	100.00	19,902.09
	495.40	20,397.49
	78.20	20,475.69
	85.44	20,561.13
Total Apparatus Repairs & Maintenance	20,561.13	20,561.13
Electricity		
	3,831.24	3,831.24
	636.73	4,467.97
Total Electricity	4,467.97	4,467.97
Gasoline		
	129.65	129.65
	562.21	691.86
Total Gasoline	691.86	691.86
Heating Expenses- Gas		
	47.76	47.76
	120.47	168.23
Total Heating Expenses- Gas	168.23	168.23
Office Supplies		
	27.50	27.50
Total Office Supplies	27.50	27.50
Program Expenses		
	4,843.75	4,843.75
	889.79	5,733.54
	2,848.41	8,581.95
	2,190.00	10,771.95
	2,121.89	12,893.84
	2,083.36	14,977.20
Total Program Expenses	14,977.20	14,977.20
Radio Repairs		
	434.95	434.95
Total Radio Repairs	434.95	434.95

Robbins Hose Company # 1, Inc.
Profit & Loss Detail
September 2016

	Amount	Balance
Telephone		
	300.20	300.20
	287.83	588.03
	23.69	611.72
Total Telephone	611.72	611.72
Training & Travel Expenses		
	25.00	25.00
	460.00	485.00
Total Training & Travel Expenses	485.00	485.00
Water/Sewer		
	116.50	116.50
	14.49	130.99
	33.47	164.46
Total Water/Sewer	164.46	164.46
Total Expense	42,590.02	42,590.02
Net Ordinary Income	-42,590.02	-42,590.02
Net Income	**-42,590.02**	**-42,590.02**

FY 16-17 City Funded Account Balance Sheet

ACCOUNT	BUDGET	SPENT	BALANCE
Apparatus Repairs & Maintenance	$ 91,300.00	$ 36,761.25	$ 54,538.75
Building Maintenace Supplies	$ 1,500.00		$ 1,500.00
Contractual Services	$ 9,000.00		$ 9,000.00
Electricity	$ 45,000.00	$ 9,252.18	$ 35,747.82
Gasoline	$ 15,000.00	$ 1,653.42	$ 13,346.58
Heating Expenses- Gas	$ 12,000.00	$ 679.76	$ 11,320.24
Medical Supplies	$ 1,000.00		$ 1,000.00
Office Supplies	$ 1,500.00	$ 53.70	$ 1,446.30
Other Equipment Repairs	$ 1,500.00		$ 1,500.00
Program Expenses	$ 45,000.00	$ 25,270.33	$ 19,729.67
Radio Repairs	$ 2,000.00	$ 434.95	$ 1,565.05
Safety & Security	$ 1,500.00		$ 1,500.00
Small Tools	$ 3,500.00	$ 221.26	$ 3,278.74
Telephone	$ 9,000.00	$ 1,600.87	$ 7,399.13
Training & Travel	$ 10,000.00	$ 1,935.00	$ 8,065.00
Uniforms & Firefighting Gear	$ 30,000.00	$ 506.90	$ 29,493.10
Water/ Sewer	$ 2,500.00	$ 332.88	$ 2,167.12

Balance as of: September 2016







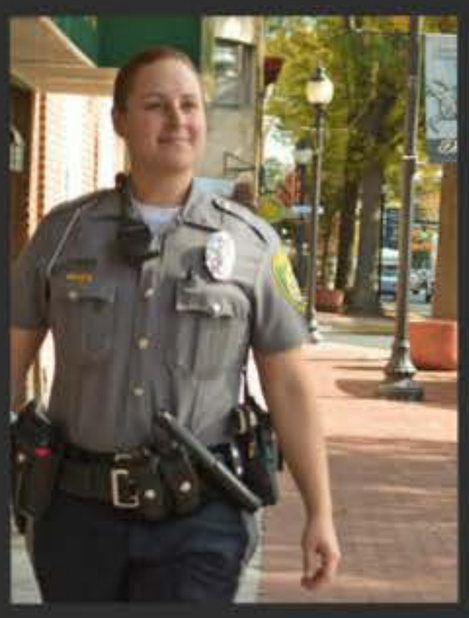
Dover Police Department

Monthly Report

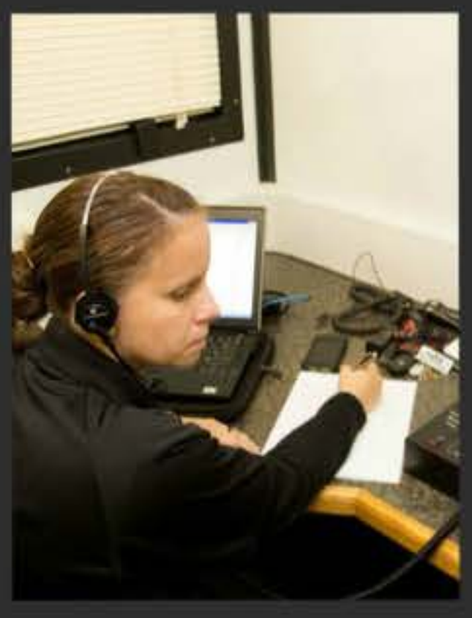
September 2016

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

November 14, 2016

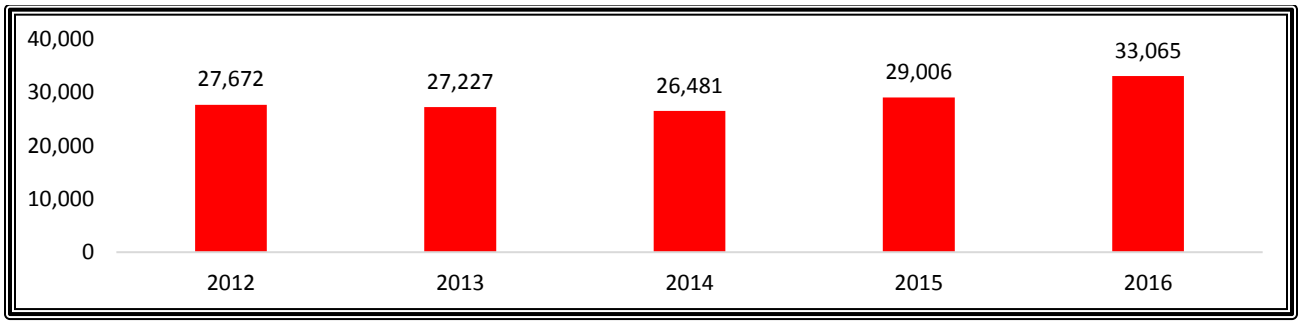
Honorable Robin Christiansen, Mayor
Member of Dover City Council
City Hall
Dover, DE 19901

Mayor Christiansen and Council Members:

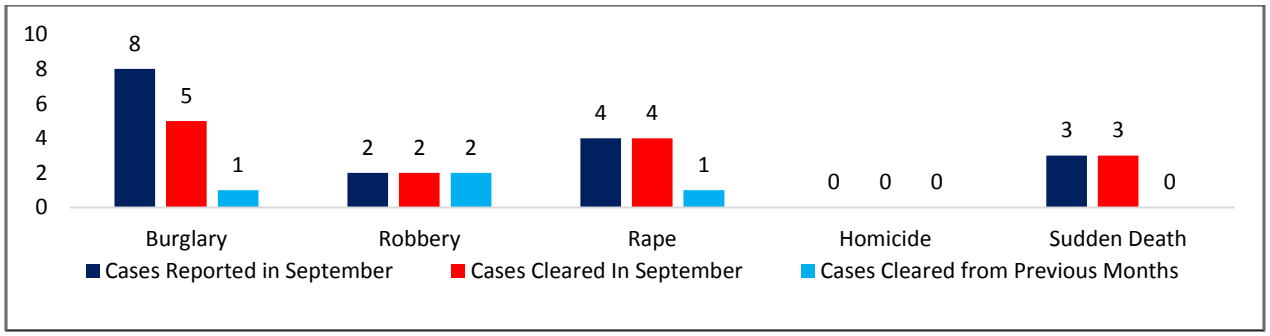
The following is the monthly report for Dover Police Department activities for the month of September 2016:

COMPLAINTS

Total complaints received through September 30th, numbered 33,065, this is an increase of 4,059 complaints over the same period last year.

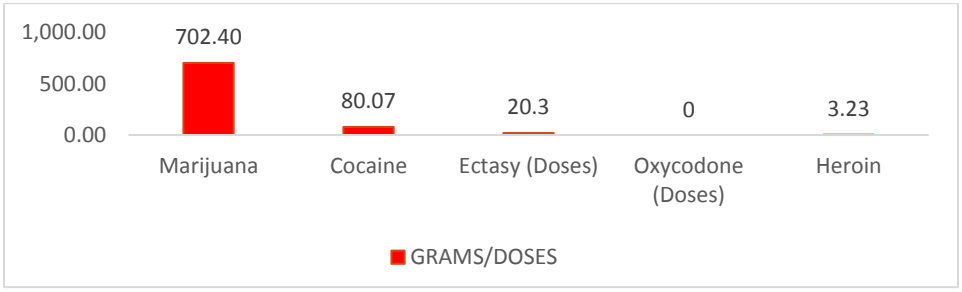


CRIMINAL INVESTIGATIONS

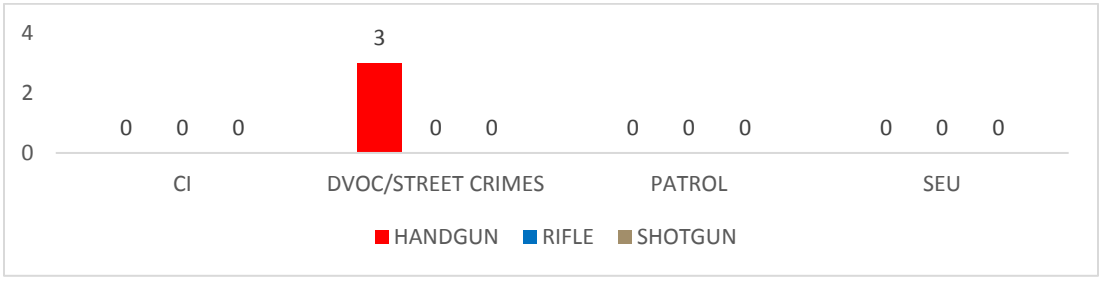


DRUGS, VICE, & ORGANIZED CRIME (DVOC) AND STREET CRIMES SECTION SEIZURES

Along with the drug seizures below, the units also recovered 257.3 grams of miscellaneous other drugs and $3,495.00 USD during the month of September.



FIREARM SEIZURES



COMMUNITY POLICING

COMMUNITY POLICING	***CONTACTS***
ABANDONED VEHICLES	*7*
ALCOHOL VIOLATIONS/DUI'S	*2*
ASSIST OTHER	*14*
WARRANTS ON FILE	*0*
CITY PARK VIOLATIONS	*0*
CRIMINAL ARRESTS	*0*
DRUG RELATED ARRESTS	*0*
LOUD MUSIC	*0*
MISCELLANEOUS VIOLATIONS	*0*
PARKING VIOLATIONS	*5*
PEDDLER	*0*
MEETINGS	*127*
CRIME PREVENTION CHECK	*0*
TRAFFIC ARRESTS	*4*
WARNINGS	*0*
FUGITIVE	*0*
DCO	*0*
PROSTITUTION	*0*
TOTAL CONTACTS	***159***

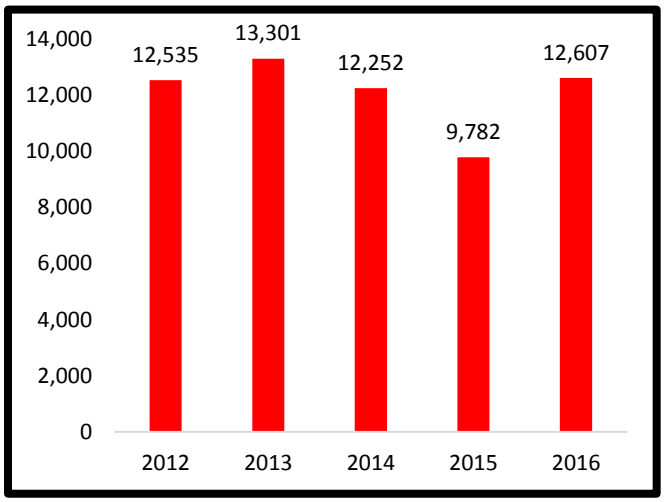
CADETS	***CONTACTS***
PARKING	*12*
DCO'S	*14*
OPEN CONTAINER	*3*
LOUD NOISE	*0*
LEWDNESS	*0*
OTHER	*0*
BUSINESS CONTACTS	*83*
LIBRARY CHECKS	*5*
COMPLAINTS ASSIGNED	*54*
SPECIAL EVENT	*2*
TOTAL CONTACTS	***173***

STREET CRIMES

SAFE STREETS ENFORCEMENT	CONTACTS
ABANDONED VEHICLES	0
ALCOHOL VIOLATIONS/DUI'S	0
ASSIST OTHER	12
WARRANTS ON FILE	0
CITY PARK VIOLATIONS	0
CRIMINAL ARRESTS	62
DRUG RELATED ARRESTS	30
LOUD MUSIC	1
MISCELLANEOUS VIOLATIONS	0
PARKING VIOLATIONS	0
PEDDLER	0
MEETINGS	0
GUNS	0
CURFEW CHECKS	120
CRIME PREVENTION CHECKS	0
TRAFFIC ARRESTS	33
WARNINGS	26
FUGITIVES	19
DCO'S	1
PROSTITUTION	0
TOTAL CONTACTS	304

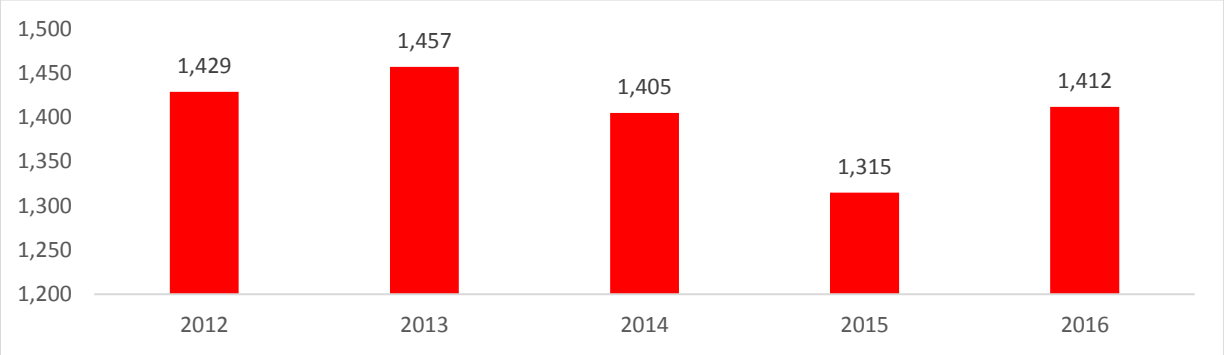
TRAFFIC ARRESTS

The department issued 12,607 traffic citations through this reporting period, this is an increase of 2,825 citations over the number issued during the same period last year.



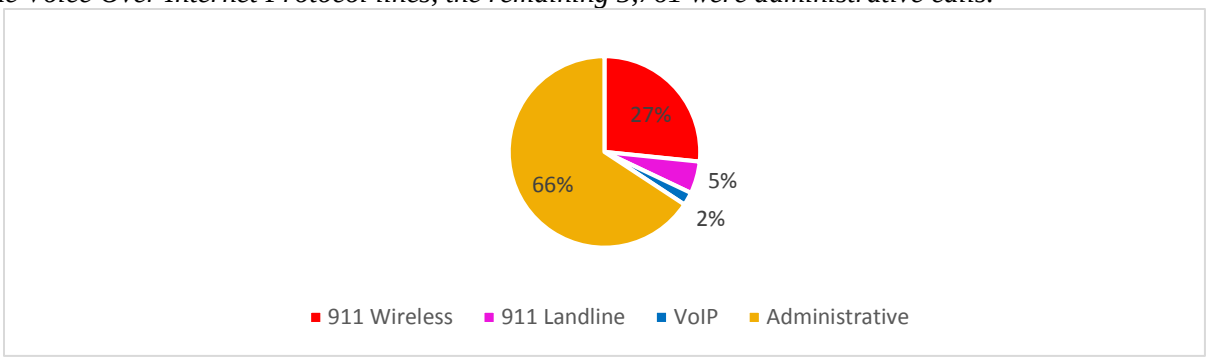
TRAFFIC CRASHES

Through September 30th, the Dover Police investigated 1,412 traffic crashes, an increase of 97 crashes investigated during the same period last year.



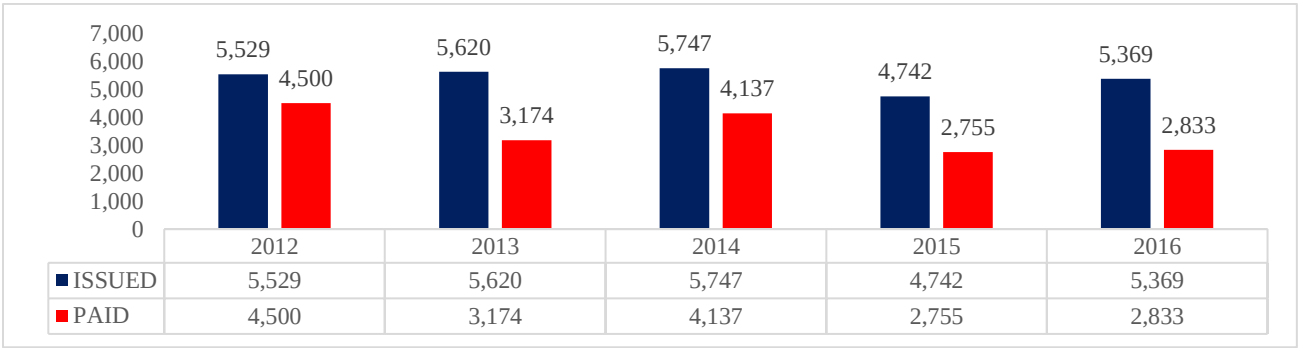
911 Center

During the month of September, the Dover Police Department handled a total of 8,764 calls averaging 293 calls per day. Dispatchers handled 2,333 on the 911 wireless lines, 476 on the 911 landlines, and 194 on the Voice Over Internet Protocol lines, the remaining 5,761 were administrative calls.



CITY ORDINANCE SUMMONS

Through September 30th, we issued 5,369 city ordinance summons, an increase of 627 summonses for the same period last year. Note: Of those summonses issued in September, 7 DCO's were issued for handicapped parking violations and 0 for fire lane parking violations, 118 for false alarms (79 for 1-2 alarms, 27 for 3-5 alarms, 9 for 6-9 alarms, 3 for 10-15 alarms, and 0 for 16 or more alarms) and 6 for noise violations 1 for vehicle violations and 5 for residence violations).

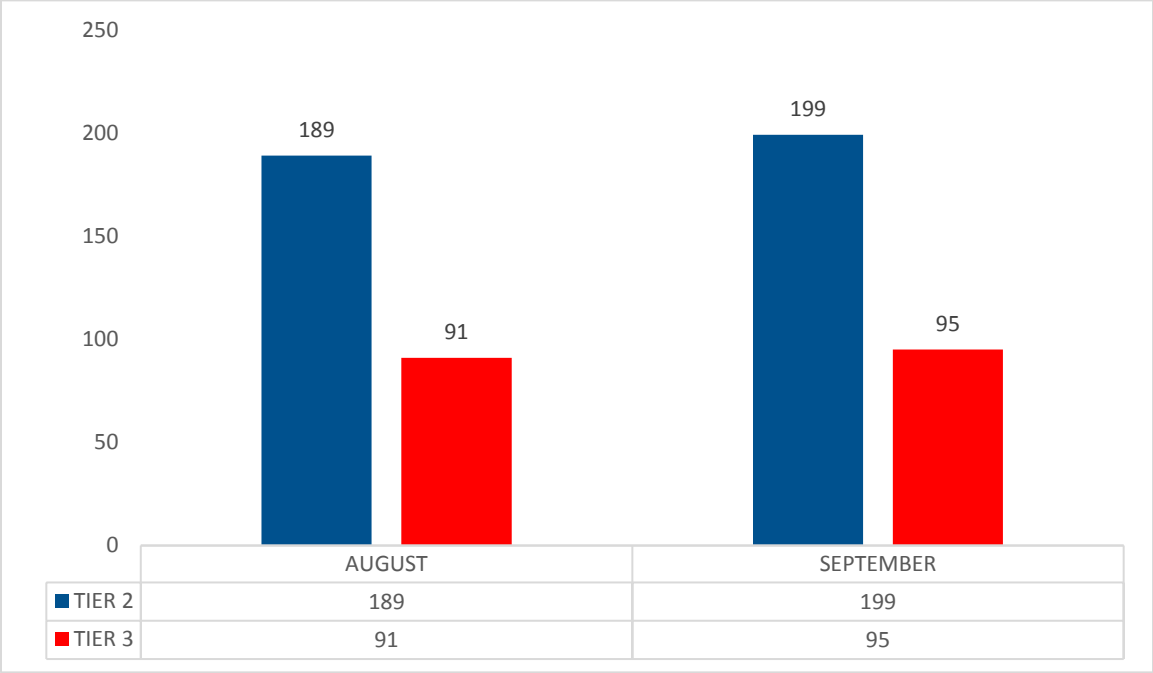


	2012	2013	2014	2015	2016
ISSUED	5,529	5,620	5,747	4,742	5,369
PAID	4,500	3,174	4,137	2,755	2,833

SEX OFFENDER STATISTICS/SEPTEMBER

	VERIFICATIONS	NOTIFICATIONS	MONTHLY REVERIFICATIONS	NON COMPLIANT WARRANTS
TIER 1	0	0	0	0
TIER 2	20	1,860	51	2
TIER 3	16	1,528	43	1

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

City of Dover
Capital Investment Plan
Project Tracking Report
Quarterly Report as of September 30, 2016

Points to Remember -

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

Current Year Budget Funding Sources	General	Community Transportation	Water & Wastewater	Electric	Total CIP
Budget Balance	$ 914,200	$ 372,900	$ 3,107,200	$ 2,499,100	$ 6,893,400
General Billings for Reimbursement of Expense	105,000	-	-	900,000	1,005,000
Debt Financing	-	-	3,284,000	-	3,284,000
State Community Transportation Funds	-	500,000	-	-	500,000
Transfer from WW Impact Fee Reserve	-	-	402,000	-	402,000
Transfer from General Fund	1,859,400	-	-	-	1,859,400
Transfer from Operating Funds	-	-	2,000,000	2,731,200	4,731,200
Transfer from Parkland Reserve	80,000	-	-	-	80,000
Grant Receipt	-	-	-	5,000	5,000
Interest Income	5,000	-	20,000	40,000	65,000
Total Funding Sources (Unaudited)	$ 2,963,600	$ 872,900	$ 8,813,200	$ 6,175,300	$ 18,825,000

City of Dover
General Fund - Major CIP Projects
Quarterly Report as of September 30, 2016

				TOTAL PROJECT - PAST, CURRENT & FUTURE BU					Hide	CURRENT FISCAL YEAR						
	Project Code	Type	Description	Original Project Budget	Latest Project Budget	Project To Date Expenses	Previous Years Expenses	Project Budget Balance	% Budget Spent	Original Fiscal Year Budget	Revised Fiscal Year Budget	Fiscal YTD Expenses	Budget Balance	% Budget Spent	Status	Comments
1			**FY 2015**													
2	ST1504		Old PW2 Site Improvements	$ 535,000	$ 603,500	$ 544,322	$ 496,848	$ 59,178	90.2%	$ 106,700	$ 106,700	$ 47,474	$ 59,226	44.5%	In Process	Design work ongoing 75% level
3			**Totals - FY 2015**	$ 535,000	$ 603,500	$ 544,322	$ 496,848	$ 59,178	90.2%	$ 106,700	$ 106,700	$ 47,474	$ 59,226	44.5%		
4																
5			**FY 2016**													
6	ST1601		FY16 Street and Alley Program	$ 1,000,000	$ 933,100	$ 466,377	$ 457,665	$ 466,723	50.0%	$ 475,400	$ 475,400	$ 8,712	$ 466,688	1.8%	Complete	Final invoices to be paid
7	ST1603		Valve Replacement - Silver Lake Dam	60,000	97,600	3,651	3,651	93,949	0.0%	80,900	93,900	-	93,900	0.0%	Complete	Final invoices to be paid
8	ST1604		Salt Storage Barn (originally proj ST1303)	50,000	75,000	12,562	12,562	62,438	16.7%	62,400	62,400	-	62,400	0.0%	In Process	Project out for advertisement
9	CT1669		Persimmon Park Place Drainage Study	24,600	24,600	21,096	13,745	3,505	85.8%	10,900	10,900	7,351	3,550	67.4%	In Process	95% submittal under review
10			**Totals - FY 2016**	$ 1,134,600	$ 1,130,300	$ 503,686	$ 487,623	$ 626,614	44.6%	$ 629,600	$ 642,600	$ 16,063	$ 626,537	2.5%		
11																
12			**FY 2017**													
13	---		Vehicles & Equipment	$ 695,200	$ 878,100	$ -	$ -	$ 878,100	0.0%	$ 695,200	$ 878,100	$ -	$ 878,100	0.0%	In Process	
14	FR1700	R	Annual Contribution for Ladder 1	145,700	145,700	145,614	-	86	99.9%	145,700	145,700	145,614	86	99.9%		
15	PR1701		Dover Park - Master Plan	50,000	50,000	-	-	50,000	0.0%	50,000	50,000	-	50,000	0.0%		
16	PR1702		Schutte Park Land Improvements	100,000	100,000	-	-	100,000	0.0%	100,000	100,000	-	100,000	0.0%		
17	PR1704		Small Park Improvements	15,000	15,000	-	-	15,000	0.0%	15,000	15,000	-	15,000	0.0%		
18	PD1701		Video Storage Array	12,500	12,500	-	-	12,500	0.0%	12,500	12,500	-	12,500	0.0%		
19	ST1701	R	FY17 Street and Alley Program	900,000	812,000	-	-	812,000	0.0%	900,000	812,000	-	812,000	0.0%	In Process	Proj awarded, awaiting paperwork
20	ST1702		Misc Emerg Street/Stormwater Repairs	-	75,000	51,172		23,828	68.2%	-	75,000	51,172	23,828	68.2%	In Process	Project open and ongoing
21	ST1703		Silver Lake Dam Improvements	126,000	126,000	-	-	126,000	0.0%	126,000	126,000	-	126,000	0.0%	In Process	Design to begin by 11/15
22			**Totals - FY 2017**	$ 2,044,400	$ 2,214,300	$ 196,785	$ -	$ 2,017,515	8.9%	$ 2,044,400	$ 2,214,300	$ 196,785	$ 2,017,515	8.9%		
23																
24			**Grand Totals**	$ 3,714,000	$ 3,948,100	$ 1,244,793	$ 984,471	$ 2,703,307	31.5%	$ 2,780,700	$ 2,963,600	$ 260,322	$ 2,703,278	8.8%		

Legend

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

City of Dover
Community Transportation - Major CIP Projects
Quarterly Report as of September 30, 2016

				TOTAL PROJECT - PAST, CURRENT & FUTURE BUDGETS					CURRENT FISCAL YEAR						
	Project Code	Type	Description	Original Project Budget	Latest Project Budget	Project To Date Expenses	Project Budget Balance	% Budget Spent	Original Fiscal Year Budget	Revised Fiscal Year Budget	Fiscal YTD Expenses	Budget Balance	% Budget Spent	Status	Comments
1			**FY 2014 & Prior**												
2	ST0232		Pat Lynn Drive/D.H.S. Storm Drain Pipe	$ 155,200	$ 190,300	$ 184,778	$ 5,522	97.1%	$ 5,500	$ 5,500	$ -	$ 5,500	0.0%		
3	TE0601		Lincoln Park Center	900,000	602,400	523,277	79,123	86.9%	79,100	79,100	-	79,100	0.0%		
4	CT0708		E Water Street Brick	65,000	80,700	1,000	79,700	1.2%	65,000	80,700	-	80,700	0.0%	In Process	Project to begin on 10/31
5			**Totals - FY 2014 & Prior**	$ 1,120,200	$ 873,400	$ 709,055	$ 164,345	81.2%	$ 149,600	$ 165,300	$ -	$ 165,300	0.0%		
6															
7			**FY 2016**												
8	CT1627		FY16 Paving Projects - Boggs Drive	$ 247,400	$ 247,400	$ 139,762	$ 107,638	56.5%	$ 107,600	$ 107,600	$ -	$ 107,600	0.0%	In Process	Contract awarded, awaiting paperwork
9	CT1681		Pedestrian Enhancement-Mallard Pond Pathway	50,000	100,000	-	100,000	0.0%	50,000	100,000	-	100,000	0.0%	In Process	
10			**Totals - FY 2016**	$ 297,400	$ 347,400	$ 139,762	$ 207,638	40.2%	$ 157,600	$ 207,600	$ -	$ 207,600	0.0%		
11															
12			**FY 2017**												
13	CT1714		Paving Project - Paper Alley	$ 15,000	$ 15,000	$ -	$ 15,000	0.0%	$ 15,000	$ 15,000	$ -	$ 15,000	0.0%	In Process	Contract awarded, awaiting paperwork
14	CTxxxx		Unapplied CT Projects (placeholder)	500,000	485,000	-	485,000	0.0%	500,000	485,000	-	485,000	0.0%		
15			**Totals - FY 2017**	$ 515,000	$ 500,000	$ -	$ 500,000	0.0%	$ 515,000	$ 500,000	$ -	$ 500,000	0.0%		
16															
17			**Grand Totals**	$ 1,932,600	$ 1,720,800	$ 848,817	$ 871,983	49.3%	$ 822,200	$ 872,900	$ -	$ 872,900	0.0%		

Legend
M = Multi-year project - a project with a specific schedule to occur over multiple years.
R = Recurring project - a project that begins and ends each fiscal year and is re-budgeted to start over each fiscal year.
C = Project funded by combination of CT Funds and General Fund

City of Dover
Electric Improvement & Extension Fund - Major CIP Projects
Quarterly Report as of September 30, 2016

				TOTAL PROJECT - PAST, CURRENT & FUTURE BUDGETS					CURRENT FISCAL YEAR						
	Project Code	Type	Description	Original Project Budget	Latest Project Budget	Project To Date Expenses	Project Budget Balance	% Budget Spent	Current Fiscal Year Budget	Revised Fiscal Year Budget	Fiscal YTD Expenses	Budget Balance	% Budget Spent	Status	Comments
1			**FY 2014**												
2	EG1407		Metering System Upgrades	$ 150,000	$ 80,000	$ 44,184	$ 35,816	55.2%	$ 80,000	$ 80,000	$ 44,184	$ 35,816	55.2%	In Process	Need additional funds
3	EE1415	R	Metering Infrastructure	150,000	150,000	-	150,000	0.0%	150,000	150,000	-	150,000	0.0%	In Process	
4	EG1416	M	VanSant Capacity Increase	1,500,000	1,000,000	734,139	265,861	73.4%	270,900	270,900	4,991	265,909	1.8%	In Process	Air compressor for inlet fogging system installed
5			**Totals - FY 2014**	$ 1,800,000	$ 1,230,000	$ 778,323	$ 451,677	63.3%	$ 500,900	$ 500,900	$ 49,175	$ 451,725	9.8%		
6															
7			**FY 2015**												
8	EE1500		69 kV Rebuild - Horsepond Road	$ 393,500	$ 330,500	$ 81,998	$ 248,502	24.8%	$ 250,600	$ 250,600	$ 2,088	$ 248,512	0.8%	In Process	
9	EE1509	T	West Dover Connector	250,000	250,000	108,563	141,437	43.4%	-	141,400	-	141,400	0.0%	In Process	
10	EE1513	M	Town Point Distribution Feeders	600,000	861,400	561,963	299,437	65.2%	350,000	350,000	50,485	299,515	14.4%	In Process	Phase 2 about 60% complete
11			**Totals - FY 2015**	$ 1,243,500	$ 1,441,900	$ 752,524	$ 689,376	52.2%	$ 600,600	$ 742,000	$ 52,573	$ 689,427	7.1%		
12															
13			**FY 2016**												
14	EG1612		Van Sant Exhaust Plenum Replacement	$ 469,000	$ 469,000	$ 422,659	$ 46,341	90.1%	$ 46,300	$ 46,300	$ -	$ 46,300	0.0%	In Process	Received quotes from Bremco, UAET and a no bid from NAES.
15	EG1613		McKee Unit 3 Stack Repairs	485,000	292,600	2,624	289,976	0.9%	225,000	290,000	-	290,000	0.0%	In Process	Project to be completed Nov 4th. Change order for $66k approved by CM
16	EE1607		Horsepond URD - Distribution Feeders	67,000	112,000	49,450	62,550	44.2%	62,500	62,500	-	62,500	0.0%	In Process	
17	EE1617		Oak Grove Trailer Park - Dist Upgrade	77,400	77,400	889	76,511	1.1%	77,400	77,400	889	76,511	1.1%	In Process	
18	EE1627		Dover East Estates - Dist Upgrade	125,500	125,500	-	125,500	0.0%	125,500	125,500	-	125,500	0.0%	In Process	
19	EE1629	T	Tall Pine Condos	-	43,000	14,403	28,597	33.5%	-	43,000	14,403	28,597	33.5%	In Process	
20	EE1644	T	Retreat Pump Station	-	7,300	-	7,300	0.0%	-	7,300	-	7,300	0.0%	In Process	
21	EE1648	T	Blue Hen Apartments	23,900	23,900	9,211	14,689	38.5%	23,900	23,900	9,211	14,689	38.5%	In Process	
22	EE1652	T/G	S New Street Lighting	-	70,000	44,802	25,198	64.0%	-	60,100	34,950	25,150	58.2%	Complete	
23	EE1657	T	Creekstone 2	-	11,900	-	11,900	0.0%	-	11,900	-	11,900	0.0%	In Process	
24			**Totals - FY 2016**	$ 1,247,800	$ 1,232,600	$ 544,038	$ 688,562	44.1%	$ 560,600	$ 747,900	$ 59,453	$ 688,447	7.9%		
25															
26			**FY 2017**												
27	---	R	Vehicles & Equipment	$ 165,800	$ 217,600	$ 21,624	$ 195,976	9.9%	$ 165,800	$ 217,600	$ 21,624	$ 195,976	9.9%	In Process	Waiting on contract specifications
28	---	R	New Developments	1,500,000	1,040,300	-	1,040,300	0.0%	1,500,000	1,040,300	-	1,040,300	0.0%	In Process	
29	EE1700		SCADA Master Hardware Replacement	150,000	150,000	-	150,000	0.0%	150,000	150,000	-	150,000	0.0%	In Process	
30	EE1701	T	Islamic Society	-	16,800	5,810	10,990	34.6%	-	16,800	5,810	10,990	34.6%	In Process	
31	EE1702	T	PW Rolling Acres Pump Station	-	7,400	-	7,400	0.0%	-	7,400	-	7,400	0.0%	On Hold	
32	EE1703	T	Chesapeake - Dover Campus	-	51,000	3,431	47,569	6.7%	-	51,000	3,431	47,569	6.7%	In Process	
33	EE1704	T	Eden Hill Comm - Building 5	-	19,000	-	19,000	0.0%	-	19,000	-	19,000	0.0%	In Process	
34	EE1705	T	The Grand - Building 4	-	26,800	-	26,800	0.0%	-	26,800	-	26,800	0.0%	In Process	Transformer swapped out, minor work remaining
35	EE1706	T	Hirsh Industries Inc	-	15,000	-	15,000	0.0%	-	15,000	-	15,000	0.0%	Complete	Invoices totaling $11,188 paid in October
36	EE1707		LED Lighting Upgrades	17,500	17,500	-	17,500	0.0%	17,500	17,500	-	17,500	0.0%	In Process	
37	EE1708	R	Ampacity Standardization	25,000	25,000	-	25,000	0.0%	25,000	25,000	-	25,000	0.0%	In Process	
38	EE1709		Substation Relay Upgrade	125,000	125,000	1,616	123,384	1.3%	125,000	125,000	1,616	123,384	1.3%	In Process	
39	EE1710		Public Works Wetland Project	450,000	450,000	-	450,000	0.0%	450,000	450,000	-	450,000	0.0%	On Hold	
40	EE1711	R	Transmission Line Maintenance Program	75,000	75,000	-	75,000	0.0%	75,000	75,000	-	75,000	0.0%	In Process	
41	EE1712	R	Lighting Project	50,000	50,000	-	50,000	0.0%	50,000	50,000	-	50,000	0.0%	In Process	
42	EE1713	R	Fault Indicators	10,000	10,000	1,110	8,890	11.1%	10,000	10,000	1,110	8,890	11.1%	In Process	
43	EE1714		UPS System Replacement	25,000	25,000	-	25,000	0.0%	25,000	25,000	-	25,000	0.0%	In Process	
44	EE1715	R	Distribution Capacitors and Controls	50,000	50,000	817	49,183	1.6%	50,000	50,000	817	49,183	1.6%	In Process	
45	EE1716	T	Whatcoat Community Center	-	7,200	2,656	4,544	36.9%	-	7,200	2,656	4,544	36.9%	In Process	
46	EE1717	T	Dover Christian Church	-	7,900	-	7,900	0.0%	-	7,900	-	7,900	0.0%	In Process	
47	EE1719	T	Stover Boulevard Lights	-	21,000	-	21,000	0.0%	-	21,000	-	21,000	0.0%	In Process	
48	EG1701		Van Sant Unit 11 Major Inspection	400,000	400,000	5,840	394,160	1.5%	400,000	400,000	5,840	394,160	1.5%	In Process	Awaiting quote from GE. Establish list of parts needed and bid out to other vendors.
49	EG1702	R	McKee Run Unit 3 Boiler Systems	382,000	382,000	-	382,000	0.0%	382,000	382,000		382,000	0.0%	In Process	
50	EG1703	R	McKee Run Bldg Equipment Replacement	59,000	59,000	-	59,000	0.0%	59,000	59,000	-	59,000	0.0%	In Process	
51	EG1704		McKee Run Hydrogen Purity Analyzer	96,000	96,000	-	96,000	0.0%	96,000	96,000	-	96,000	0.0%	In Process	
52	EG1707	R	McKee Run Auxiliary System Components	128,000	128,000	15,437	112,563	12.1%	128,000	128,000	15,437	112,563	12.1%	In Process	
53	EG1709		Unit 3 Cooling Water Line Repairs	469,000	469,000	-	469,000	0.0%	469,000	469,000	-	469,000	0.0%	In Process	
54	EG1710	R	Plant Syst Safety & Compl Improvements	112,000	112,000	3,053	108,947	2.7%	112,000	112,000	3,053	108,947	2.7%	In Process	
55	EG1711	R	Preservation of Structures	131,000	131,000	-	131,000	0.0%	131,000	131,000	-	131,000	0.0%	In Process	
56															
57			**Totals - FY 2017**	$ 4,420,300	$ 4,184,500	$ 61,393	$ 4,123,107	1.5%	$ 4,420,300	$ 4,184,500	$ 61,393	$ 4,123,107	1.5%		
58															
59			**Grand Totals**	$ 8,711,600	$ 8,089,000	$ 2,136,278	$ 5,952,722	26.4%	$ 6,082,400	$ 6,175,300	$ 222,594	$ 5,952,706	3.6%		

Legend
M = Multi-year project - a project with a specific schedule to occur over multiple years.
R = Recurring project - a project that begins and ends each fiscal year and is re-budgeted to start over each fiscal year.
B = Bonded Project
S = State fully or partially reimbursed project
T = Transfer from blanket New Development original budget
G = Grant funded project

City of Dover
Water/Wastewater Improvement & Extension Fund - Major CIP Projects
Quarterly Report as of September 30, 2016

				TOTAL PROJECT - PAST, CURRENT & FUTURE BUDGETS					CURRENT FISCAL YEAR						
	Project Code	Type	Description	Original Project Budget	Latest Project Budget	Project To Date Expenses	Project Budget Balance	% Budget Spent	Original Fiscal Year Budget	Revised Fiscal Year Budget	Fiscal YTD Expenses	Budget Balance	% Budget Spent	Status	Comments
1			**FY 2008**												
2	WD0804	M	1.0 MG Elevated Water Storage	$ 4,196,600	$ 2,556,000	$ 87,827	$ 2,468,173	3.4%	$ 2,468,200	$ 2,468,200	$ -	$ 2,468,200	0.0%	In Process	Awaiting approval of proposed Memorandum of Understanding from owner
3			**Totals - FY 2008**	$ 4,196,600	$ 2,556,000	$ 87,827	$ 2,468,173	3.4%	$ 2,468,200	$ 2,468,200	$ -	$ 2,468,200	0.0%		
4															
5			**FY 2013**												
6	WW1303		Westover PS	$ 768,800	$ 1,403,900	$ 859,327	$ 544,573	61.2%	$ 593,000	$ 593,000	$ 48,437	$ 544,563	8.2%	In Process	Construction ongoing
7			**Totals - FY 2014**	$ 768,800	$ 1,403,900	$ 859,327	$ 544,573	61.2%	$ 593,000	$ 593,000	$ 48,437	$ 544,563	8.2%		
8															
9			**FY 2015**												
10	WW1503		Hazlettville Road Interceptor	$ 755,000	$ 774,100	$ 373,397	$ 400,704	48.2%	$ -	$ 618,900	$ 218,185	$ 400,715	35.3%	In Process	Proj substantially complete, awaiting final punch list
11	WW1507		Retreat Pump Station Replacement	412,500	483,900	36,331	447,569	7.5%	447,500	447,500	-	447,500	0.0%	In Process	Project underway, construction ongoing
12			**Totals - FY 2015**	$ 1,167,500	$ 1,258,000	$ 409,727	$ 848,273	32.6%	$ 447,500	$ 1,066,400	$ 218,185	$ 848,215	20.5%		
13															
14			**FY 2016**												
15	WD1609	M	WTP Process Improvements	$ 284,400	$ 1,446,100	$ 310,615	$ 1,135,485	21.5%	$ 1,200,000	$ 1,200,000	$ 64,562	$ 1,135,438	5.4%	In Process	Design work continuing
16	WW1603		Rolling Acres PS Replacement	52,000	424,000	38,292	385,708	9.0%	372,000	396,100	10,399	385,701	2.6%	In Process	Proj to be coordinated with Procurement for advertising
17	WW1605		Delaware Avenue Sanitary Sewer Ext	25,000	25,000	-	25,000	0.0%	-	25,000	-	25,000	0.0%	In Process	Proj to be submitted to Council on November 14th
18			**Totals - FY 2016**	$ 361,400	$ 1,895,100	$ 348,907	$ 1,546,193	18.4%	$ 1,572,000	$ 1,621,100	$ 74,961	$ 1,546,139	4.6%		
19															
20			**FY 2017**												
21	---	R	Vehicles & Equipment	$ 222,600	$ 268,700	$ 46,055	$ 222,645	17.1%	$ 222,600	$ 268,700	$ 46,055	$ 222,645	17.1%	In Process	
22	WD1700/ WW1700	R	Meter Replacement Project	400,000	400,000	21,841	378,159	5.5%	400,000	400,000	21,841	378,159	5.5%	In Process	Meters have been ordered. Staff replacing large meters as time allows
23	WD1701	R	Wellhead Redevelopment	85,000	85,000	-	85,000	0.0%	85,000	85,000	-	85,000	0.0%	In Process	Staff coordinating with contractor on wells to be evaluated
24	WD1704		New Fence - Well #6	-	40,000	-	40,000	0.0%	-	40,000	-	40,000	0.0%	In Process	Proj awarded, staff to coordinate installation with DelDOT project
25	WD1705	R	Future Well Installation	100,000	100,000	-	100,000	0.0%	100,000	100,000	-	100,000	0.0%	In Process	Design is underway for new well
26	WD1706	R	SCADA Equipment Tech Upgrade	88,000	88,000	-	88,000	0.0%	88,000	88,000	-	88,000	0.0%	In Process	Materials scheduled to be ordered soon.
27	WQ1702	R	Water Quality Improvements	720,800	577,800	-	577,800	0.0%	720,800	577,800	-	577,800	0.0%	In Process	New Street awarded, awaiting paperwork to start
28	WQ1701		Bradford Street Survey	-	28,000	-	28,000	0.0%	-	28,000	-	28,000	0.0%	In Process	Survey is complete, awaiting revisions from consultant
29	WQ1703		Misc Emerg Water Repairs	-	75,000	8,042	66,958	10.7%	-	75,000	8,042	66,958	10.7%	In Process	Project open and ongoing
30	WW1702		Misc Emerg Sanitary Sewer Repairs	75,000	75,000	9,192	65,808	12.3%	75,000	75,000	9,192	65,808	12.3%	In Process	Project open and ongoing
31	WW1703		Lepore Road Sanitary Sewer Upgrade	50,000	50,000	-	50,000	0.0%	50,000	50,000	-	50,000	0.0%	In Process	Design is underway, awaiting 75% design submittal
32	WW1704		Delaware Tech PS Replacement	52,000	52,000	-	52,000	0.0%	52,000	52,000	-	52,000	0.0%	In Process	Design is underway, consultant to complete survey
33	WW1705		Silver Lake PS Replacement	52,000	52,000	-	52,000	0.0%	52,000	52,000	-	52,000	0.0%	In Process	Design is underway, consultant to complete survey
34	WW1706		Walker Woods PS Replacement	52,000	52,000	-	52,000	0.0%	52,000	52,000	-	52,000	0.0%	In Process	Design is underway, consultant to complete survey
35	II1700	R	Inflow/Infiltration Removal	1,121,000	785,500	-	785,500	0.0%	1,121,000	785,500	-	785,500	0.0%	In Process	Other projects under review by DelDOT
36	II1701		North Street Gravity Sewer Repair	-	335,500	-	335,500	0.0%	-	335,500	-	335,500	0.0%	In Process	Project to begin on November 1st
37			**Totals - FY 2017**	$ 3,018,400	$ 3,064,500	$ 85,129	$ 2,979,371	2.8%	$ 3,018,400	$ 3,064,500	$ 85,129	$ 2,979,371	2.8%		
38															
39			**Grand Totals**	$ 9,512,700	$ 10,177,500	$ 1,790,918	$ 8,386,582	17.6%	$ 8,099,100	$ 8,813,200	$ 426,712	$ 8,386,488	4.8%		

Legend
M = Multi-year project - a project with a specific schedule to occur over multiple years.
R = Recurring project - a project that begins and ends each fiscal year and is budgeted to start over each fiscal year. No carry forward.
SL = State Loan Project - construction phase is financed
I = Impact Fee (partially) financed project
T = Transfer from blanket WQ or I&I original budget

PROPOSED COUNCIL RESOLUTION NO. 2016-12

A RESOLUTION PROPOSING INCLUSION OF FOUR SEASONS INTO THE KENT COUNTY STORMWATER MAINTENANCE DISTRICT

WHEREAS, pursuant to 9 Del. C. §5202 et.seq. and Chapter 187 §90.4E(1) of the Kent County Code, a Petition to extend the stormwater maintenance district for the area known as Four Seasons was submitted by a majority of the real property owners within the proposed district; and

WHEREAS, pursuant to Chapter 187 §90.4.E(2) of the Kent County Code, the Kent Conservation District inspected the stormwater management facilities for the proposed stormwater maintenance district, identified required repairs, and developed an operation and maintenance plan; and

WHEREAS, all required repairs have been completed and inspected by Kent Conservation District; and

WHEREAS, Chapter 187 §90.4.E.(7) of the Kent County Code requires that for subdivisions and land developments located within incorporated areas, the petition shall be accompanied by evidence of concurrence of the local governing body.

NOW THEREFORE BE IT RESOLVED:

1. That the proposed stormwater maintenance district expansion is adequate and appropriate; and

2. That all of the property owners within the district are benefitted directly or indirectly thereby; and

3. That it is in the public interest to extend the stormwater maintenance district in the manner proposed; and

4. That the stormwater maintenance infrastructure within Four Seasons, exclusive of that within Delaware Department of Transportation/City of Dover right-of-way, shall be maintained in accordance with the Operation and Maintenance Plan and that maintenance shall include regular minor and major maintenance as well as emergency repairs as needed, as defined by Chapter 187 §90.4.B of the Kent County Code; and

5. That the inclusion of Four Seasons within the Stormwater Maintenance District and the resulting infrastructure maintenance managed by the County shall take precedence over any homeowner obligation for stormwater management included in declarations of restrictions or similar development agreements. Any common open space or infrastructure within a community not maintained as part of a stormwater maintenance district shall remain the responsibility of the homeowners; and

Draft

6. Inclusion of Four Seasons within the Stormwater Maintenance District shall not exempt lot owners within the subdivision from participation in a stormwater utility should one be established by the City of Dover; and

7. That the Dover City Council concurs with the extension of the Stormwater Maintenance District - Four Seasons.

ADOPTED: *

S:\RESOLUTIONS-PROCLAMATIONS-TRIBUTES\2016\DRAFT\RESOLUTION NO. 2016-12 INCLUSION OF THE FOUR SEASONS-KC SW MAINT DISTRICT\Resolution No. 2016-12 Inclusion of Four Seasons into the Kent County Stormwater Maintenance District.wpd

ROBIN R. CHRISTIANSEN	TIMOTHY A. SLAVIN
MAYOR	COUNCIL PRESIDENT

Actions History
11/14/2016 - Scheduled for Introduction - City Council

Draft

ACTION FORM

PROCEEDING: City Council	**AGENDA ITEM NO.:**
DEPARTMENT OF ORIGIN: Public Works	**DATE SUBMITTED**: 10/28/16
PREPARED BY: Sharon Duca, P.E., Public Works Director/City Engineer	
SUBJECT: Evaluation of Bids – Delaware Avenue Sanitary Sewer Extension	
REFERENCE: CIP- Delaware Avenue Sanitary Sewer Extension	
RELATED PROJECT: n/a	
APPROVALS: City Manager, Controller	
EXHIBITS: Attachment A – Map	
EXPENDITURE REQUIRED: $33,000	**BUDGET REMAINING**: $25,000
FUNDING SOURCE (Dept./Page in CIP & Budget): Department of Public Works- Wastewater Management, CIP Project #WW1605, CIP Project Name: Delaware Avenue Sanitary Sewer Extension Account No.: 417-6900-569.40-31. The financial shortfall ($8,000.00) will be covered by a budget transfer from project II1701 – Inflow / Infiltration Removal, Account No.: 417-6900-569.40-31.	
TIME TABLE: Notice to proceed to be issued within thirty (30) days of Council approval. Project anticipated to be completed in 60 calendar days.	
RECOMMENDED ACTION: Award the contract to Gateway Construction for the City of Dover Delaware Avenue Sanitary Sewer Extension, Bid #17-0011PW, for the amount of $33,000.	

BACKGROUND AND ANALYSIS

In Fiscal Year 2014, staff identified a combined sewer (wastewater and stormwater) situation in Kent Avenue. The sanitary flow was removed from said pipe. With the removal of the sanitary sewer in Kent Avenue, a vacant lot on the southwest corner of Kent Avenue and Delaware Avenue would not have access to sanitary sewer if the parcel were to be developed. If staff maintained the sanitary sewer main in Kent Avenue to provide sanitary sewer access to this lot, the price would be unjustifiable, due to the implications in the recently upgraded Division Street. This project will provide a sanitary sewer main extension to provide services to the northwestern portion of the vacant lot.

The bid was initially advertised to the public as a request for quotations in accordance with the City's purchasing policy under 2016-008DPW. Bids were opened on May 13, 2016. The City of Dover received one (1) quote, which was in the amount of $49,175. City staff decided to re-bid the project. The bid was then 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 #17-0011PW. Bids were opened on October 5, 2016. The City of Dover received four (4) bids, shown in the table below:

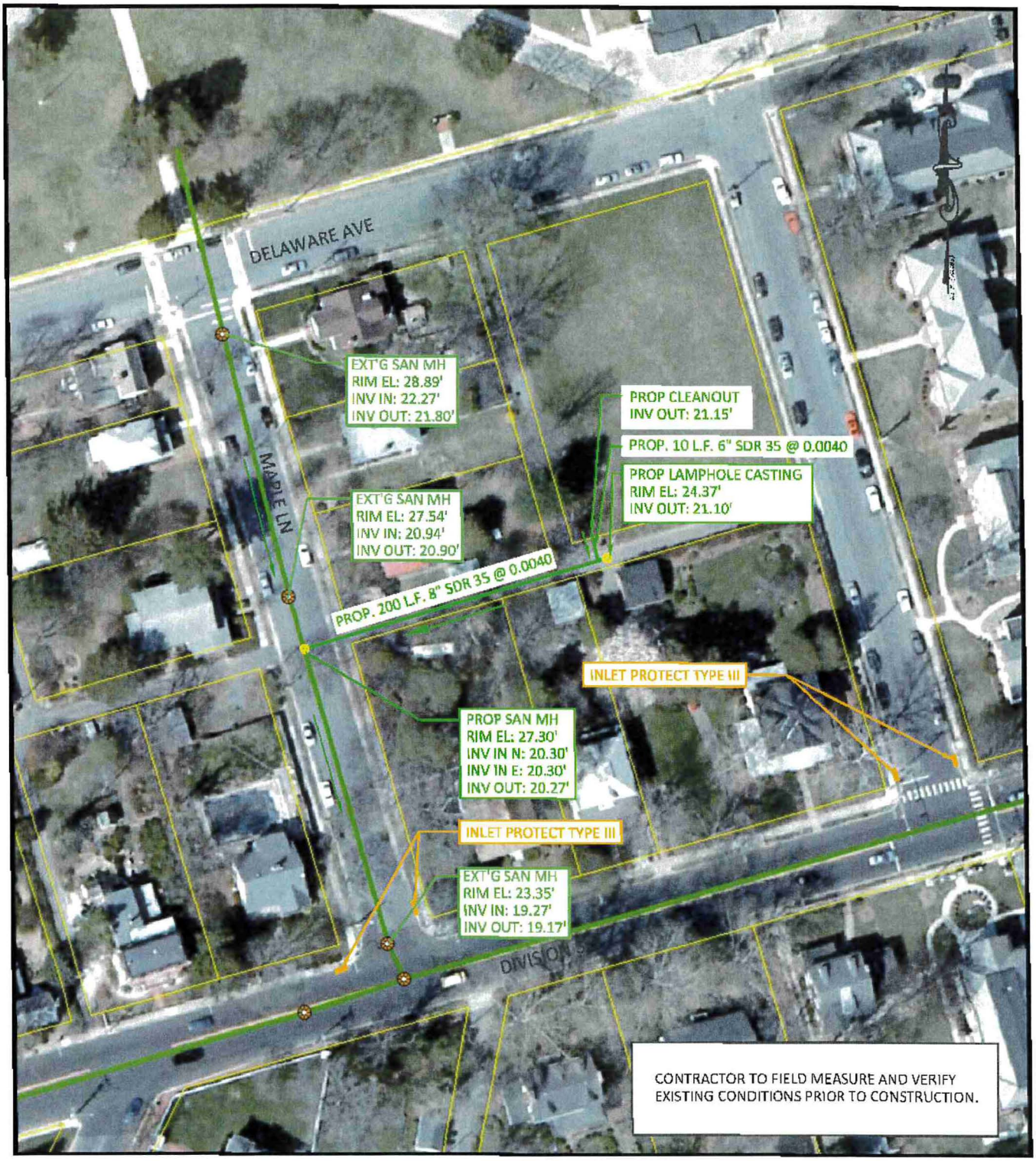
CONTRACTOR	LOCATION	BASE BID
EASTERN STATES CONSTRUCTION SERVICES, INC.	WILMINGTON, DE	$107,500.00
GATEWAY CONSTRUCTION	**CLAYTON, DE**	**$33,000.00**
LINDSTROM EXCAVATING CONTRACTORS, INC.	MIDDLETOWN, DE	$77,100.00
REYBOLD CONSTRUCTION GROUP, LLC	BEAR, DE	$75,660.00

City staff reviewed the submissions and found that Gateway Construction bid met all requirements for the qualifications of the project. As stated above, the City has bid this project out on two (2) separate occasions. Although the bids have come in over budget, staff believes that the price will only increase if the project were to be bid in the spring season, which coincides with the busy season of construction activity. The staff recommends awarding the contract to Gateway Construction in the amount of $33,000 for the Delaware Avenue Sanitary Sewer Extension Project. The shortfall for this project will be supplemented by a budget amendment from the Inflow / Infiltration Removal project. The design contract for this project was accepted and is under budget. A breakdown of the funding sources is provided below:

FUNDING SOURCE	DESCRIPTION	CURRENT BUDGET	SPENT / ENCUMBERED	SAVINGS / REMAINING	REQUESTED CHANGE	PROPOSED BUDGET REMAINING
Wastewater	WW1605 Delaware Avenue Sanitary Sewer Extension	$25,000	-	$25,000	$8,000	**$33,000**
Wastewater	II1701 Inflow / Infiltration Removal	$785,500	-	$785,500	($8,000)	**$777,500**

Attachment A

Delaware Avenue Sewer Main Extension



Date Printed: October 28, 2016
File: m:\gis_data\projects\tech_mxds
\jason_lyon_maps\caf_maps
\caf_delaware_ave_sewer_main_ext
Department: Public Works GIS
City of Dover, Delaware

N

0 50 100 200 Feet

ACTION FORM

PROCEEDING: City Council
DEPARTMENT OF ORIGIN: Electrical Department - Power Plant (NAES) **DATE SUBMITTED**: 10/27/16
PREPARED BY: Don Mordus, Plant Manager & Harry Maloney, P.E., Electrical Director
SUBJECT: McKee Run Unit #3 Stack Repairs - Change Order (Project # EG1613)
REFERENCE: N/A
RELATED PROJECT: N/A
REVIEWED BY: City Manager, Controller / Treasurer, Electric Department Director
EXHIBITS: CIP EG1613
EXPENDITURE REQUIRED: $66,030.00 **AMOUNT BUDGETED**: $485,000 (FY-2016 approved project budget) **FUNDING SOURCE (Dept./Page in CIP & Budget)**: Power Plant Acct: 487-8101-591.40-31
TIMETABLE: Work currently in progress on original scope of work. Work to be completed by the end of the fall outage November 23rd, 2016.
RECOMMENDED ACTION: Staff recommends the approval the requested change order in the amount of $66,030.00 to complete the necessary repairs to the McKee Run Unit #3 boiler stack as detailed.

BACKGROUND AND ANALYSIS

NAES Power Contractors – Chimney Division was awarded the original contract work to perform the repairs on the McKee Run Unit #3 boiler stack which included the removal of the existing stack gunite liner. This contract was awarded on August 22, 2016 in the amount of $223,852.00. The authorized project budget was $485,000 in FY-2016. The requested change order amount is currently $66,030 ($60,740 liner removal and $5,290 CEMS platform grating clip repairs) which represents a 29.5% increase over the original contract award. The City Manager can approve change orders up to 25% without additional City Council approvals; however, we are in the middle of the project and cannot stop for additional Council approvals due to time constraints associated with our planned outage for this work. The requested change order will need to be approved by City Council after the fact. If work had been stopped, the City would have incurred additional costs from the contractor due to the delay as well as potential penalties from PJM for the extension of the planned outage for Unit #3. The documentation for the Change Order has been placed on the November 14, 2016 Council agenda which was the next available agenda.

During the removal of the existing liner, it was discovered that the liner thickness increased at different levels moving downward toward the stack base. The original technical documents indicated that the liner thickness was 2" throughout the entire length of the stack as is indicated on the original design stack detail drawing. However, at the 105' height from the base, the gunite thickness increased to 3-1/2". At the 90' height from the base, it was 5-1/2" and finally at 85' height from the base, it was measured to be 7-1/2". This will result in an increase in labor costs for removal as well as disposal costs as the initial disposal was for 925 cu ft of material. The actual disposal will be closer to 2,170 cu ft of material due to the extra thickness of the liner. There was no documentation that the liner thickness was increased since the original installation so it was assumed that the insulation was incorrectly installed when the stack was erected. In addition, it was found that the grating clips on the top level platform and the CEMS platforms were either broken or missing. Under the right weather conditions, this could allow the grating to become dislodged and fall from the stack platforms. NAES recommended approval of the additional costs and the revised work scope to allow work to continue and be completed on schedule. Due to a difference between actual conditions inside of the stack and the available inspection documentation used for the bid documents, this change order is required to complete the repairs.

ACTION FORM

PROCEEDING: City Council
DEPARTMENT OF ORIGIN: City Manager's Office **DATE SUBMITTED**: November 8, 2016
PREPARED BY: Scott D. Koenig, P.E., City Manager
SUBJECT: Status Report – Proposal For Dover Public Library To Serve As A Passport Acceptance Facility
REFERENCE: N/A
RELATED PROJECT: N/A
REVIEWED BY: Scott D. Koenig, P.E., City Manager
EXHIBITS: Exhibit #1 – Minutes of the August 8, 2016 Council meeting
EXPENDITURE REQUIRED: $23,500 (EST.) **AMOUNT BUDGETED**: N/A (New Program) **FUNDING SOURCE (Dept./Page in CIP & Budget)**: 110-1500-523 (Library)
TIME TIMETABLE: Begin recruitment upon approval by City Council. February 1, 2017 date to begin acceptance of applications.
RECOMMENDED ACTION: Staff recommends the hiring of the two (2) part-time employees for the purpose of allowing the Dover Public Library to serve as a passport acceptance facility. The estimated budget impact to the Dover Public Library is $23,500 for FY-2017.

BACKGROUND AND ANALYSIS

In August 2016, staff came before City Council and requested authorization to submit an application for the Dover Public Library to serve as a passport acceptance facility for the United States Department of State. Council approved the committee's recommendation to authorize the City Manager to submit the necessary documentation to provide passport services at the Dover Public Library and incur the necessary expenses to implement and manage the program. Our application was approved by the Department of State on September 8, 2016. Mrs. Cyr was notified of this approval via telephone call from the Philadelphia Passport Office. Staff is now prepared to advertise the part-time positions and begin recruitment for the program.

The estimated annualized cost to staff the program with two (2) part-time employees working fifteen (15) hours per week is approximately $23,000. The start-up costs to purchase the necessary equipment and supplies are estimated at $12,000. The FY-2017 budgetary impact is $23,500 ($12,000 for start-up and $11,500 wages and ancillary costs).

The City of Dover will retain a $25 acceptance fee for each passport application, as well as income from any additional services, such as passport photos, fees for expediting, etc. Based on a $25 fee for each application, the FY-2017 estimated breakeven target is ($23,500/$25) 940 passports.

The FY-2018 estimated breakeven can be calculated as follows ($23,500 for personnel + $7,500 for supplies) = $31,000 / $25 = 1,240 passports.

The service desk for the completion and acceptance of the passport applications will be located in the lobby area adjacent to the parking lot side of the library.

If the program is not deemed successful by the end of the FY-2018 budget, the program can be discontinued.

Mr. Slavin requested that the City Clerk send an excerpt from the minutes of the Regular City Council Meeting of March 25, 2013 to all members of Council, as well as the citizen members of the Legislative, Finance, and Administration Committee. *(City Clerk's Office Note: Subsequent to the meeting, this information was emailed to all members of Council and the civilian members of the Legislative, Finance, and Administration Committee.)* Mr. Slavin advised that the first vote on this matter had not passed and the second vote passed by a vote of five (5) to three (3), with one (1) member absent. He felt it would be worthwhile for members to look at what actions Council took to reorganize City government at that time.

The Committee deferred this matter until members have all the information they need.

Mr. Hare indicated that this matter would possibly be brought back in the second week of August.

Proposal for Dover Public Library to Serve as a Passport Acceptance Facility

Mr. Kirby Hudson, Assistant City Manager, reminded members that during the Regular City Council Meeting of July 25, 2016, members had the opportunity to listen and learn about two (2) major events that the Dover Public Library would be putting on: 1) a Maurice Sendak Exhibit which was anticipated to bring in huge numbers of people, and 2) Dover Comic-Con. Mr. Hudson advised that in the few years that Comic-Con had been held, its numbers had grown exponentially, not by the hundreds but the thousands. Mr. Hudson advised members that everything the library does costs money.

Mr. Hudson reviewed correspondence from Ms. Margery Cyr, Library Director, dated July 11, 2016, RE: Passport Services. He stated that at the end of May or beginning of June, Senator Chris Coons' office contacted the library to let them know that the U. S. State Department was anticipating a major increase in people renewing or requesting passports. Senator Coons wanted the libraries to know that this could be an opportunity for extra revenue. Mr. Hudson explained that the Dover Public Library could meet all of the requirements to become a Passport Acceptance Facility. He reviewed the benefits to the City and to the library, stating his belief that this service would aid an area that is greater than the City. Mr. Hudson indicated that the library would retain a $25 acceptance fee for each passport application, as well as income from any added services, such as passport photos, fees for expediting, etc. He noted that the U. S. Passport Services would provide email and telephone support from their regional offices in Philadelphia and Washington, D.C. Mr. Hudson stated that the hours proposed for passport services were Monday - Friday, 5:00 - 7:00 p.m. and Saturday - Sunday, 1:00 - 4:00 p.m.

Mr. Hudson advised that not all posts offices provide passport service, and although the Dover Post Office does, their hours are very irregular and he been told that they are not convenient. Mr. Hudson indicated that this was one of the reasons that Senator Coons had asked libraries to look at this possibility.

Mr. Hudson explained that Ms. Margery Cyr, Library Director, advised him that when she worked at a public library in central New Jersey in 2008, they were engaged in passport services operating during evening and weekend hours. She indicated that they were easily bringing in over $90,000 per year. Ms. Cyr advised that she was told that eight (8) years later they were pocketing a healthy six (6) figure income, with the service paying for itself since funds did not have to be shared. Mr. Hudson noted that this library has a full-time program that operates 67 hours per week.

Mr. Hudson stated that staff was proposing that two (2) passport agents could come in at the Library Clerk I level, with a hiring preference for veterans. After removing operating expenses, 75% of the funds collected would go to the library and 25% to the General Fund. The library funds would be used for programs such as the Maurice Sendak Exhibit and Dover Comic-Con. Mr. Hudson noted that the library is not short on ideas but does not necessarily have all the funds needed for them. He felt that something like this could bring in dollars to be able to do those sorts of things without having to ask the City for extra funds.

Staff recommended authorizing the City Manager to submit the necessary documentation to provide passport services at the Dover Public Library and incur the necessary expenses to implement and manage the program.

Mr. Sudler felt that these were great, common sense thoughts and stated that he would support the proposal.

Responding to Mr. Sudler regarding the projection for labor costs, Mr. Hudson stated that a Library Clerk I makes $13.40 per hour. At 15 hours per week, the cost would be $201 per week, with an annual cost of $10,452. Mr. Hudson estimated, including FICA and Workers Compensation in the amount of $1,780, that two (2) part-time employees working 15 hours per week would cost $23,000 annually.

Mr. Hudson advised that only 21 states were currently beginning this program and Dover would have the only such program in Delaware and Maryland. Mr. Hudson advised that this could become very busy, explaining that individuals in Maryland and in this area who need these services and do not go to the post office go to Washington, D.C. or Philadelphia. He stated that staff anticipated a lot of traffic and felt this could be a good revenue source for the City.

Mr. Cole questioned if this would be addressed on a year-to-year basis or would be a two (2) or (3) year undertaking. He asked what would happen if the first year did not go as planned. Responding, Mr. Hudson stated that the City could discontinue the service whenever it wanted to. He stated that he and Ms. Cyr wanted to ensure that the individuals hired would know that this is experimental. He noted that this would be the first such program in the State, and staff knew of only one (1) library in New Jersey where this had been done successfully. Mr. Hudson indicated that it had the potential to blossom and that Senator Coons had reached out to other

libraries. Mr. Hudson felt that the Dover Public Library was perfectly suited for it, believing that there was no other larger library, other than perhaps the Wilmington Library.

Mrs. Donna Mitchell, Controller/Treasurer, stated that she did not recall reviewing all of this information.

Mr. Hutchison questioned if a database or filing system would be needed if the City were to issue passports. Responding, Mr. Hudson stated that the library would be a service center that collects information and would not issue passports. Applicants would fill out an application and the agent would use a checklist to ensure that all information is complete. Mr. Hudson indicated that this would be the beginning of the process and the final portion would be taken care of at the Philadelphia or Washington, D. C. regional office. Passports would be shipped directly to the applicant.

Mr. Hosfelt questioned why the City would not start with one (1) additional employee rather than two (2). In response, Mr. Hudson stated that the requirement for two (2) employees was included in the guidelines for eligibility.

Mr. Hosfelt asked if it would make more sense to wait until the new budget year. Responding, Mr. Hudson questioned why this would be necessary. He noted that the supplies would be provided, it was known that the Dover Post Office was not adequately serving the public and, according to the U. S. State Department, an up-tick in people applying for or renewing passports was anticipated. In response, Mr. Hosfelt stated that this item was not budgeted.

Mr. Hudson stated that there would be no funds coming from the City. Responding, Mr. Hosfelt noted that $23,000 in salary expenses were expected. Mr. Hudson presumed that the money collected from all of the business would cover this expense. Mr. Hosfelt indicated that he was not opposed but wondered why this was being considered now.

In response to Mr. Hosfelt regarding whether the budget could absorb a $23,000 change if this proposal did not work out, Mr. Scott Koenig, City Manager, stated that staff desired to apply for the program, and Council's authorization was needed. Mr. Koenig was unsure whether the employees would be new staff members or if existing staff members would be trained. He believed that the thought was to try to make current employees available during passport service hours. Mr. Koenig noted that numbers had not been fine tuned because staff was unsure how detailed this program would be. He advised that staff saw this as a positive service and a potential revenue generator for the library and the City. Mr. Koenig was reluctant to commit to the estimated $90,000 in revenue, stating that he did not believe this would happen the first year. He indicated that he wanted to make the application, tie down the numbers, and report back to Council, stating that staff wanted authorization to go through the process to place the City on the list to become a passport facility.

Mr. Koenig believed that this would be a positive revenue source but stated the need to understand what it takes to exit the program.

Referring to the recommendation that veterans be given preference in the hiring process, Mayor Christiansen stated his understanding that there would be additional personnel. He asked if it would be permissible for these employees to perform other library-oriented work when they are not processing applications. In response, Mr. Hudson stated that he felt they could probably do other things and that he would obtain the information.

Mr. Shevock questioned how the program would be promoted. Responding, Mr. Hudson indicated that the U.S. government would assist with promotion at no additional cost to the City. Mr. Shevock suggested that this service be placed on the City's website.

Mr. Hare questioned if there would be overtime hours if existing staff were used. In response, Mr. Koenig stated that there would not be overtime hours, reiterating his belief that part-time employees at the library would be used and some of the hours would be back-filled. Mr. Koenig stated that all guidelines would be followed and the intent was not to convert an existing part-time person to a full-time person to administer the program but to try to perform the service at the lowest cost possible. He stated that there would be no benefits associated with the part-time Library Clerk I positions credentialed to be passport clerks.

Mr. Hare stated that to break even or a little above, it would be necessary to process 1,000 passports. He indicated that he had no problem with this as a temporary program to see how it goes.

Mr. Neil stated that he was very much in favor of the proposal because it would be very convenient to have this service at the library.

The Committee recommended acceptance of staff's recommendation to authorize the City Manager to submit the necessary documentation to provide passport services at the Dover Public Library and incur the necessary expenses to implement and manage the program.

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

Proposal for Dover Public Library to Adopt a Smoke-Free Policy

Ms. Michelle Hughes, Assistant Library Director, stated that it was proposed to adopt a smoke-free policy for the library grounds. She reviewed a request for the Library property to be designated as a smoke-free area. Ms. Hughes advised that staff often receives complaints from library visitors about people who sit outside and smoke on a continuous basis, and referenced two such complaints received within the past

ACTION FORM

PROCEEDING: City Council
DEPARTMENT OF ORIGIN: City Council
PREPARED BY: Traci A. McDowell, City Clerk, on behalf of Council President Slavin

SUBJECT: Council and Committee Meetings - Holiday Schedule	**DATE SUBMITTED**: **10-31-2016**
RELATED PROJECT: N/A	
APPROVALS: N/A	
EXHIBITS: N/A	
EXPENDITURE REQUIRED: $ N/A	**AMOUNT BUDGETED**: $ N/A
FUNDING SOURCE (Dept./Page in CIP & Budget): N/A	
TIMETABLE: N/A	

RECOMMENDED ACTION: Cancellation of December 27, 2016 City Council Meeting and December 28, 2016 Council Committee of the Whole Meeting.

BACKGROUND AND ANALYSIS

As we have done in the past, due to the holiday season, it is recommended that the City Council Meeting scheduled for December 27th and the Council Committee of the Whole Meeting scheduled for December 28th be cancelled. Please keep in mind that if the need arises, Special Meetings will be called.

TAS/tm
S:\CAFS\11-14-2016 Holiday Schedule.wpd

FIRST READING

CITY OF DOVER PROPOSED ORDINANCE #2016-22
WITH STAFF AMENDMENT #1 (SA#1)
(Staff Amendment #1 Indicated in Yellow Highlight)

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

That Chapter 54 - Health and Sanitation, Article I - In General, Section 54-4 - Smoking Regulations of the Dover Code be amended by deleting the text indicated in red strikeout and inserting the bold, blue text, as follows:

Sec. 54-4. - Smoking regulations.

(a) *Generally*. The Surgeon General of the United States, the National Academy of Sciences, and other health organizations have linked passive exposure to tobacco smoke (secondhand smoke) to a variety of negative health conditions in nonsmokers, which has prompted the council to enact smoking regulations for the health, welfare and safety of residents of the city and to strike a reasonable balance between the rights of smokers and nonsmokers by regulating smoking in certain public places and places of employment.

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

Bar or cocktail lounge area means that part of any restaurant or other establishment, to a depth of 20 feet from such bar, primarily engaged in the business of selling or dispensing alcoholic beverages or other beverages and duly licensed by the state for the same, but secondary to the restaurant or other primary use of the establishment.

Employee means any person who renders or has rendered any service to another for a consideration or its equivalent, under an expressed or implied contract, and who is or was under the control and direction of the latter when rendering the services, including temporary, provisional, casual or part-time employment.

Employer means an individual, partnership, association, corporation, governmental body or agency, or any other entity, for whom or for which one or more persons renders or have rendered any service on a salary, commission or other compensation basis.

Health care facility means any office or institution providing individual care or treatment of diseases, whether physical, mental or emotional, or other medical, physiological or psychological conditions.

Place of employment means any enclosed area under the control of a public or private employer, which employees normally frequent during the course of employment. A private residence is not considered to be a place of employment for the purpose of this section, nor is a motor vehicle of the employer used by employees in the course of employment.

Public conveyance means any taxicab, mass transit vehicle or school bus, or any vehicle offered to

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passengers for a fee.

Public meeting includes any meeting or assembly held in any room, auditorium or chamber wherein public, civic or governmental business is conducted and which is open to the public either as participants or spectators.

Public place includes any enclosed area to which the public is invited or in which the public is permitted, including, but not limited to, banks; educational facilities; health care facilities; day care centers, retirement homes, rest or nursing centers; property owned, occupied or operated by the city or any agency thereof; public transportation facilities; lobbies and reception areas, but not including the offices or work areas not entered by the public in the normal course of business or use of the premises. A private residence is not a public place, but the lobby or common area of a multifamily dwelling is a public place.

Restaurant means any establishment which is regularly used and kept open principally for the purpose of serving complete meals to persons for a consideration and which has seating at tables for 35 or more persons, and suitable kitchen facilities connected therewith for cooking an assortment of foods under the charge of a chef or cook. The service of only such food and victuals as sandwiches or salads shall not be deemed to be the service of meals. Any such establishment shall be duly licensed as a restaurant by the city and state.

Retail store means any establishment, the primary purpose of which is to sell or offer for sale to consumers, not for resale, any goods, wares, merchandise, articles or food for consumption off the premises.

Secondhand smoke means the smoke to which a person may be involuntarily exposed, either through a smoker exhaling the smoke of or from a tobacco product, or through the lighting or burning of any tobacco product.

Smoking includes the lighting, burning, holding or carrying of, or emitting, or inhaling, or exhaling the smoke of, a pipe, cigar or cigarette of any kind or any form of lighted object or device which contains tobacco.

Sports arena means any indoor facility primarily used for sports, cultural or similar events.

Taproom means any establishment which is regulated and licensed as such by the state pursuant to the Delaware Alcoholic Beverage Control Act (4 Del. C. § 101 et seq.), and which is provided with special space and accommodations and operated primarily for the sale by the glass for consumption on the premises of alcoholic beverages with the sale of food as a secondary object, as distinguished from a restaurant where the sale of food is the primary object.

Tavern means any business selling spirits, wine or beer by the glass at retail for consumption on the premises, and which is duly licensed and regulated as such pursuant to the Delaware Alcoholic Beverage Control Act, and in which the sale of food is a secondary object, as distinguished from a restaurant where the sale of food is the primary object.

Theater means any indoor facility primarily used for the exhibition of any motion picture, stage

drama, musical recital, dance, lecture or other similar performance.

(c) *Prohibitions*. Smoking is unlawful **on all city-owned property and** in "public places" as such term is defined in subsection (b) of this section, and in the following public places during the hours in which they are open to the public:

(1) Art galleries, libraries, museums and similar cultural facilities;
(2) Classrooms and lecture halls;
(3) Restaurants;
(4) Elevators;
(5) Health care facilities;
(6) Public conveyances;
(7) Public meetings;
(8) Retail stores, other than retail tobacco stores, the primary activity of which is the sale or promotion of tobacco and tobacco products and accessories; provided, however, that smoking may be permitted in those areas of enclosed shopping centers or malls that are external to the retail stores and are used by customers as a route of travel from one store to another and consist primarily of walkways and seating arrangements; and further provided that where smoking is permitted, the proprietor shall post a sign to that effect;
(9) Theaters and indoor sports arenas;
(10) Restrooms located in "public places" as such term is defined in subsection (b) of this section, and in the facilities listed in subsections (c)(1), (c)(2), (c)(5), (c)(6), (c)(8), and (c)(9) of this section; and
(11) Places of employment not exempted in 16 Del. C. § 2904.

(d) Violations; penalties; appeals.

(1) *Violations*. The following acts constitute violations of this section:

a. Smoking **on city-owned property or** in a posted nonsmoking area;
b. Failure to post a "No Smoking" sign as required by this section;
c. Failure to inform any person who violates this section, when such duty to inform arises as set forth in subsection (f) of this section;
d. Willful destruction or defacement of a sign posted as required by this section;
e. Failure to adopt a smoking policy as set forth in subsection (f) of this section.

(2) Penalties. Anyone who violates any provision of this section shall be liable for a fine as provided for in Appendix F-Fees and Fines. Each day such violation continues, shall constitute a separate offense. Fines not paid within 14 days of the day the fine was issued, including the day the fine was issued, shall be automatically doubled in amount.

(3) Appeals. In the event that the enforcement of this section causes undue and extraordinary financial hardship peculiar to any person, then that person shall have the right to appeal this hardship to the council by written request directed to the city clerk. In considering the appeal, the council shall have the power to alter the terms and conditions of this section to meet any peculiar and extraordinary hardship proven by the person as long as such alteration or relief does not detract from the purpose and intent of this section.

(e) *Signs*. The owner or other person having the authority to manage and control any area designated as a no-smoking area pursuant to this section shall post, or cause to be posted, and prominently display, and shall maintain, no-smoking signs in conspicuous locations within such areas. Such signs shall clearly and conspicuously recite the phrase "No Smoking" and/or use the international no-smoking symbol and shall cite "Section 54-4 of the city Code." Signs shall be of sufficient number and prominent location to convey the message clearly and legibly to a person of reasonable sensibilities. Signs shall be at least one square foot in size, shall be affixed to the structure of the building and/or shall be so distributed that from any point in the no-smoking area at least one such sign is visible. A combination of fixed or pedestal type signs may be used.

(f) Places of employment.

(1) Written smoking policy. Every employer of 25 or more employees at any one location in the city, if exempted in 16 Del. C. § 2904, shall adopt, implement and maintain a written smoking policy which shall contain, at a minimum, the following provisions:

a. Accommodate preferences. A statement providing that the employer shall attempt to reach a reasonable accommodation, insofar as possible, between the preferences of smoking and nonsmoking employees; provided, however, that the employers are not required to incur any expense to make structural or physical modifications to accommodate individual preferences; however, if a satisfactory accommodation cannot be reached, the preferences of nonsmoking employees shall prevail;

b. Offices. Smoking may be permitted in private, enclosed offices, even though such offices may be visited in the normal course of business by nonsmoking employees;

c. Common use. Prohibition of smoking in auditoriums, classrooms, elevators, medical facilities, conference rooms and rooms containing photocopying or other office equipment used in common by employees;

d. Cafeterias, lunchrooms, and lounges. Designation of some portion of the seating capacity of cafeterias, lunchrooms and employee lounges as no-smoking areas; provided, however, that if there are two or more lounges available for employee use, one entire lounge may be designated as a smoking area;

e. Disputes. A procedure to resolve employee disputes and objections arising under the smoking policy; and

f. Retaliation. A statement providing that the employer will not retaliate or take any adverse personnel action against any employee exercising his rights granted under the smoking policy.

(2) Copies of policy to be provided to employees. Employers shall supply a written copy of the smoking policy to all current employees within 30 days of the date of adoption of such policy and shall supply copies of it to all future employees at the time of their entry into employment.

(3) Posting of policy. Employers shall post the smoking policy conspicuously in the place of employment.

(~~g~~ **f**) Enforcement.

(1) *Authority to restrict in employment and public areas*. The owner, proprietor, manager, or other person having the authority to manage and control any public place or place of employment, or a designated agent of such owner or manager, shall inform persons smoking in restricted areas of such places in order to warn them that they are in violation of the law. Any person may file a complaint with the licensing division of the department of planning and inspections or with the police department, alleging a violation of any provision of this section.

(2) *Procedures*. Upon complaint to the licensing division of the department of planning and inspections or the police department, each department shall have concurrent jurisdiction to enforce the provisions of this section by any of the following actions:

a. Notice. Serving notice requiring the prompt correction by the owner, proprietor, manager or other person having the authority to manage and control any public place or place of employment of any violation of this section;

b. Legal action. Advising the city solicitor of violations of this section in order to maintain an action at law or in equity to enforce the provisions of this section, recover the fines and costs of prosecution, or prevent, enjoin, abate or remove or otherwise cause the correction of any such violation of the provisions of this section;

c. Summons. Issue to any person a citation or summons to appear in the justices of the peace court to answer to a charge of any violation of this section.

(h) Miscellaneous provisions.

(1) *Other prohibitions*. Nothing in this section shall be construed to permit smoking where it is otherwise prohibited by law or regulation.

(2) *Authority of owner*. Nothing in this section shall be construed to preclude any owner or other person having the authority to manage and control any public place or place of employment from prohibiting smoking to a greater extent than is provided by this section.

(3) *Fire safety*. Nothing in this section shall be construed to permit or authorize, or be permitted to result in a fire safety hazard or violation, as may be determined by the fire marshal, by anyone in attempting to comply with the provisions of this section.

(Code 1981, § 14-15; Ord. of 4-8-1991; Ord. of 4-12-1993; Ord. of 9-22-2003; Ord. No. 2009-09, 6-22-2009)

State Law reference- Clean Indoor Air Act, 16 Del. C. § 2901 et seq.

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BE IT FURTHER ORDAINED:

That Appendix F - Fees and Fines, Chapter 54 - Health and Sanitation, Article I - In General, Section 54-4 - Smoking Regulations, Subsection (d) - Violations; Penalties; Appeals, Subsection (2) - Penalties of the Dover Code be amended by deleting the text indicated in red strikeout and inserting the bold, blue text, as follows:

Chapter 54. - Health and Sanitation

Chapter 54. Health and Sanitation	**Fees and Fines**
Article I. In General	
Fines not paid within 14 days of the day the fine was issued, including the day the fine was issued, shall be automatically doubled in amount.	
Sec. 54-4. Smoking regulations	
Subsec. (d) Violations; penalties; appeals	
Subsec. (2) Penalties	Not to exceed $25.00; each day such violation continues shall constitute a separate offense
Article II. Food and Food Handlers	
Sec. 54-52. Fee	
Subsec. (a) Type of establishment	
Mobile food units	$50.00
Push carts	$25.00
For-profit temporary eating places	$25.00
Membership clubs	$50.00
Institutions	$100.00
Subsec. (b) Services provided	
Breakfast service	$15.00
Lunch service	$18.00
Dinner service	$18.00
Salad bar service	$15.00
Hot and cold buffet, including salad bar service	$40.00
Drive through service	$75.00
Delivery service	$20.00
Catering service	$15.00
Takeout service	$20.00
Seating service:	

100—150	$50.00
151—200	$75.00
201 or more	$100.00
Article V. Rat Control	
Unless specifically provided otherwise, or the context thereof so dictates, each day any violation of any provision of this Code or any ordinance shall continue shall constitute a separate offense. Fines not paid within 14 days of the day the fine was issued, including the day the fine was issued, shall be automatically doubled in amount.	
Sec. 54-155. Compliance with notice to ratproof	Unless the work and improvements have been completed by the owner in the time specified in the written notice, which in no event shall be more than 15 days, or within the time to which a written extension may have been granted by the health inspector, then the owner shall be punished by a fine of not less than $25.00, nor more than $1,000.00
Sec. 54-156. Compliance with notice to eradicate rats	Unless eradication measures are undertaken within five days after receipt of the notice, the owner or occupant shall be punished by a fine of not less than $25.00, nor more than $1,000.00

ADOPTED: *

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SYNOPSIS

The proposed ordinance would implement a smoke-free policy on all City-owned property.

Actions History

11/14/2016 - Scheduled for First Reading - City Council
10/25/2016 - Introduced at Council Committee of the Whole/Legislative, Finance, and Administration Committee
10/11/2016 - Deferred by Council Committee of the Whole/Legislative, Finance, and Administration Committee

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