REGULAR COUNCIL MEETING
AGENDA

DECEMBER 12, 2016 - 7:30 P.M.

CITY HALL COUNCIL CHAMBERS
15 LOOCKERMAN PLAZA
DOVER, DELAWARE

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

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

INVOCATION BY BISHOP THOMAS L. HOLSEY

PLEDGE OF ALLEGIANCE LED BY COUNCILMAN ANDERSON

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 NOVEMBER 28, 2016**
B. **REGULAR COUNCIL MEETING OF NOVEMBER 28, 2016**

2. **REZONING REQUEST - PUBLIC HEARING/FINAL READING OF PROPOSED ORDINANCE #2016-23**

THE FIRST READING OF THE PROPOSED ORDINANCE WAS ACCOMPLISHED DURING THE COUNCIL MEETING OF OCTOBER 24, 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 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)**

(TAX PARCEL: ED-05-077.17-03-15.00-000; PLANNING REFERENCES: Z-16-06 AND MI-16-13; COUNCIL DISTRICT: 2)

* **3. COUNCIL COMMITTEE OF THE WHOLE REPORT - NOVEMBER 29, 2016**

A. SAFETY ADVISORY AND TRANSPORTATION COMMITTEE

(1) BRIEFING ON STATE STREET AND SCULL TERRACE CROSSING

(COMMITTEE ACTION NOT REQUIRED)

(2) REQUEST FOR WAIVER - APPENDIX B - ZONING, ARTICLE 5 - SUPPLEMENTARY REGULATIONS, SECTION 17 - EMERGENCY ACCESS REQUIREMENTS - WAIVER OF EMERGENCY REAR ACCESS REQUIREMENT FOR THE REDEVELOPMENT OF LIBERTY COURT APARTMENTS (APPLICATION S-16-22)

(COMMITTEE RECOMMENDED APPROVAL OF THE WAIVER FOR THE ELIMINATION OF THE EMERGENCY REAR ACCESS REQUIREMENT FOR AN 18-FOOT SECONDARY FIRE LANE, AS RECOMMENDED BY THE PLANNING COMMISSION)

(3) BRIEFING ON VIOLENT CRIME WITHIN THE CITY

(COMMITTEE ACTION NOT REQUIRED)

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

(COMMITTEE RECOMMENDED THE INSTALLATION OF TWO (2) STOP SIGNS AT THE INTERSECTION OF WYOMING AVENUE AND WESTVIEW TERRACE, TO PLACE 25 M.P.H. SPEED LIMIT SIGNS ABOVE THE FLASHING LIGHTS, AND TO REVISIT THIS MATTER IN MARCH, JUST BEFORE THE CITY STARTS REPAVING, SO MEMBERS CAN POSSIBLY LAYOUT A STREET LAYOUT PLAN FOR SOFTENING THE STREET)

(5) QUARTERLY UPDATE - BICYCLE/PEDESTRIAN SUBCOMMITTEE

(COMMITTEE ACTION NOT REQUIRED)

B. UTILITY COMMITTEE

(1) MUNICIPAL SEPARATE STORM SEWER SYSTEM (MS4) INVENTORY AND INSPECTION PROPOSAL

(COMMITTEE RECOMMENDED AUTHORIZING THE FIVE (5) YEAR PROPOSAL WITH KCI TECHNOLOGIES, IN THE AMOUNT OF $329,740, INITIATING WITH $65,948 IN FY17)

C. LEGISLATIVE, FINANCE, AND ADMINISTRATION COMMITTEE

(1) NORTH STREET SIDEWALK IMPROVEMENTS - NEW PROJECT - DELDOT TRANSPORTATION ALTERNATIVES PROJECT

(COMMITTEE RECOMMENDED APPROVAL OF STAFF'S REQUEST FOR AUTHORIZATION FROM CITY COUNCIL TO SIGN THE PROJECT AGREEMENT WITH DELDOT AND BEGIN ASSEMBLING THE REQUIRED FUNDS FOR THE MATCH. THE STATE HAS REQUESTED THAT ALL MATCHING FUNDS BE TRANSFERRED TO DELDOT NO LATER THAN FEBRUARY/MARCH 2017.)

(2) DRAFT COMPREHENSIVE ANNUAL FINANCIAL REPORT (CAFR)

(COMMITTEE ACTION NOT REQUIRED)

* **4. MONTHLY REPORTS - OCTOBER 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

5. **REMOVAL OF THE INFORMATION TECHNOLOGY HIRING FREEZE**
(STAFF RECOMMENDS AUTHORIZATION TO RELEASE THE VACANT INFORMATION TECHNOLOGY POSITIONS FOR EVALUATION AND RECRUITMENT. THIS REQUEST INCLUDES AUTHORIZING THE CITY MANAGER TO POTENTIALLY CONVERT THE PART-TIME ADMINISTRATIVE POSITION TO A FULL-TIME POSITION TO ADDRESS INTERNAL PERSONNEL OPPORTUNITIES. ALSO, INCLUDED IN THIS REQUEST IS AUTHORIZATION TO RECLASSIFY POSITIONS AS THE CITY MANAGER DEEMS NECESSARY TO PREPARE FOR CHANGES TO TECHNOLOGY INCLUDING LAN AND SOFTWARE NEEDS.)

6. **ONBOARDING FOR NEW COMMITTEE MEMBERS** (THE COUNCIL COMMITTEE OF THE WHOLE/LEGISLATIVE, FINANCE, AND ADMINISTRATION COMMITTEE TABLED THIS MATTER DURING ITS MEETING OF OCTOBER 11, 2016 TO ALLOW MRS. TOWNSHEND TO CONDUCT RESEARCH AND COME BACK TO COUNCIL AT A FUTURE DATE WITH HER FINDINGS)

* 7. **APPOINTMENT RECOMMENDED BY COUNCIL PRESIDENT SLAVIN - ECONOMIC DEVELOPMENT COMMITTEE - KISHOR C. SHETH - ONE-YEAR TERM TO EXPIRE MAY 8, 2017**

* 8. **CONFIRMATION OF SPECIAL POLICE PENSION ELECTION - RETIRED CAPTAIN LARRY GRAY (TO FILL THE UNEXPIRED TERM OF RETIRED CORPORAL MARTIN STALLINGS) - TERM TO EXPIRE JANUARY 31, 2018**

9. **REZONING REQUESTS - FIRST READING OF PROPOSED ORDINANCES**
THE FIRST READING IS OFFERED ON THE FOLLOWING PROPOSED ORDINANCES. THEY ARE RECOMMENDED FOR REFERRAL TO THE PLANNING COMMISSION FOR A PUBLIC HEARING ON JANUARY 17, 2017 AND THAT A PUBLIC HEARING BEFORE CITY COUNCIL BE SET FOR FEBRUARY 13, 2017 AT 7:30 P.M., AT WHICH TIME THE FINAL READINGS AND COUNCIL ACTION WILL TAKE PLACE. THE ORDINANCES ARE 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. **#2016-29 - PROPERTY LOCATED AT 301 NORTH BRADFORD STREET, CONSISTING OF 11,362.5$^{+/-}$ S.F., OWNED BY HARRY O. MEEKS, JR. AND BONNIE G. MEEKS. THE PROPERTY IS CURRENTLY ZONED RG-1 (GENERAL RESIDENCE) AND THE PROPOSED ZONING IS C-1 (NEIGHBORHOOD COMMERCIAL)**
   (TAX PARCEL: ED-05-068.17-02-34.00-000, PLANNING REFERENCE: Z-17-01; COUNCIL DISTRICT 3)
   B. **#2016-30 - PROPERTY LOCATED AT 11-15 NORTH QUEEN STREET, CONSISTING OF 9,020$^{+/-}$ S.F., OWNED BY E. VERNON INGRAM, JR. THE PROPERTY IS CURRENTLY ZONED RG-1 (GENERAL RESIDENCE) AND THE PROPOSED ZONING IS C-3 (SERVICE COMMERCIAL)**
   (TAX PARCEL: ED-05-076.08-05-04.00-000, PLANNING REFERENCE: Z-17-02; COUNCIL DISTRICT 4)

10. FINAL READING - PROPOSED ORDINANCES

THE FIRST READING OF THE PROPOSED ORDINANCES WAS ACCOMPLISHED DURING THE COUNCIL MEETING OF NOVEMBER 28, 2016. COPIES OF THE PROPOSED ORDINANCES ARE AVAILABLE AT THE ENTRANCE OF THE COUNCIL CHAMBERS AND ON THE CITY'S WEBSITE AT WWW.CITYOFDOVER.COM UNDER "GOVERNMENT."

A. #2016-26 AMENDING CHAPTER 2 - ADMINISTRATION, ARTICLE III - STANDING COUNCIL COMMITTEES

B. #2016-27 AMENDING CHAPTER 18 - ANIMALS, SECTION 18-4 - RUNNING AT-LARGE, SECTION 18-5 - DOG LICENSES REQUIRED, AND SECTION 18-10 - SAME-SEIZURE AND IMPOUNDMENT, AND APPENDIX F - FEES AND FINES

11. CITY MANAGER'S ANNOUNCEMENTS

12. COUNCIL MEMBERS' ANNOUNCEMENTS

13. ADJOURNMENT

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

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SPECIAL COUNCIL MEETING

A Special Council Meeting was held on November 28, 2016 at 6:02 p.m. with Council President Slavin presiding. Members present were Mr. Cole, Mr. Hare, Mr. Hutchison, and Mr. Neil. Mr. Anderson, Mr. Hosfelt, Mr. Lewis, and Mr. Sudler were absent. Mayor Christiansen was also present.

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

ADOPTION OF AGENDA

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

Mr. Hutchison 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 6:02 p.m.

The Executive Session adjourned at 6:08 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 for an additional 30 days, with the caveat that additional requests would require some kind of opinion from the doctor about the long-term viability of his return. 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 6:08 p.m.

TRACI A. McDOWELL
CITY CLERK

All ordinances, resolutions, motions, and orders adopted by City Council during their Special Meeting of November 28, 2016 are hereby approved.

ROBIN R. CHRISTIANSEN
MAYOR

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REGULAR COUNCIL MEETING

The Regular Council Meeting was held on November 28, 2016 at 7:30 p.m. with Council President Slavin presiding. Council members present were Mr. Sudler, Mr. Neil, Mr. Lewis, Mr. Cole, Mr. Hosfelt, Mr. Hare, and Mr. Hutchison. Mr. Anderson was absent.

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 8:26 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.

Mr. Larry Josefowski, President, Friends of Old Dover, informed members that he and members Mrs. Cindy Christiansen, Ms. Bonnie Johnson, Ms. Jan Crumpley, and Mrs. Donna Josefowski wanted to make a special presentation and invited Mayor Christiansen to the floor. Mr. Josefowski presented Mayor Christiansen with the first copy of their Dover Trivia Game, in honor of his support for their organization. Mr. Josefowski advised that the game was something that the Friends of Old Dover were doing to help celebrate the 300th anniversary of the City of Dover. He stated that they hoped to be a big part of the celebration over the coming year. Mayor Christiansen expressed his thanks and accepted the Trivia Game on behalf of the members of Council, stating that they would be playing the game the following day. He also thanked members for their efforts toward historic preservation in the City.

Mrs. Johnson informed members that the game was on sale for $20 at the Delaware Store at The Green and State Street and that it was very interesting, noting that she had brought extra boxes if anyone wanted to purchase them that evening.

Ms. Alexis Simms, homeless, stated that she was present on behalf of the homeless again, not to put members down but to beg them to give the homeless something. She indicated that it would be a really cold winter, the old Dover Public Library was still empty, and there were plenty of buildings on Loockerman and Division Streets that were still empty and could be used. Ms. Simms advised that they could clean buildings up themselves if they were given to them and were just asking for somewhere and for members to have kind hearts. She stated that members were not out in the cold so they did not know how she felt; however, she guaranteed if this was somebody in members' families, one of their kids or grandkids, they would not want them out in the street. Ms. Simms stated that they were people, not animals that have fur when wintertime comes, but humans that have skin and get cold fast.

Mr. Eric Abernathy, 436 West Duck Creek Road, Clayton, stated that he had read in the paper and heard on the news that veteran homelessness had been ended in the State of Delaware and he wanted to let people know that it had not ended. He advised that he was a veteran and had a place to stay; however, technically he was homeless because he did not have his own address and he knew that there were other veterans out on the street that still had no place to stay. Mr. Abernathy indicated that they were getting no help and nothing was being done for them, noting that if things were going

to be put in the paper or on the news, they should be telling the truth. He stated that the truth was that there are still veterans in this state that do not have a place to stay and are homeless, and this needed to be addressed.

Ms. Khadija Gray, Kent Budget Inn, stated that she and Mr. Derrick Gray were part of a homeless family who works and lives in a budget motel paying $300 per week. She advised that it is hard not knowing where you are going to live and noted that they have no convictions or evictions. Ms. Gray stated that their place was condemned by the City of Dover and they were left out in the cold with no place to go, and if it were not for Pastor Appling and the other people there, they did not know where they might wind up. She indicated that nobody was listening to them and that Mr. Gray had had full custody of Alexis since she was born and was asked by the State why he did not receive child support. Ms. Gray advised that this was all that the State had said, but they wanted to call the Division of Child and Family Services (DCF) and remove their child from them. Ms. Gray stated that this was unfair, when all they were asking for was a hand up, not a handout. She explained that they were in support of tiny housing or any kind of housing that is available and needed. Ms. Gray stated that there are a lot more people who work hard for everything and are not homeless by choice, noting that a lot of them do not have an option to go home and lie down. She requested that when members go home, they think about the homeless because they are people too.

Mr. Timothy Lee Tague stated that he was present on behalf of the homeless, noting that he had just found a place in a trailer park in Hartly. He indicated that he was helping out other people so they do not go out into the cold. Mr. Tague asked how City sidewalks could be raised up to where people can trip, noting that his girlfriend was on crutches because of the sidewalks. He stated that something must be done with these sidewalks before somebody else hurts themself, noting that they could sue the City for a sidewalk not being fixed.

Mr. Aaron Appling, Pastor at Victory Church, 2660 Forest Avenue, informed members that a place had finally been found in Delmar Pediatric Center for Mr. Richard Harmon, the 600 lb. man who had been coming to the Open Forum. He stated that Mr. Harmon could legally go there after being housed for six (6) months at their church, which according to the County was illegal, although it was okay for him to be on the street. Pastor Appling stated that getting Mr. Harmon a place was a blessing; however, they had to do that almost entirely on their own without real help from any agencies, although there were a few that did help once they really dug really deep. In addition, he noted that Mr. Abernathy, who had just spoken, was a senior citizen and a Vietnam War veteran who spends six (6) days a week taking food to the homeless on the streets. He stated that Mr. Abernathy had been asked repeatedly at the library to stop giving sandwiches out for people to eat, which Pastor Appling stated he thought was discriminatory, noting that if anybody else was eating at the library, the homeless people had a right to eat as well and could not be discriminated against. He indicated that this was unjust and if it were to continue, they would definitely have a problem with that as an organization and a civil rights group. He stated that if members wanted to give them a facility to use to feed the homeless downtown, they would be happy to take that anytime, and the homeless would then be in that facility. Pastor Appling advised that they would run it eight (8) hours per day if they had to and had the manpower to do so.

Pastor Appling explained that in recent times they had been told that no other organizations had been helped by the City, or that monies were not available in the City to go toward this issue; however,

one (1) of the representatives who is a lawyer had sent them some paperwork. He indicated that their lawyers looked into it, and the City does get money and has helped Interfaith and Code Purple, in some way or another, even if it was not direct financial money, they purchased a building. Pastor Appling stated that they knew that there were other things that could be done to help, noting that the streets were getting cold outside and the number of homeless people was increasing. He stated that families were brought up here, not just the stereotypical people, and he had received six (6) or seven (7) calls in the last two (2) weeks from homeless mothers who were getting ready to be put of the motel system. Pastor Appling stated that we, as a government, are funding these motels and paying more for a room at a hotel than they would pay to live in a house, which he thought was ridiculous. He expressed the need to come up with another solution rather than giving them vouchers to motels and asked members to participate in helping them in this area.

The invocation was given by Chaplain Wallace Dixon, followed by the Pledge of Allegiance.

AGENDA ADDITIONS/DELETIONS

Mr. Slavin asked that item #2b, a presentation by Mayor Christiansen on the initiative to end veterans' homelessness be added to the agenda.

Mr. Sudler moved for approval of the agenda, as amended. The motion was seconded by Mr. Hutchison and unanimously carried.

Mr. Lewis requested that item #6-C(3)(c) - Council Committee of the Whole /Legislative, Finance, and Administration Committee Report - Proposed Ordinance #2016-27 Amending Chapter 18 - Animals, Section 18-4 - Running At-Large, Section 18-5 - Dog Licenses Required, and Section 18-10 - Same-Seizure and Impoundment, and Appendix F - Fees and Fines, be removed from the Consent Agenda.

Mr. Neil moved for approval of the Consent Agenda, as amended, seconded by Mr. Lewis and carried by a unanimous roll call vote (Mr. Anderson absent).

ADOPTION OF MINUTES - SPECIAL COUNCIL MEETING OF NOVEMBER 7, 2016

The Minutes of the Special Council Meeting of November 7, 2016 were unanimously approved by motion of Mr. Neil, seconded by Mr. Lewis and bore the written approval of Mayor Christiansen.

ADOPTION OF MINUTES - REGULAR COUNCIL MEETING OF NOVEMBER 14, 2016

The Minutes of the Regular Council Meeting of November 14, 2016 were unanimously approved by motion of Mr. Neil, seconded by Mr. Lewis and bore the written approval of Mayor Christiansen.

PRESENTATION - RECOGNITION OF SERVICE - JAMES G. MCGIFFIN, JR. - DOVER HUMAN RELATIONS COMMISSION (MARCH 2014 - OCTOBER 2016)

The City Clerk read the following Certificate of Appreciation into the record:

CERTIFICATE OF APPRECIATION

Presented to

James G. McGiffin, Jr.

Dover Human Relations Commission

March 2014 - October 2016

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

November 28, 2016

Mr. McGiffin stated that he had started with the reconstituted Dover Human Relations Commission (DHRC), along with a number of other people, and was very sorry that almost all those people had to leave for one reason or another but, notwithstanding that, the Commission had done some work. Mr. McGiffin advised that he had learned that the City, particularly the professional staff that the DHRC had a chance to deal with, interview, and talk to hold diversity as important, and he was gratified and not surprised to learn that. He noted that he had lived in the City for 27years and sat where members were now sitting for a while. Mr. McGiffin advised that he had known that there were a lot of good things going on but never had a chance to dig that deep, and it was gratifying and encouraging to learn that. He expressed his hope that the City would continue to explore how it can improve. Mr. McGiffin stated that he loves this City, and those present, and thanked them very much.

As former Chair of the DHRC, Mr. Sudler thanked Mr. McGiffin for his input, wisdom, and guidance under the new DHRC and stated that he had done a great job.

Mr. Lewis agreed with Mr. Sudler, noting that he had also served on the DHRC.

PRESENTATION BY MAYOR CHRISTIANSEN ON THE INITIATIVE TO END VETERAN HOMELESSNESS

Mayor Christiansen informed members that on November 11, 2016, at the Delaware Memorial Bridge during the Veteran's Day celebration, Vice President Joe Biden, Senator Tom Carper, and Governor Jack Markell announced that the State of Delaware was the third state to complete their initiative to end veteran homelessness. He stated that, during the course of the last 18 months, the initiative identified 489 veterans, and 415 veterans were successfully housed. Mayor Christiansen indicated that it is a misnomer to state that veteran homelessness in the State of Delaware, or across the country, has ended, noting that this is not really the case and the battle continues. He advised that on Monday, November 14, 2016, he, along with Retired Major Bill Farley, Chairman of the Delaware Veterans Commission and Chairman of the Mayors Challenge to End Veteran Homelessness/Dover Welcome Home Committee, and Police Chief Paul Bernat, traveled to the White House to be among 150 elected officials from the State of Delaware and across the country who accepted the Mayors Challenge to End Veteran Homelessness. Mayor Christiansen stated that

this was done in Dover by putting together a conglomeration of citizens who worked tirelessly over the last 18 months to successfully house 89 veterans. He advised that he was very honored to be at the Conference to End Veteran Homelessness, sponsored by First Lady Michelle Obama and Second Lady Dr. Jill Biden, who began the initiative. He indicated that the citizens of Dover rose to the occasion to help those who are less fortunate.

Mayor Christiansen reiterated that the battle to end veteran homelessness continues, but announced that he had appointed, or would be appointing over the next few days, a number of citizens to address the issue of chronic homelessness among Dover's civilian population, including a member of Council who had agreed to serve. He advised that the goal of this blue-ribbon commission would be to determine who the homeless are by name, just as they did in the Mayors Challenge to End Veteran Homelessness. Mayor Christiansen noted that they will identify where they are from, how they became homeless, and the details of their situation.

Mayor Christiansen stated that what Dover had also done right was to address the issue of chronic homelessness not as a government entity but as a community of established shelters, churches, fraternal organizations, and individuals. He advised that the commission would be asked to determine how they could do better as a community, including combined efforts to end the issue of chronic homelessness, such as implementing the template established by the Mayors challenge to end chronic homelessness among veterans and veterans' families. Mayor Christiansen suggested a plan which would put into place rapid, permanent housing, not temporary housing, and contact with those who are homeless and with the appropriate agencies, both state and federal, to provide services which are not part of the City's mission. He stated that he would ask this commission to make recommendations to state and federal authorities on how the model that was used to address the issues of veteran homelessness the City of Dover could be used to address this important issue. Mayor Christiansen advised that he would solicit members' input over the next two (2) months.

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

During the Regular City Council Meeting of October 24, 2016, members considered the 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. Members deferred this item for future consideration at the next meeting.

During the Regular City Council meeting of November 28, 2016, Mr. Hare reminded members that this item was deferred until more information could be received and noted that he and Mayor Christiansen had spoken with the Dover Air Force Base and the Base Commander. He noted that they had told Mr. Hare that what the City had been doing in the last six (6) months and in the last few years had seemed to work. Mr. Hare stated that the Base had not had any issues and noted that the Base receives a call in advance telling them when a big event is scheduled to be held. He indicated that they had advised that it was up to the City to make the decision and not the Base, but they did not have a problem with what had been happening. Mr. Hare noted that Mayor Christiansen also had a discussion with the Colonel.

Mayor Christiansen stated that, following a meeting with the Base Commander, they emphasized the concern of the entire Council regarding the potential that the Dover Air Force Base has on this community as an impact engine that generates $94M in revenue for the City of Dover. He advised that he and Mr. Hare made it explicitly clear that they wanted to maintain the relationship with DAFB and reiterated to the Wing Commander the City's commitment to the safety of DAFB, and to seeing it thrive, working with them as a good neighbor, and realizing that their mission superseded the City's authority on any infraction. Mayor Christiansen advised that a request was made to notify the Base when permits for these events were to be pulled, that they be reviewed, and that the City continue its vigilance on any future entities going into the area dictated by the crash zone and the crash plan. He stated that he felt very satisfied that the City continues to have a great working relationship with DAFB and that the agreement that the City has in place with Fordham will not violate that trust or the City's working relationship with DAFB.

Mr. Hare stated that what the Mayor had said was basically what the Wing Commander had told him, that it had been working. The Wing Commander told Mr. Hare in his initial contact that he thought it was not an issue, but Mr. Hare wanted to let him talk to both the Mayor and himself.

Mr. Sudler thanked the Mayor and Mr. Hare for reaching out to DAFB and getting additional information regarding this very sensitive matter, noting that the City did not want to overstep its boundaries or create a bad taste in the neighboring relationship with DAFB, in his opinion.

Mr. Hutchison asked if DAFB was requesting a monthly schedule in writing. Responding, Mayor Christiansen stated that they would like advance notification when permits are pulled for events at Fordham. He stated that they want to review the permits as they come in, 30 days in advance.

Mayor Christiansen thanked Mr. Hosfelt for escorting them to the initial meetings, noting that he felt it important to have Councilman Hosfelt's presence there as well.

Mr. Hutchison stated that some modification had been made with Fordham in order to allow them to have more events. He questioned how long that was for and whether that time period was completed. Responding, Mr. Slavin stated that he believed it was until the end of the calendar year. He suggested that one of the actions that members may want to entertain is to extend the 80 hours per calendar year for another calendar year.

Mr. Hutchison asked if the Mayor was still hoping to get something from the legal department in writing pertaining to this issue. In response, Mayor Christiansen stated that he was, and until then, the wishes that had been expressed to them were within reason and still protected the integrity of the mission of the DAFB, which was Job #1 for the City of Dover.

Mr. Hare added that the colonel, the Wing Commander, relayed to him while on a trip that they did not have issues with a two-hour event, but their main concern was with big events with a lot of people there.

Mr. Hosfelt asked whose responsibility it would be to make notification. Responding, Mayor Christiansen stated his opinion that permits would be pulled through the Department of Planning and Inspections and could be relayed through the Wing Commander's Office. If there is difficulty once

permits are pulled, they could notify the Mayor and he would make sure they were hand carried there.

Mr. Hosfelt suggested that notification could be made the responsibility of the requesting party, noting that he was worried about the extra work. In response, Mayor Christiansen advised that this could be at the pleasure of Council, reiterating that he could hand carry them. Mr. Hare stated that it was his understanding that Fordham had been doing the notification in the past and suggested that they continue to call the Wing Commander's office and let them know that there is an event.

Mr. Hosfelt indicated that he had not understood what the purpose of the Board of Adjustment was. After looking at their agenda and researching this, it seemed to him that this was an issue for the Board of Adjustment and he did not understand why members would change an ordinance that did not need to be changed. He stated that this was a simple request and Fordham could go to the Board of Adjustment, noting that they have the support of the DAFB and could get it done, rather than changing an ordinance that he felt could open up Pandora's box. Mr. Hosfelt stated that he thought everyone understood where he stood on this matter, noting that he did not know why members were not using the procedures that were put in place.

Mr. Neil referenced Mr. Hare's comments that DAFB did not have a problem with what was being done in the past and noted that Fordham and Dominion had expanded what they were going to do. He stated his concern that this would be a significant change. Mr. Neil indicated that he knew that the City's position was that the City wants to protect the existing business at Fordham and Dominion. He reiterated his concern about an expansion and questioned why the ordinance would be changed if the Board of Adjustment works, as had been stated by Mr. Hosfelt.

Mr. Sudler asked Mrs. Ann Marie Townshend, Director of Planning and Community Development, if the ordinance needed to be changed after hearing the concerns of Council. In response, Mrs. Townshend stated that she believed that the two (2) options would be to change the ordinance or for Fordham and Dominion to go before the Board of Adjustment. Mrs. Townshend advised that the motion that came out of the Committee was to change the ordinance to 80 hours per year.

Mr. Sudler asked if the activity recently being conducted by Fordham brewery had consisted of 80 hours of additional activity. Responding, Mrs. Townshend advised that, as of last week, they were at 39 hours since the beginning of July; therefore, they were almost at the 40-hour limit for five (5) months of the year.

Mr. Sudler advised that he was under the impression that the last time this was considered that the Planning Department was concerned about Fordham conducting additional activities and deemed this a violation. In response, Mrs. Townshend explained that, from a zoning standpoint, the issue was that the facility is a manufacturing facility and the events that they were having were a public assembly use, which is not permitted in the Accident Potential Zone (APZ). She advised that staff had to look at public gatherings as a temporary use which, under the current ordinance, was limited to five (5) days.

Mr. Slavin commented that there was a risk of over-thinking and over-regulating this issue, noting that having Fordham go to the Board of Adjustment had always been an option. He stated that when

members had this discussion previously, they heard how expensive it would be for a small business to go to the Board of Adjustment, noting that the burden of proof is very high and is placed on the business owner. Mr. Slavin advised that he thought that Council should honor the good faith arrangement they made when they left the room the last time this was considered, which was to go out to the Base and ask them what they thought about it, and if they did not have a problem with it, let out 80 more hours a year. Mr. Slavin stated that it seemed to him that Fordham, the Base, and Council had all crossed this together and this is where they were and they set out to do what they were going to do.

Mr. Sudler indicated that, due to the fact that Council had shown good faith and Fordham had shown good faith and waited on the research that the Mayor and Councilman Hare had brought back, he thought it only fair and just to move forward as members said they would do after the research was brought to the table.

Mr. Sudler moved to extend an additional 80 hours per calendar year for 2017 for Fordham Brewery to operate as they have. The motion was seconded by Mr. Lewis.

Mr. Hare noted that Fordham may decide during this year that they want to go to the Board of Adjustment and get it changed. He advised that 80 hours would not cover all of their events for the year and some are taken offsite, noting that they were at 39 hours and still had another month to go. Mr. Hare indicated that it would be Fordham's decision if they decide to go to the Board of Adjustment. He indicated that he thought 80 hours was a good decision, noting that Council could change it or renew for next year.

Mr. Hosfelt stated that Mr. Hare was telling members that Fordham was already exceeding the 80 hours that members would change the ordinance to; therefore, they should go to the Board of Adjustment. He questioned why Council did not send them to the Board of Adjustment to begin with. Responding, Mr. Hare stated that if it was sent to the Board of Adjustment and approved, Fordham may get 130 or 140 hours and could do whatever. He indicated that 80 hours would have a little control on it.

Mr. Hosfelt noted that Mr. Hare had just told members that Fordham was going to exceed that. In response, Mr. Hare reiterated that Fordham would have events somewhere else, noting that they might go to the museum or the Agricultural Museum. He stated that they have different places to do some events because the 80 hours does not cover everything they want to do. Mr. Hare indicated that the 80 hours would suffice for what they can do at the brewery and does not upset the Base. He advised that if they get an adjustment, they might get 120 hours and do more there, noting that this would be a benefit, but it would be their decision if they want to go to the Board of Adjustment. Mr. Hare noted that he and the Mayor had discussed the 80 hours with the Wing Commander, and they were fine with it.

Mr. Hosfelt stated that before long everybody else in that zone would be doing the same thing. Mr. Hare responded that this might occur if there were other breweries in there that have or want 80 hours, but right now Fordham was the only one.

Mr. Hutchison asked how many event were being held per month onsite versus offsite per month.

Mr. Hosfelt moved to suspend the rules to allow Mr. Telle to speak, seconded by Mr. Hare and unanimously carried.

Mr. Ryan Telle, Vice President of Marketing, Fordham and Dominion Brewing Company, 50 Stable Way, Clayton, stated that the most events they had ever had in a single month at the brewery was two (2), stating that typically, on an average, there was one (1) event every month consisting of three (3) hours from 5:00 p.m. to 8:00 p.m. He indicated that the 80 hours they were proposing was something they could manage with onsite and they would not pre-plan any more than 80 hours in 2017. Mr. Telle advised that this was not what they wanted, but they could live with it, noting that many breweries in the country or even in the state were doing this on a daily basis. He stated his understanding that they were not manufacturing facilities, but were built to entertain. Mr. Telle explained that in order for them to compete and grow, they need to be able to have people see their world. He indicated that they could make the 80 hours work but they knew they would have to pre-plan other events outside the brewery because they knew they would be at 80 hours. Mr. Telle noted that they were currently at 39 hours and would not have another event for the rest of the year because they promised they would be within 40 hours for the remaining six (6) months of 2016. He stated that they could not possibly do anything in an hour at their brewery, so they would sit at 39 hours until January 1, 2017 until the 80 hour proposal is approved.

Mr. Hutchison asked how many times per month they go offsite. Responding, Mr. Telle advised that they are offsite in different states. They do standard sales and marketing type things but do two (2) to three (3) in Delaware at various locations, whether in Dover or elsewhere in the state, for marketing purposes or collaborations. Mr. Telle explained that these are sales team oriented and are planned on a different budget, noting that anything they do at the brewery is done by pulling the permit, tracking the hours, and so forth.

Mr. Hutchison expressed his hope that Mr. Telle and every one of Fordham's employees understood that Council's concern was the issue of encroachment on DAFB. Mr. Telle responded that this was 100% understood.

Mr. Hutchison advised that this was a very serious concern, looking at Fordham's increased activity, and noted the need to follow guidelines. He asked that if a change is made that it be on a temporary basis, 90 days at best, until the City at least has feedback in writing from the legal department at DAFB.

Mr. Telle promised that the 80 hours they were asking for was way less than what they had done for the last few years, noting that it had just surfaced this year. He stated that they wanted to make sure that they were doing it right and that it was something that everyone agreed upon. Mr. Telle advised that having five (5) days in a calendar year would diminish any potential future success for their small business and it was just not possible in any small business, especially in the beer industry. He explained that their product does not sell itself and they have to educate and touch people on a daily basis, noting that he wished that was not the case, but unfortunately it was.

Mr. Sudler asked if he felt that the 80 hours, if granted by Council, would allow him to receive monetary stability to go forth to the Board of Adjustment within a year or two, if deemed necessary by his company. In response, Mr. Telle stated that he would have to talk to his business partners,

noting that he did not see why it would not help, but it was ultimately not his sole decision. He advised that it was not something they could financially do right now; however, he thought that over the next year or two, if the business continued to grow as it has, then they certainly could.

Mr. Cole noted that the Board of Adjustment could be somewhat expensive. He questioned the make-up of Mr. Telle's business partners and if they were all small business owners. In response, Mr. Telle advised that there were two (2) main owners, one (1) of whom was a logistics company owner who goes all over the world, and Mr. Telle had met him only twice. He explained that this individual was not a big backer of this kind of deal but was a friend of the primary owner. Mr. Telle stated that the primary owner had his money wrapped up in restaurants in the State of Maryland. He noted that he had ventured into the brewery because one (1) of his restaurants started as a brew pub, the beer outgrew the brew pub and they needed to find space to mass produce, and now it is in Dover.

Responding to Mr. Cole regarding whether there were any corporations tied in, Mr. Telle advised that there was a 33% Anheuser-Busch ownership, but they do not even claim Fordham, help them financially at all, or help with any sort of distribution.

In response to Mr. Cole regarding the role of Anheuser-Busch, Mr. Telle explained that Fordham and Dominion are two (2) separate brands, with Fordham being the original owner and original brand portfolio. He noted that in order to acquire Dominion in 2006, Fordham needed backing through Anheuser-Busch. Mr. Telle indicated that Anheuser-Busch helped to do that and had essentially been silent owners since, noting that there is no financial help and there is a vacant seat on the board.

The motion to extend an additional 80 hours per calendar year for 2017 for Fordham Brewery to operate as they have was carried by a roll call vote of five (5) yes (Mr. Sudler, Mr. Neil, Mr. Lewis, Mr. Hare, and Mr. Slavin), three (3) no (Mr. Cole, Mr. Hosfelt, and Mr. Hutchison) and one (1) absent (Mr. Anderson).

HUMAN RELATIONS COMMISSION REPORT - OCTOBER 18, 2016

The Dover Human Relations Commission (DHRC) meeting was held on October 18, 2016 at 6:10 p.m. with Vice Chairman McGiffin presiding in the absence of Chairman Henderson. Members present were Ms. Mullen, Reverend Paige, and Mrs. Sadusky. Ms. Bogle was absent.

Mr. McGiffin welcomed Reverend Rita Paige as a new member, stating that the DHRC was delighted to have her.

Election of Committee Chair - Community Engagement Committee

The Commission nominated Ms. Wanda Mullen to serve as Chair of the Community Engagement Committee.

DHRC Diversity Research Project

Mr. McGiffin advised that, a couple of years ago, former Commissioner Gene Ruane had discovered *Reinventing Diversity*, a book about measuring diversity in local government, which Mr. Ruane thought was done well. The book described a very

extensive process by which one could investigate a local government to determine where it stood on diversity and cultural competency. Mr. McGiffin advised that, before Mr. Ruane left the DHRC due to moving to California, it was agreed that the DHRC would conduct a diversity survey. Rather than hiring someone to do the extensive academic-level survey recommended by the book, it was agreed to do a non-scientific study that would assess the City government on issues of diversity and cultural competency.

Mr. McGiffin explained that he had developed questions that would allow the Government Policy, Programs, and Practices (GPPP) Committee to interview department heads for about 45 minutes regarding diversity, and he also devised an online or paper survey that would be made available to all staff. It was hoped that information received from the survey and interviews would allow the DHRC to come to some conclusions about where the City was with respect to diversity and make recommendations. Mr. McGiffin stated that he and Mr. Henderson interviewed eight (8) or nine (9) staff members from December 2015 through January 2016. They then posted the online survey and made printed copies available. Mr. McGiffin estimated that there were approximately 23 responses to the survey. Noting that the City has over 300 employees, he stated that between the interviews and the surveys, they heard from approximately 10% of the employee base. Mr. McGiffin wrote up the results in the Dover Human Relations Commission Diversity Research Project report, which was distributed to members of the Commission. He had hoped that members would read and react to the report by making observations and possibly developing recommendations, which had been their assignment between the last and current meetings.

Referring to his email dated October 6, 2016, DHRC Diversity Research Project, Mr. McGiffin stated that he had submitted his own observations regarding the report. Members were provided a handout entitled "Response, Observations and Recommendations to DHRC Regarding Cultural Competency and Diversity Survey Conducted by Jim McGiffin and Ted Henderson," which was submitted by Mrs. Sadusky. Mr. McGiffin advised that other members had not been heard from in regard to the report.

Mr. McGiffin explained that the report was not something that the City could rely on as scientifically valid; however, he believed it provided some insight on where the City is with respect to diversity and cultural competency. For example, he noted that City staff tended to respond well regarding the City Manager with respect to diversity issues and thought that the City Manager was sensitive, aware, and talked about and promoted diversity. However, Mr. McGiffin stated that the City has a profound commitment to diversity in some documents and most department heads do not know about it unless it is something that they work with. For example, he indicated that the finance director knows what the budget states about diversity because she writes the budget, and the Human Resources (HR) Director knows what the HR policies are with respect to diversity; but no one else knows about these things. Mr. McGiffin believed that employees have a sense that the City tries to promote diversity in the

workplace, either through recruiting and hiring or through actual workaday matters, but they do not really have a sense about where that comes from, and he found it interesting that staff was unaware. He noted that there was also a sense among some of the survey respondents that talking about diversity is a load of rubbish and distracts people from doing their jobs, or that it is too political and the City has no business doing it.

Mr. McGiffin asked members to share their thoughts regarding how they would like to proceed. Mrs. Sadusky stated that she believed that members should come up with some formal recommendations, noting that she had suggested that two (2) DHRC members meet to discuss this. Mr. McGiffin felt that the Government Policy, Programs, and Practices (GPPP) Committee could discuss formal recommendations. He indicated that the GPPP Committee currently consists of himself and Mr. Henderson, and Mr. Henderson sat in on all of the interviews and was an active participant. He expressed disappointment that Mr. Henderson was not present because he felt that Mr. Henderson's perspective might be different than his own, noting that he and Mr. Henderson come from very different backgrounds. Mr. McGiffin stated that they had both talked to the same people at the same time, and he would love to hear how the information struck Mr. Henderson. Mr. McGiffin believed it would make sense to work up some recommendations and he believed the GPPP Committee could do this.

Mr. McGiffin believed that the survey revealed that there were issues regarding diversity awareness all through the ranks of City staff, with the possible exception of the City Manager, who received positive ratings from those addressed. He noted that he and Mr. Henderson had not talked to the City Clerk's Office about diversity, because he felt they were part of the DHRC. Mr. McGiffin did not feel that there was a lack of goodwill; however, he felt there may be a lack of awareness regarding: a) how important the City has made diversity and cultural competency, b) how important diversity and cultural competency are on their own, and c) how spending more time and giving more attention to diversity and cultural competency might make the City a better place to work and live. He noted that respondents pointed out a lot of positive things that the City does; for example, they loved the cadet program, which they felt was recruiting people from diverse backgrounds, which was a great thing.

Responding to Mrs. Sadusky, Mr. McGiffin explained that the cadets are employees who are in the jurisdiction of the police who are trained but are not armed officers. He noted that there are cadets who work at the libraries and patrol on bicycles.

Mr. McGiffin noted that respondents also liked the clean-up day and the many festivals, stating his opinion that the diversity of these festivals was interesting. He felt that there were some very good things that the City was not publicizing or making information available about to staff and the general public, so there would be room for recommendations and growth in this area.

Ms. Mullen agreed that there was room to educate employees from the top level all the way down. She expressed interest in hearing from staff who are not managers regarding their feelings, knowledge, and ideas about cultural diversity and competency, as well as what kind of training they had been provided. Ms. Mullen advised that she is a firm believer that anything that is not understood can easily be abused. She expressed a desire to get information out on this subject as something that needs attention and felt that there was room for improvement.

Reverend Paige asked if there was a mandatory requirement for diversity training in City government. Responding, Mr. McGiffin stated that such a requirement was not discovered through the course of the interviews and survey, although he knew that training had been available. He indicated that, when serving as a City Council representative, he attended training that was not specifically diversity training but had to do with gender roles in the workplace. Mr. McGiffin stated that the training was not well received by participants, and he got the sense that employees were required to be there. He was not aware of any mandatory training on diversity or cultural competency. *(City Clerk's Office Note: Subsequent to the meeting, Mrs. Kimberly Hawkins, Human Resources Director, advised the City Clerk's Office that diversity/harassment training is required for all employees under the supervision of the City Manager.)*

Reverend Paige felt that diversity training should be required, at least for senior staff and supervisors. Responding, Mr. McGiffin stated that they had talked to a lot of the senior staff and no one had mentioned any type of training; therefore, he did not believe there was this type of mandatory training. Reverend Paige suggested that this be a recommendation, and Mr. McGiffin agreed.

Reverend Page asked if there was a requirement that at least one (1) member on interview panels be a minority. Responding, Mr. McGiffin could not recall whether there was any particular requirement for panel composition.

Responding to Mr. McGiffin, Mrs. Jody Stein, Administrative Assistant, advised that the HR Department has three (3) staff members. Mr. McGiffin stated that Mrs. Kimberly Hawkins, Human Resources Director, had impressed Mr. Henderson and himself with her knowledge of diversity issues in the workplace, particularly in recruiting and hiring; however, there was not a lot of protocol that Mrs. Hawkins was bound to follow. They got the sense that Mrs. Hawkins generally does the right thing, but there were not a lot of requirements. He explained that Mrs. Hawkins indicated that she was open to improvement, as were all of the managers they spoke with. Mr. McGiffin stated that diversity issues were a high priority for HR and Procurement, but not for other departments.

Mr. McGiffin felt it would be helpful for a couple of people to develop a plan regarding the observations and conclusions from the report outside of a DHRC meeting, but he was unsure who those people would be. Mrs. Sadusky offered to work with Mr. Henderson on developing a plan in this regard. Mr. McGiffin stated

his understanding that members would encourage Mr. Henderson to get a couple of members together to develop a plan.

DHRC Committee Updates

Government Policy, Programs, and Practices Committee (McGiffin)
No update was provided.

Community Engagement Committee
No update was provided.

Education Committee (Bogle)
No update was provided.

New Business

Development of Concise Statement - Mission and Functions of DHRC

During the Dover Human Relations Commission meeting of September 21, 2016, members discussed DHRC Updates, Education Committee report. 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. McGiffin suggested putting discussion of who the DHRC is and what they do on the next meeting agenda.

Mrs. Mullen moved to table the discussion regarding the "elevator speech", seconded by Mrs. Sadusky.

Mrs. Sadusky suggested that members give themselves some homework and look at the DHRC's mission and vision statements and each come up with a thumbnail message in layman's language.

Mr. McGiffin asked if notice could be sent out to remind members to do this homework and questioned if it would be appropriate for it to come from Mr. Henderson. He suggested that Mr. Henderson be asked to send something to members asking them to review the mission statement and other documents in anticipation of the discussion of this agenda item. Mrs. Sadusky asked if this could possibly be done a week prior to the meeting.

Mr. McGiffin requested the Clerk's Office to request Mr. Henderson to send something out to members a week before the meeting to remind them to review the Commission's mission and vision statements and to develop a thumbnail message in layman's language.

The Committee tabled the discussion regarding the development of "an elevator speech."

Old Business

DHRC Vacancies (First and Fourth District)

Mr. McGiffin advised that this would be the only meeting where he would share attendance with Reverend Paige because he had been appointed to another governmental entity and, under the City's rules, he could not serve in his new capacity and on the DHRC. Mr. McGiffin noted that a number of engaged, talented, and interested individuals had been unable to continue service on the DHRC because they had been appointed in a capacity that made them ineligible to serve on the Commission, and he felt that this prohibition reduces the pool of potential commissioners. Mr. McGiffin advised that he had suggested someone who was unaffiliated to take his place and that Mrs. Sadusky also had some potential candidates in mind.

Responding to Mr. McGiffin, Mrs. Jody Stein, Administrative Assistant, stated that the DHRC had two (2) vacancies in the First District and one (1) in the Fourth District. In addition, she noted that Mr. McGiffin's seat in the Third District would become vacant effective October 19, 2016. She indicated that several applications had been submitted and provided to Council for review, one (1) of which was from the Third District.

In response to Mrs. Sadusky regarding the appointment procedure, Mrs. Stein explained that the Council President makes nominations for DHRC appointments, which must be approved by City Council.

Mr. McGiffin suggested that members schedule their next meeting. Ms. Mullen stated that she preferred Tuesday nights to Wednesdays. After further discussion, members agreed to tentatively schedule the next meeting for Thursday, November 17, 2016 at 6:00 p.m., subject to Mr. Henderson's approval.

Mrs. Sadusky expressed thanks to Mr. McGiffin for his service on the Commission and her regrets that he was leaving and members congratulated him on his new opportunity.

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

SPECIAL COUNCIL COMMITTEE OF THE WHOLE/SAFETY ADVISORY AND TRANSPORTATION COMMITTEE REPORT - OCTOBER 26, 2016

A Special Council Committee of the Whole Meeting was held on October 26, 2016 at 6:00 p.m., with Council President Slavin presiding. Members of Council present were Mr. Anderson (arrived at 6:24 p.m.), Mr. Sudler, Mr. Neil, Mr. Lewis, Mr. Cole (arrived at 6:40 p.m.), Mr. Hosfelt, Mr. Hare, and Mr. Hutchison. Mr. Sudler was absent. Mr. Keller was present. Mr. Shelton was absent. Mayor Christiansen was also present.

SAFETY ADVISORY AND TRANSPORTATION COMMITTEE

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

Fire Department Response to Public Safety Study - Fire/EMS Operational & Administrative Analysis

Mr. Brian Bashista, President, Robbins Hose Company, expressed appreciation on behalf of the Robbins Hose Company, stating that the members of Council and the City Manager spent a lot of time putting the Fire/EMS Operational & Administrative Analysis together and the report proved a lot to the Company. He indicated that parts of the analysis, if approved, would be beneficial in enhancing public and fire safety; however, other parts would be catastrophic to volunteerism within the City of Dover. Mr. Bashista noted that the Fire Department held eight (8) meetings about this report, starting in March, and indicated that 11 very senior members of the Fire Department were involved. Mr. Bashista noted that he had been with Robbins Hose Company for 23 years and that, of those present, he probably had the least amount of time with the Department. He advised that there was a lot of knowledge of the day-to-day operation of the Fire Department and what was necessary for continued volunteerism in the City. Mr. Bashista explained that they spent a tremendous amount of time trying make sure they could answer questions and opened their eyes to look at new ideas or things that could be done differently in the future.

Mr. Rhodes apprised members of the background of the fire company, stating that in 1869 the town purchased 40 fire buckets, six (6) ladders, and four (4) fire hooks in case of fire. In November 1882, 17 men met at Odd Fellows Hall on Loockerman Street and one (1) dollar was collected from each of the men present, and the treasury for Robbins Hose Company was established. He stated that on January 28, 1883, the first fire was reported. A committee was later appointed to visit the State Legislature in an effort to obtain appropriations. Mr. Rhodes advised that the Robbins Hose Company was granted $200 and an Act of Incorporation was established on January 25, 1883.

Mr. Rhodes indicated that the Dover Fire Department is composed of all volunteers, explaining that a volunteer is defined as “a person who voluntarily offers himself or herself for a service or undertaking willingly and without pay.” He explained that Robbins Hose Company volunteers are grandparents, fathers, mothers, sons, daughters, and even grandchildren. Mr. Rhodes stated that the majority of their volunteers are residents of the City of Dover, and the remaining volunteers live within the City’s fire district, which is not limited to the City of Dover. He indicated that most of the volunteers are men and women in the community who work full-time jobs, while others are students and some are retirees. Mr. Rhodes stated that some volunteers are second and third generation firefighters. He advised that when the fire siren blows, these volunteers stop what they are doing and respond to the stations to answer the call for service, leaving dinner tables, birthday parties, and family events. Mr. Rhodes noted that in some of the most severe weather conditions, they are gone

from their families for several hours, and sometimes for days. He pointed out that families at home also make sacrifices, and without their support the Robbins Hose Company could not be successful. Mr. Rhodes indicated that those who were seated behind him were a group of very dedicated individuals who continue to respond and support the goals and objectives of the Robbins Hose Company. He informed members that Robbins Hose Company responded to 1,345 calls for service in 2016 and they had responded to 1,074 calls to date in 2016, totaling 800.09 hours of on-the-street service. Mr. Rhodes advised members that at any given time, these individuals risk their lives to protect the life and property of the citizens that they serve without hesitation.

Mr. Paul Eichler, Firefighter, Robbins Hose Company, stated that he had held several past positions with the Fire Department and was a member of the committee that President Bashista formed to review the report. He advised that the Company's committee was formed in March and was comprised of President Bashista, Fire Chief Buck Carey, Deputy Chief Ron Rhodes, past Chief William Rhodes, Mr. James Hurley, past Chief Wayne Hutchison, past President Brian Wasko, past President and present Treasurer Terry Whitham, past Chief and past President Carlton Carey Sr., Secretary Al Farling, and Mr. Eichler.

Mr. Eichler reviewed a presentation entitled, "Analysis by the Center for Public Safety Management, LLC - Comments by the Robbins Hose Company No. 1, Inc. of Dover, Delaware". He credited Mr. Farling for the presentation, noting that Mr. Farling had spent more hours putting this together than anyone could possibly imagine.

Mr. Hosfelt expressed appreciation for what the Fire Department does, stating that the reason for many of the City's questions was that, other than the Mayor, they do not have the experience that members of the Fire Department have and do not live in their world.

Mr. Neil stated that one of the greatest things that a person can do is to put their life on the line for their neighbor, which the Fire Department does. He stated that this was brought home vividly by the recent Wilmington fire. Mr. Neil advised members that he came from Baltimore, where he served as news and sports director for a major Baltimore radio station, and later as press officer for the Mayor of Baltimore. He recalled being called out for a four-alarm fire at midnight while he was watching a movie, stating that he understood what members of the Robbins Hose Company must do when there are such calls. Mr. Neil expressed great regard for these individuals, noting that the report also praised them. He assured them that his questions did not mean that he did not support them and noted that his senior community looks forward to the Fire Department's annual visit to the community with Santa at Christmastime.

Mr. Neil stated that he recognized that the cost of a paid fire service would probably be beyond the City's means, unless taxes were raised. Referring to CPSM Recommendations #21 (The City of Dover should reassign the dispatching function

at the Dover Fire Department and move all fire dispatching to the Kent County 911 Dispatch Center) and #37 (The City of Dover should transfer its fire dispatching duties to the Kent County 911 Communications Center), Mr. Neil noted that the Fire Department had commented that moving fire dispatch would increase the number of general alarms and decrease the number of silent alarms. They had also indicated that this would lead to more apparatus on the road and fewer responders due to volunteer burnout. Mr. Neil asked why they believed these things would happen. *(City Clerk's Office Note: The list of recommendations has been excerpted from the CPSM Operational and Administrative Analysis Final Report and enumerated.*

Responding, Mr. Eichler indicated that the Fire Department's dispatchers go through training regarding the types of calls that the Department runs for the types of property throughout the district, which ranges from a very heavy urban area to a very rural area. They are able to discern the type of response with guidance from the leadership of the organization and the relationships that have already been established through the efforts of the Fire Marshal's Office. Mr. Eichler explained, for example, that Robbins Hose Company has relationships with Wesley College and Delaware State University and has experience in responding to alarms on those campuses.

In addition, Mr. Eichler informed members that, as stated by Chief Rhodes, the Fire Department received over 1,300 calls last year, which indicates that they are hitting the street more than three (3) times per day, just in regard to fires. He advised that they have nothing to reflect the number of Emergency Medical Services (EMS) runs, expressing his belief that the study referenced over 7,000 to 8,000 runs. Mr. Eichler indicated that there are a lot of demands on the Department's dispatchers, including providing the appropriate response, tracking the response while en route and at the scene, and further communications between the City Fire Marshal's Office, Building Inspector's Office, and State Fire Marshal's Office. He noted that these demands are continuously expanding, since calls are increasing within their fire district and throughout the County. Mr. Eichler stated that the burden carried by the Fire Department's dispatchers was doubtless matched by the burden faced by the County, due to the increase in population and the incredible problems at the societal level today. He indicated that it would be a huge disservice to Kent County's organization and to the citizens of the City and the Fire Department's fire district to put the County in a position of trying to take care of the very generic mix of the volume in Dover in addition to the volume that the County carries. Mr. Eichler advised that the Department takes a lot of pride in being unique not only to the City but to the County. He stated that it would be a huge step backwards to place Robbins Hose Company in the position of being one (1) of 18 organizations, noting that he was not disparaging any of the fire companies that they work with, some of whom had members who were currently covering Station No. 1 at Governors Avenue for them. Reiterating that the call volume throughout Kent County was ever increasing, Mr. Eichler stated that a message would be missed or there would be an error in response, and unfortunate incidents such as the one in Wilmington could become very prevalent in Dover. He explained that dispatchers fulfill a specific, valuable, need based upon criteria that had been developed by the City with regard to the

responsibilities that are handled in-house, and they provide a tremendous benefit to the citizens that are served. Mr. Eichler indicated that the City could not get a better value for its money than the services provided by the dispatchers through the Fire Department.

Mr. Neil stated that, according to what he read in the report, PrimeCare perhaps did not maximize emergency service; therefore, it was suggested that the City issue a national Request for Proposals (RFP) to see if a national company could be brought in to provide maximum service at a lower cost. He indicated that this possibility was connected to how many trucks would be in the two (2) firehouses. Mr. Neil asked if EMS could be housed in the fire houses. Responding, Mr. Eichler advised that there had been at least three (3) renovations of 103 South Governors Avenue through the years. Each time the renovations were designed and implemented to best benefit the fire apparatus housed in those buildings at the time. Mr. Eichler noted that they also currently house the City of Dover Fire Marshal's inspections truck, and are happy to do so; however, it puts a squeeze on the space. He indicated that the number of apparatus required gives them no leeway in terms of moving things out or reducing the fleet. In addition to considerations related to housing vehicles, Mr. Eichler stated that they were not equipped or set up for the living quarters, administrative space, and everything else that would be needed to support an EMS function out of 103 South Governors Avenue. He noted that members were currently "sitting in each others' laps administratively" in the available space. Mr. Eichler explained that, while they do have bunk space available, it is designed for very limited use specific to either bad storms or wintertime sleep-ins, when crews stay there in anticipation of bad weather. He stated that it would be a tremendous cost for Robbins Hose Company and the City to even consider making those changes since the buildings were not designed for that use. In addition, Mr. Eichler advised that he personally would be very hesitant to put an ambulance crew in one of the buildings because of the way that the Fire Department operates, noting that this approach would change a lot of the culture within the Fire Department.

Mr. Hosfelt, referring to CPSM Recommendation #21 (The City of Dover should reassign the dispatching function at the Dover Fire Department and move all fire dispatching to the Kent County 911 Dispatch Center), questioned why there would be a decrease in the number of silent alarms if the fire dispatchers were moved. Responding, Mr. Eichler explained that there are arrangements specific to Wesley College and Delaware State University because of the number of false alarms received from those facilities. In past administrations, the Fire Chief and Fire Marshal explained to these institutions that Robbins Hose Company could not run to their campuses for problems caused by a kid who pulled a pull station, etc. They had worked with the institutions' public safety forces so that those forces would get there first and identify whether or not there was an actual problem. In regard to silent alarms, Mr. Eichler stated that when they are notified of a call they check to see who is available in the station, noting that there may be four (4) people in the station who are able to take an engine to respond. He advised that this is a luxury they would not be able to enjoy if the dispatching function was moved to Kent County.

Responding to Mr. Hosfelt, Mr. Eichler clarified that the term "silent alarm" is something that the Fire Department uses in-house, and a "cold response" refers to going without lights and sirens. He stated that cold responses fall under the Fire Department's protocols for each type of call.

In regard to CPSM Recommendation #31 (The Dover Fire Department should mandate that all officers participate in additional officer related training each year in order to be eligible to retain their positions), Mr. Hutchison asked if more training was needed than was being received on a regular basis. In response, Mr. Eichler stated this was absolutely true and that there are challenges placed on the Department and its membership. He noted that when someone calls, Robbins Hose Company shows up and works hand in hand with responders from other agencies. Mr. Eichler indicated that there are resources available to allow them to take care of these problems; however, there have been expansions in the demand for special operations and increasing challenges regarding new construction and how it is affected by fire. Mr. Eichler stated there was a need for more time to be applied to training, as well as training on different topics.

Mr. Hutchison asked how long duty officers had been in place in the Department. Fire Chief Carey explained that this began in the mid 1970s, but really got going in 1997 when he became chief. He noted that they also began running silent alarms in 1997. In regard to the responsibility of the duty officer, Chief Carey advised that when there is an incident at DSU or Wesley College, rather than waking everyone up, the dispatcher calls the duty officer assigned for the day. This officer makes a decision whether to ride to the location or wait for security so they know what the incident is.

Responding to Mr. Hutchison regarding the duties and responsibilities of dispatchers, Chief Carey explained that they clean and maintain the trucks, check the fluids and water, make sure there are no leaks, and check the lights and air pressure. They use a daily checklist to go over the trucks and make sure that the air bottles are all holding up on pressure, since they sometimes leak. Chief Carey stated that if there is a leak in the air pressure for the braking systems, the dispatchers notify the proper people, and they check the radio systems as well. They also clean and perform maintenance on the building.

Responding to Mr. Hutchison, Chief Carey advised that in the event that the Kent County 911 Center goes down, the County sends some people to the Dover Fire Department. In regard to CPSM's recommendation to move the dispatching function at the Dover Fire Department to the Kent County 911 Dispatch Center, Chief Carey stated that this would put more burden on the Kent Center. He indicated that he would not get into the details of how things are run in the County for 17 out of the 18 companies that they run; however, he indicated that he would not want to be part of it.

Mr. Hutchison advised that he had reviewed the document regarding the operations of the Robbins Hose Company and stated that the Company should be very proud of this document. Speaking as a resident and as someone who served 25 years with the Dover Police Department, including five (5) years as Police Chief, 10 years as Mayor, and a current member of Council, he stated that the citizens of the City could be very proud of each member of the Fire Department. Mr. Hutchison indicated that the document allowed the opportunity to look at the Department from a different point of view. Although there were possible changes that Chief Carey would look at and that staff had commented on, he stated that past and current members of Robbins Hose Company could be proud of their accomplishments. Mr. Hutchison thanked Chief Carey and his staff for the comments and stated that he looked forward to working with them in the future.

Mr. Sudler thanked the members of the Dover Fire Department for the excellent job that they do. He asked what challenges the Department is faced with in regard to new construction materials. Responding, Mr. Eichler stated that there are concerns specific to the lightweight construction practices that had come about within the last 10 years or so, and he noted that this relates for the most part to the construction of single-family and multi-family residential dwellings. He indicated that truss construction is very strong when it is unaffected by heat and other factors; however, when it is affected by heat it falls apart very quickly. Mr. Eichler advised that a house fire earlier this year off Wyoming Mill Road started toward the back of the house and was helped considerably by vinyl siding. The fire went into the attic space of the house, which took away the structural integrity of the roof, and there was a roof and ceiling collapse with members inside. In addition, Mr. Eichler explained that open floor plans, with a wide-open foyer and living area, are now popular. He informed members that the older housing throughout the City is well compartmentalized, which makes firefighting a little easier, noting that a door that is shut helps to contain fire. Mr. Eichler advised that a recent fire on Kirkwood Street was contained to one (1) bedroom specifically because of this type of construction; however, the newer type of construction would fail under fire conditions.

Mr. Slavin echoed the comments made by his fellow Council members and stated that it may be difficult for members to express their thanks personally because of the depth of the Fire Department's service, which was breathtaking. He advised that he always states that the Dover Fire Department has kept his family safe every minute of their lives, and he appreciated that and wanted to thank them personally. Mr. Slavin stated that those chosen to represent the Fire Department, including Chief Carey, Mr. Eichler, and others, had conducted themselves in a way that reflected a very high degree of professionalism. He explained that in every conversation held with them, they were open to listening and firm in their commitment to the Fire Department, and the City came to understand the Department's concerns a lot deeper through their spirit and what had been achieved. Mr. Slavin reiterated Mr. Hosfelt's comment that the City does not live in the world of the Fire Department and is trying to understand it a little more. He indicated that the City understood the Fire

Department's concerns and hoped that they had begun to understand some of the City's concerns. It was Mr. Slavin's opinion that this matter pertained to the safety of the Fire Department's members on the job, the well-being of Robbins Hose Company, and the safety of the citizens of Dover, and he hoped that a series of shared concerns was beginning to develop. He advised that good organizations are not exempt from critical analysis, stating that questions can always be asked about how they can get better. Mr. Slavin stated that exemplary organizations welcome such looks to incorporate them into continuous improvement, and he advised that he saw this from the Robbins Hose Company and from the City. He expressed pride that everyone was able to look at this together, stating that sometimes consultants understand and sometimes they do not, which was reflected in the report, and he stated that this was okay. Mr. Slavin stated that this healthy dialogue had allowed for a deeper knowledge and appreciation for what the Fire Department does and that he hoped that the dialogue would continue beyond this meeting and report, and that it would be something that the City and the Fire Department could rely on over time.

Mr. Slavin indicated that he had questions related to the Robbins Hose Company comments that they did not have an opinion, or when they commented that CPSM's recommendations related to City of Dover ordinance issues; however, he would like to discuss them in-depth at another time to determine if the Fire Department thought these were good ordinances, if they could help to improve them, if they could help to make a better decision, or if the City could help to make these issues better for the citizens, Robbins Hose Company, and everyone involved. Mr. Slavin thanked the Fire Department for their efforts, acknowledging that this was a nerve-wracking undertaking with a lot of attached anxiety; however, he indicated that this was a sign of a healthy organization, where members believe in what they are doing and are protective of the health and well-being of the organization.

Referring to CPSM Recommendation #10 (The DFD should work with the Dover 911 Police Communications Center in an effort to classify and dispatch fire calls into emergency and nonemergency response categories), Mr. Hosfelt asked for an explanation of the difference between a fire called in on a land line and a call made on a cell phone. He questioned how calls are transferred and what decisions are made. Responding, Chief Carey explained that all 911 calls made through a cell phone or from those who live in the City of Dover go directly to the Dover Police Department. If they find out that there is a fire, they automatically transfer the call to the Dover Fire Department dispatchers as a one-button transfer. Chief Carey indicated that response times would not be any quicker if referred to the Kent Center because 80% of the Fire Department's calls are through the Dover Police Department. He advised that the remaining 20% of the Fire Department's calls come through the County and relate to a smaller rural area in the County. Chief Carey advised that everything is tied into the City.

Mr. Hosfelt questioned if the Robbins Hose Company's area of responsibility was greater than the City itself, and Chief Carey stated that the Fire Department does go outside the City limits.

In response to Mr. Hosfelt regarding CPSM Recommendation #13 (Dover should request from ISO a reevaluation of its August 2015 review after making adjustments in its fire hydrant testing procedures and the transfer of fire dispatching to Kent County), Mr. Eichler explained that ISO refers to the Insurance Services Organization.

Referring to CPSM Recommendation #18 (The City of Dover should reorganize the structure of fire department operations so that the supervision and management of the Dover Fire Department is unified and under the direction of the City Manager), Mr. Hosfelt asked if the charter, constitution, and by-laws of the Robbins Hose Company could be provided. Responding, Mr. Bashista stated that those documents would be provided.

In regard to CPSM Recommendation #23 (The City of Dover, through the Emergency Services Manager, should review all selection, promotional, and personnel issues carried out by the Volunteer Association in order to ensure compliance with city regulations, and state and federal guidelines), Mr. Hosfelt noted that Robbins Hose Company's comments referenced the City Solicitor's opinion of December 8, 2008 and asked for elaboration. Mr. Eichler provided a copy of a legal opinion from Mr. Nicholas Rodriguez, City Solicitor, dated December 8, 2008. He explained that this correspondence was generated as a result of inquiries from previous Robbins Hose Company administrators regarding issues going on in the Fire Department at that time.

Referring to CPSM Recommendation #24 (The City of Dover should revisit its current prohibition of allowing employees to respond as volunteer firefighters without docking their pay or requiring utilization of leave time), Mr. Hosfelt advised members that when he previously worked for the Dover Police Department, he had gone against this policy. He explained that, at that time, if a firefighter was working for the Police Department and the Police Department wanted them to respond and could clear this individual, the individual was allowed to respond. Mr. Hosfelt asked if there had been issues with Robbins Hose Company members in the City's workforce who were unable to respond while working, and if the Company had been caught short-staffed because of this. Responding, Mr. Eichler stated that there are provisions, such as letters of insurance, coverage, and training, that allow for members of other fire companies to ride with the Dover Fire Department, and this opportunity is open to City employees. Mr. Eichler indicated that if there is a call of sufficient magnitude and they are short-staffed, they would call other fire companies anyway. The assistance that they would get from a City employee leaving their regular responsibility would be welcome; however, they would hopefully have a lot more additional people on the street.

Regarding CPSM Recommendation #28 (The city, under the direction of the new Emergency Service Manager, should be responsible for fleet maintenance and vehicle acquisition for the Dover Fire Department), Mr. Hosfelt asked if Robbins Hose Company agreed that if the City is putting up funds for a ladder truck or engine, this

purchase should go through the City's purchasing policy and bid process. He questioned if this recommendation was a matter of the Fire Department having a position on the committee that chooses the apparatus. In response, Mr. Eichler indicated that Robbins Hose Company had previously established this relationship and noted that Fire Department personnel communicate with Mrs. Donna Mitchell, Controller/Treasurer, with regard to how the financing for the apparatus will be structured and how monies are included for maintenance. He stated that he would absolutely defer to members of Robbins Hose Company regarding the design and need for the apparatus, what would fit, where the apparatus would be taken, and how it would be used within the City. Mr. Eichler indicated that there are different aspects to the process, reiterating that the relationships are there already, and this would depend on what part of the process was being discussed.

Mr. Anderson thanked the Robbins Hose Company for their service and taking the time to answer questions. He asked why fire technicians would not fulfill some of the dispatch duties and why Robbins Hose disagreed with the creation of an Emergency Services Manager. In regard to an Emergency Services Manager, Mr. Eichler responded that they did not feel that this position was necessary, noting that the Fire Department has a recognized process and chain of command that is listed in the City code. He advised that their organization is set up administratively and operationally such that they have processes in place for leadership in providing fire services to the citizens of the fire district, not just the citizens of the City. Mr. Eichler noted that they had established relationships with the City Fire Marshal's Office and Code Enforcement Office and work very well together with them. He indicated that, when looking at where improvements could take place, they did not see any advantage to an Emergency Services Manager as far as the day-to-day running of the Fire Department. Mr. Eichler explained that they have people in place with training, experience, and knowledge, including the subtle institutional knowledge of access through the neighborhoods and what will aggressively take care of a problem. He noted that the leadership structure was there already. In regard to a fire technician or other position that would be developed, Mr. Eichler advised that there were already processes in place, and that conversations regarding pre-planning and these types of things had been such that they were now better prepared. Acknowledging that they could always do a better job, he reiterated that they already have a rapport with City departments and communications go back and forth. Mr. Eichler indicated that he did not see the Emergency Services Manager as a necessity or a vast improvement to the operations serving the citizens.

In regard to CPSM Recommendation #40 (The DFD should conduct a formal Standards of Response Coverage analysis under the guidelines of the Commission on Fire Accreditation International (CFAI)), Mr. Anderson noted the reference to organizations that "deal with volunteer fire organizations." He asked if the Commission on Fire Accreditation International (CFAI) does not deal as much with volunteer organizations. Responding, Mr. Eichler stated that he did not know the full scope of the services that the Commission offers; however, they largely direct their efforts toward large municipal departments that are fully staffed. He indicated that

a lot of their criteria is based upon the integration of many departments and divisions falling under a fire department. Mr. Eichler advised that Robbins Hose Company would be happy to see what programs they have available; however, it would be too far outside the scope of the Department's operations to be applicable. He stated that their comment made note of the National Volunteer Fire Council, which is an organization specifically dedicated to volunteer fire departments. Mr. Eichler stated that they had commented on continued communications with ISO, on how they rate the City, the input that insurance companies and entities can take into consideration for coverage, and how the Fire Department's protection levels affect this. He stated that, while the CFAI is probably far outside the scope of the citizens, there are plenty of other organizations that the Dover Fire Department would be able to find if they need resources.

Mr. Anderson stated that there is a lot of value to an accreditation process; however, it takes a major resource investment. He asked if this type of investment would take a volunteer organization away from its core function or help with its core function. Responding, Mr. Eichler advised that taking on an accreditation process would be a tremendous burden upon Robbins Hose Company and the City of Dover, regardless of what organization they would affiliate with to attain the accreditation.

Mayor Christiansen thanked the members of Robbins Hose Company for their service over the last 134 years, noting that it was his privilege to have been part of it for a time. He indicated that the men and women of Robbins Hose Company have continued to perfect their skills, as exemplified in the report. Referring to CPSM Recommendation #22 (The City of Dover should reduce the number of full-time dispatchers from five to two, reclassify this position to a Fire Technician designation, and eliminate the Fire Chief's Assistant position), Mayor Christiansen stated that attending to the workload of leading the Fire Department, as well as their home lives, takes a lot of officers' time. He indicated that adding the Fire Chief's Assistant was one of the things that was of the greatest assistance in the smooth running of Robbins Hose Company. Mayor Christiansen stated that he was bothered that many of the recommendations made by CPSM were already in place and he questioned who they had talked to. He noted that they had extensive conversations with members and officers of the Fire Department, and some of these best practices were already in place. Mayor Christiansen stated that some of the recommendations were substantiated handily by the members of the Robbins Hose Company that were present. He stated that he did not think that this was the best report that could have been obtained for the dollars that were spent on it. Mayor Christiansen thanked the members of the Department for their continued service to the City and echoed Mr. Slavin's words by thanking them for protecting his family 24/7, 365 days per year.

Referring to CPSM Recommendation #11 (The DFD should modify its response protocols in an effort to reduce the number of units responding to those calls that are screened sufficiently to determine that they are nonemergency in nature), Mr. Anderson noted that Robbins Hose Company follows the best practice protocols

and questioned whether these practices are State Fire Commission or national standards. In response, Mr. Eichler indicated that best practice protocols fall back to Robbins Hose Company's experience regarding the type of call volume experienced in the City. Referring to page 55 of the Public Safety Study - Fire/EMS Operational & Administrative Analysis, he noted that the study identified that the use of the silent alarm and duty officer was a best practice. Mr. Eichler advised that there is a combination of sources in this regard. He noted that this also tied back to the earlier discussion regarding calls from Wesley College and Delaware State University, stating that presumably practices would be based on the experience the Fire Department had in properly taking care of the different types of calls.

Mr. Anderson questioned why Robbins Hose Company believed that the Fire Marshal was best left with building code and not the Fire Department. In response, Mr. Eichler stated his understanding that a lot of the concerns that come from the work of the Fire Marshal relate immediately and specifically to the building code issues and ordinances that the City had undertaken. He indicated that this was a well-established relationship that should continue and was probably the least resistant path to getting problems taken care for both City staff and citizens in terms of the immediacy of addressing problems. Mr. Eichler advised that the Fire Department receives information from the Fire Marshal regarding concerns raised through their inspections and has a strong history with the Office itself, regardless of who is occupying the Fire Marshal position.

Mr. Anderson questioned if there was some concern about adopting the 2015 International Code Council International Fire Code standards in the building and real estate community. He asked if doing so would raise costs without bringing much more into the safety mix. Responding, Mr. Eichler indicated that, in addition to being a firefighter with Robbins Hose Company, he is Chairman of the Delaware Fire Sprinkler Coalition. He explained that the 2015 edition of the International Residential Code is the latest edition that is becoming available for jurisdictions to adopt and to implement. Mr. Eichler noted that since 2009, a provision for the inclusion of residential fire sprinkler systems had been included within that residential building code. He indicated that, unfortunately, state-wide, when jurisdictions adopt that particular edition of the Residential Building Code they specifically delete the sprinkler requirement, whether they are small towns or large municipalities. Mr. Eichler indicated that a lot of concern is based upon myth and misconceptions, specifically regarding the cost that it adds. He noted that, at this time, the national average cost of adding residential sprinklers to a property is $1.61 a square foot. Mr. Eichler stated that the houses under construction in Dover are approximately 1,500 to 3,000 square feet, so the total added cost would be less than $5,000. He explained that statistics from Prince George's County, Maryland; the State of Maryland; Scottsdale, Arizona; as well as the State of California specifically and directly state that sprinklered properties have yet to suffer a fire fatality. Mr. Eichler advised that the subjective desire not to install sprinklers due to the added cost is largely a misdirection of intention at best. He explained that, with the passage of House Bill #133 at the State level last spring, builders are required to

provide educational materials to all customers coming in for new homes regarding the installation of residential sprinklers. Mr. Eichler indicated that a growing coalition in Delaware is pushing to revise the ordinances that are on the books. He stated that the specific recommendation from the study recognized that it is largely nothing but a benefit, not only for those who live on a property but for those persons surrounding that property. Mr. Eichler stated that a fire does not stay in one place, noting that there are many examples, such as three (3) houses in Magnolia that were taken out by one (1) fire. He encouraged members to look at including residential fire sprinklers in the adoption of the building code to protect persons in the home. Mr. Eichler noted that there were construction projects going on now through Habitat for Humanity, which he stated was a wonderful organization. He indicated that the families with the opportunity to take ownership of these properties may be the least able to suffer and recover from a fire. Mr. Eichler pointed out the need to look at the protection of the immediate neighborhood and the members of the Robbins Hose Company when they respond to calls, so that they would not be subjected to some of the factors regarding the failure of lightweight construction when subjected to heat. Mr. Eichler stated that sprinklering was almost a no-brainer, and this was a good recommendation from the study and a trend that he hoped would be followed and pursued.

Fire Chief Carey thanked Mr. Slavin and Mr. Hosfelt for working together with himself and Mr. Bashista since this matter began. He noted that it had been frustrating to the Fire Department and thanked members for their support and working with the Department. He expressed his hope that this matter could be finalized after the next month or so and that everyone would approve of how this matter proceeds.

By consent agenda, Mr. Neil moved for acceptance of the Special Council Committee of the Whole Report, seconded by Mr. Lewis and carried by a unanimous roll call vote (Mr. Anderson absent).

COUNCIL COMMITTEE OF THE WHOLE REPORT - NOVEMBER 15, 2016

The Council Committee of the Whole Meeting was held on November 15, 2016 at 6:02 p.m., with Council President Slavin presiding. Members of Council present were Mr. Sudler, Mr. Lewis, Mr. Cole, Mr. Hosfelt, Mr. Hare, and Mr. Hutchison. Mr. Anderson and Mr. Neil were absent. Mayor Christiansen was also present. Civilian members present for their Committee meetings were Mr. Caldwell and Mrs. Horsey (*Parks, Recreation, and Community Enhancement*), Mr. Blakeman (*Utility*), and Mr. Shevock and Dr. Stewart (*Legislative, Finance, and Administration*). Ms. Arndt *(Utility)* was absent.

PARKS, RECREATION, AND COMMUNITY ENHANCEMENT COMMITTEE

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

Proposed Ordinance #2016-25 Amending Appendix B - Zoning, Article 6 - Off-Street Parking, Driveways and Loading Facilities and Article 12 - Definitions

Mrs. Ann Marie Townshend, Director of Planning and Community Development, advised members that Proposed Ordinance #2016-25 had been requested by Council President Slavin. She explained that the City had received a number of complaints from residents about tractor-trailers parked in commercial parking lots, mainly when these vehicles are not in a loading zone. Mrs. Townshend stated that the Proposed Ordinance would not allow tractor-trailers to be parked in the lesser intense commercial zones or in all residential zones. She explained that active loading or unloading would be permitted; however, long-term parking would not. Mrs. Townshend indicated that in the higher intensity commercial zones, such as service commercial, highway commercial, institutional and office, and community and regional shopping center, tractor-trailer parking would be permitted only in areas that are designated as loading zones or loading areas. She advised that if this amendment to the Zoning Ordinance came out of committee, there would be a first reading before City Council. It would then be referred to the Planning Commission, where it would be subject to a public hearing. It would then be subject to another public hearing before City Council.

Mr. Hare asked if the owner of a shopping center could allow someone to park a tractor-trailer on their private property. Responding, Mrs. Townshend stated that the ordinance would not allow it. She advised that it would allow parking in a loading zone in a highway commercial, service commercial, larger shopping center, or institutional and office zone. Mrs. Townshend noted that tractor-trailers were often being parked in front of commercial buildings in parking areas that are striped for car parking.

Mr. Slavin explained that very large vehicles had been parking for extended periods of time, which detracted from the quality of life at some of the neighborhood strip malls, noting that these vehicles idle overnight and during the day while drivers are at rest. He indicated that this was an issue that the City had been pursuing for years. Mr. Slavin stated that the City had gotten some resolution when Royal Farms opened on Pearson's Corner Road; however, tractor-trailers were beginning to be seen back in the City. He informed members that he had heard related concerns from a number of residents living in different districts in the City, and he stated that this was a worthwhile amendment.

The Committee recommended adoption of Proposed Ordinance #2016-25.

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

Community Development Block Grant (CDBG) Program Quarterly Update (July, August, and September)

Mrs. Ann Marie Townshend, Director of Planning and Community Development, referred members to the Community Development Block Grant (CDBG) Quarterly Report for July, August and September 2016. She stated that the grant year had just started; therefore, expenses were beginning to be incurred. Mrs. Townshend indicated that funds had been expended only on the Dover Interfaith Mission for Housing project at this point, noting that contracts were signed with the City's grant recipients in the fall and expenses would be coming in over the next several months.

UTILITY COMMITTEE

The Utility Committee meeting was held with Chairman Cole presiding.

Quarterly Review of Utility Related Capital Investment Plan (CIP) (Electric and Water/Wastewater) (July, August, and September)

Mr. Scott Koenig, City Manager, reviewed the Quarterly Report for the Capital Investment Plan (CIP) as of September 30, 2016. Referring to the Capital Investment Plan - Project Tracking Report, He explained that the draft report is issued by the Finance Department and sent to the Public Works and Electric Departments to update the notes section prior to distribution to Council. Mr. Koenig stated that the total funding source for the CIP was $18,825M as of September 30, 2016.

In reference to the General Fund - Major CIP Projects, Mr. Koenig stated that the General Fund Projects were design projects at this point. He advised that the Old PW2 Site Improvements project was in design and would provide a good idea about what could be built at the old PW2 site, as the City transitions from a storage facility to what was hoped to be a wetlands restoration project. Mr. Koenig noted that improvements would be moved from the Old PW2 site to the Schutte Park site.

Mr. Koenig advised that the FY-16 Street and Alley Program had been completed and closeout documents were being finalized. He stated that the Valve Replacement - Silver Lake Dam was also complete and staff was working on final invoicing and project close-out. Mr. Koenig indicated that the Salt Storage Barn project had been bid several times, and the last time this was done, the City rejected the bids. He informed members that the project had gone back to the purchasing agent for distribution under a performance standard to obtain an acceptable building condition and layout, and it was hoped that those bids would be back soon for Council's review. In reference to the Persimmon Park Place Drainage Study, Mr. Koenig explained that the City had been working with several State legislators to fund and to evaluate drainage problems that are occurring on the boundary between Persimmon Park Place and the Wild Meadows subdivision. He stated that staff expected to bid this project out shortly, and funding would come before Council.

Regarding the FY 2017 projects, Mr. Koenig advised that staff was working on vehicle purchases and pointed out the Annual Contribution to Robbins Hose

Company for Ladder 1. He stated that staff would be working on park improvements this year and noted that the Video Storage Array was part of the Police Department's funding. Mr. Koenig reminded members that the FY 17 Street and Alley Program had been authorized by City Council and construction would begin shortly and noted that there were several other small CIP changes in the General Fund.

Referring to the Community Transportation - Major CIP Projects, Mr. Koenig advised that there were funds left over from the Pat Lynn Drive/Dover High School Storm Drain Pipe project from a number of years ago, and staff must complete the paperwork to move this funding to another project. He explained that the Lincoln Park Center project was on hold, noting that funding was not available at the moment for the acquisition of land. Mr. Koenig indicated that the project's design had been prepared and, if the project is picked up at a future date, staff could move forward at the point where they left off on the project. He informed members that construction was underway for the East Water Street Brick project. Mr. Koenig advised that the knee wall had been built and estimated that the contractor would complete the project, clean up, and backfill everything in the next two (2) to three (3) weeks. He stated that the project seemed to be going well, even though this was a high traffic area.

In regard to the FY 2016 projects, Mr. Koenig noted that the Boggs Drive Paving Project was a Community Transportation Fund (CTF) project that was carried forward into the FY 2016 Street program, which had now been awarded. He indicated that this project would get underway with paving in either late Fall 2016 or early Spring 2017 and reminded members that this was a location where a sewer line was replaced approximately 16 - 18 months ago. Mr. Koenig stated that Mrs. Ann Marie Townshend, Director of Planning and Community Development, had brought forward the Pedestrian Enhancement - Mallard Pond Pathway project, which was mostly complete. He advised that staff was working on the final change order and closeout documents and noted that this was a major improvement to the park on the west side of town that enhances the walking path extending toward the Dover High School property.

Referring to FY 2017 projects, Mr. Koenig stated that funding had been received to improve a paper alley, which he stated he thought was located between Kirkwood and West Streets. He advised that 200 feet of this alley would be improved with a stone underlay and a two-inch mat to provide access to the rear paper alley properties. Mr. Koenig stated that staff was working to fund portions of the FY 2017 Street Program. He noted that Senator Brian Bushweller had committed some funds and Representative Sean Lynn had also indicated that he would be committing funds. Mr. Koenig stated that the General Assembly needed to make changes to prevailing wage language related to CTF. He stated his understanding that those changes would take place in January.

In reference to Electric Improvement & Extension Fund - Major CIP Projects, Mr. Koenig informed members that Mr. Harry Maloney, Electric Director, was

working on the interconnection meter upgrades listed under FY 2014, explaining that these meters read the interconnection between the City's and Delmarva's systems. Mr. Koenig explained that staff was also evaluating whether the City should advance in the direction of smart metering technology and the timeline for advancement.

In reference to FY 2015 projects, Mr. Koenig indicated that staff was also working on items related to the West Dover Connector. There was a lot of utility relocation work going on, especially in the North Street area, as the Delaware Department of Transportation (DelDOT) widens the intersection of the West Dover Connector and Hazlettville Road at the Royal Farms. Mr. Koenig advised that staff received a letter that day from DelDOT authorizing reimbursement for approximately $150,000 of electric work that the City would perform. He explained that staff was also working on the 69kV Rebuild at Horsepond Road, as well as dropping portions of the Towne Point Distribution Feeders underground.

In regard to the FY 2016 projects, Mr. Koenig informed members that the Blue Hen Apartments and the Tall Pines Condos were complete, noting that these were private projects where the City made system improvements. He noted that the developer pays the City for these improvements, which are completed in concert with the development. Mr. Koenig advised that there would soon be 24 new housing units at Tall Pines, located at Kenton and Chestnut Grove Roads, where exterior work was currently being done.

Mr. Koenig advised that a number of FY 2017 projects were in process, noting that some projects related to Hirsh Industries were complete. He indicated that there were also a number of small improvements going on in the system. Mr. Koenig stated that large projects, such as the Van Sant Inspections and McKee Run Boiler Repairs, were moving forward and the power plant contractor and staff were working their way through the FY 2017 CIP. He noted that Council had reviewed a Change Order regarding the McKee Run boiler repairs during the Regular City Council Meeting of November 14, 2016.

In reference to the Water/Wastewater Improvement & Extension Fund - Major CIP Projects, Mr. Koenig stated that the proposed 1.0 million gallon (MG) elevated water storage tank that was intended to be near Maple Glen at the northern boundary of the City had been outstanding for some time. Staff had been working on an alternative site, and he advised that he thought it had been tied down with the developers, and staff had been working on an agreement with them. Mr. Koenig explained that as soon as an executed agreement was obtained, staff would come forward to Council to authorize the City's side of the agreement for potential site purchase and location of a new 1.0 MG elevated tower on the north central boundary of the City in the McKee Road area.

Mr. Koenig informed members that the Westover Pump Station had been authorized for construction for a while; however, there were some conflicts with overhead power

lines that had to be adjusted. He advised that this project would start up again late in 2016 or very early in the Spring of 2017 under the same parameters and costs.

Under the FY 2015 projects, Mr. Koenig stated that the Hazlettville Road Interceptor Sewer project had been bid out several times, and a bid was finally obtained that was reasonable to go to construction. He noted that the project was complete in the field and they were working on the close-out documentation. Mr. Koenig advised that the Retreat Pump Station was under construction, and he hoped that project would close out in the next few months.

Mr. Koenig stated that, under FY 2016 projects, the design work was wrapping up for Water Treatment Plant Process Improvements. He noted that staff had been working with the State on the Revolving Loan Fund and the project would go out to bid shortly. Mr. Koenig indicated that staff had to meet all the conditions of the funding and project guidelines for the State. He advised that design of the Rolling Acre Pump Station occurred last year, construction was proposed for this year, and the construction package was being coordinated with the procurement officer. Mr. Koenig reminded members that the bids for the Delaware Avenue Sanitary Sewer were approved by Council during their meeting of November 14, 2016.

With regard to the FY 2017 projects, Mr. Koenig noted that there were vehicle and equipment purchase, water meter and sewer meter replacement, and wellhead redevelopment projects. He stated that a fence project at Well #6 was authorized several meetings ago, and staff was also working on a future supply well. Mr. Koenig advised that projects related to pump stations that are in design would be completed this year, and construction would follow shortly in the following fiscal year. He advised that Inflow and Infiltration (I&I) projects would also be developed and brought forward, stating that he thought they would include Bradford Street sewer improvements that staff would bring forward later in the current fiscal year.

Mr. Koenig advised that the capital plan was moving forward, reiterating that approximately $18M was being spent on improvements related to these projects. He indicated that some projects were moving very quickly and others had experienced minor glitches; however, he was very proud of how staff was working the projects through the system, noting that a number of backlogged projects in the inventory had been completed. Mr. Koenig stated that staff had been experimenting with the project summary that was being sent to Council and expressed his hope that some electric projects would come forward shortly in a similar fashion.

Updates

Green Energy Funding and Programming

Mr. Scott Koenig, City Manager, reviewed the Green Energy Summary as of October 28, 2016, explaining that this document is used by the Electric Department for tracking. He reminded members that the City collects Green Energy Funds as part of a fee that appears on electric bills. Mr. Koenig stated that a portion of the funds that the City collects is dedicated to the repayment of improvements related to the

Dover Public Library, and funds are also distributed in relation to individual grants. He advised that approximately one (1) year ago, the City put a hold on new solar grants because of changes being made at the State level. In Mr. Koenig's opinion, the flow of requests for grants had slowed down.

Mr. Koenig informed members that there was increased activity and interest in load management, energy efficiency, and going through buildings and trying to evaluate ways to improve efficiency, noting that there are companies that perform audits of individual properties. He explained that there are opportunities through the Sustainable Energy Utility (SEU) to finance things such as LED lighting. Mr. Koenig noted that although there are such opportunities for the City, in general the City's electric load seemed to be flattening out as the City grows. He indicated that the long-term expectancy is for businesses to invest in higher efficiency units for pumps, motors, and HVAC, which reduces their load. Mr. Koenig stated that as new businesses and housing are brought in, they are basically replacing the load that is becoming more efficient. He advised that this trend was expected to continue for the foreseeable future, as people become more adept at looking at their energy bills and figuring out how to save money and drive down the cost.

National Pollution Discharge Elimination System (NPDES) Municipal Separate Storm Sewer Systems (MS4) Permit

Mr. Scott Koenig, City Manager, advised members that the City had struggled to maintain its National Pollution Discharge Elimination System (NPDES) Municipal Separate Storm Sewer Systems (MS4) Permit for some time. He explained that staff had made a lot of progress over the last few months in getting the City into compliance. Mr. Koenig stated that the City had received verification that it had completed the outstanding items from the Department of Natural Resources and Environmental Control (DNREC) Conciliation Order by Consent that was issued earlier in 2016. He indicated that a majority of the items were related to delivering paperwork to DNREC and then continuing to follow up and improve the City's paperwork and reporting processes. Mr. Koenig stated that staff had installed new inlet skimmer boxes at industrial sites to decrease the amount of unwanted materials entering the stormwater system, and had also been working with the St. Jones Reserve and the Partnership for the Delaware Estuary to create additional public outreach partnerships, which are all part of the permit. In addition, he advised that they had been working on things like only rain down the drain placards on catch basins and had also been working with its authorized contractor on the Illicit Discharge and Detection and Elimination Program. Mr. Koenig explained that the gentleman who was originally running this program for the City left for a private sector job, and another young man, who would be introduced to members at some point, had now taken over this position. Mr. Koenig advised that this staff member had hit the ground running and was helping to coordinate these activities. He noted that this was a very labor intensive permit with a personal touch, and a combination of things that were being done operationally must be reported. Mr. Koenig advised that some things related to construction would add value to the permit, and staff must write all these things into the permit response. Mr. Koenig stated that staff was

moving toward compliance and had been successful at adjusting the annual reporting period to line up better with budgeting. He indicated that the Public Works Department Monthly Report would gravitate toward items that are required and important for the permit, so that multiple reporting avenues used by staff could feed information into the permit over time. Mr. Koenig noted that staff had made a lot of progress and expressed pride that they had been working diligently to come into compliance. He stated that this permit would be an ongoing expense since it must be maintained in perpetuity.

LEGISLATIVE, FINANCE, AND ADMINISTRATION COMMITTEE

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

Customer Service Staffing Plan

Mr. Kirby Hudson, Assistant City Manager, stated that members had probably seen complaints from some of their constituents regarding the lag time being experienced at the Customer Service Department. Mr. Hudson reminded members that the Customer Service Department provides support for more than 23,000 utility accounts and performs other functions to support City operations. He noted that staff levels had been reduced in recent budgets to meet general budget targets; however, the department was very inefficient at its current level. Mr. Hudson stated that some key employees in the department had decided to retire, compounding the problem. He advised that a request for retirement had been received last week from Ms. Denise Roberson, Customer Service Supervisor, who had been with the department for approximately 25 years. Mr. Hudson stated that her last day would be December 16, 2016, and she would be sorely missed.

Mr. Hudson stated that staff was recommending revising the staffing plan for the Customer Service Department to restore staffing to the level it was several years ago. He noted that the wages and salary budget for the Department would be increased by $97,500 for the remainder of FY 2017 and, if approved, budget amendments would be made at the appropriate time. Mr. Hudson stated that increased customer interaction was required and customer satisfaction was reduced to an unacceptable level. He indicated that the Customer Service Department was continuously experiencing long phone waiting times, lines in the drive-through, and lines in the lobby extending out of the door and into the vestibule. Mr. Hudson advised that this was unacceptable and was creating customer dissatisfaction and adding to high levels of stress on the remaining staff. He noted that several members of Council, in particular Councilmen Hutchison and Sudler, had expressed concerns over these issues, and staff had been requested to prepare an optimal staffing plan for consideration. Referring to the Customer Service Department Staffing Needs Assessment, Mr. Hudson explained that staff was requesting an increase of five (5) full-time employees, which would be partially offset by the reduction of part-time employees from four (4) to two (2). He indicated that staff would be added to the Billing and Collection, Customer Services, Cashiers, and Meter Reading sections.

Mr. Hudson informed members that the annualized cost for the proposed increase in staffing levels for this department would be approximately $195,000 in FY 2017.

Mr. Hudson advised that, for the remainder of FY 2017, a budget increase of $97,500 would be necessary to cover the anticipated cost of the proposed changes, noting that this increase in funds could be covered through a budget amendment from the anticipated carry-forward balances as follows:

Electric Fund:	$ 97,500 x .625 = $ 60,937.50
Water/WW Fund:	$ 97,500 x .201 = $ 19,597.50
General Fund:	$ 97,500 x .174 = $ 16,965.00

Mr. Hudson indicated that the Electric Fund currently had an FY 2016 favorability of approximately $7.5M, the Water/Wastewater Fund had an FY 2016 favorability of approximately $374,000, and the General Fund had an FY 2016 favorability of approximately $930,000. He stated that these funds could be used to fund the proposed staffing plan, provided that Council authorized the changes.

Staff recommended approval of the revised staffing plan for the Customer Services Department. The wages and salary budget for the Department will be increased by $97,500 for the remainder of FY 2017. Budget adjustments will be made at the appropriate time.

Mr. Sudler thanked Mr. Hudson, stating that approximately 60 to 75 days ago he had called the Customer Service Department to inquire about utility services and it took over 37 minutes on more than two (2) separate occasions to speak with a representative. He expressed concern that the time period that one must wait to speak to a representative could impact potential earnings and businesses for the City. Mr. Sudler advised that he believed that looking at the budget again and approving the requested increase would bring additional earnings to the City and also satisfy constituents. He asked how many positions would go to Customer Service, Meter Reading, and Billing, noting that he would like to see at least three (3) go to Customer Service, perhaps one (1) to Meter Reading, and one (1) to Billing. Mr. Sudler stated that he believed that Customer Service was likely the top priority to obtain satisfaction in the process.

Responding to Mr. Sudler, Mr. Hudson advised that the Customer Service area had been revamped to address security issues.

Mr. Hudson stated that staff was requesting to put five (5) Customer Service Representatives in this area, which he calls The Fish Bowl, noting that at one time there had been four (4) part-time employees there. He indicated that these four (4) part-time positions would be reduced to two (2) part-time employees, who would be removed from that area and placed into a small call center that was placed in an area in the back. These employees would have staggered times; therefore, there would be a dedicated person to aid in answering the phone at any point during the day.

Mr. Hudson explained that general operations currently require the five (5) full-time employees who are on the Customer Service floor to take care of customers in front and also answer the phone. He indicated that by having one (1) or two (2) people constantly on the phone in the back and also having the ability to monitor the phone, different people could be appointed to make calls between servicing customers.

Mr. Hudson explained that three (3) employees would be serving as cashiers, including two (2) at the window and one (1) at the drive-thru, noting that there was a supervisor in this area. He stated that the metering section had lost an individual due to retirement, and Mr. Ryan Carroll was the logical choice to fill this position since he had previously worked in metering. He advised members that Ms. Kathy Divver, Customer Service Manager, had retired, and her position had been budgeted to be upgraded to a Director, since a Director for the Department was sorely needed. Mr. Hudson reiterated that Ms. Roberson would have to be replaced and this position was also budgeted.

Mr. Sudler questioned what the projection was for decreasing the amount of time that a customer would have to wait to be accommodated. Responding, Mr. Hudson indicated that staff would start off by attempting to decrease the wait time to the 10-minute range, if not lower. He advised that with five (5) Customer Service agents on the floor, at least one (1) part-time person who would be able to service the phone at key high-volume times, and the ability to see how many calls are coming into the queue, this should allow for alternating some of the employees who are on the floor. As soon as employees are finished servicing a face-to-face client, they could pick up a phone call, and once the phone level reduces a little, the employees in the back should be able to service them.

Referring to the Customer Service Department Staffing Needs Assessment, Mr. Hosfelt noted that there were currently six (6) vacancies and asked if five (5) additional positions would be added.

In response, Ms. Patricia Marney, Billing Supervisor, advised that six (6) employees had left the City, and these positions were currently being recruited. The five (5) requested positions would be additions to the current staff level. Responding to Mr. Hosfelt, Ms. Marney stated that after the six (6) vacant positions were filled, there would be 11 total staff.

Mr. Hudson stated that exceptionally poor service was being experienced. He noted that five (5) or six (6) people had left and staff had not had an opportunity to fill these positions, although they had started the interview process. Mr. Hudson explained that there had been one (1) interview for the Director the previous day, two (2) that day, and one (1) was scheduled for the following day. Staff was looking to get a favorable response any day to start a cashier, after which Mr. Carroll would be permanently removed. Mr. Hudson advised that Mr. Carroll was covering for an employee in Meter Reading who was on vacation. He stated that staff was slowly

ramping back up and was hoping that with the requested staffing all the issues that members had been hearing about would disappear.

Referring to the figures reflected in the Background and Analysis section of the request, Mr. Hosfelt asked Mrs. Donna Mitchell, Controller/Treasurer, if she had any concerns. Responding, Mrs. Mitchell indicated that the she did not have concerns, stating that although an ordinance had not yet been brought forth for the carry-forward balances, there was sufficient money to cover the amounts listed.

Mr. Hutchison thanked Mr. Hudson and Mr. Scott Koenig, City Manager, for bringing this matter forward. He indicated that he, like Mr. Sudler, had a firsthand opportunity to call and see a delay in Customer Services. Mr. Hutchison stated that this matter needed to be addressed and he would gladly support it, noting that what the Customer Service Department does every day for the City's customer base is very important.

Mr. Hudson informed members that the previous day had been an exceptionally bad day for staff since the receptionist had to go to the doctor and one of the billing people received an emergency call from her son's school and had to leave because he was ill. He stated that two (2) employees were on vacation and the customer line was going out the door. Mr. Hudson advised that Councilman Lewis came by the Department the previous day and was concerned to see eight (8) people in line, and Mr. Hudson had responded that only eight (8) people represented a good day since the line usually extends out the door. Mr. Hudson informed members that these were the sorts of things that staff was trying to resolve.

Mr. Slavin asked how long it had taken to accumulate the number of vacancies that the Department currently had. Responding, Ms. Marney indicated that the vacancies were since January when Ms. Robin Parker, Customer Service Clerk II - Collections, left.

Mr. Hudson explained that Ms. Robin Parker was initially hired as a part-time collector; however, because staff was experiencing issues on the floor and needed more help, she was never fully given an opportunity to do collections and was constantly being pulled out of the office to help the cashiers or Customer Service. He advised that a long-time employee in Metering retired soon after that. Mr. Hudson indicated that Ms. Dorothy Morris, Customer Service Clerk III - Cashiers, who worked in the drive-thru, recently retired and he reiterated that Ms. Roberson was getting ready to retire and Ms. Divver had already done so.

Mr. Slavin asked what the typical length of time would be to replace an employee who announces they are leaving; for example, if an employee gave two (2) weeks notice tomorrow. Mr. Hudson stated that the length of time varies and that staff would start putting paperwork together instantly.

Mr. Slavin asked how long the process takes and for the position to be posted. Responding, Mr. Hudson explained that the issue was not so much that it takes long for the process or for the position to be posted, but when the Human Resources (HR) Department is able. He advised that it was not just the Customer Service Department that had issues. He noted that the Public Works Department had up to 13 or 14 vacant positions at one time. Mr. Hudson advised that emphasis was put on trying to hurry with a lot of those key positions and Customer Service was in this battle at the same time as Public Works.

Mr. Slavin asked how long a period is required after an employee is hired and begins working before staff is comfortable having them on the floor. He noted that the Department currently had five (5) vacancies and was asking to hire six (6) employees, and he did not want anyone on Council to feel there would be an immediate fix once members vote yes. Mr. Slavin indicated that it would be a long, slow process to get employees to the point of being independent workers. Responding, Mr. Hudson stated that when he and HR interview candidates, they look to see if they can get people who have not only customer service experience but also experience dealing with utilities, which is difficult to find. He estimated that it would take approximately six (6) months to be comfortable.

Mr. Hudson invited members to come by the Customer Service Department. Aside from being given a tour, he stated that he would like members to look at what employees have to do, noting that it is more than just greeting customers and taking their money. Mr. Hudson explained that it is not an easy job, and there are a lot of different screens and other things that go into it. He noted that things must move quickly, and the phone is ringing while people in line are waiting and wondering why staff is on the phone when they could be taking care of their needs. Mr. Hudson invited those members who have an interest to come by to see what staff goes through. He stated that within 10 or 15 minutes they would understand that it takes a very disciplined individual to sit there and take the heat that staff does every day, and he commended staff.

Mr. Slavin thanked Mr. Hudson for bringing this forward. He stated that he believed that there are a few places in City government where if certain things are done wrong, the City will hear about it, no matter what else is done right, and one of those is how people interact with the City to pay a bill, whether on the phone or in person. Mr. Slavin advised that if there is undue delay or any kind of duress, immediate judgment is invited on the rest of the City's operations; therefore, the City would do well to take care of those retail moments when people are walking in the door and interacting with staff. Mr. Slavin noted that it had been stated that the City had sufficient funds to cover the request from the carry-forward balances, and he assumed this was after applying the financial policy regarding where those balances would be directed. He expressed the desire to remind Council of those financial policies.

Mrs. Mitchell explained that the policy states that if the City has favorable revenues, they go toward capital, and if there are favorable personnel expenses, they are to go

toward Other Post-Employment Benefits (OPEB) and pension liabilities. She indicated that any favorability in operating expenses is not designated. Mrs. Mitchell advised that this money would have to come from either the revenue bucket or personnel favorability. She indicated that she had not looked at this recently; however, the last time she did, the operating expenses were generally breaking even and there was enough favorability in personnel to cover this request.

Mr. Slavin stated that the reason for those policies was so that if a large transfer tax or other source of revenue is known when the year starts, this revenue would be dedicated to a one-time expense rather than an ongoing expense. In addition, Mr. Slavin stated that there would be a little bit of risk, since the City could meet its bills this year but would be pushing hard on FY 2018 and would be adding additional expenses there.

Mrs. Mitchell agreed, stating that approximately $700,000 of the $900,000 in the General Fund was revenue, some of which had been used to purchase capital – the land by the police station. She reiterated that the $900,000 favorability was in the General Fund, noting that the Water/Sewer and Electric Funds were fine and had no problems.

Mr. Slavin stated that if the request receives a favorable recommendation, members may want to ask staff for more information by the time it comes to Council for action.

Mr. Hosfelt asked if $197,000 would be the total cost for five (5) employees plus benefits. Responding, Mr. Hudson noted that health care was expensive. Mr. Hosfelt stated that he thought it would be more, and this figure sounded low to him. In response, Mr. Hudson stated that this was what staff saw in the figures.

Dr. Stewart indicated that she shared Mr. Hosfelt's concern about the vacancies and asked what the center looked like when fully staffed. She questioned how many extra hours per week would be gained by moving two (2) positions to full-time and if this would justify basically doubling the cost. In response, Mr. Hudson stated that these employees would be busy and would not have down time or be sitting around. He indicated that the part-time employees currently work 29 hours per week and would work 40 hours per week as full-time employees.

Mr. Hare stated his understanding that, if the request was approved, there would be 24 employees in the Department, consisting of 22 full-time and two (2) part-time staff members. There would be a Meter Reading Supervisor, Cashier Supervisor, Billing Supervisor, and Customer Service Supervisor. Mr. Hudson noted that there would also be a Director. Mr. Hare asked if the supervisors are working supervisors. Responding, Mr. Hudson advised that supervisors have duties, do not just go out on the floor and direct, and are working supervisors.

Mr. Hare asked if meter readers work eight (8) hour days five (5) days per week. Responding, Mr. Hudson explained that meter reading includes reading and servicing meters, as well as doing disconnections and reconnections.

Mr. Hare questioned if this would be eight (8) hours a day, five (5) days per week for four (4) or five (5) people. Responding, Mr. Hudson stated that staff cannot keep up with the daily reports that they receive for cuts because they do not have enough individuals, noting that staff could experience anywhere from 175 - 200 cuts in one (1) day. In addition, he noted that staff must turn the power back on when the customer pays. Mr. Hudson explained that there had been issues in the past when they performed approximately 60 cuts in one (1) day. He stated that when a customer comes in at the end of the day after work and wants their electricity turned back on, this may not be done until the next day because the City does not have enough personnel to return and turn the power back on.

Dr. Stewart asked if staff had thought about hiring more part-time people instead of taking positions to full-time, since benefits become quite expensive. In response, Mr. Hudson explained that there had been problems in the past with hiring part-time employees, since these individuals are typically looking for full-time work. Although it was thought that some of those hired as part-time would become great employees, they ended up leaving because they needed full-time work with benefits. In addition, Mr. Hudson stated that part-time people do not put their heart and soul into the job because they are only there for a few hours, and the work ethic is not there. Mr. Hudson advised that staff is planning for two (2) part-time positions for the call center, one (1) of which will be filled by a current part-time employee who does not want any more hours. He indicated that staff hoped to find a retiree or someone who wants part-time work for the other position, but those individuals are few and far between.

Mr. Cole asked when the Department was last evaluated with its full staffing of 17 full-time and four (4) part-time employees. He noted that the current level was 11 full-time and four (4) part-time employees and the Department was obviously shorthanded, so there were a lot of waiting and calls. Mr. Cole stated that he was open to the request; however, five (5) more employees were being requested and it was not known what the Department would be like with 17 full-time and four (4) part-time employees.

Mr. Hudson explained that staff has a high number of interactions with people, some of whom consider this to be the height of their day, especially the elderly. He advised that, although he did not want to call these people complete shut-ins, they like coming in and talking to someone, and staff are probably the only ones that they will get a chance to talk to and they have to cut them off and move them on in the most courteous way. Mr. Hudson indicated that students come in, as well as realtors, since there are a lot of people moving in and out at certain times. He noted that he had been overseeing this operation for over a year.

Mr. Cole questioned if the Department had ever been fully staffed. Mr. Hudson stated that it had not. He indicated that the Mayor could attest to the fact that, at its height before employees started leaving, the Department was less in size than it had been some years ago.

Mr. Cole asked if the request for 17 full-time and four (4) part-time employees was based on where the Department needed to be or if staff was looking for more employees based on the 11 full-time and four (4) part-time employees. In response, Mr. Hudson stated that the Department was at 17 four (4) years ago, before the population in Dover grew. He explained that staff was asking for more people than everyone was now used to seeing; however, the request was for the Department to be exactly the same as it used to be years ago. Mr. Hudson advised that he was asking for the jobs that were in place before he came to the City and before Council cut jobs.

Mr. Cole stated that positions had not been cut, but the Department was reduced through attrition and retirement. Responding, Mr. Hudson stated that the Department was gutted. Mr. Cole noted that the Department was at 17 full-time and four (4) part-time positions and was still funded at that level. He advised that the request was now for 22 full-time and two (2) part-time positions, and was currently at 11 full-time and four (4) part-time, which was a total of 15 employees. He indicated that the Department was now short six (6) positions. Mr. Cole stated that the Department had always been at 17 and four (4) but had not been fully staffed.

Mr. Scott Koenig, City Manager, informed members that approximately five (5) or six (6) budgets ago, the Customer Service Department had no part-time employees and had only full-time employees. He noted that there was an additional cashier. Mr. Koenig advised that the City went through a period when the number of meter readers was downsized, as the City went to such things as automated metering. Mr. Koenig stated his recollection that there may have been a reduction-in-force in meter reading at one point; however, the reduction in Customer Service Representatives, etc. happened through attrition as the budget contracted. He advised that the City went through a three (3) or four (4) year period prior to 2011 when there was a contraction in the total number of employees. Mr. Koenig advised that previously there probably had been as many as 22 full-time employees, the same level that was now being requested. To Mr. Koenig's recollection, there had been no part-time employees, and he noted that the issue of part-time employees had been debated internally. He indicated that, although he would love to be able to say that staff could meet needs with part-timers, there had not been as much success with part-timers in this department as there had been, for example, in the library, which has a different type of work and work environment. Mr. Koenig explained that part-time employees in Customer Service may start out well, but then something changes, noting that they may not need to work anymore, or they get a full-time job elsewhere and are instantly gone. He stated that several months are spent training these employees, and then they take a position that is associated with full-time work.

Mr. Koenig indicated that the meter reader and managers who retired were all employees in the defined benefit pension plan, and the payroll burden of those wages was significant. He advised that new people coming in are in the defined contribution plan and, although the numbers for the medical package benefit are increasing, the overall payroll is not spiking like it would if they were in a defined benefit plan.

Mr. Koenig stated that if members reviewed some of the prior budgets from a number of years ago, they would see that staffing levels were at about the level requested. He indicated that the hope was to become more efficient; however, staff was challenged because the City, as a municipality, requires more paperwork than some other entities. Mr. Koenig explained that as there are more students, there are more required rental agreements, and the City tries to enforce rental permit ordinances and gets copies of leases and additional paperwork. He noted that the City does a lot of work for Catholic charities and people who are paying other people's utility bills, and also works with medical notes. Mr. Koenig indicated that the City has tried to apply additional pressure to get customers to pay, and staff must be able to take the money, cut the power, and turn the power on in a defined window. He noted that if it is too hot, staff has trouble cutting the power, and if it is too cold, the City cannot cut power by law. Mr. Koenig explained that staff has a backlog of work that had been growing over a number of years that had reached the point that the level of service was not being developed. He stated that a number of discussions had been held about changing the Enterprise Resource Systems. Mr. Koenig stated that, assuming this project goes forward, it would have a major impact on these employees because they are the interface of entering information into the billing system and pulling it out, and a workforce that is paying attention to detail is needed to accomplish this.

Mr. Koenig reiterated that a number of retirements were being seen, stating that staff was thin on corporate knowledge, and he noted that, in a municipality, corporate knowledge has meaning and value. He acknowledged that the request was a significant increase, stating his hope that at some point, if the positions were filled, the Enterprise Resource System is replaced, the new E-billing begins, and these type of process improvements are made, consideration could be given to whether the next position is needed, or if it should be altered to part-time. Mr. Koenig stated that the City had reached a level where Council members had expressed frustration and unhappiness, and the City's customers were at a disadvantage because the City was not providing the expected level of service.

Mr. Sudler moved to recommend acceptance of staff's recommendation and approval of the additional staffing for Customer Service as presented. The motion was seconded by Mr. Hutchison.

Dr. Stewart moved to amend the motion to three (3) full-time positions instead of the requested five (5). The motion was seconded by Mr. Hosfelt.

Mr. Sudler asked Mr. Hudson if three (3) full-time positions would work and how he felt about the amendment. Responding, Mr. Hudson indicated that staff would be behind and that they were hurting across the board. Customer Service agents were constantly moving those employees who could be moved into other areas of the operation because of sickness, emergency, or vacations. Mr. Hudson advised that staff had figured out that the request was at the optimal level needed so that the department is adequately covered if employees are on vacation or sick. He stated that the department may be a little thinner; however, they could still transparently cover all bases. Mr. Hudson stated that cutting two (2) people in an effort to save money could not work and urged members to come by and take a look if they did not believe him.

Mr. Hutchison advised that a lot of the people coming in for service are upset, whether for being cut or for something else, and having to wait in line makes the situation worse. He stated that this department has a very important job of serving the community day in and day out, and it was important that they have adequate staff to be able to do the work.

Mr. Hosfelt stated that this situation reminded him of an occasion before he was on Council when 10 police officers were added, and the impact of the addition was not known. He noted that there was an upcoming budget and it was unknown what the budget would bring in the coming year. Mr. Hosfelt expressed concern that adding five (5) positions mid-year sounded good now; however, he was unsure what it would sound like in July.

Mr. Hare noted that Mr. Hudson had invited members to come by, and Mr. Hare stated that he had been by and seen people standing in line while two (2) people in the side offices were sitting, laughing, and talking. Responding, Mr. Hudson indicated that he did not know what Mr. Hare had seen. Mr. Hare stated that when there is a line, there should not be anyone in the offices and employees should be out there doing something, whether they are a director, supervisor, or something else. He indicated that he did not disagree with hiring three (3) employees to get back to full staff, and if two (2) more were needed, two (2) more could be brought in. Mr. Hare stated that Mr. Hudson had advised that it takes six (6) months to hire an employee. Responding, Mr. Hudson advised that he had said that it takes six (6) months once employees are onboard to be trained to a proficient level.

Mr. Hare indicated that he did not think that anything would be lost by adding just three (3) employees, noting that if two (2) more were needed in three (3) to five (5) months, members could return to this matter, since only so many employees could be trained at one time. Responding, Mr. Hudson asked what Council was basing this on, stating that staff deals with this every day. He indicated that staff's request was not so that things would be easy for staff and so they could sit back, but they were making this request for a reason.

Responding, Mr. Hosfelt indicated that he did not think the request was for the purpose of making things easy for staff; however, he was concerned that the department had not been fully staffed for a period of time that Mr. Hosfelt was still not clear on, yet they want to be fully staffed and add five (5) positions. He stated that he did not understand why the department could not become fully staffed incrementally, see where it stood, and then come back and ask for two (2) or three (3) more employees if needed. Mr. Hosfelt advised that this would make more sense to him, stating that he was looking through the information and understood it; however, he stated that he did not think it was fair to come to Council asking to fill six (6) vacancies and state that five (5) more employees were needed.

Mr. Hudson advised that everyone was quick to say that they did not remember the Customer Service Department having this many issues years ago. He explained that over a number of years the department had been through attrition and had lost people, and they had not been able to get new people in. Mr. Hudson recalled having a conversation with Mr. Koenig when Mr. Hudson first came, and the idea at that time was that staff could not be added because Council had mandated not adding to the head count. Mr. Hudson stated that he did not know what else he could do and had to work with what he had; however, after doing this for a year, a number of people were coming to see him on a daily basis, the Mayor, or Mr. Koenig. Mr. Hudson stated that this problem would not go away by kicking the can down the road and putting a couple people here or there. He noted that he was not trying to put a strain on the budget; however, many members had been there and seen the types of issues that staff was going through.

Responding to Mr. Hudson, Ms. Marney stated that there were four (4) employees who had been discussed in terms of vacations. Mr. Hudson advised that four (4) employees had been neglecting to take vacations because they felt this would put an undue burden on their co-workers, and some of these individuals were in danger of losing time that they had accrued if it is not taken before the end of the year. He indicated that there was no way they would be able to do this, stating that he was asking for these employees to be able to take vacation without having to worry about being an undue burden on their co-workers.

Mayor Christiansen stated that he respected the opinions of all members of Council; however, he goes to Customer Service two (2) or three (3) times per week and it was absolute chaos when he was there the morning before. He indicated that he believed that, in addition to being fiscally responsible to its citizens, the City owes citizens a modicum of customer service, and he asked Council to consider this. Mayor Christiansen advised that he had worked with Mr. Hudson and Customer Service staff from time to time and saw some of the angst that they go through. He stated that members should rely on Mr. Hutchison's observations, as well as those of the remaining Customer Service staff, and provide the customer service that members of Council and staff had pledged to provide to the citizens. Mayor Christiansen noted that when he was there the day before, there were 13 people in line waiting for the three (3) Customer Service Representatives that were

there, as well as office staff, to have their bills resolved, or to have bills reprinted as the City required in new procedures that were adopted in January. He advised that he was the tenth person in line waiting to pay his bill. Mayor Christiansen indicated that he was unsure if Customer Service should be sacrificed, since this results in people contacting the City about the lack of customer service. Mayor Christiansen advised that he was unsure if this matter should be explored more; however, people need to be put in the trenches, and he is not someone that does that willy-nilly.

Mr. Slavin stated that members were trying to make decisions and there was a hunger for more information in order to do so. In the interest of compromise and keeping the wheels in motion, he asked the makers of the motion to amend the original motion to withdraw their motions, and that the Committee consider entertaining a motion to pass this matter on without recommendation at this time, with instructions to bring it back to Council two (2) weeks hence with the staffing plan for all 11 positions, when the posting dates and hiring dates would be, what the impact of those dates would be, and financial information from Mrs. Mitchell, including whether all 11 would be hired and start on the same day and, if not, if some would start in this fiscal year and others after July 1, 2017. In this way Council could address some of the concerns about what the costs are.

Mr. Hare asked how long it would take to get back to the original staffing level of 17 full-time and four (4) part-time positions. Responding, Mr. Hudson advised that paperwork holds up hiring, noting that after the interview and everything else, selectees who have college degrees must get their transcripts and then go through a background check, which takes time. He noted that entering the holidays might affect those who are responsible for the background checks, stating that his own hiring in January was held up by the things such as having to get his undergraduate and graduate degree information from the University of Pittsburgh during the holiday time.

Mr. Hare agreed that this matter could be deferred as Mr. Slavin had requested, noting that staff was authorized to hire 17 full-time and four (4) part-time positions and this would not happen in two (2) or three (3) months.

Mr. Slavin stated that he had offered the opportunity for Mr. Hudson and others to put the request together position by position, including when it was anticipated to advertise, interview, and hire for the positions and members could then consider the fiscal impact of that. He advised that there were two (2) concerns: 1) the staffing level and timing, and 2) the impact on the budget. Mr. Slavin stated that he thought everyone was in agreement that they wanted to solve the problem of customer service, expressing his appreciation for what everyone there had been going through. He informed members that he had been to Customer Service, but staff did not know this because he had pulled his baseball hat over his head since he had not paid his electric bill. Mr. Slavin advised that staff was not only doing a good job, but when they were under duress he did not see one person working for the City act like they

were under pressure, and they did nothing but act in a professional manner. He asked Mr. Hudson to pass that along to everyone there and thank them.

Mr. Sudler withdrew the motion to recommend approval of staff's recommendation for additional staffing for Customer Service, as presented. Mr. Hutchison withdrew his second.

Dr. Stewart withdrew the motion to amend the motion to three (3) full-time positions instead of the requested five (5). Mr. Hosfelt withdrew his second.

The Committee passed this matter on without recommendation to full Council for consideration at the next Council meeting, and instructed staff to provide a staffing plan with details of the timing of all 11 proposed hirings, as well as the fiscal impact on both FY 17 and FY 18.

During the Council meeting, Mr. Hare advised members that the proposal to increase the level of employees in Customer Service was brought before the Legislative, Finance, and Administration Committee, who had no recommendation and decided to send this matter to Council for further discussion and decision.

Mr. Slavin noted that staff had instructions from the Council Committee of the Whole to provide a staffing plan, the timing of the proposed hiring, and the impact on the FY 17 and FY 18 budget.

Referring to the Customer Services Department Staffing Needs Assessment Update 11/18/2016, Mr. Kirby Hudson, Assistant City Manager, advised that the top section of the spreadsheet, Current Vacancies, contained the information that Council had requested, including position posting date, when interviews were set up, the candidate to be chosen, and the hiring date. Referring to the Additional Vacancies Not Reported on Needs Assessment Prepared on 9/21/16 section of the spreadsheet, he stated that Ms. Denise Roberson, Customer Service Supervisor, had submitted her letter of retirement approximately two-and-a-half weeks ago, noting that she was a very important person in the organization. In addition, he stated that Mr. Ryan Carroll, who started off in Metering would be returning to Metering. Mr. Hudson explained that Mr. Carroll wore a number of hats and was out on the floor in the Customer Service area or working as a cashier and would be a great addition to Metering, which was missing some people. With reference to the New Positions section of the spreadsheet, Mr. Hudson stated that these were brand new positions being sought, in addition to backfilling the Current Vacancies.

In regard to Succession Planning, Mr. Hudson stated that starting in January, seven (7) employees would be eligible for retirement and would potentially be leaving at some point in the future. He noted that nothing had been heard about them retiring, but it is generally lucky to hear anything about retiring ahead of time. Referring to Cost Evaluation, Mr. Hudson advised that this information was provided by the Human Resources Department and pointed out the highlighted area which reflected a cost of approximately $194,000

In regard to the impact on the budget, Mr. Hudson stated that staff had pointed out that there were three (3) areas for carry-forward that had been approved by Mrs. Donna Mitchell,

Controller/Treasurer. He noted that there was approximately $60,937.50 from the Electric Fund, $19,597 from the Water/Wastewater Fund, and $16,965 from the General Fund. Mr. Hudson advised that they recently found out from a memo from Mrs. Mitchell that there was an additional $45,695 carry-forward in FY 17 from unspent funds from personnel savings.

Mr. Hutchison advised that the staff and personnel who work in the Customer Service Department have a very demanding and important job and, from personal experience, when you make a phone call there and get no answer and the phone rings and rings, that is wrong. He stated that the City must be able to take care of customers' needs and it was not doing that. Mr. Hutchison indicated that he, personally, had a bad experience there, as did Mr. Sudler, and this was not fair to the employees or to the City's customer base. He stated that he strongly supported addressing this issue and adding the current staff needed to take care of customer service and the Department's employees in doing the job that they are supposed to do.

Mr. Hudson stated that part of the problem was that, when trying to staff these positions, people generally think that all Customer Service people do is sit and answer the phone, take money, and that is the end of it. He noted that there is much more to the job, in addition to the heat that these individuals take when the lines are not moving fast enough. Mr. Hudson advised that he had been with this staff for approximately a year, since Mr. Scott Koenig, City Manager, asked him to help oversee all the operations. Mr. Hudson stated that the five (5) additional people requested would by no means put staff in a position to sit back, relax, and have down time. He explained that everything being asked for was needed, and he assured members that a lot of the complaints being discussed now would disappear if he got the right people.

Mr. Hare advised that he agreed with Mr. Hutchison to a certain degree; however, there was a need to be back to the full staff level first because the delays now were based on being down four (4), five (5), or six (6) people. He felt that it would behoove the City to get back to the full staff level and see how that works before deciding whether to add another six (6) or seven (7) people.

Mr. Hudson stated that prior to his time with the City, they were at the full staff level and it was not working, and this was why he was asked to come in and see what he could do about looking at things differently. He noted that having people leaving one (1) or two (2) at a time compounded the problem, and the Department was never at an optimal level. Mr. Hudson indicated that two (2) years ago, there were still complaints about long lines and people waiting on the phone, maybe not for 45 minutes, but certainly for 25 minutes or a half hour. He stated that filling the existing vacancies would be going back to what he was trying to fix in the beginning. Mr. Hudson advised that they would love to be able to wave a magic wand and get all 11, or however many people, there at once, but this would not happen. He explained that it takes time to get the right person, noting that they received over 100 applications for one (1) customer service agent position but had perhaps three (3) people that they seriously considered after going through everything. Mr. Hudson advised that everybody else was just putting in applications because they needed a job but did not have the skill set. He indicated that he had promised Mr. Koenig, the Mayor, and staff that, when all was said and done, he wanted Customer Service to be one (1) of the premier departments of the City, noting that he had only heard negative things about the Department when he came to the City. Mr. Hudson explained that he took the challenge to do better than just straightening it out so that it would not to be a department that people were trying to run away from but instead a place where they would like

to work. He stated that he cannot do this if he does not have people. Mr. Hudson stated that members were correct in saying that it is not fair to their constituents and residents, and someone who takes time from their job on their lunch hour to pay a bill should be in and out and not wasting their time waiting on the phone or being online to get service.

Mr. Lewis stated that it was important to provide constituents with essential services, and this was an essential service. He indicated that since Mr. Hudson could assure him and this Council that it would not affect the budget, that there is funding in the budget, and Council will not have to raise taxes because of this, he could support it. He thanked Mr. Hudson for his initiative in preparing the presentation.

Mr. Sudler asked if this department was the main source of income and money maker for the City of Dover. Responding, Mr. Hudson stated that it was the largest source.

Mr. Sudler indicated that, as a business owner, he knew the importance of good customer service as a business model, and if the City does not have good customer service, its business model would depreciate and profits would be affected. He stated that he fully reported staff's recommendation and felt that it was imperative that Council give the staff needed to be successful so that constituents will feel that their needs are being addressed ASAP, and that the frustration that they and Mr. Sudler were feeling as consumers, would no longer be in existence.

Mr. Cole asked if additional staff had previously been requested midway through a budget year by departments who were down and not fully staffed. Responding, Mr. Koenig advised that it had happened before, the largest request being the addition of police officers three (3) budget cycles ago. Mr. Koenig informed members that the initial memo had indicated that staff was asking for an increase in the budget for the Customer Service area of approximately $97,000 for FY 17. He explained that this additional funding would come from carry-forwards from FY 16 and be funded, if authorized by Council, when staff brings the budget amendment forward. Mr. Koenig noted that the information in the email from Mrs. Mitchell dated November 21, 2016, regarding FY 16 and FY 17 Budget Savings indicated that the City has some salary savings in the current budget for FY 17, at least in the General Fund. He stated that a budget adjustment would need to be made, at least in the Water/Sewer and Electric Funds, that would cover the additional cost associated with the request. Mr. Koenig advised that the annualized cost to fully fund the proposal in FY 17 dollars was roughly $195,000 for the full year with everybody on board. He stated that the FY 18 cost of the same thing would probably be a 3% - 5% increase because there would be a step increase that is under contract, there may be some adjustments related to medical insurance, and staff was not sure of the cost at this point. Mr. Koenig estimated that the FY18 cost of the proposal would probably be roughly $205,000 if fully staffed all year from July 1, 2017 to June 30, 2018.

Mr. Cole asked if taxes were raised when positions were added to the Police Department. Responding, Mr. Koenig stated that they were; however, a combination of things happened. He explained that those 10 positions were authorized in December, several police officers were sent to the academy in the spring, and the balance of the complement went to the academy in September of the next year. Mr. Koenig advised that in the intervening time between December and July, there was a proposed tax increase that accompanied that budget, and one (1) of the drivers was the additional police officers. He stated that in the case of the Police Department, it probably took two

(2) budget cycles to see the full cost because there were additional costs that had to be woven into the budget over more than one (1) cycle to get the full cost of those 10 officers in the budget. Mr. Koenig advised that he believed that those officers are fully staffed or at least in the academy at this point and will be making their way out to the streets shortly. He stated that in the case of Customer Service, staff was recruiting for existing positions. Mr. Koenig indicated that two (2) vacancies were happening, one (1) because of retirement and one (1) because a person was going back to the area where they previously worked; therefore, there were vacancies plus the additional positions. He stated that the $97,000 was probably a slight overestimate of the amount of money that would be needed because the City would have to get those positions filled.

Mr. Koenig stated that, as Mr. Hudson had indicated, there had been a lot of interest in positions, but as the funnel whittles down to the people that are interested, qualified, and that the City wants to represent its customers, the group of people tends to narrow, and it will take time to get fully staffed. He advised that, from the management standpoint, if the proposal was authorized, staff would then have the goal in mind and could work toward getting fully staffed, noting that full-year costs would hit the full budget in FY 18.

Mr. Hosfelt asked Mr. Hudson if he could guarantee that there would not be a tax increase in the next fiscal year to cover the request. Responding, Mr. Hudson stated that this was what the figures were showing. Mr. Koenig stated that staff cannot guarantee at this point that there would not be any rate or tax increases as part of the FY 18 budget. Mr. Hosfelt agreed, stating that this was the point he was trying to make. He stated that he was being told that going into next year and looking at a coming item on the agenda, members were looking at adding approximately $355,000 to the budget, and the budget process for the next year had not even been started.

In response to Mr. Koenig, Mr. Hosfelt stated that he was talking about a second request, and Mr. Koenig stated that this item was a potential addition to the budget. Mr. Hosfelt noted that $355,000 would potentially be added to a budget that they had not started, yet someone was telling him that there would not be a tax increase. He stated that he also wanted to have all the staff; however, the Department was not even fully staffed and did not know where it had been. Mr. Hosfelt suggested getting fully staffed and coming back with numbers to tell members where they are, what the call volume is, and how much time it is taking when fully staffed. He advised that he could not support this request until becoming fully staffed, stating that a lesson should have been learned three (3) budget cycles ago. Mr. Hosfelt advised that a 19% tax increase had then been sold in the interest of public safety. He indicated that he wanted to support the workforce but could not support it with this plan, stating that if they want to be fully staffed, they must give him some numbers based on that.

Mr. Hudson stated that he heard what Mr. Hosfelt was saying; however, the Customer Service Department system was not working when he first got here. Responding, Mr. Hosfelt noted that no one came to him or to Council at that time saying that this needed to be done. Mr. Hudson stated that no one in the Department felt that they had a voice, noting that he was the first to stick up for the whole crew. In response, Mr. Hare noted that the City Manager had stuck up for them as well.

Mr. Hudson stated that he did not want this body to be disillusioned, since if they were at full staff the Customer Service Department would still have the same problems, which would not go away.

He expressed his hope that by taking this route he would have leeway further down the line to make things better and reiterated that the problems would not just disappear because they were at full staff.

Mr. Hare, concurring with Mr. Hosfelt, stated that they could come back and look at this when the department is fully staffed to save the City from hiring another seven (7) people. He indicated that maybe only another two (2) or three (3) people were needed, noting that the department had not been fully staffed for so long that this was unknown.

Mr. Hudson asked that members look at what was being proposed, which was more than just bodies, but included where those people would work. For example, he stated that there were five (5) full-time Customer Service Agents in the front, some of whom would still be responsible for servicing a customer and getting on the phone when that customer is done. Mr. Hudson advised that, as part of the proposal, two (2) part-time people would be in a call center and would be answering the phone at staggered times. The five (5) people out in front would not necessarily have to man the phones since there would be dedicated people in the back. During high volume times, Staff can be adjusted to make things faster as a whole.

In addition, Mr. Hudson stated that there would be full-time, qualified people out on the floor, rather than part-time people who may stay for a few weeks, be trained, and then be out the door because they found a full-time job, noting that the proposal would eliminate this. He advised that there would also be a full-time collector, which the Department had not had in many years. Mr. Hudson indicated that it was staff's hope that this collector could be on the phone as soon as a customer is one (1) day late, which would help cut down on sending out meter readers to cut power. He explained that older accounts were being sent to SIMM Associates, the new collections agency, but that is for older accounts that staff could not get to previously under regular circumstances. Mr. Hudson stated that staff had a plan and was also looking to backfill someone in the cashiers section, noting that cashiers take in a lot of money.

Mr. Koenig advised that the total staffing level would take the Department back to roughly the same staffing level it was at in FY 2008. He noted that the positions would be in different places because in 2008 there were a number of meter readers, and new technology had taken that over. Mr. Koenig explained that the problem staff was experiencing was that there were more accounts, in some cases hundreds more accounts. He stated that the Leander Lakes apartment complex next to the new Dover High School represents hundreds of rental accounts, which are more time intensive than single-family home ownership because they turn over more. Mr. Koenig noted that staff must get copies of leases and lease addendums and there are a number of different things associated with rental properties. He reminded members that there had been discussion at the Council level about the number of rental properties in the City, and that number has a direct effect on the customer service operation.

Mr. Koenig advised that staff was asked by members to come before Council with a proposal to resolve their concerns about the level of service, noting that more than one (1) councilperson had expressed dissatisfaction with the level of service. From a staffing standpoint, he stated that staff had spent the better part of five (5) years trying to hold the line and reduce staff to the point where some systems had failed, and he had heard about this failure from a number of members of Council. Mr. Koenig informed members that Customer Service is the area that collects roughly $140M in

revenue for the City, from water and sewer payments to tax payments and miscellaneous bills. He indicated that $130M - $140M runs through this office, and this is the cash register for the City. Mr. Koenig stated that when staff tries to get customers to pay the City on time, they are unable to cut service to the number of people who owe money because there is not only the activity of creating the cut list, but also doing cuts and reconnects. He advised that this cannot be done with the number of people that are assigned to these activities. Mr. Koenig stated that this leaves a growing level of money owed to the City of Dover, noting that it is not comfortable talking to Council about this because staff are the ones who are held accountable for collecting the funds. He indicated that he understood the frustration of being in the middle of the budget year; however, staff was there because several members of Council asked them to prepare a plan and bring it forward. Mr. Koenig advised that this could wait until the next full budget; however, the decisions would not get any easier or cheaper because these five (5) people would still cost roughly $195,000 if they are hired in July of next year versus January. He stated that, in the current environment, staff could not guarantee that there would not be a tax or utility rate increase proposed because of things happening around the City. He stated that it was unknown what the State would do regarding State revenues. Mr. Koenig stated that this proposal, annualized as a $140M revenue, was not a lot of money in the big context of the budget. He noted that starting to add three (3) or four (4) different things would make it tough to bring in a balanced budget for FY 18; however, a number of people that have day-to-day interaction with this department were dissatisfied with it. Mr. Koenig stated that it was not because employees were not trying to provide a level of service. He noted that it is a difficult environment, some of the customers are angry, everybody wants immediate service as soon as they walk in, and nobody likes to stand in line and wait to be addressed for these types of activities. Mr. Koenig explained that staff was stuck between a rock and a hard place, wanting to provide the level of service but simply unable to do so with the existing people. He noted that adding in vacations, lunchtime, auto accidents, or illness makes the problem even worse.

Mr. Koenig stated that there were people retiring who had been there for at least 20 years and usually 25 plus years, which does not result in a one-to-one replacement. He noted that an employee working in this system for 25 years knows the utility billing, accounting, and customer service side, and it takes a substantial amount of time, a year or more, for someone new to learn the job. Mr. Koenig reiterated that staff developed this proposal because they had been asked to address the issue. He stated that he was hopeful that Council would authorize the additional funds to address the issue so that staff could go back, finish the plan, and put together a level of service that will reduce the complaints that members had been receiving with respect to this activity.

Mr. Cole suggested that some kind of compromise would move this matter forward.

Mr. Sudler stated that he was one of the Council members who asked for a proposal and could no longer stand by and watch his constituents be frustrated, or get the calls that he had been getting. He also stated his personal concerns about watching the City's Customer Service Department depreciate, based on the budget. Mr. Sudler expressed respect for members' concerns about the budget; however, he stated that constituents were the first priority and if constituents were saying that this was not working, Council had to make the tough decision to rectify the problem. He stated that he would support staff's recommendation and thanked the employees who had sacrificed by deferring their vacation time until it can be given to them. Mr. Sudler indicated that he did not feel

it was fair to employees to play with their vacation time because members cannot come to an agreement to authorize them to have adequate employees to provide great customer service.

Mr. Hare asked when the office was last fully staffed. Responding, Mr. Koenig estimated that they had been fully staffed two (2) years ago and had been down a couple of people for two (2) years.

Mr. Hare stated that the Department had been working without full staffing for the last two (2) years and all of a sudden needed five (5) more people. He indicated that they needed to be back to full operational staff and then see if two (3), three (3), or seven (7) more people were needed.

Mr. Hudson stated that two (2) years ago there were not enough staff to go out and make cuts. Responding, Mr. Hare advised that this matter was brought to members now, not two (2) years ago, and now it was being said that seven (7) more people were needed. In response, Mr. Koenig stated that five (5) full-time employees were needed. He explained that some of the part-time employees were created out of a full-time position several years ago in trying to maximize the number of hours that were available. Mr. Koenig reiterated that a number of retirements had created additional challenges. He stated that the request was for an increase in full-time staff of five (5) employees and a reduction of part-time staff from four (4) to two (2).

Referring to the Customer Services Department Staffing Needs Assessment, Mr. Hosfelt noted that the Department lost an employee on January 20, 2016 and it took three (3) to four (4) months to get permission to recruit. Responding, Mr. Koenig advised that this collections position was being held because staff was asking to convert it to full time. He explained that this occurred prior to Council becoming interested in this issue.

Mr. Hosfelt asked Mr. Sudler how many complaints he had received. Responding, Mr. Sudler stated that he could not answer offhand; however, there are 30 units leased at his property and all of them complain, in addition to others in the Fourth District. Mr. Hosfelt asked if Councilman Sudler had any idea how many there were, and Mr. Sudler stated that he did not. Mr. Hosfelt noted that there are 38,000 people in the City and members were possibly advocating to raise taxes for 30 people, and questioned what the percentage was.

Mr. Neil advised that the bigger picture was the image of the City and how to serve constituents. He stated that complaints had come not just from Mr. Sudler but from Mr. Hutchison and others that the City was not doing its job. Mr. Neil stated that he would vote to approve the request, but if it was approved it would take a long time before people would be hired, trained, and doing the job that is necessary. He noted that, in the meantime, the money would not be spent until the employees are hired, trained, and gearing up to do the job. Mr. Neil indicated that these are the people who are responsible for bringing money into the City for the services that customers are paying for. He expressed the need to give staff a chance, based on what had been discovered and proposed. Mr. Neil stated that there would not be an immediate result and it would take time; however, there was a need to give this plan a chance to perform, which could not be done by waiting to see what happens when everybody authorized is hired. He noted that hiring the employees who were already authorized would not do the job because it would only allow staff to catch up to what they had not done before.

Mr. Hutchison stated that Mr. Hudson had been there on an everyday basis for the last year, and Mr. Hutchison had listened to Mr. Hudson's frustrations, concerns, and complaints. He acknowledged that it took Mr. Hudson a year to bring this matter forward but, based on Mr. Hutchison's personal experience and discussion with Mr. Hudson about the frustrations in the workplace, he did not feel members had a choice and must step up to the plate and address this issue.

Mr. Hare questioned why it was not being made a priority to get the positions filled, noting that the office had not been fully staffed for two (2) years. He asked why the Human Resources (HR) Department was not getting them filled. Mr. Hare acknowledged that there may be some issues and he had been to Customer Service both when there were lines and when there were not, and had seen people sitting in the offices. He stated that there had been complaints and he could understand if the department had been fully staffed for two (2) years and the City was having these issues. Mr. Hare indicated that he would like to see what it would be like if it were fully staffed. He stated that it could take six (6) or eight (8) months to get back to full staff based on what had been happening in the last two (2) years and until they were fully staffed, he could not support another five (5) full-time people.

Mr. Sudler moved to accept staff's recommendation to approve the five (5) additional employees for the Customer Service Department. The motion was seconded by Mr. Hutchison.

Mr. Hosfelt stated that he thought it was amazing that Council was going to do this for less than 1% of the population.

Mr. Lewis asked if the Customer Service Department was an important department in the City that had in the past brought in revenue to offset tax increases, and Mr. Koenig stated that it absolutely had.

The motion to accept staff's recommendation to approve the five (5) additional employees for the Customer Service Department to relieve stress was carried by a roll call vote of five (5) yes (Mr. Sudler, Mr. Neil, Mr. Lewis, Mr. Hutchison, and Mr. Slavin), three (3) no (Mr. Cole, Mr. Hosfelt, and Mr. Hare), and one (1) absent (Mr. Anderson).

Study of City's Current Recruitment/Hiring Processes (Request of Councilman Lewis) (Deferred by the Committee during the meeting of October 25, 2016)
The Committee deferred this matter until the conclusion of the Human Resources fact-finding investigation, which was just approved at last night's Council meeting (11/14/2016).

Proposed Ordinance #2016-21 Amending Chapter 2 - Administration, Article IV - Officers and Employees, Division 5 - City Clerk, Section 2-281 - Appointment; Chapter 22 - Buildings and Building Regulations, Article II - Building Inspector, Section 22-31 - Office Created; Appointment; and Chapter 46 - Fire Prevention and Protection, Article III - Fire Codes, Section 46-124 - Fire Marshal (Deferred by the Committee during the meeting of October 25, 2016)
Mr. Hutchison informed members that under the current ordinance, the Fire Marshal, the Building Inspector, and the City Clerk come up for reappointment at the Annual

Council meeting, and these individuals serve at the pleasure of Council. He recalled that Mr. Lewis had made a very good point at his very first meeting that he did not feel comfortable in voting to support these individuals because he did not know them and had not had an opportunity to work with them. Mr. Hutchison stated that if the ordinance were changed, these individuals would not have to come up for reappointment, and he reiterated that, once they are appointed, they serve at the pleasure of Council.

Mr. Sudler asked if members would have to evaluate their performance if they were not up for reappointment and, if not, if Council would be able to terminate their employment without a performance appraisal. Responding, Mr. Hutchison stated that the Proposed Ordinance would do nothing about evaluation and Council would still have a responsibility to evaluate its staff on a regular basis.

Mr. Sudler questioned what the advantage would be of changing what is currently in place. In response, Mr. Hutchison stated that these individuals, in most cases, had been appointed a long time ago, and the advantage would be that new individuals who were just elected to City Council and do not know staff would not have to vote on them. Mr. Hutchison noted that these individuals would have already been confirmed based upon their education, experience, and job knowledge and they would still serve at the pleasure of the Council.

Mr. Lewis stated, with all due respect to Councilman Hutchison, that he thought members were treading in murky water with this proposal. He noted that, when first sworn in to Council, he had made the comment that he did not have time after just coming onto Council to evaluate or review the personnel files, and thought it would be inappropriate to vote on someone that he knew nothing about. He indicated that he still stood by this. Mr. Lewis stated concern that by adopting the ordinance, members would be creating a Supreme Court where these people would be put in for life terms.

Mr. Hutchison stated that it was important to keep in mind that staff appointees serve at the pleasure of Council and they would carry on after having been appointed by Council before. He reiterated that every year newly elected officials were being asked to look at someone that they really do not know.

Mr. Lewis asked if it was not members' duty as elected officials to reappoint these individuals, noting that this practice had been in existence for years. He stated he was sure that this practice had been in practice when Mayor Christiansen was serving as City Council President and that it had been implemented for a reason.

Mr. Hutchison asked members to keep in mind that these employees serve at Council's pleasure.

Mr. Lewis stated that he understood; however, he had dialect with the Human Resources (HR) Director and was told that this was not true and that Council and the

employees may serve at Council's pleasure, but Council cannot just dismiss these employees like that and has to take progressive discipline. Mr. Hare stated that Council did not have to.

Mr. Hutchison expressed his hope that Council would use progressive discipline. He stated that it would not be fair to even consider telling someone who walked in today that they were done, and it would absolutely be the responsibility of Council to sit down, discuss this, and evaluate them.

Mr. Lewis indicated that if Council would like to dismiss a Council appointee mid-year, this would become very controversial and possibly bring lawsuits, and Council would be stuck trying to find somebody, as opposed to keeping the current practice and deciding not to reappoint them at Council's annual meeting if they were dissatisfied with performance. Mr. Hutchison questioned how many times this had been done over the last 50 years. Responding, Mr. Hare indicated that he knew of two (2) times. Mr. Hutchison asked members to consider appointing these individuals and not having to reappoint them every year at the Annual Meeting.

Following up on what Mr. Lewis had said, Mr. Hare stated that two (2) years ago there were five (5) new Council members. He asked what those five (5) people would do if they did not want to reappoint someone who had been there forever. Responding, Mr. Hutchison advised that if Council had a problem with one (1) of these staff members, they would not want to wait until the Annual Meeting to say goodbye.

Mr. Hosfelt stated that if an employee was not reappointed, as Fire Marshal for example, they would still be employed by the City, and Council would not be able to terminate a person without cause because they have five (5) votes. He indicated that he thought that this would probably apply to only two (2) positions within the City.

Mr. Hare indicated that he thought the City Solicitor and Deputy City Solicitor should be appointed every year because members might want to find out if someone else could offer a better deal rather than Council saying that they would not worry about it and go with whatever the City is charged. Mr. Hare estimated that it takes approximately 10 minutes every year to reappoint everyone and stated that he thought this would be changing something that really does not need to be changed.

Mr. Sudler advised that he is always open to new ideas but was not comfortable with how this would impact Council's power in regard to removing or appointing. He indicated that he would abstain from voting if this matter was voted on that night, stating that he was not comfortable and that more information and clarity was needed to make an educated decision on how this would affect City Council members and their right and power to appoint or remove someone. Mr. Sudler stated that, with all that had gone on recently in general, he was not comfortable giving someone supreme power where they would be appointed forever.

Mr. Slavin thanked Mr. Hutchison for bringing this issue up. Noting that this conversation was probably unsettling to appointees, he advised that he wanted to make sure that they understood that this was not directed to anyone in particular, stating that this was not the import of the dialogue that members were having. Mr. Slavin stated that, in his opinion, there was a huge difference between removing an appointee and simply not reappointing someone. He advised that at-will employees serve at Council's pleasure and that the advice that Mr. Lewis was given was simply not the case. Mr. Slavin stated that there is a legal opinion that states that they serve at Council's pleasure, and case law supports that as well; however, there is a court of public opinion, and removing someone in the middle of an appointment requires Council to explain that in ways that are understood and accepted by a large portion of the City. As a clear example, he indicated that the ordinance governing the City Manager states that if the City Manager is removed, Council has to provide reasons why. Mr. Slavin stated that it is clear that there is a reappointment process, but there is also a process which is similar, yet not similar, for removal. He advised that he would be very careful about this, stating that he feels it would be a very slippery slope and he has the feeling that it is not broken.

Mr. Lewis stated that he had just been offering a synopsis with respect to why he did not think this measure should be approved. Mr. Slavin stated that Mr. Lewis had referenced receiving advice saying that Council had to go through progressive discipline and, legally, this was not the case. Mr. Lewis stated that he had dialect with the HR Director and that is what he was told.

Mr. Sudler moved to defer this matter for additional research and clarity for future reference.

As a point of order, Mr. Slavin stated that deferring usually carries a date to be deferred until and that Mr. Sudler could postpone it indefinitely. Mr. Sudler withdrew his motion.

Mr. Lewis stated that, with respect to having dialect with the HR Director, he was also told that progressive discipline was in the City's Employee Handbook.

The Committee recommended postponing the issue indefinitely.

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

Proposed Ordinance #2016-26 Amending Chapter 2 - Administration, Article III - Standing Council Committees

Members were advised that during their Regular Meeting of December 14, 2015, City Council adopted Resolution No. 2015-16, which changed the Committee meeting format to a Committee of the Whole format on a trial basis. On May 23, 2016, Resolution No. 2016-05 amending Resolution No. 2015-16 by setting the Committee of the Whole meetings for the second and fourth Tuesdays of the month through

May 31, 2017, was adopted. It also directed that, if Council chooses to adopt this meeting format, an Ordinance amendment regarding the Standing Committees would be presented for adoption prior to the Annual Meeting in May.

Mrs. Traci McDowell, City Clerk, advised members that the Proposed Ordinance would set up the Council Committee of the Whole with each of the Council standing committees serving as subcommittees. The Council President would chair the Council Committee of the Whole and select the chairs of the subcommittees. She advised that the Council President and the chairs of the committees would each select one (1) civilian member to serve, as is currently done.

Mr. Lewis asked, if this route was chosen, if only one (1) civilian would be appointed, since the whole Council would be present. Responding, Mr. Hare stated that the Council President and the committee chair would each appoint one (1) civilian member.

Mr. Lewis questioned if civilians were necessary if the full Council would be present. Responding, Mayor Christiansen stated that when the original committee format was established many years ago, it was felt that civilians should be brought on as part of the committees in order to have a broad view of City issues and the input of the public. He stated that he thought it imperative that this format continue because, while the Mayor and members are elected officials, it is important to have citizens participate on any issues brought before Council. Mayor Christiansen cautioned Council not to abandon the time-honored tradition of having citizens participate from ground zero in the committee format. Mr. Lewis stated that he had the utmost respect for Mayor Christiansen and would definitely keep this under advisement.

The Committee recommended adoption of Proposed Ordinance #2016-26.

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

Proposed Ordinance #2016-27 Amending Chapter 18 - Animals, Section 18-4 - Running At-Large, Section 18-5 - Dog Licenses Required, and Section 18-10 - Same-Seizure and Impoundment, and Appendix F - Fees and Fines

Lieutenant Christopher Hermance, Special Forces Unit Commander, Dover Police Department, advised members that in January, the Department's Animal Control Officer initiated warrants on a suspect. In the text of the charge, the City ordinance referred to Title III and Title VII of the Delaware Code; however, at the first of the year the State changed all the animal-related charges to Title XVI under Health and Human Services, which the Office of Animal Welfare falls under. Lieutenant Hermance stated that the City's ordinances were referring to charges that do not exist. He reviewed changes made in the Proposed Ordinance, noting that, Sec. 18-4. - Running at large. (a) Unlawful would be changed to state that "It shall be unlawful for any person to permit any dog to run at-large" rather than any animal. Lieutenant

Hermance noted that the Department can only enforce the ordinance in relation to dogs, since this was all that they are capable of handling at this time.

Staff recommended adoption of the Proposed Ordinance.

Mr. Hosfelt moved to recommend adoption of Proposed Ordinance #2016-27, seconded by Mr. Hutchison.

Mr. Hare asked if the City would eventually get to cats. Responding, Lieutenant Hermance informed members that the Department was only able to take dogs to the Brandywine County Society for the Prevention of Cruelty to Animals (SPCA), and there are no contractors for cats at this time. He noted that staff was working with the Office of Animal Welfare to look at agencies that might come in with grant-related activities to collect the numerous cats in town.

The Committee recommended adoption of Proposed Ordinance #2016-27.

During the Council meeting, Mr. Lewis requested clarification, stating that he went home and re-read the code after the last Council Committee of the Whole meeting. He advised that under Section 18-4.(b), the last sentence states, "Should any police officer or animal control officer be unable, after using reasonable and diligent efforts, to apprehend such animal, he may destroy it." Mr. Lewis questioned the word "destroy", stating that mistakes happen, and if an animal hops a fence or digs a hole under it and gets out, the animal control officer tries to apprehend the dog. He stated that he has a dog that would not come running to the animal control or police officer and may be hesitant. Mr. Lewis asked if the officer would be authorized to shoot the dog. Responding, Police Chief Paul Bernat stated that officers had destroyed dogs in the past and those were vicious dogs, not dogs that could not be apprehended. He stated that this would be covered the way the code was written.

Mr. Lewis indicated that he would like to amend the ordinance to state "if the dog is vicious and attacks the officers." Chief Bernat noted that the dog could attack other people as well.

Mr. Lewis stated that other individuals could also be included. He advised that he would be pretty upset if his dog dug a hole, got underneath the fence, was at large, did not come to the officer when called, and was destroyed, under the code as written.

Mr. Lewis moved to amend the ordinance to state "if the dog is vicious and attacks the officer or others," seconded by Mr. Sudler.

Mr. Slavin advised that there was a motion to amend the proposed ordinance to include language referencing an animal acting in a vicious capacity toward the public or to the officer, with the exact language to be brought forward.

The motion to amend the proposed ordinance to include language referencing an animal acting in a vicious capacity toward the public or to the officer, with the exact language to be brought forward was unanimously carried.

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 during the meeting of October 25, 2016)
The Committee recommended postponing this matter indefinitely.

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

Mr. Lewis moved for acceptance of the Council Committee of the Whole Report, seconded by Mr. Sudler and carried by a unanimous roll call vote (Mr. Anderson absent).

REVIEW OF REQUEST FOR UTILITY CONNECTION ASSISTANCE - 420 REED STREET

During their Regular Meeting of September 26, 2016, City Council referred the request for utility connection assistance at 420 Reed Street back to Staff for a report back in 60 days.

Mr. Scott Koenig, City Manager, advised that the MauTiste Investment Group, Michael Maupin, Managing Director, had proposed the construction of six (6) duplex residential units at 420 West Reed Street. He stated that the request for utility connection assistance for the project included electrical system upgrades in the amount of $7,100 and water/sewer system upgrades in the amount of $59,915.

With regard to requests for assistance in the Downtown Development District, Mr. Koenig recommended that the City of Dover budget $50,000 for utility connection assistance for each utility (water, sewer, and electric) for a total of $150,000 per budget year. He recommended that the funds be reserved on a first-come, first-served basis and that the funding be capped at a maximum of $25,000 per utility, per project. Mr. Koenig advised that the previously approved allocation of $30,000 from the water fund to Mr. Brandon Pelton for the proposed extension of water service and fire line to 131 West Loockerman Street would be honored; however, future requests could not exceed $25,000.

Mr. Koenig recommended that the $150,000 for FY 17 be included in the first budget amendment being considered by City Council in the coming weeks. He noted that the water, sewer, and electric funds had prior year favorability from FY 16 which could be used to fund this incentive for FY 17. Mr. Koenig stated that the future funding will become part of the baseline budget request for FY 18 in the amount of $150,000. He advised that if the recommendations were approved, the MauTiste Investment Group would qualify for $7,100 reimbursement for electric connection expenses, up to $20,000 in water connection assistance, and up to $25,000 in sewer connection assistance.

Mr. Koenig noted that there had been substantial discussion about the costs associated with the extension of utilities in the downtown area being a detriment, or cause for delay, for a number of projects. He advised that this is an extension of infrastructure to serve existing and/or future customers, not an extension of free service, and that all of these extensions actually add value to the

property which indirectly, at some point, increases the taxable value of the property and increases the City's revenue projection from these properties in the future.

Mr. Koenig reminded members that the City had granted exemptions for building and other permits and had offered a tax incentive, in addition to reimbursements available from the State and County, to entice additional development downtown. He stated that those incentive had not been enough to spur the expansion that they expected to see in the Downtown Development District.

Staff recommended authorizing the City Manager to budget $150,000 in the first budget amendment to the FY 17 budget and to implement a utility connection assistance incentive in the Downtown Development District, with the exception of a previously approved incentive in the amount of $30,000 for 131 West Loockerman Street. The incentive package will not exceed $25,000 per utility per project. Incentives are committed on a first come first served basis.

Mr. Sudler moved for approval of staff's recommendation. The motion was seconded by Mr. Hutchison and carried by a roll call vote of six (6) yes (Mr. Sudler, Mr. Neil, Mr. Lewis, Mr. Cole, Mr. Hutchison, and Mr. Slavin), two (2) no (Mr. Hosfelt and Mr. Hare), and one (1) absent (Mr. Anderson).

ELECTION OF OFFICERS - ROBBINS HOSE COMPANY - YEAR 2017 FIRE LINE OFFICERS

The Fire Line Officers of the Robbins Hose Company are elected annually on the third Monday of November. Members were provided the results from the November 21, 2016 Robbins Hose Company Election for consideration as follows:

Fire Chief	-	Carleton Carey, Jr. *(uncontested)*
Deputy Fire Chief	-	Ronald Rhodes *(uncontested)*
First Assistant Fire Chief	-	David Carey *(uncontested)*
Second Assistant Fire Chief	-	Glenn Whitt *(uncontested)*
Third Assistant Fire Chief	-	Michael O'Connor, Jr. *(uncontested)*
Fourth Assistant Fire Chief	-	Michael O'Connor, III *(uncontested)*
First Fire Line Captain	-	Christopher Jacobs
Second Fire Line Captain	-	Sean Byron *(uncontested)*

By consent agenda, Mr. Neil moved for acceptance of the Fire Line Officers for Robbins Hose Company No. 1 for the Year 2017, as submitted. The motion was seconded by Mr. Lewis and carried by a unanimous roll call vote (Mr. Anderson absent).

REZONING REQUEST FOR PROPERTY LOCATED ON THE WEST SIDE OF MCKEE ROAD - FIRST READING OF PROPOSED ORDINANCE #2016-28

A request was received to rezone property located on the west side of McKee Road north of College Road between 1216 and 1282 McKee Road, consisting of $4.35^{+/-}$ acres, owned by George J. Kays and John J. Kays. The equitable owner is Medcore Partners c/o Michael Graham. The property is currently zoned C-PO (Commercial and Professional Office) and subject to the COZ-1 (Corridor Overlay Zone) and the proposed zoning is IO (Institutional and Office) and subject to the COZ-1 (Corridor Overlay Zone).

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

Mr. Hare moved to refer the request to the Planning Commission on December 19, 2016 and set a public hearing for January 9, 2017 at 7:30 p.m. The motion was seconded by Mr. Neil and unanimously carried.

In accordance with Section 1-9 of the Dover Code, Council acknowledged the First Reading of Proposed Ordinance #2016-28 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 MCKEE ROAD

FIRST READING - PROPOSED ORDINANCE #2016-24 AMENDING APPENDIX B - ZONING

Council President Slavin stated that consideration of this item was handled via their motion regarding the Fordham and Dominion Brewing Company and that Council did not need to take action.

FIRST READING - PROPOSED ORDINANCE #2016-25 AMENDING APPENDIX B - ZONING

Council President Slavin reminded the public that copies of the proposed ordinance were 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. Since the ordinance amends the Zoning Code, a public hearing is required. Staff recommended referral of the ordinance amendments to the Planning Commission on December 19, 2016 and that a public hearing be set for the Council Meeting of January 9, 2017, at 7:30 p.m., at which time final action by Council will take place.

Mrs. Ann Marie Townshend, Director of Planning and Community Development, stated that the ordinance amendment would prohibit tractor trailers from parking in residential zones and in the lower intensity commercial zones and would limit the parking of tractor trailers to areas designated as either loading spaces or tractor trailer parking in the more intense commercial zones.

Responding to Mr. Hare, Mrs. Townshend stated that the Dover Code does not address the number of vehicles permitted to be parked in residential zones.

Mr. Neil moved to refer the amendments and set a public hearing before City Council for January 9, 2017 at 7:30 p.m., as recommended by staff. The motion was seconded by Mr. Lewis and unanimously carried.

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

PROPOSED ORDINANCE #2016-25 AMENDING APPENDIX B - ZONING, ARTICLE 6 - OFF-STREET PARKING, DRIVEWAYS AND LOADING FACILITIES AND ARTICLE 12 - DEFINITIONS

(Parks, Recreation, and Community Enhancement Committee)

FIRST READING - PROPOSED ORDINANCES

Council President Slavin reminded the public that copies of the proposed ordinances are 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. Final action by Council on the proposed ordinances will take place during the Council Meeting of December 12, 2016.

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

PROPOSED ORDINANCE #2016-26 AMENDING CHAPTER 2 - ADMINISTRATION, ARTICLE III - STANDING COUNCIL COMMITTEES

(Legislative, Finance, and Administration Committee)

PROPOSED ORDINANCE #2016-27 AMENDING CHAPTER 18 - ANIMALS, SECTION 18-4 - RUNNING AT-LARGE, SECTION 18-5 - DOG LICENSES REQUIRED, AND SECTION 18-10 - SAME-SEIZURE AND IMPOUNDMENT, AND APPENDIX F - FEES AND FINES

(Legislative, Finance, and Administration Committee)

FINAL READING - PROPOSED ORDINANCE #2016-22 WITH STAFF AMENDMENT #1 (SA#1)

The First Reading of the Proposed Ordinance was accomplished during the Council Meeting of November 14, 2016. Council President Slavin reminded members of the public that copies of the Proposed Ordinance were available at the entrance of the Council Chambers or on the City's website at www.cityofdover.com under "Government."

Mr. Lewis moved that the Final Reading of the Proposed Ordinance be acknowledged by title only, seconded by Mr. Neil and unanimously carried.

Mr. Scott Koenig, City Manager, reviewed the proposed ordinance amending the existing smoking regulations by making it unlawful to smoke on all City-owned property. He noted that an amendment had been proposed by Deputy City Solicitor Pepper to delete a component of the existing ordinance related to places of employment. Mr. Koenig advised that the potential penalties for someone caught smoking on City property would not exceed $25 each day and each violation would constitute a separate offense.

Mr. Lewis noted that he recently had dialect with Mr. Kirby Hudson, Assistant City Manager, with regard to the fees and fines and requested Mr. Hudson to address the full Council with respect to whether the fine should stay at $25 or be increased to $50.

Mr. Hudson advised that, although there is signage prohibiting smoking in the area, they were still experiencing some issues with people smoking at the library. He noted that when he and Councilman Lewis discussed the $25 fine, he thought it would be a deterrent; however, after continuously seeing more and more cigarette butts at the library, he thought it may need to be increased to $50 as a scare factor to have people obey the signs. Mr. Hudson advised that the library is the only area where they are having continuous issues and he noted that the City employees are going out of their way to make sure that when they take their smoke breaks they are not on City property.

Mr. Hudson reminded members that the proposed amendment was initiated as a result of two (2) mulch fires at the library caused when careless people threw cigarette butts into the flower bed. Staff thought that a no-smoking policy at the library would deter it; however, it had not.

Mr. Neil asked how many people had been fined and how much money had been collected. Responding, Mr. Koenig stated that nobody had been fined because the ordinance outlawing smoking on City-owned property had not yet been adopted.

Responding to Mr. Hare, Mr. Hudson advised that the signs indicating that there is no smoking within 25 of the library are the old signs, and the new signs will advise that there is no smoking on City-owned property with a reference to the Dover Code. Mr. Hare stated that he sees a lot of people on the sidewalks in the back part of the library smoking and suggested signage indicating that the parking lot is City-owned. Mr. Hudson advised that he had three (3) very large maps with the GPS coordinates indicating where all of the signs throughout the entire City will be. He stated that he thought it would be really difficult for anyone to say that they had no idea that they could not smoke on City-owned properties. Mr. Hudson also noted that the new signage will allow the police to give someone a ticket and collect a quick fine.

Mr. Sudler asked if the cadets would be able to issue tickets. Police Chief Paul Bernat stated that they would. Mr. Koenig clarified that they could not issue tickets with the old signage in place.

Responding to Mr. Hutchison, Mr. Koenig advised that the Police Department would be in charge of enforcing the smoking ordinance. Mr. Hutchison noted that they just had a difficult time deciding whether or not to hire enough people to take care of customer service and now the Police are going to be charged with the responsibility of running around giving tickets for people smoking, in addition to the responsibilities that they already have.

Mr. Sudler stated that he viewed it in the same way that the Police Department would enforce drinking in public with a open container. If they see it, they will issue a citation. Mr. Sudler stated that he did not necessarily think that the police were going to go looking to see who was smoking a cigarette within 25 feet. Mr. Lewis stated that he thought is was good that the cadets would be able to issue summonses because, from what he had heard, the bulk of the problem was at the library.

Responding to Mr. Lewis, Chief Bernat stated that the fine for parking in a handicapped spot is $100, in a fire lane is $50, and regular parking tickets are $20 to $25.

Mr. Lewis moved to amend Proposed Ordinance #2016-22 with Staff Amendment #1 (SA#1) by increasing the fine from $25 to $50. The motion was seconded by Mr. Sudler and carried by a roll call vote of five (5) yes (Mr. Sudler, Mr. Lewis, Mr. Cole, Mr. Hare, and Mr. Slavin), three (3) no (Mr. Neil, Mr. Hosfelt, and Mr. Hutchison), and one (1) absent (Mr. Anderson).

By motion of Mr. Sudler, seconded by Mr. Lewis, Council, by a unanimous roll call vote (Mr. Anderson absent), adopted Ordinance #2016-22, as amended, as follows:

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 to read 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 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) 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.

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 to read 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 $50.00; each day such violation continues shall constitute a separate offense

ADOPTED: NOVEMBER 28, 2016

CITY MANAGER'S ANNOUNCEMENTS

There were no City Manager's announcements.

COUNCIL MEMBERS' ANNOUNCEMENTS

Mr. Sudler announced that on December 14, 2016 from 6:30 p.m. to 8:30 p.m. in the City Hall Council Chambers he would be partnering with Lieutenant Governor Bethany Hall-Long to conduct a forum on how to identify characteristics in loved one's personality in regards to heroin addiction. Lieutenant Governor Hall-Long will review State resources available to help individuals dealing with heroin addiction and mental health challenges.

Mr. Hosfelt congratulated Fire Chief Carey and the rest of his staff on their election and noted that their service and commitment for another year to the City of Dover and Dover Fire Department are appreciated.

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

Meeting adjourned at 9:24 p.m.

TRACI A. McDOWELL
CITY CLERK

All ordinances, resolutions, motions, and orders adopted by City Council during their Regular Meeting of November 28, 2016, are hereby approved.

ROBIN R. CHRISTIANSEN
MAYOR

/TM
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PETITION TO AMEND THE ZONING DISTRICT
Public Hearing before the
Dover City Council
December 12, 2016

Applicants/Owners:	Capital Grange No. 18 Inc.
Address:	Unaddressed South Bradford Street parcel
Location:	West side of South Bradford Street south of Waples Avenue, and to the rear of 911 South Governors Avenue
Tax Parcel ID #:	ED-05-077.17-03-15.00-000
Size:	0.32 acres
Present Use:	Parking Lot
Proposed Use:	Parking Lot
Comprehensive Plan Designation:	Residential Medium Density
Present Zoning:	R-8 (One Family Residence Zone)
Proposed Zoning:	RG-1 (General Residence Zone)
Recommendation of Planning Commission:	Following a public hearing on November 21, 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-16-06
Associated File Number:	MI-16-13 Nonconforming Uses in Residential Districts
Ordinance Number:	2016-23

Overview
The property is currently zoned R-8 (One Family Residence Zone). This rezoning request would rezone the property from R-8 to RG-1 (General Residence 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 most remaining nonconforming uses in the City's residence zones must now be discontinued or brought into compliance with the *Zoning Ordinance*.

The parcel is currently being used as a parking lot for the Capital Grange building at 911 Governors Avenue. However, because the parking lot is on a separate parcel from the building, it cannot be classified as an accessory parking lot. Standalone parking lots are not a permitted use in the R-8 Zone, but are a conditional use in the RG-1 Zone.

Surrounding Land Uses:
The properties to the north and south of the subject property are one-family residences zoned R-8 and characteristic of that zone. Properties across the street to the east are also mostly one-family residences zoned R-8, with the exception of a medical office building to the southeast zoned RG-O (General Residence and Office Zone). The Capital Grange building is to the west and is zoned C-2A (Limited Central Commercial Zone). To the northwest is another office building fronting on Governors Avenue and zoned C-1A (Limited Commercial Zone). Additional commercial and office uses are located to the southwest, also fronting on Governors Avenue, and zoned CPO (Commercial and Professional Office Zone).

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 RG-1 (General Residence Zone)

The uses permitted in the RG-1 zoning district are listed in Article 3 §2 of the *Zoning Ordinance.* The uses permitted include certain agricultural uses; one family detached dwellings on 6,000 square foot lots; and public buildings. In addition, uses permitted conditionally include: Planned Senior Housing Developments; churches, schools, day care facilities, hospitals, funeral homes, philanthropic and charitable organizations; public utility rights of ways and structures; membership clubs; townhouses; duplex dwellings; bed & breakfast inns; student homes; professional offices on Governors Avenue between Water Street and Mary Street and on Route 8; preferred commercial uses accessory to principal dwellings within the historic district zone or areas listed on the National Register of Historic Places; and off-street parking.

The existing and proposed use as off-street parking would be permitted in the RG-1 Zone as a conditional use. However, the Planning Office is not currently requiring nonconforming uses to also obtain a conditional use permit to avoid sunsetting requirements.

Recommendation of the Planning Staff
and Recommendation of the Planning Commission:

Staff supports the rezoning request from R-8 to RG-1. The immediate area is mixed use in both uses and zoning (R-8, RGO, CPO, C-1A, etc.), and so staff believes the area would support the RG-1 Zone as well as any of the uses permitted in it if the property were to be redeveloped in the future. In addition, the parking lot 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 Capital Grange to keep its parking lot, by voiding the property's need to comply with sunsetting requirements. Staff recommendation was made without the benefit of hearing the comments of surrounding landowners and residents.

Following a public hearing on November 21, 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 the included excerpt of the DRAFT Meeting Minutes of the November 21, 2016 Planning Commission meeting. The comments received from the other member agencies of the Development Advisory Committee (D.A.C.) are also provided.

ADVISORY COMMENTS TO THE APPLICANT:

1) Formal Notices of Decision will indicate actions taken on this rezoning by the Planning Commission and City Council, and will indicate the resolution (or lack thereof) of the property's nonconforming use status.

2) The applicant shall be aware that following any decision made by City Council in regards to approval of this rezoning, that a Site Plan, Subdivision Plan and or appropriate Building Permits must be submitted to the Planning Department prior to the establishment of a new use or any construction activity on the site. The applicant should contact the Planning Staff to determine the appropriate review process for any proposed projects.

3) The applicant shall be aware that approval of any rezoning application does not represent a Building Permit, other construction activity permit approval, or authorization to establish a new use. A separate application submission showing proposed improvements is required before issuance of permits by the City of Dover.

Excerpt from DRAFT City of Dover Planning Commission Meeting Minutes of November 21, 2016

Z-16-06 Lands of Capital Grange on South Bradford Street – Public Hearing and Review for Recommendation to City Council on rezoning of a 0.32-acre parcel located on the west side of South Bradford Street south of Waples Avenue and to the rear of 911 South Governors Avenue. The property is zoned R-8 (One Family Residence Zone) and the proposed zoning is RG-1 (General Residence Zone). The owner of record is Capital Grange No. 18 Inc. Property is an unaddressed parcel on South Bradford Street. Tax Parcel: ED-05-077.17-03-15.00-000. Council District 2. Ordinance #2016-23. *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.*

Representative: Mr. Edward Hazlett, President of Capital Grange; Mrs. Iva Hazlett

Mrs. Townshend stated that this is an application for rezoning of the property located on the west side of South Bradford Street adjacent to 911 South Governors Avenue. It is currently a parking lot for the Grange and it's proposed to continue that use. This is part of Planning Office's cleaning up of non-conforming uses and the parking lot is not a permitted use within the R-8 (One Family Residence Zone). Staff has met with the applicant and reviewed what makes sense in the context of the *Comprehensive Plan* and the *Zoning Ordinance.* The proposed zoning is RG-1 (One Family Residence Zone) which does allow for parking lots as a conditional use. If the rezoning goes through there would be no further action unless they were looking to expand or change the parking lot. Based on the *Comprehensive Plan* and the benefit of sunsetting non-conforming uses and the character of the area, Staff recommends approval of the proposed rezoning from R-8 (One Family Residence Zone) to RG-1 (General Residence Zone).

Mrs. Hazlett stated that they are just asking that the rezoning be approved.

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

Mr. Holt moved to recommend approval to City Council for Z-16-06 Capitol Grange, seconded by Mrs. Welsh and the motion was unanimously carried 8-0 by roll call vote. Mr. Holden voting yes; it will keep the use identical with what has been here historically which is working for the neighborhood. Mr. Roach voting yes. Mr. Holt voting yes; it will clean up the area and put this in the right zoning for the area. Mr. Baldwin voting yes;

for the reasons previously stated. Dr. Jones voting yes, in view of the fact that Staff has recommended and supports the request. Additionally, there is no one here to speak against the rezoning. Mrs. Welsh voting yes; this will bring the property in compliance with the plans for the City. Ms. Maucher voting yes; to bring the property into compliance. Mr. Tolbert voting yes; for the reasons previously stated.

Attachments:

- Development Advisory Committee Comments from City of Dover Electric & Public Works Departments, City Fire Marshal, DelDOT, and Kent Conservation District
- Zoning Map Exhibit

CITY OF DOVER

DEVELOPMENT ADVISORY COMMITTEE

APPLICATION REVIEW COMMENTARY

STAFF D.A.C. MEETING DATE: NOVEMBER 2, 2016

CITY OF DOVER Electric & Public Works Departments

APPLICATION: **LANDS OF CAPITAL GRANGE ON SOUTH BRADFORD STREET**

FILE #: **Z-16-06**

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-05-077.17-03-15.00-000

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.

Z-16-06

CITY OF DOVER

DEVELOPMENT ADVISORY COMMITTEE

APPLICATION REVIEW COMMENTARY

D.A.C. MEETING DATE: 11/09/16

CITY OF DOVER FIRE MARSHAL

APPLICATION: Lands of Capital Grange on South Bradford St

FILE #: Z-16-06 REVIEWING AGENCY: City of Dover, Office of the Fire Marshal

CONTACT PERSON: Jason Osika, Fire Marshal PHONE #: (302) 736-4457

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 ADDRESS BY THE APPLICANT:

ADDITIONAL / SPECIFIC REQUIREMENTS TO OBTAIN APPROVAL:

1. This office has no objections.

APPLICABLE CODES LISTED BELOW (NOT LIMITED TO):
2015 NFPA 1 Fire Code (NFPA; National Fire Protection Association)
2015NFPA 101 Life Safety Code (NFPA; National Fire Protection Association)
2013 NFPA 72 National Fire Alarm and Signaling Code (NFPA; National Fire Protection Association)
2013 NFPA 13 Installation of Sprinkler Systems (NFPA; National Fire Protection Association)
2009 IBC (International Building Code)
Latest editions of all other NFPA Codes as defined by the Delaware State Fire Prevention Regulations
2015 Delaware State Fire Prevention Regulations
City of Dover Code of Ordinances

***If you have any questions or need to discuss any of the above comments, please call the above contact person listed.**

CITY OF DOVER

DEVELOPMENT ADVISORY COMMITTEE

APPLICATION REVIEW COMMENTARY

D.A.C. MEETING DATE: November 2, 2016

DELDOT

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APPLICATION: Lands of Capital Grange on South Bradford Street

FILE#: Z-16-06 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 comments regarding city & state code 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
November 2016

APPLICATION: Lands of Capital Grange South Bradford

FILE #: Z-16-06

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.

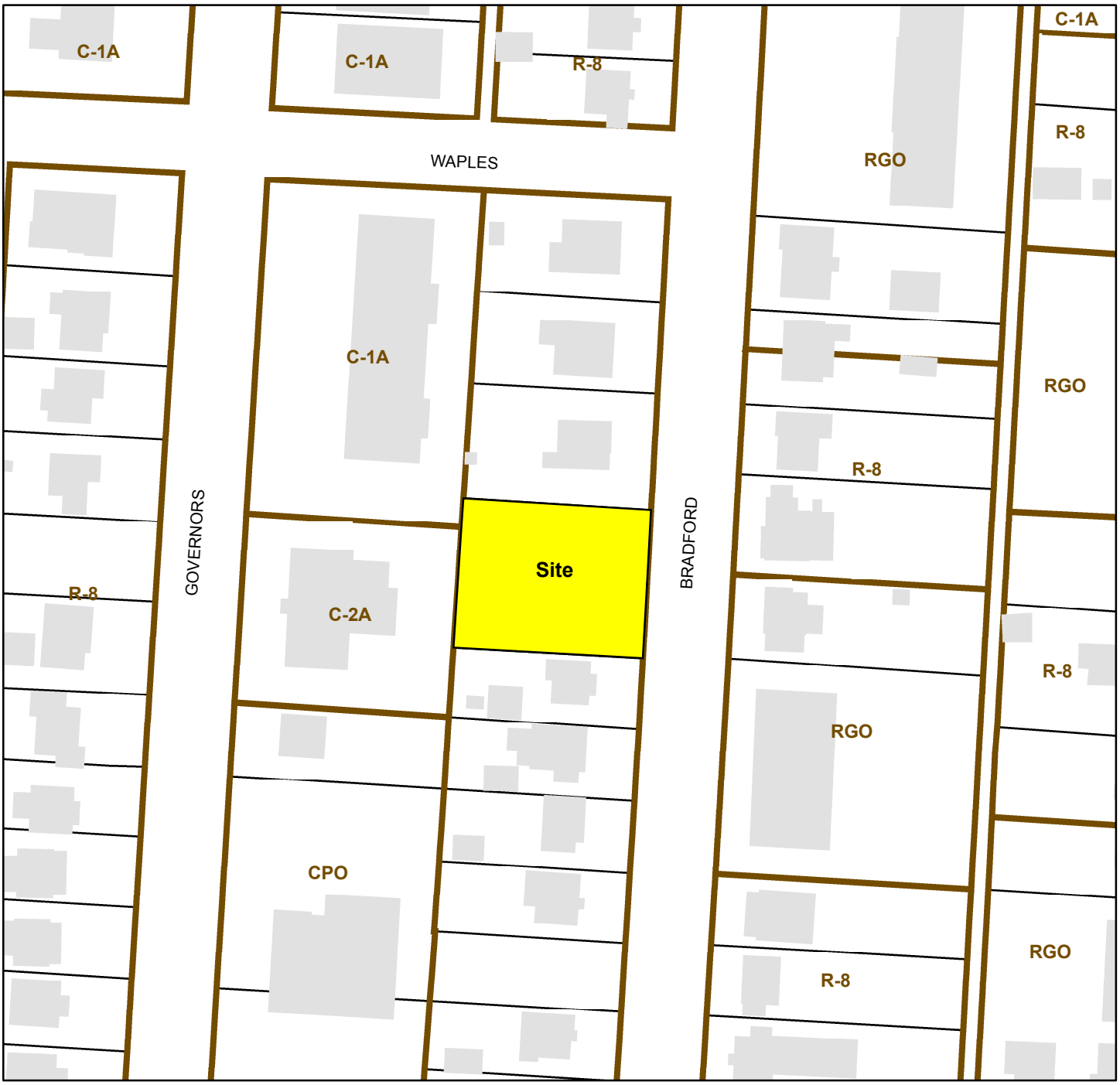
ADVISORY COMMENTS TO THE APPLICANT:

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-16-06



Title: Lands of Capital Grange
Ordinance #: 2016-23
Address: Unaddressed South Bradford Street parcel
Parcel ID: ED-05-077.17-03-15.00-000
Existing Zoning: R-8 One Family Residence Zone
Proposed Zoning: RG-1 General Residence Zone
Owner: Capital Grange No. 18 Inc.
Date: 10/13/2016

Legend

- 2012 Buildings
- Zoning
- Dover Parcels
- Subject Property

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0 62.5 125 250 Feet

FINAL READING

City of Dover

PROPOSED ORDINANCE #2016-23

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

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 RG-1 (General Residence 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 RG-1 (General Residence Zone) on that 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.
   (Tax Parcel: ED-05-077.17-03-15.00-000; Planning References: Z-16-06 and MI-16-13; Council District: 2)

ADOPTED: *

S:\ORDINANCES\2016\DRAFT\ORDINANCE #2016-23 REZONING - PROPERTY ON WEST SIDE OF SOUTH BRADFORD STREET\ORDININANCE - REZONING - Property on the West Side of South Bradford Street-Final Reading.wpd

Actions History
12/12/2016 - Scheduled for Public Hearing/Final Reading - City Council
11/21/2016 - Review - Planning Commission
10/24/2016 - First Reading - City Council

Draft

COUNCIL COMMITTEE OF THE WHOLE

The Council Committee of the Whole Meeting was held on November 29, 2016 at 6:00 p.m., with Mr. Hare (departed at 7:27 and returned at 7:30 p.m.) presiding in the absence of Council President Slavin. Members of Council present were Mr. Sudler (departed at 7:30 p.m.), Mr. Neil, Mr. Cole, Mr. Hosfelt, and Mr. Hutchison. Mr. Anderson and Mr. Lewis were absent. Mayor Christiansen (departed at 7:19 p.m. and returned at 7:20 p.m.) was also present. Civilian members present for their Committee meetings were Mr. Keller and Mr. Shelton *(Safety Advisory and Transportation)*, Ms. Arndt and Mr. Blakeman (*Utility*), and Dr. Stewart (*Legislative, Finance, and Administration*). Mr. Shevock *(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. Hutchison moved for approval of the agenda, seconded by Mr. Keller and unanimously carried.

Briefing on State Street and Scull Terrace Crossing

Mr. Mark Luszcz, Chief Traffic Engineer, Delaware Department of Transportation (DelDOT) advised members that there had been concerns about pedestrian safety on State Street at the Bayhealth Hospital and Scull Terrace intersection, noting that DelDOT had been looking at that intersection for a while. He stated that various upgrades had been proposed, and there had been various projects and Bayhealth improvements over the years. Mr. Luszcz stated that the current proposal being discussed with City staff and Bayhealth would involve installing a median refuge island on South State Street and a new type of beacon called a rectangular flash beacon. He advised that he had not brought any kind of audio-visual; however, anyone who was interested could look up this term on YouTube. Mr. Luszcz indicated that this is a different type of beacon with a stutter flash rate like that of a construction or police vehicle. He noted that research was tending to show that a stutter flash gets more motorist attention and leads to much higher yielding rates than a steady flash.

Mr. Luszcz advised that DelDOT has two (2) rectangular flash beacons in northern Delaware, one (1) on Polly Drummond Hill Road at the Judge Morris Estate and one (1) in Dobbinsville in the City of New Castle. He noted that these were the first two (2) beacons of this type and DelDOT had started installing them this past spring. Mr. Luszcz stated that DelDOT had been working with their Division of Planning as well as the Metropolitan Planning Organization (MPO) on finding lists of locations to install these type of beacons. He indicated that this location on South State Street was already on their list, noting that there had been some pedestrian crashes in this area and some concerns from City staff and local legislators.

Mr. Luszcz provided a photo of the location of the beacon in Dobbinsville, New Castle, Delaware, ***(Attachment #1)***, explaining that this setting was different than the location on South State Street; however, the photo would give members an idea of what the beacon would look like. He pointed

out the center median island and noted that the flashing of the beacon could not be seen in the photo. Mr. Luszcz also provided members with a copy of the draft RRFB Signal Plan for South State Street at Bayhealth Kent General ***(Attachment #2)***. He explained that the left turn lane would be eliminated going into the hospital, noting that the hospital had not had an issue with that and was in support of this project, after meeting with DelDOT several times and exchanging emails. Mr. Luszcz advised that DelDOT would have to have a right-of-way agreement with Bayhealth because the beacon would be slightly on their property, and he stated that he believed that they would be willing to donate or give DelDOT an easement without an issue.

Mr. Luszcz stated that the result would look more or less like the photo provided, and the lanes would be narrowed down to 10 feet, which is appropriate for a City setting. He indicated that the pedestrian refuge island is a great counter-measure that gives pedestrians a chance to check one direction of traffic, find a gap, take a breath, and then check the other direction of traffic and finish their crossing. Mr. Luszcz explained that the proposed measure would be much less disruptive to traffic flow than installing some kind of a traffic signal, noting that this intersection did not meet any of DelDOT's criteria for a full traffic signal. He stated that this was a semi-final plan for this location.

Mr. Hosfelt asked if the proposed plan would be a traffic calming measure or a pedestrian control device. Responding, Mr. Luszcz stated that its primary function would be a pedestrian safety feature; however, it was expected to have some traffic calming influence as well.

Responding to Mr. Hutchison regarding the expense, Mr. Luszcz advised that the cost of the beacon would range significantly depending on things like whether it was solar or hard-wire powered. He indicated that the island would be the more expensive part and would probably be in the $100,000 to $150,000 range.

In response to Mr. Hutchison regarding maintenance, Mr. Luszcz stated that the beacon should not require any more or less maintenance than a regular beacon system and would be owned and maintained by DelDOT. He noted that the main cost would be the initial cost, and the bulk of that would be the concrete in the island. Mr. Luszcz advised that the beacon and its assembly could range anywhere from $10,000 to $25,000 depending on the variables that go into it.

Mr. Hutchison asked if this device was being considered for locations other than the one being discussed. Responding, Mr. Luszcz explained that two (2) other devices had already been installed and DelDOT had a list of approximately 15 other locations in planning or design. He indicated that he would provide members with a copy of the list of locations. Mayor Christiansen asked if the City could also have a copy of the email from Bayhealth supporting the proposal, and Mr. Luszcz stated that this would not be a problem. *(City Clerk's Office Note: Subsequent to the meeting, DelDOT provided a list of locations, entitled "RRFB Study - Proposed Locations," as well as an email dated October 13, 2016 from Mr. Jerry Peters, Director, Health Campus Project, Bayhealth Medical Center, regarding Bayhealth S. State St. Traffic Signal, Nemours example, and an email dated November 21, 2016 from Mr. Andy Strouse, Construction Manager, Facilities Planning & Construction, regarding Bayhealth State Street crosswalk (as on file in the City Clerk's Office).)*

Mayor Christiansen stated that he thought it would also behoove the City to have the support of Holy Cross, because they share the driveway access and egress jointly. Responding, Mr. Luszcz advised that his designer had planned to attend this evening's meeting to assist him; however, he was unable to attend due to a family medical emergency. Mr. Luszcz stated that he had not personally talked to the school and was unsure if they had met with DelDOT; however, he noted that the school had been copied on emails. Mr. Luszcz indicated that he agreed about the need to make sure that Holy Cross was in the loop on this project; however, he did not think a right-of-way access agreement was needed with them.

Request for Waiver - Appendix B - Zoning, Article 5 - Supplementary Regulations, Section 17 - Emergency Access Requirements - Waiver of Emergency Rear Access Requirement for the Redevelopment of Liberty Court Apartments (Application S-16-22)

Mrs. Ann Marie Townshend, Director of Planning and Community Development, explained that the Request for Waiver of Emergency Rear Access Requirement was related to a site development plan application that was reviewed by the Planning Commission on November 21, 2016. She advised that Liberty Court, located on the north side of Walker Road opposite Independence Boulevard, was currently undergoing a redevelopment that was being undertaken by the Delaware State Housing Authority (DSHA). Mrs. Townshend noted that representatives from DSHA were present to answer questions.

Mrs. Townshend stated that there were currently14 apartment buildings with a total of 108 units, and under the redevelopment plan there would be 13 apartment buildings with a total of 100 units. Referring to the site development plans for the property known as Liberty Court Apartments, she indicated that the layout of Liberty Court would not change and they would take down the existing buildings and construct in the same building locations with one less building.

Mrs. Townshend advised that the Zoning Ordinance requires an 18-foot fire lane to provide emergency rear access for two- or three-story apartment buildings and gives City Council the authority to waive that requirement. She noted that this requirement had been waived in the past for a number of apartment projects. Mrs. Townshend stated that this was a dated section of the Code, noting that staff was currently reviewing the supplementary regulations and planning to bring updates forward in the future. Mrs. Townshend indicated that this section of the Code was adopted before the current regulations at the State level and the City's adoption of the National Fire Protection Association (NFPA) National Fire Codes, which provide a higher level of protection.

Mrs. Townshend noted that the request was considered by the Development Advisory Committee (DAC); therefore, distribution was made to both the Fire Marshal's Office and the Fire Department and no objections were received. Mrs. Townshend stated that all of the buildings would be fully sprinklered, which is the best way of protecting from fire, and there is adequate fire lane coverage. She advised that the project meets all of the State fire prevention regulation requirements, as well as the City's adopted NFPA requirements, but it does not meet the zoning provision regarding emergency rear access. Mrs. Townshend indicated that the apartments that are currently there do not meet this zoning provision either; however, she explained that the proposed buildings would be newer and safer because they will be fully sprinklered.

The Planning Commission recommended approval of the waiver for the elimination of the emergency rear access. Pursuant to Appendix B - Zoning, Article 5, Section 17.5(a) of the Dover Code, the Planning Commission recommended approval of the waiver for the elimination of the emergency rear access requirement for an 18-foot secondary fire lane.

Mr. Sudler stated that he had heard that there were no objections but asked if there were any concerns. Responding, Mrs. Townshend advised that there were not.

Mr. Neil asked if the existing buildings had fire suppression, noting that the proposed project included sprinklers and alarms. Responding, Mrs. Townshend stated that she did not believe that they did. She stated her belief that the existing buildings were built in1989 or 1990 and do not have a fire suppression system; therefore, the proposed apartments would be safer than the existing apartments.

Responding to Mr. Shelton, Mrs. Townshend explained that the current building layout was 14 buildings with 108 units and the proposed redevelopment would have one (1) less building, with 13 buildings and 100 units. Mr. Shelton asked if the people currently living in the apartments would have to move out and find someplace else. In response, Mrs. Townshend indicated that the DSHA has a plan for how the project will be phased so as not to displace people.

Mr. Sudler asked if a suppression system was required by the Code in 1989. Responding, Mrs. Townshend stated that she did not believe it was required in 1989; however, she noted that Mayor Christiansen had more background on the history. Mayor Christiansen advised that, to his recollection, each of the buildings was constructed just under the square footage required to have fire suppression by the Code at that time, and this was done as a cost-saving measure. Mr. Sudler noted that his 25-unit building was constructed in 1987 and was required to have a suppression system. Mayor Christiansen stated that these buildings were constructed prior to 1989. Ms. Emily Lanter, Building Support Systems Engineer, DSHA, advised that a rehab was done in 1991.

Mrs. Townshend reiterated that the redeveloped Liberty Court Apartments would have fewer units per building and noted that NFPA requirements had changed significantly in the past 25 years.

Mayor Christiansen asked if the Fire Department had memorialized their position on the project. Responding, Mrs. Townshend advised that the Fire Department received the distribution regarding the project and did not submit any comments through the DAC process.

Mayor Christiansen asked if the Fire Department actively sends representatives to DAC meetings. In response, Mrs. Townshend stated that the Fire Department sends a representative on occasion; however, most frequently they reach out to the Fire Marshal's Office and work with that office to include comments throughout review if they have concerns about a plan. Mayor Christiansen expressed his hope that the Fire Department would sign off on this as staff moves forward in the process so that it does not come back to haunt the City in the future. Responding, Mrs. Townshend stated that staff had asked in the past and all staff can do is distribute the information and allow the Fire Department to offer comments.

Responding to Mr. Hosfelt, Mrs. Townshend stated that the Fire Marshal's Office was in support of the request. She noted that the Fire Marshal's report was included in the DAC Application Review Commentary.

Mr. Neil moved to recommend approval of the waiver for the elimination of the emergency rear access requirement for an 18-foot secondary fire lane, as recommended by the Planning Commission. The motion was seconded by Mr. Keller and unanimously carried.

Briefing on Violent Crime Within the City

Mr. Hosfelt informed members that he had asked for a Briefing on Violent Crime Within the City as he thought it would be important for members to know what is going on in the City. He stated that members had all seen news releases; however, many times there are underlying factors and he thought it important for everyone to be aware. Mr. Hosfelt noted that an annual report would be done; however, that would not be for another four (4) months.

Captain David Spicer, Operations Division Commander, Dover Police Department, reviewed statistics on burglaries, robberies, and shootings for 2016 ***(Attachment #3)***. In regard to shootings, he stated that there were 36 shootings this year, noting that at this time in November of 2015 there had been 36 shootings and a total of 39 at the end of 2015.

Captain Spicer reviewed the "2016 Gun Log Thru November 4, 2016," noting that 96 guns had been seized throughout the City of Dover. He advised that one (1) additional handgun was seized earlier in the day in connection with a burglary, noting that 20 handguns and rifles were taken during that burglary. Captain Spicer reviewed a graph entitled "Types of Guns Recovered, January 1, 2016 - November 4, 2016." Referring to a graph entitled "Grid Locations", he explained that it depicted the locations from which guns were seized, and correlated with the grid map. Captain Spicer advised that 17 guns were seized from the 200 District in the northeast part of the City; 14 guns were seized from the 400 District in the southeast part of the City; 24 guns were seized from the 600 District, which is located primarily downtown around the Police Department area, Division Street, South New Street, Queen Street, etc.; 24 guns were seized from the 800 District north of Division Street, New Street, Queen Street, Kirkwood Street, and the Hamlet area; and 17 guns were seized from outside the City. He stated that a task force agent had been assigned from the Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF) who is responsible for the seizure of guns outside the City. Captain Spicer reviewed a graph entitled "Dispositions," explaining that he physically went through and checked the status of each case listed to determine if the case was still pending or if the suspect was found guilty or pled guilty, etc. He noted that 46 of the cases were still pending, explaining that it takes some time to get through the court system and find a resolution.

Referring to a report entitled "City of Dover Violent Crime, Weapon Violations and Overdoses - January 2014 to October 2016" ***(Attachment #4)***, Captain Spicer reviewed Violent Crime statistics. He informed members that there had been only one (1) murder in 2016, noting that there were two (2) homicides; however, one (1) was reported as manslaughter, which is not reported as a homicide. Captain Spicer advised that there were approximately 56 robberies to date and the trend indicated approximately 61 for the year. In regard to Weapon Violations Per Capita (Dover, Newark and Wilmington), he noted that the City of Dover had approximately 2.1 weapons violations per

1,000 residents for 2016, which was approximately double what Newark was experiencing and half of what Wilmington was experiencing.

Captain Spicer reviewed the statistics regarding Heroin Overdoses, noting that seizures, people being treated at the hospital, and those dying as a result of overdoses are heard of quite a bit. He stated that there had been a recent death; therefore, there were five (5) deaths so far this year and heroin was definitely affecting the City's population.

Captain Spicer reviewed the things that the Department was doing to prevent violent crime, noting that the Drug, Vice, and Organized Crime (DVOC) and Street Crimes Units were working informants throughout the City and obtaining valuable information to seize guns and drugs and removing them from the City's streets. He noted that the Street Crimes Unit had been responsible for many of the gun seizures, was very proactive, and was getting guns off the street just about every day. Captain Spicer spoke highly of the camera system which had proven to be very effective, and expressed the hope that the Department could get more cameras in the future. He advised that they were focusing their efforts in drug-infested areas, noting that downtown, New Street and South New Street seem to be a problem, and the Capital Green area is always a problem, and these areas are where a lot of shootings and drug activity are associated. Captain Spicer stated that there had been two (2) daytime shootings in the past week and officers were doing their best to contact witnesses and work victims; however, they often get little cooperation in shooting investigations. He stated that the Community Policing Unit was bringing valuable information back from housing managers and giving it to the right people and units, and the Department was acting on it.

Mr. Sudler asked if the majority of shootings occurring in the City, especially downtown, were due to disputes among people or due to gang activity. Responding, Captain Spicer indicated that it was probably a combination of both. He stated that he heard that the shooting that occurred the previous evening was due to a disagreement between two (2) rival gangs. Mr. Sudler questioned if the name of these alleged gangs was known. He asked if it was the Bloods, noting that he had held a gang forum and they were identified as being here, or if it was First 48, or if there was another new gang. Responding, Captain Spicer stated that he did not know the name of the gangs and the information that was given to him earlier in the afternoon was that it was the East Side against the West Side. He indicated that he was unaware of any other new gangs that were associated. Captain Spicer explained that the Department has a gang intelligence officer and had developed other liaison officers who are on patrol and report to the gang intelligence officer, so information is being shared between the Patrol and Criminal Investigations Units to develop and identify many suspects associated with gangs.

Mr. Sudler asked if the Department was making a lot of arrests in regard to gang members. Responding, Captain Spicer advised that he could confidently state that the Department was making a lot of arrests. He indicated that it is usually gang members that are toting guns and being arrested, and a lot of them are repeat offenders who are also selling drugs or doing some shooting. Captain Spicer stated that the Department frequently sees the same repeat offenders; however, he thought the Department was making a difference.

Mr. Hutchison stated that Captain Spicer could be very proud of what the Dover Police Department does every day, noting that he sees more and more guns being taken off the street. He asked what the Department's relationship is with the Attorney General's Office on the prosecution end, noting that he sees too many cases involving guns with gun charges being dismissed. He questioned if the Department was trying to establish a better working relationship with the Attorney General. In response, Captain Spicer stated that he serves as the court liaison and periodically calls the Attorney General's Office and has conversations with numerous Deputy Attorney Generals. He noted that deals are unfortunately struck for various reasons, as Mr. Hutchison knew, having previously served as Police Chief and having many years in law enforcement. Captain Spicer stated that sometimes gun charges and convictions that officers hope will stick instead fall through. He noted that this is very frustrating to law enforcement officers who are putting their lives on the line and going out and seizing weapons. Captain Spicer advised that they could only hope that there is movement in the right direction and that the Attorney General's Office takes a hard stance on gun violence and possession, noting that otherwise the police are fighting a losing battle. He stated that the Department needs the support of the Attorney General's Office and would continue their conversations with them. Captain Spicer indicated that in cases where they have a violent offender that needs the extra attention or conviction, the Attorney General's Office tends to listen to the Dover Police Department and their recommendations.

Mr. Hutchison stated that in many cases there would probably be a five-year mandatory jail sentence for gun violations; however, he thought that Delaware law enforcement as a whole needed to step up and work with the Attorney General's Office and share their serious concerns. He stated that gun violence in the City and throughout Delaware continued to be an outrage. Mr. Hutchison indicated that the Dover Police Department does a great job; however, they cannot keep fighting the violence and arresting the same people.

Mr. Neil asked what happens to the weapons when there is a nolle pros and the case is not going to be prosecuted. He questioned whether the weapons are then taken off the street or if they go back to the individual. Responding, Captain Spicer explained that guns are seized unless they are legally possessed; however, most of the time they are stolen or illegally possessed and they may have obliterated serial numbers. He stated that guns are held until the case is adjudicated, whether it is nolle prossed or the individual pleads guilty, and then the guns are destroyed by being melted down by the Dover Police Department.

Mr. Hosfelt asked if the Dover Police Department was using Narcan for heroin overdoses. Responding, Captain Spicer advised that eight (8) officers had been trained to use Narcan or some form of it, noting that he thought there was another such drug. However, he stated that there had just been a recall for that product and he believed that what the Department had in supply was returned to the medical examiner's office. Captain Spicer advised that the drug was not being dispersed properly, through no fault of the Police Department, and the State was in the process of trying to get this fixed. He informed members that there had been several saves as a result of this drug. Captain Spicer expressed his hoped that at some point there would be enough of this drug for every officer to carry it, noting that it was probably just a matter of time before an officer would save somebody's life as a result of an overdose.

Mr. Hosfelt asked if Narcan, or the similar drug, is purchased or obtained through grants. In response, Captain Spicer advised that, so far, the State had supplied the drug to the Police Department.

Mr. Keller asked if the weapons that officers confiscate included realistic pellet guns, etc. Responding, Captain Spicer stated that he had been speaking of actual, real, working guns and did not count pellet guns. He explained that he had been a detective for over 11 years and approximately half of the robberies that he handled involved real guns and half pellet guns, noting that today they can be doctored up and they all look real. Captain Spicer estimated that pellet or BB guns are used in about half of the crimes.

Mr. Keller recalled from a previous report that a nucleus of approximately 100 individuals were repeat offenders. Responding, Captain Spicer offered to look into this and report back at a later date.

Mr. Shelton asked if the gang activity referred to included school-aged individuals and what the average age was. In response, Captain Spicer advised that gang members range from 12 or 13 years of age up to the late twenties, and sometimes older. He noted that sometimes gang members eventually escape gangs in their adulthood, but sometimes they stay in the gangs until they are arrested or put away. Captain Spicer indicated that the Department had seen some very young and some middle-aged gang members who could not get out of gangs.

Mr. Shelton asked if gangs had been seen in Dover High School or if there was a relationship there. Responding, Captain Spicer stated that he had a recent conversation with the School Resource Officer and some of the First 48 gang members that attended that school had been removed. He indicated that the atmosphere and climate there for students was much better this year and he did not believe there had been any incidents at all. Mr. Shelton advised that a friend of his at Dover High had told him the previous day that after Christmas last year and a whole group of gang members had been removed from his classroom, so it seemed that something was being done to help the situation.

Mayor Christiansen stated that the Dover Police Department was addressing the gang issue through the Gang Resistance Education And Training (GREAT) Program, which tries to capture middle school aged students before they get involved in gangs. He explained that, in addition to the Narcan program, the Angel Program was instituted earlier this year and was beginning to change the focus of drug addiction. Mayor Christiansen advised that, through the Angel Program, individuals have the opportunity to turn themselves in to the Dover Police Department, not for adjudication or arrest, but for treatment. He stated that this, along with other programs, had actively taken people off the street and would ultimately be the solution to the problem.

Responding to Mr. Keller's previous question regarding repeat offenders, Mayor Christiansen noted that he is a member of the Council on Police Training (COPT), appointed by the Governor, and the most recent figure provided in a report to its members last spring was that 70% of those taken off the street are repeat offenders. Mayor Christiansen stated that there is a tepid attitude in the Attorney General's Office, noting that he was not being critical because he thought they were understaffed and had to do what they had to do. He indicated that this results in a lot of these people being turned around and back on the street.

In response to Mr. Hosfelt, Captain Spicer reiterated that there were 36 shootings and two (2) homicides this year. He noted that one (1) of the homicide cases was a home invasion case in the area of Loockerman and Queen Streets where a roommate accidentally shot another roommate, so it was not coded as a homicide but was more of a manslaughter case. Captain Spicer advised that the other homicide case was in Capital Green.

Mr. Hosfelt noted that the frightening part was that the 36 shootings could have been 36 homicides if someone had shot better.

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

During the Council Committee of the Whole/Legislative, Finance, and Administration Committee meeting of September 27, 2016, members considered a Request for a Four-Way Stop Sign - Wyoming Avenue and Westview Terrace and deferred the whole matter for one (1) month pending the completion of the flashing lights to better collect the information for the speed determination.

Mr. Scott Koenig, City Manager, advised that the Dover Police Department conducted an additional speed survey from October 17, 2016 through October 24, 2016, as requested. He stated that this speed survey was completed after speed monitoring signs were repaired and placed back into operational status. Mr. Koenig indicated that the October survey recorded 20,566 vehicles, 2,124 of which were over the 15 miles per hour (m.p.h.) stopping threshold. He stated that the average speed during this survey was 29.3 m.p.h. Mr. Koenig advised that the original survey had an average speed of 31.2 m.p.h., and the speed monitoring signs reduced the average speed by 1.9 m.p.h. He advised that a second petition had been received indicating that the residents in this neighborhood would not like the four-way stop.

Mr. Koenig stated that staff's recommendation was whatever was decided in the chamber. He advised that staff was prepared to install the four-way stop if approved. Mr. Koenig reminded members that this road was scheduled for repaving as part of the FY17 Street Program. Since this work would not occur until springtime, Mr. Koenig stated that if a stop condition was installed in late fall or early winter, the pavement would be milled up in the spring and a more permanent marking for the stop sign would be placed after the road is paved. He stated that staff was also working on a striping plan for Wyoming Avenue from Governors Avenue to New Burton Road that would address some of the concerns raised, such as putting in a double center yellow line, edge striping, and additional cross-walking to give it more of an avenue effect; however, that work would probably not be done until after the road is paved. Mr. Koenig indicated that the full striping of the road would probably not be done until April or May of 2017. He reiterated that staff was prepared to make whatever adjustments come out of the full Council vote.

Mr. Hosfelt reiterated that two (2) speed surveys had been done. He reminded members that during the Safety Advisory and Transportation Committee meeting of September 27, 2016 they considered a petition with 20 signatures in favor of placing the stop sign. Mr. Hosfelt stated his understanding that, since that time, the neighborhood had met as a group at least twice and there were at least 18 people in attendance from various streets in the neighborhood on at least one occasion. Mr. Hosfelt explained that on or about November 21, 2016 another petition was submitted with approximately 60 signatures in opposition to the stop sign. He stated that an email was received on

November 29, 2016 from Mrs. Jean Taylor, on behalf of the Taylor family, regarding the four-way stop sign ***(Attachment #5)***.

Mr. Hare stated that he had done some research and talked to different people who drive the street and noted that approximately 3,000 cars go up and down the street each day, which he compared to Mifflin Road, Bicentennial Boulevard, and Independence Boulevard that are approximately the same length, half a mile. He advised that he was told that striping was a big help in slowing cars down on Independence Boulevard, noting that there were also two (2) stop signs there, and also two (2) stop signs on Bicentennial Boulevard. Mr. Hare stated that Kesselring Avenue has four (4) stop signs and Dover Street, which is 0.2 miles in length and cuts through from New Burton Road to Governors Avenue, has two (2) stop signs. He explained that everything he found when researching this on the internet indicated that stop signs do not cure speeding; however, he stated that they do not hurt it either. Mr. Hare stated that, having the flashing signs fixed, maybe having the 25 m.p.h. speed limit sign above the flashing sign would be a benefit. In regard to the speed study that was recently done, he stated that members needed to be aware that a tractor-trailer had broken down at the location of the speed study for a day-and-a-half and Comcast had the street blocked; therefore, cars were backed up and there was only one way through. Mr. Hare expressed his belief that those occurrences kind of skewed the study a little bit.

Mr. Hare stated that there was a recognized speed problem and even with one lane at a time, 45% of the cars were traveling over 30 m.p.h., noting that the speed limit was 25 m.p.h. He indicated that this was the only City street that he was able to find that does not have at least a stop sign for a four-way intersection. Mr. Hare noted that Mifflin Road is the same length and does not have a stop sign but has a roundabout. He advised that when he asked some people who traverse Wyoming Avenue why they do so, they indicated that they consider it to be a bypass because they can get through without having to stop until they get to Governors Avenue, and they have to stop everyplace else. Mr. Hare stated that a stop sign there might cut down on traffic, noting that 3,000 cars per day is a lot of cars. He indicated that the road would be repaved in the spring and striping could be put in. Mr. Hare indicated that some suggestions were made at the neighborhood meeting held at the home of Mr. Anthony DePrima about medians, curb extensions, and mini traffic circles, which Mr. Hare stated were good ideas and might work if they could be implemented. He advised that if the speeds were reduced, the signs could come down. Mr. Hare indicated that he was hearing that the people on Wyoming Avenue look at the stop sign as something that will make them feel safer, and those who do not live on Wyoming Avenue look at it as a nuisance. He stated that he preferred to err on the side of caution and support the stop sign so they do feel a little safer, noting that he had talked to a few of them and they did not have a problem if the signs come down if the road is repaved and striped. Mr. Hare noted that a few other things could be done and that there were 37 homes, a business, and a church and school on the street and, with that in mind, he was in favor of the stop sign.

Mrs. Debbie Grinstead, 320 Wyoming Avenue, stated that she lives at that address with her husband Alan. She thanked Mr. Hare for doing homework about the streets and finding out what had been going on. She indicated that it was mind-boggling to her that everyone was here again discussing a stop sign on a street that obviously needs it, where over 3,000 cars a day were going down it. She stated that she had heard people say that if those living on Wyoming Avenue do not like it, they

should not be living on Wyoming Avenue. Mrs. Grinstead explained that they moved to their neighborhood almost 15 years ago, and at that time there was one (1) child on that street who lived next door and was 15 years old. She indicated that speeding and traffic did not seem to be as much of a problem then, and she stated that if they were looking at the house now, they probably would not move there because of the traffic. Mrs. Grinstead advised that now there are eight (8) school children under the age of 11 living in the first seven (7) houses going down the street from Governors Avenue toward New Burton Road on the left side. She stated that this did not include grandchildren or other children that visit, noting that she and her husband have three (3) grandchildren who come regularly. Mrs. Grinstead indicated that the kids in the neighborhood needed to be protected, noting that there are bus stops on the road. She indicated that it is a nuisance for her to try to get out of her driveway; however, she did not care about it being a nuisance, she cared about a kid being hit. Mrs. Grinstead stated that if stop signs were put up, it would not be so convenient to go down Wyoming Avenue and maybe some traffic would be diverted other ways, which in turn would lower some of the speeds, and there would be other natural occurrences because there is a stop sign on the road. She stated that hers was the only street in the City that does not have a stop sign and was sorry if it was a nuisance for other people to have to stop; however, if Council made the decision to go a different route and one of the kids was hit or killed, Council would have to live with their decision.

Mrs. Grinstead advised that she had heard taxpayer dollars and a roundabout mentioned in the same conversation during the last meeting, and she found it hard to believe that a roundabout would cost less than a stop sign. She stated that all they had asked was to give the stop sign a try. Mrs. Grinstead expressed her understanding that Mr. DePrima's new petition had more signatures than the first petition, noting that the first petition went just to the people who were immediately affected and the initiator of the petition did not go further out into the neighborhoods. She questioned if the people that the petition went to were told everything and that there were over 3,000 cars per day. Mrs. Grinstead stated that she saw a copy of the petition earlier in the afternoon and the only person on the petition who lived on Wyoming Avenue and was immediately affected every day, with their kids, grandchildren, and pets, was Mr. DePrima's mother. She stated that she kept hearing about average speed, noting that average speed does not kill a child. Mrs. Grinstead indicated that, from her investigation, if people are going down the road at 25 m.p.h., a child has a chance to survive; however, it is the one driver who is going between 50 and 70 m.p.h. and not the average speed that is going to hurt the child. Mrs. Grinstead asked members to think about the safety issue.

Mr. Richard Cook, 516 Wyoming Avenue, stated that he had lived at that address for 29 years. He informed members that a tractor-trailer had jack-knifed at the corner of Janeka Lane and Wyoming Avenue directly on top of where the speed study censors went across the street on the afternoon of October 18, 2016 in the middle of the study. He indicated that traffic was blocked, a police cruiser was there the whole afternoon, and the tractor-trailer did not move until 5:00 p.m. after maintenance was done on it. Mr. Cook advised that a Verizon crew, not Comcast, was out there the next day with a flagger, and traffic was routed to one lane all day. He stated that approximately 21% of the speed study was affected during the high traffic hours.

Mr. Cook indicated that he agreed with Councilman Hare, stating that 45% of the traffic that went down Wyoming Avenue during the speed study was going over 30 m.p.h. He stated that there were a number of cars going 50, 60, and between 70 and 75 m.p.h., and someone went 93 m.p.h. Mr. Cook advised that he could not think of another street in the City of Dover where someone could travel 93 m.p.h. and feel that they were okay and safe, even if it was an emergency vehicle. He noted that Wyoming Avenue is significantly different than other nestled little streets inside communities. Mr. Cook stated that this had to be taken into consideration when talking about public safety and there should be no question about it being a public safety issue. He stated that he was for whatever it takes for City Council to correct the problem, noting that he was not locked onto one (1) particular issue or method to fix it, but members could not ignore it. Mr. Cook advised that something would eventually happen because people just act that way. He thanked Mr. DePrima and Mr. Taylor for hosting the meetings previously referenced, which he stated was very nice and gracious, and he appreciated it very much.

Mrs. Sharon Cook, 516 Wyoming Avenue, stated that a large number of people had signed the petition stating that the stop sign is a nuisance or inconvenience, noting that this may be so. She indicated that many of those people stated that the speed limit should be raised, and some of them at the meetings thought that 25 m.p.h. was way too slow for the street. She estimated that half of the citizens of Dover would agree if they were asked to sign a petition about a stop sign; however, the reason for it is not inconvenience but safety. Mrs. Cook reiterated that drivers were routinely going well over 35 m.p.h., 50 m.p.h. or more, so her grandchildren and children cannot play in the front yard, so they are on the sidewalks. She indicated that stop sign studies say that people speed up after they stop; however, if they are already going 50, 60, or 70 m.p.h. and have to stop, they can hardly speed up too much more halfway down the street. Mrs. Cook advised that they were all for traffic calming things; however, after listening to the engineer from Wilmington, she thought that anything like roundabouts or bump-outs would be a couple hundred thousand dollars, and a stop sign would be a cheap, efficient way to fix the problem.

Barbara Shefferson, 21 Stewart Court, New Sherwood, stated that she does not live on Wyoming Avenue but goes up and down it three (3) to five (5) times every week in the morning, and cars go very fast there. She noted that people had passed her on Wyoming Avenue several times. Mrs. Shefferson expressed concern about the children there with the buses, stating that the kids are up and down off the curb and texting, with cars going back and forth. She stated that one of these children was going to get hit and that she thought a stop sign was needed.

Mr. Raymond Hebert, 515 Wyoming Avenue, stated that he wished to second what Mr. Cook had stated about the speeding problem on Wyoming Avenue. He described an incident that occurred the previous Saturday when he was going home from Holy Cross a little after 6:00 p.m. Mr. Hebert explained that he was getting ready to turn onto Westview Terrace, since his driveway is in the back on a one-way alley, and a gentleman was driving behind him so close to his bumper that he could not see the man's headlights. He indicated that this gentleman passed him and went down Wyoming Avenue at an estimated speed of 50 m.p.h. Mr. Hebert advised that there is a speeding problem, noting that this had been discussed in September. He indicated that he did not care if a turnaround, flashing light, TV cameras, or police officers were put there, but there was a need to take care of the problem. Mr. Hebert stated that the Dover Police Department had a problem on

Wyoming Avenue, noting that he had talked to police officers who stated that they give tickets all the time there and that they can sit there for 10 minutes and give out two (2) tickets. He asked members why something could not be done about the problem quickly before someone is hurt, noting that people walk up and down the street every day, including those walking their dogs and kids walking to school.

Mr. Anthony DePrima, 575 Westwood Drive, advised members that two (2) community meetings were held since the last time this matter was considered by the Council Committee of the Whole/Safety Advisory and Transportation Committee. He indicated that 18 people attended the community meetings and, after a lot of good discussion, they came to a final conclusion, noting that Mr. Hare had mentioned some of their suggestions. Mr. DePrima stated that everyone acknowledged that there was a speeding problem on Wyoming Avenue and no one, at least in this group, was saying that speeds should be increased, although this had been mentioned. Referring to Mr. Hare's comments, Mr. DePrima noted that there were no stop signs on Webbs Lane, to his knowledge. Responding, Mr. Hare advised that Webbs Lane is a State road. Responding, Mr. DePrima stated that this did not matter and that a road is a road. He indicated that there is no stop sign at Webbs Lane because the State would never allow a stop sign on that road.

Mr. DePrima informed members that the consensus at the community meetings was to take actions, in lieu of a stop sign, that would actually work. He explained that the studies referenced stated that a stop sign does not work for controlling speed, noting that Wyoming Avenue is 500 feet long and the stop sign would solve speeding for a short distance before and after the sign. Mr. DePrima stated that the stop sign would serve only the very limited number of people that were present tonight, stating that they think the stop sign would solve the problem but were forgetting the rest of the people on the street, who would not be served. He stated that those who came up with the suggestions thought they would eventually solve the problem for the whole street. Mr. DePrima stated that the flashing lights work and expressed the need to keep them working. He expressed the need to keep enforcing the speed limits, do the striping, and then revisit the issue and if there was still a problem after re-striping, other traffic calming measures should be considered. He indicated that this was the solution rather than stop signs, which would increase speeding between the light and the stop signs. Mr. DePrima stated that the stop sign would not be abided by, noting that he had provided two (2) studies, one (1) that showed that stop signs do not help and actually increase speeding, and one (1) that indicated that nuisance stop signs are not listened to and people roll through them.

Mr. DePrima advised that he did not appreciate the child card being played. He stated that he had been looking for kids and was not seeing them on the street, although he was not saying that they were not there. Mr. DePrima indicated that responsible parents do not let their young children play in front of the street when they live on Wyoming Avenue. He advised members that a doctor, a school nurse, a nurse, several teachers, and parents of little children were at the meeting at his house, and nobody would be signing off on the petition if any of them thought there was a danger to children. Mr. DePrima stated that he thought it unfair to play the child card, which could be played on any street in Dover, including Webb's Lane or Mifflin Road, which both have a speed limit of 35 m.p.h. He indicated that no one had mentioned that there are no stop signs on Walker Road, which has a speed limit of 30 m.p.h. In regard to the statistics on speeding, Mr. DePrima

acknowledged there was an issue with the truck; however, he stated that the reality was that in the last study 90% of the people were going less than 35 m.p.h., and the bulk of the people were going between 30 and 35 m.p.h. He stated that 35 m.p.h. was what people are allowed to drive on Webbs Lane and Mifflin Road and was not an unsafe speed.

Mr. DePrima expressed that he would have liked for the email from the Taylor's to be read. He noted that Mr. Ralph Taylor had been at the community meeting, had spoken during the Committee meeting of September 27, 2016, was a former traffic officer, and had been in favor of the stop sign. Mr. DePrima stated that Mr. Taylor's wife, Mrs. Jean Taylor, did a lot of research and learned that stop signs do not work, would not make the road safer, and would be a nuisance because people would be asked to stop every time they go down the road, and it would serve no purpose, other than maybe for a limited number of people. Mr. DePrima stated that the people on Wyoming Avenue do not own the road and are no more or less safe than anybody else driving on that road. He explained that for many of the people in his subdivision and the other subdivisions, every time they leave their driveway they end up either crossing or going onto Wyoming Avenue, and that their voices count as much as anybody's voices. Mr. DePrima stated that they were able to get 63 people to sign the petition stating that they do not want the stop sign in very short order and could have gotten many more, explaining that several people just visited the homes that were immediately around them.

Mr. DePrima noted that the Delaware uniform traffic control code states that yield or stop signs should not be used for control of speeding and that once a decision has been made to control an intersection, the decision regarding the appropriate roadway control should be based on engineering judgment. He advised that, in most cases, the roadway carrying the lowest volume of road should have the control, and yield or stop signs should not be installed on the higher volume roadway unless justified by an engineering study, noting that there was no engineering study in this instance. Mr. DePrima indicated that a multiple four-way stop control is used when the volume of traffic on the intersecting roads is approximately equal, and they are not approximately equal in this case. He noted that there are very definite guidelines on when a four-way stop is put in, and this stop sign would not meet that code or the law. He reiterated that this is a nuisance stop sign that would not solve the problem; however, traffic calming would. Mr. DePrima expressed the hope that City Council would realize that they were not doing anybody good by putting in a false sense of safety when it does not make anything safer. He stated that what would make this safer is traffic calming and striping after the road is paved.

Mr. Jeramie Forbes, 524 Westwood Road, advised that the West Dover Connector would be complete in the spring, and everybody expected that this would reduce the traffic that goes down Wyoming Avenue. He indicated that this would have a big impact on the number of people using Wyoming Avenue as a pass-through. Mr. Forbes noted that, as Mr. DePrima previously indicated, everything he has read about stop signs states that they are not going to slow anybody down. He explained that the stop signs would probably infuriate the people who are currently using the road as a pass-through, because they would see the stop sign as a sudden obstruction of their easy way to get where they are going. Mr. Forbes indicated that he had lived in a neighborhood where they installed a similar stop sign and that was what happened. He explained that people begin to see it as an obstruction and get irritated with it, and it actually causes more problems than it is worth. Mr. Forbes stated that he bikes across the road with his five-year-old son and has no problem

crossing safely. He noted that he also runs across the road two (2) or three (3) times in a single run. Mr. Forbes stated that he had never had trouble crossing the street by himself or with his five-year-old son on his bike; therefore, the kid card did not count to him. He indicated that his wife walks their kids to school along that street, and is in control of their children when doing so. Mr. Forbes stated that he thought that responsible parents can take the measures that are required to keep their kids safe from the traffic.

Mr. Hosfelt read the email from Mrs. Jean Taylor, on behalf of the Taylor family (Attachment #5).

Mr. Hare stated that he did not disagree with what Mr. DePrima had said, noting that Mr. Hare had stated in his remarks that stop signs are not totally the answer. He indicated that it would upset people, and maybe they would start going a different direction and there would not be 3,000 cars on this road. Mr. Hare suggested that, since the road would not be paved until the spring, this might be a good time to put the stop signs up on a trial basis, put the 25 m.p.h. signs above the flashing sign, and do some more traffic studies to see if it does affect the speed. He indicated that it may or may not have an effect and by then it would be known. Mr. Hare stated that when the repaving starts, the signs may have to come down anyway, and then the City could go to the other options. He reiterated that everything he had found indicated that a stop sign alone is not the answer; however, he stated that it was worth trying. Mr. Hare advised that there were only 13 houses on Independence Boulevard, 37 on Wyoming Avenue, and 46 on Mifflin Road and noted that the roundabout on Mifflin Road splits the road right about down the middle. He stated that he thought the stop sign would be worth it, even on a trial basis. Mr. Hare noted that perhaps two (2) or three (3) weeks after the signs are up, another speed study could be done for 10 days, noting that there would be a little inconvenience to see if the problem could be solved, and in the spring it could be addressed with other options if the speed is still an issue.

Mr. Sudler thanked both parties for coming to express how they feel. He stated that he is big on research, the ordinance, and guidelines, noting that he heard and understood that something needed to be done. Mr. Sudler advised that he was also looking at what the code had said in regard to speed reduction, and that yield and stop signs were not effective tools for reducing speed or the flow of traffic. He stated that he was in favor of radar, speed signs, traffic lines, indicators, and flashing lights. Mr. Sudler indicated that he was not totally against doing a stop sign temporarily on a trial basis as Councilman Hare had suggested; however, the code had already stated that this would not be effective and, from what Mr. DePrima had said, it would serve only a certain group of individuals in that area. Mr. Sudler stated that he would like to see something done for the entire road, as Mr. DePrima had voiced, and expressed the hope of coming up with a compromise. Mr. Sudler advised that he did not see an issue with a trial stop sign, which would cost something but not as much as other measures, and that it would only be until April or May. Mr. Hare noted that it may only be until March if there is a warm spring. Mr. Sudler stated that the sign could come down or stay up, depending on the study.

Mr. Neil asked if stop signs could be put up before the streets are redone. Responding, Mr. Koenig stated that signs could be put up two (2) weeks after final Council action, explaining that staff was prepared to put the signs up several months ago.

Mr. Neil expressed his hope that nobody in this particular area proposed to start pulling signs from Queen Street or Governors Avenue, stating that one cannot go down there without a problem. He questioned if members wanted to do something for the people who are basically affected, live on that street, and had testified and signed the first petition to give them immediate relief now, and then find out after the streets are redone and painted whether that will do it. Mr. Neil noted that he had sat in, along with Mr. Hosfelt, on discussions regarding street calming for a series of streets, including Independence Boulevard and North State Street. He advised that he thought that putting the stop signs in would at least give relief, whether it is just moral relief, and that the people who signed that petition initially deserve that right to have those stop signs put in. He stated that the stop signs on Queen Street or Governors Avenue may be an inconvenience; however, this is the law, and this is what he thought should be done. With due respect to the fact that stop signs do not work and the City is loaded with stop signs for various reasons, Mr. Neil stated that he thought members owed it to the people on the street to allow what they desire at this particular point because it could be changed. Mr. Neil expressed the need to adapt, stating that he would rather err on the side of the safety for the people who live on that street and who asked for help.

Mr. Hutchison stated that it was important to keep in mind that Wyoming Avenue is very different than most streets in the City because it is 42 feet wide, and when turning off Governors Avenue on Wyoming it is possible to see all the way down to New Burton Road. He indicated that he drives down Wyoming Avenue a lot, noting that you have to focus on keeping the speed limit down. Based on his 25 years in law enforcement, Mr. Hutchison guaranteed that stop signs would work, and someone would be getting tickets if they do not work. He stated that if stop signs were put up, alternatives could be sought and perhaps something better would come up. Mr. Hutchison stated that members have a responsibility to do something.

Mr. Hare moved to recommend the installation of two (2) stop signs at the intersection of Wyoming Avenue and Westview Terrace, to place 25 m.p.h. speed limit signs above the flashing lights, and to revisit this matter in March, just before the City starts repaving, so members can possibly layout a street layout plan for softening the street. The motion was seconded by Neil.

Mr. Sudler stated that he was going to support the motion based on the fact that it would be a temporary fix that will be reviewed, in lieu of an actual fix, because he believed that when people need some type of relief, this relief needs to be addressed and granted. He noted that he does not always agree on what the relief should be; however, this would be a good start for a compromise. Mr. Sudler stated that if this did not work, it would only be three (3) to five (5) months before it is revisited and there would be an opportunity to come back and come up with a plan together that will work. He indicated that something needed to be done and he had not heard about anything other than the re-striping, which he did not think would be done tomorrow. Mr. Sudler indicated that the stop sign was something that could be done tomorrow that would bring a sort of relief and he would support it as a temporary fix and not a total solution, unless research and statistics showed that this is just as effective as the other alternatives that they are looking to implement in the near future.

The motion to recommend the installation of two (2) stop signs at the intersection of Wyoming Avenue and Westview Terrace, to place 25 m.p.h. speed limit signs above the flashing lights, and to revisit this matter in March, just before the City starts repaving, so

members can possibly layout a street layout plan for softening the street was unanimously carried.

Quarterly Update - Bicycle/Pedestrian Subcommittee

Mr. Scott Koenig, City Manager, stated that the Bicycle/Pedestrian Subcommittee had been active and were working on ways to improve the bicycle and pedestrian flow throughout the City. He stated that the Delaware Department of Transportation (DelDOT) had been very active with the Capital City Trail, and a number of these citizens were contributing to improvements all over the City, from working with DelDOT to work on City streets. Mr. Koenig indicated that staff was seeing a big increase in requests for striping, crosswalks, shared bike lanes, etc., which was part of the work that the Subcommittee does.

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

Meeting adjourned at 7:28 p.m.

UTILITY COMMITTEE

The Utility Committee meeting was held with Chairman Cole presiding.

AGENDA ADDITIONS/DELETIONS

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

Municipal Separate Storm Sewer System (MS4) Inventory and Inspection Proposal

Mr. Scott Koenig, City Manager, advised members that on August 28, 2003, the City of Dover was issued a National Pollutant Discharge Elimination System (NPDES) State permit from the Delaware Department of Natural Resources and Environmental Control (DNREC). He explained that the City is required to perform six (6) elements to comply with its Stormwater Management Program. Mr. Koenig stated that one (1) of the elements is illicit discharge detection and elimination, which includes keeping a storm sewer map active, accurate, and current.

Mr. Koenig indicated that the proposal from KCI Technologies includes mapping the City's MS4, locating and inspecting stormwater point structures (inlets, outfalls, junction boxes, and manholes), stormwater linear structures (pipes and ditches), and stormwater polygonal structures or best management practices (BMPs), which represent the stormwater ponds. He stated that each asset will be inspected for structural integrity, and the end product will include a web-based map viewer of all the infrastructure and the ability to input and store information and future inspection data on each structure. Mr. Koenig advised that this proposal would satisfy the above referenced element of the Stormwater Management Program. He noted that the City currently has a map of the existing structures that collect, convey, and discharge stormwater; however, it is not 100% accurate and structural integrity inspections had not been performed to date.

Mr. Koenig stated that KCI Technologies is not a current consultant that is under contract with the City of Dover; however, they are a consultant under contract with the Delaware Department of Transportation (DelDOT). He indicated that the City's Purchasing Policy allows for cooperative purchasing through other government contracts, which is what was being proposed with this project.

Mr. Koenig explained that this work was budgeted for in the FY 17 Operating Budget, specifically within the Department of Public Works, Streets Division, and the entire project was proposed over a five-year term, which equates to $329,740 or $65,948 per year.

For additional reference, Mr. Koenig advised that the City had major struggles with maintaining compliance with this permit and was under a conciliatory order from the Department of Natural Resources and Environmental Control (DNREC) to become fully compliant with its permits. He stated that the proposed expense was a budgeted expense for FY 17 and would have to be rebudgeted as the FY 18 budget is built. He indicated that this is an ongoing, very labor- and information-intensive permit, noting that it is not good enough for staff to simply map the system once, they must map, inventory, and inspect the system and then demonstrate that they have done all of these activities in an annual report to the State to comply with the permit requirements.

Mr. Koenig explained that the MS4 Inventory and Inspection Proposal was only one (1) component of the overall program, noting that additional projects, including public outreach, must also happen. He noted that several years ago, the City hired Mr. Randy Cole, Environmental Scientist, who laid out a program to help get the City into compliance with the permit requirements. Mr. Koenig advised that Mr. Cole had come from the Delaware Department of Transportation (DelDOT) and noted that one of the benefits of this program is that it creates a cooperative relationship with DelDOT, who is also an MS4 permittee. He stated that the program also helps staff to standardize some of the information gathering and reporting.

Mr. Koenig stated that the City has roughly 105 or 110 miles of streets, but there are an additional 55 or 60 miles of State-owned streets in the City, and some of the old agreements include language that obligates the City to maintain and inspect some of the stormwater infrastructure on these roads. He noted that, in some cases, DelDOT had gone out and inventoried certain structures, such as U.S. Route 13 and some of the other roads.

Mr. Koenig stated that using the same consultant as DelDOT would allow staff, in some cases, to merge data and tie the systems together through the web-based viewer, and give staff a better picture of what is happening. He noted that this was not something that could be accomplished in-house. Mr. Koenig advised that the proposal indicates that KCI has a division dedicated to this type of work that includes field personnel, scientists, and engineers, who can go out and provide a standard inspection. He explained that the City had previously inspected structures using field crews and, as crews changed, the standard sometimes varied in the information coming back. Mr. Koenig advised that it is important that the City reports consistent information so that it matches up when final reports are given to the State, noting that this is also important for the City's asset management system. He stated that the proposal would be an expansion of what is currently being done regarding the MS4 permit to demonstrate compliance. Mr. Koenig indicated that this work needed to occur, reiterating that it was budgeted.

Mr. Koenig stated that he fully supported staff's recommendation to authorize the five (5) year proposal with KCI Technologies, in the amount of $329,740, initiating with $65,948 in FY 17.

Referring to page 7 of the Cost Estimate submitted by KCI Technologies, dated October 21, 2016, Ms. Arndt noted that the consultant recommended that additional work be done concurrently for illicit discharge detection and elimination. Responding, Mr. Koenig stated that staff did not recommend that proposal at this time, explaining that the recommendation was for the first component of the project and the rest would have to be picked up at a later date or when doing some other proposal. In response to Mr. Neil's question regarding whether that recommendation was due to budgetary considerations, Mr. Koenig noted that $136,000 was remaining in the budget for FY 17, so he thought that it was more program related than budget related; however, he stated that he would provide members with the information.

Mr. Blakeman requested clarification regarding the specific meaning of illicit discharge. In response, Mr. Koenig explained that illicit discharge means things like dumping motor oil into the storm sewer system, as well as mowing grass and blowing it into the storm sewer where it enters the storm sewer system. He indicated that illicit discharge would also include things like dirt from a construction site and glass, debris, and fluid from a car accident. Mr. Koenig stated that it can be argued that all things entering the storm system that are not stormwater are illicit discharges. He stated that, in some cases, the City has storm drains that were tied into the sanitary system, which is not an illicit discharge, but is a problem in the sanitary system. Mr. Koenig explained that, on occasion, staff had run into problems where sanitary laterals were tied into the storm sewer system, and that is an illicit discharge. He noted that the term illicit discharge has a wide range of meanings but in very simple terms is anything other than stormwater entering into the storm sewer system.

Mr. Blakeman moved to recommend authorizing the five (5) year proposal with KCI Technologies, in the amount of $329,740, initiating with $65,948 in FY 17, as recommended by staff. The motion was seconded by Mr. Hutchison and unanimously carried.

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

Meeting adjourned at 7:39 p.m.

LEGISLATIVE, FINANCE, AND ADMINISTRATION COMMITTEE

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

AGENDA ADDITIONS/DELETIONS
By unanimous consent, the agenda was approved.

North Street Sidewalk Improvements - New Project - DelDOT Transportation Alternatives Project

Mr. Scott Koenig, City Manager, advised members that several years ago the Downtown Dover Partnership (DDP) initiated a Transportation Enhancement Project request for pedestrian improvements on North Street from Governors Avenue to Queen Street. He noted that the project encompasses the area adjacent to the cemetery next to the museums and the area where the old federal building was converted to the Johnson Victrola Museum. Mr. Koenig stated that, when initially developed, the project was intended to help expand the downtown streetscape into other parts of the downtown to improve pedestrian flow. He indicated that this was, in essence, a sidewalk project, and because the project is just under $1M, it qualifies as a Delaware Department of Transportation (DelDOT) Transportation Enhancement Project.

Mr. Koenig stated that the project was accepted by DelDOT, and the City of Dover was required to act as the municipal sponsor and project partner for the work. He indicated that the project would improve the sidewalk, American Disabilities Act (ADA) accessibility, and street lighting in the corridor, and extend the downtown sidewalk and lighting network into an underserved area of the City. Mr. Koenig advised that the total estimated project cost was $980,000 according to the DelDOT engineers. He stated that this project would require an 80/20 match from the sponsoring local government; therefore, the City's match would be $186,000. Mr. Koenig noted that this payment must be received prior to the award of the construction contract, and staff intended to submit Community Transportation Funding (CTF) requests to area legislators to offset the City's contribution for the improvement. He reiterated that, under this proposal, the City would provide 20% of the funding and the State would pick up 80% on what is a City street, noting that the leveraging of State money is a benefit of using this program. Mr. Koenig stated that emails from Representative Sean Lynn, received earlier this evening, indicated that CTF funding would be acceptable to him. Mr. Koenig noted that Representative Lynn had capped contributions to the City at roughly$120,000, which was not intended to be used solely for this project; however, some of it could be used. He stated that several General Fund projects and equipment purchases were coming in under budget, from which the remaining funds could be transferred to this project to support the required match.

Mr. Koenig reviewed DelDOT's schedule for this project.

Mr. Koenig stated that staff is requesting authorization from City Council to sign the project agreement with DelDOT and begin assembling the required funds for the match. The State has requested that all matching funds be transferred to DelDOT no later than February/March 2017.

Mr. Koenig informed members that he wanted to get a recommendation from the Committee this evening; however, if the Committee was not comfortable with this, he would like the proposal to be sent to Council without a recommendation, so that this matter does not appear on the Consent Agenda. He advised that this would give the City 13 more days to bring the project closer to full funding or give staff a script for which purchases are coming in under budget. Mr. Koenig stated that this was an opportunity for the City to leverage approximately $800,000 of State money to improve the downtown sidewalk and lighting network for a 20% match. He indicated that if the project does not move forward, the City had already committed to some design costs and would have

to reimburse the State between approximately $24,000 and $25,000. Mr. Koenig stated that adjustments would have to be made to the budget to fund the $186,000, noting that if Council authorizes the agreement, there may be flexibility with DelDOT on the schedule to transfer funds. He stated that he thought this was a good project for the City, reiterating that it was initiated through the DDP as a follow-up project to some of the North Street improvements that were authorized in the bond bill several years ago when Mr. Gary Patterson, former member of the DDP Board of Directors, Senator Brian Bushweller, and a few others worked closely with the State and the DDP to fund downtown improvement projects.

Dr. Stewart asked how much funding would be available from equipment purchases that were coming in under budget. Responding, Mr. Koenig estimated that this would be in the $20,000 to $25,000 range. He stated that the City had a very large project related to the Garrison Oak Technical Park and the A-Del Construction Company contract, and A-Del had been delayed and is in a liquidated damages clause; therefore, there may be savings from that project that could be reprogrammed for this project. Mr. Koenig indicated that he did not have the numbers available this evening; therefore, if there were reservations about authorizing the request, he asked that it be sent to Council without a recommendation. He stated that, at the staff level, it was believed that projects and purchases were coming in under budget and this money could be directed to leveraging this project with the State.

Mr. Neil asked if staff had reached out to Senator Bushweller or any of the other congressional members. Responding, Mr. Koenig stated that this had not yet been done but, as previously mentioned, staff would send out a request for CTF. He noted that the reason Representative Lynn had any understanding of the project via email was because he had asked a question earlier today about funding for the Street Program. Mr. Koenig advised that if this project goes forward through the Committee, by the end of the week there would be a request out to legislators for CTF. He stated that the City may obtain $30,000 to $50,000 through CTF, which would potentially reduce the City's exposure to the funding of the project. Mr. Koenig stated his understanding that the money would transfer directly to DelDOT if the legislators actually agree to fund it, rather than having to route it through the City and then back to DelDOT. He advised that the legislators can direct their funding for CTF directly to this project so that it reduces the City's actual payment for the improvement.

Mr. Neil moved to recommend approval of staff's request for authorization from City Council to sign the project agreement with DelDOT and begin assembling the required funds for the match. The State has requested that all matching funds be transferred to DelDOT no later than February/March 2017. The motion was seconded by Mr. Hutchison and unanimously carried.

Draft Comprehensive Annual Financial Report (CAFR)

Mr. Hare stated that if there were no questions regarding the Draft Comprehensive Annual Financial Report (CAFR), no action was required.

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

Meeting adjourned at 7:49 p.m.

Mr. Neil moved for adjournment of the Council Committee of the Whole meeting. The motion was seconded by Mr. Hosfelt and unanimously carried.

Meeting adjourned at 7:49 p.m.

William F. Hare
Acting Chair

WFH/TM/js/dd
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Attachments

Attachment #1 - Photo of the location of a beacon in Dobbinsville, New Castle, Delaware, provided by Mr. Mark Luszcz

Attachment #2 - Draft RRFB Signal Plan for South State Street at Bayhealth Kent General, provided by Mr. Mark Luszcz

Attachment #3 - Statistics on Burglaries, Robberies, and Shootings for 2016, provided by Captain David Spicer

Attachment #4 - Report entitled "City of Dover Violent Crime, Weapon Violations and Overdoses - January 2014 to October 2016," provided by Captain David Spicer

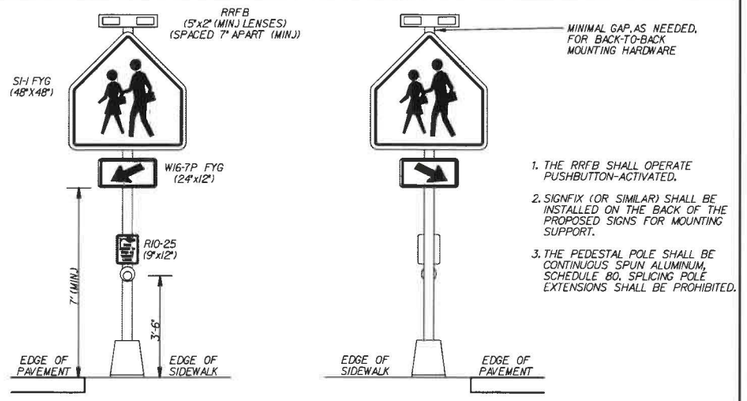
Attachment #5 - Email received November 29, 2016 from Mrs. Jean Taylor, on behalf of the Taylor family, regarding the four-way stop sign

ATTACHMENT #1
Council Committee of the Whole Meeting of 11/29/2016



ATTACHMENT #2
Council Committee of the Whole Meeting of 11/29/2016

RRFB ASSEMBLY



1. THE RRFB SHALL OPERATE PUSHBUTTON-ACTIVATED.
2. SIGNFIX (OR SIMILAR) SHALL BE INSTALLED ON THE BACK OF THE PROPOSED SIGNS FOR MOUNTING SUPPORT.
3. THE PEDESTAL POLE SHALL BE CONTINUOUS SPUN ALUMINUM, SCHEDULE 80. SPLICING POLE EXTENSIONS SHALL BE PROHIBITED.

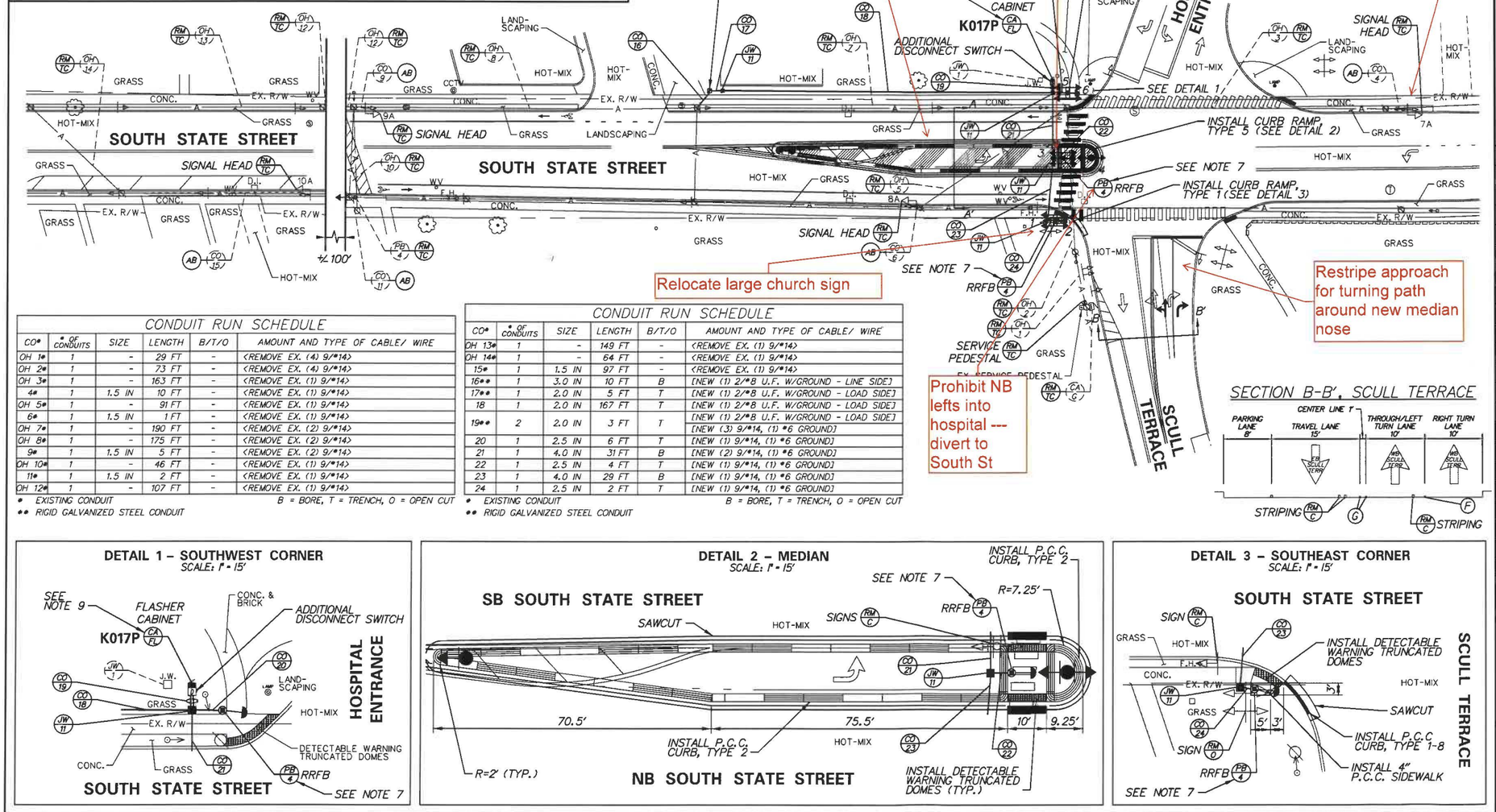
NOTES:

5. ALL WORK PERFORMED UNDER THIS PROJECT IS INTENDED TO OCCUR WITHIN D THE KENT COUNTY TAX PARCEL MAP.
6. ALL CONDUIT SHALL BE SCHEDULE 80 PVC WHEN INSTALLED BY TRENCHING AND SCHEDULE 80 HDPE WHEN INSTALLED BY BORING, UNLESS OTHERWISE NOTED.
7. THE PEDESTRIAN PUSHBUTTON SHALL BE INSTALLED AT A HEIGHT OF 42 TO 48 INCHES ABOVE THE LANDING AREA AND SHALL BE LOCATED SUCH THAT THE MAXIMUM REACH DISTANCE DOES NOT EXCEED 10 INCHES FROM THE LANDING AREA TO THE FACE OF THE PUSHBUTTON.
8. DELDOT TRAFFIC SHALL REMOVE THE EXISTING SIGNAL HEADS, SIGNAL HEAD CABLES, AND OVERHEAD RUNS.
9. THE PROPOSED FLASHER CABINET SHALL BE INSTALLED ON THE PROPOSED ADDITIONAL DISCONNECT SWITCH.

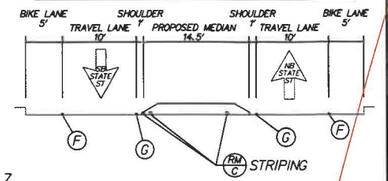
Signal agreement required with Bayhealth due to limited R/W

Install median refuge island for two-stage crossing --- narrow thru lanes and add bike lanes

Provide RRFB assembly within median for direct line-of-sight/visibility



SECTION A-A', S. STATE STREET



SECTION B-B', SCULL TERRACE

CONDUIT RUN SCHEDULE

CO*	# OF CONDUITS	SIZE	LENGTH	B/T/O	AMOUNT AND TYPE OF CABLE/ WIRE
OH 1*	1	-	29 FT	-	<REMOVE EX. (4) 9/#14>
OH 2*	1	-	73 FT	-	<REMOVE EX. (4) 9/#14>
OH 3*	1	-	163 FT	-	<REMOVE EX. (1) 9/#14>
4*	1	1.5 IN	10 FT	-	<REMOVE EX. (1) 9/#14>
OH 5*	1	-	91 FT	-	<REMOVE EX. (1) 9/#14>
6*	1	1.5 IN	1 FT	-	<REMOVE EX. (1) 9/#14>
OH 7*	1	-	190 FT	-	<REMOVE EX. (2) 9/#14>
OH 8*	1	-	175 FT	-	<REMOVE EX. (2) 9/#14>
9*	1	1.5 IN	5 FT	-	<REMOVE EX. (2) 9/#14>
OH 10*	1	-	46 FT	-	<REMOVE EX. (1) 9/#14>
11*	1	1.5 IN	2 FT	-	<REMOVE EX. (1) 9/#14>
OH 12*	1	-	107 FT	-	<REMOVE EX. (1) 9/#14>

* EXISTING CONDUIT
** RIGID GALVANIZED STEEL CONDUIT
B = BORE, T = TRENCH, O = OPEN CUT

CONDUIT RUN SCHEDULE

CO*	# OF CONDUITS	SIZE	LENGTH	B/T/O	AMOUNT AND TYPE OF CABLE/ WIRE
OH 13*	1	-	149 FT	-	<REMOVE EX. (1) 9/#14>
OH 14*	1	-	64 FT	-	<REMOVE EX. (1) 9/#14>
15*	1	1.5 IN	97 FT	-	<REMOVE EX. (1) 9/#14>
16**	1	3.0 IN	10 FT	B	[NEW (1) 2/#8 U.F. W/GROUND - LINE SIDE]
17**	1	2.0 IN	5 FT	T	[NEW (1) 2/#8 U.F. W/GROUND - LOAD SIDE]
18	1	2.0 IN	167 FT	T	[NEW (1) 2/#8 U.F. W/GROUND - LOAD SIDE]
19**	2	2.0 IN	3 FT	T	[NEW (1) 2/#8 U.F. W/GROUND - LOAD SIDE] [NEW (3) 9/#14, (1) #6 GROUND]
20	1	2.5 IN	6 FT	T	[NEW (1) 9/#14, (1) #6 GROUND]
21	1	4.0 IN	31 FT	B	[NEW (2) 9/#14, (1) #6 GROUND]
22	1	2.5 IN	4 FT	T	[NEW (1) 9/#14, (1) #6 GROUND]
23	1	4.0 IN	29 FT	B	[NEW (1) 9/#14, (1) #6 GROUND]
24	1	2.5 IN	2 FT	T	[NEW (1) 9/#14, (1) #6 GROUND]

* EXISTING CONDUIT
** RIGID GALVANIZED STEEL CONDUIT
B = BORE, T = TRENCH, O = OPEN CUT

DETAIL 1 – SOUTHWEST CORNER
SCALE: 1" = 15'

DETAIL 2 – MEDIAN
SCALE: 1" = 15'

DETAIL 3 – SOUTHEAST CORNER
SCALE: 1" = 15'

EXISTING SIGNAL HEAD DIAGRAM

Replace all former non-compliant school warning beacons with school RRFBs



* ALL EXISTING SIGNAL HEADS SHALL BE REMOVED

PROPOSED SIGNAL HEAD DIAGRAM

1-6

ALTERNATELY FLASHING
(WW+S PATTERN)
YELLOW RRFB BEACONS

LEGEND

AB	ABANDON	OH (•)	EXISTING OVERHEAD RUN IDENTIFIER (* OF OVERHEAD RUN)
CA (X)	EXISTING CABINET IDENTIFIER (TYPE OF CABINET)	OH (•)	PROPOSED OVERHEAD RUN IDENTIFIER (* OF OVERHEAD RUN)
CA (X)	PROPOSED CABINET IDENTIFIER (TYPE OF CABINET)	PB (X)	EXISTING POLE BASE IDENTIFIER (TYPE OF POLE BASE)
CO (•)	EXISTING CONDUIT RUN IDENTIFIER (* OF CONDUIT RUN)	PB (X)	PROPOSED POLE BASE IDENTIFIER (TYPE OF POLE BASE)
CO (•)	PROPOSED CONDUIT RUN IDENTIFIER (* OF CONDUIT RUN)	PL (X)	EXISTING POLE IDENTIFIER (* OF POLE)
JW (X)	EXISTING JUNCTION WELL IDENTIFIER (TYPE OF JUNCTION WELL)	PL (X)	PROPOSED POLE IDENTIFIER (* OF POLE)
JW (X)	PROPOSED JUNCTION WELL IDENTIFIER (TYPE OF JUNCTION WELL)	RM C	REMOVE BY CONTRACTOR
MA (XX)	EXISTING MAST ARM IDENTIFIER (LENGTH OF ARM)	RM O	REMOVE BY OTHERS
MA (XX)	PROPOSED MAST ARM IDENTIFIER (LENGTH OF ARM)	RM TC	REMOVE BY TRAFFIC CONTRACTOR

	EXISTING SYMBOL	PROPOSED SYMBOL
JUNCTION WELL	J.W.	■
LOOP DETECTOR, TYPE 1		
LOOP DETECTOR, TYPE 2		
LUMINAIRE		
MAST ARM		
MICROWAVE DETECTION		
OPTICOM RECEIVER		
OVERHEAD SIGNING		
PEDESTRIAN POLE/BASE		
PEDESTRIAN PUSHBUTTON		
PEDESTRIAN SIGNAL HEAD		
RIGHT-OF-WAY		R/W
SERVICE PEDESTAL		P
SIGNAL CABINET		
SIGNAL HEAD		
SIGNAL POLE/BASE		
SPAN INSULATOR		
SPAN WIRE	XX	
UTILITY POLE		
VIDEO DETECTION		

GENERAL SIGNAL NOTES

1. ALL GALVANIZED CONDUIT (GRC) SHALL BE REAMED AND THREADED. ALL GRC SHALL BE THREADED TOGETHER WITH APPROVED COUPLINGS. SET SCREW, BOLTED, AND COMPRESSION FITTING ARE NOT ACCEPTABLE.
2. ALL UNDERGROUND AND OVERHEAD UTILITIES SHOWN ON THESE PLANS ARE SCHEMATIC ONLY AND MAY NOT BE COMPLETE. THE CONTRACTOR SHALL BE RESPONSIBLE FOR NOTIFYING MISS UTILITY, AND/OR THE APPROPRIATE UTILITY PRIOR TO THE BEGINNING OF CONSTRUCTION FOR THE UTILITY MARKOUTS. IF THE CONTRACTOR PERCEIVES THAT A CONFLICT BETWEEN UTILITIES AND THE TRAFFIC SIGNAL WILL OCCUR, THE CONTRACTOR SHALL NOTIFY DELDOT TRAFFIC IMMEDIATELY BEFORE CONSTRUCTION.
3. ALL SIGNAL EQUIPMENT REMOVED FROM A PROJECT IS TO BE RETURNED TO DELDOT TRAFFIC - DOVER, DELAWARE.
4. POLE BASE TO BE REMOVED IN ACCORDANCE WITH SECTIONS 201 AND 202 OF THE STANDARD SPECIFICATION OR AS DIRECTED BY THE ENGINEER. EXISTING CONDUIT IS TO BE ABANDONED.

RECOMMENDED _____ DATE:_____
RECOMMENDED _____ DATE:_____
RECOMMENDED _____ DATE:_____
APPROVED TRAFFIC ENGINEER _____ DATE:_____
APPROVED FOR INSTALLATION
CHIEF TRAFFIC ENGINEER _____ DATE:_____

DRAFT

DELAWARE
DEPARTMENT OF TRANSPORTATION

ADDENDUM / REVISIONS
1 INSTALLED RRFB ASSEMBLIES. K.M.K. (WRA) 10-16 (CONTRACT *TBD)

SCALE
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FEET

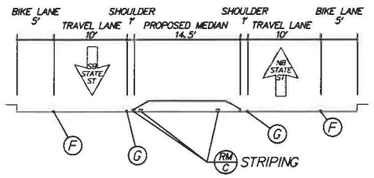
CONTRACT	PERMIT NO.	K017P
TBD	DESIGNED BY: K.M.K. (WRA)	
COUNTY	CHECKED BY: M.J.B. (WRA)	
KENT		

RRFB SIGNAL PLAN
SOUTH STATE STREET @
BAYHEALTH KENT GENERAL

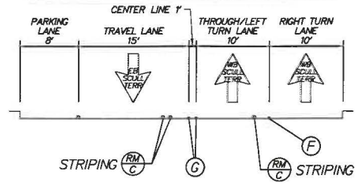
SHEET NO. 1
TOTAL SHTS. 2

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SECTION A-A', S. STATE STREET



SECTION B-B', SCULL TERRACE



PAVEMENT MARKINGS LEGEND

SYMBOL	ITEM	QUANTITY
(A)	PERMANENT PAVEMENT STRIPING, ALKYD-THERMOPLASTIC, WHITE, 16" (ITEM 748015)	35 SF
(B)	PERMANENT PAVEMENT STRIPING, ALKYD-THERMOPLASTIC, WHITE, 10' x2' (ITEM 748015)	170 SF
(C)	PERMANENT PAVEMENT STRIPING, ALKYD-THERMOPLASTIC, WHITE, 6' x2' (ITEM 748015)	20 SF
(D)	PERMANENT PAVEMENT STRIPING, SYMBOL, ALKYD-THERMOPLASTIC (ITEM 748015)	36 SF
(E)	PAVEMENT MARKINGS, PREFORMED RETROFLECTIVE THERMOPLASTIC, BIKE SYMBOL (ITEM 748553)	4 EA
(F)	PERMANENT PAVEMENT STRIPING, EPOXY RESIN PAINT, WHITE, 5" (ITEM 748548)	764 LF
(G)	PERMANENT PAVEMENT STRIPING, EPOXY RESIN PAINT, YELLOW, 5" (ITEM 748548)	691 LF
(H)	PERMANENT PAVEMENT STRIPING, ALKYD-THERMOPLASTIC, YELLOW, 12", 45°, 10' O.C. (ITEM 748027)	8 LF

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DELAWARE
DEPARTMENT OF TRANSPORTATION

ADDENDUMS / REVISIONS

SCALE
0 30 60 90
FEET

DRAFT

CONTRACT	PERMIT NO.	K017P
TBD	DESIGNED BY: K.M.K. (WRA)	
COUNTY	CHECKED BY: M.J.B. (WRA)	
KENT		

SIGNING AND STRIPING PLAN
SOUTH STATE STREET @
BAYHEALTH KENT GENERAL

SHEET NO.
2
TOTAL SHTS.
2

Burglary Stats 2016

	Total	Cleared	Unfounded	% Cleared	2015
January	13	6	0	46%	6
February	10	10	0	100%	5
March	11	9	1	82%	9
April	11	8	1	73%	6
May	4	3	1	75%	10
June	9	6	0	67%	4
July	10	5	2	50%	9
August	3	3	0	100%	7
September	9	7	*1*	78%	12
October	6	1	1	17%	4
November	9	2	0	22%	4
December				#DIV/0!	12
Totals	95	60	7	63.16%	88

Robbery Stats 2016

	Total	Cleared	Unfounded	% Cleared	2015
January	9	9	0	100%	1
February	5	4	2	80%	3
March	9	8	0	89%	1
April	4	1	1	25%	4
May	3	3	0	100%	1
June	3	3	0	100%	7
July	4	2	4	50%	8
August	4	4	0	100%	8
September	3	3	1	100%	3
October	6	4	0	67%	5
November	6	1		17%	5
December				#DIV/0!	8
Totals	56	42	8	75%	54

Shooting Stats 2016

	Total	Cleared	No Vic Co-Op	Homicide	Att-Homi	Assault	Rec. Endanger	% Cleared
January	2	0	2	0	0	0	2	0%
February	5	2	2	0	0	4	1	40%
March	4	1	0	0	0	1	3	25%
April	2	2	2	0	0	2	0	50%
May	3	1	1	0	0	2	1	33%
June	1	1	0	0	0	0	1	100%
July	0	0	0	0	0	0	0	0%
August	7	4	1	1	0	1	5	57%
September	0	0	0	0	0	0	0	0%
October	7	3	1	1	0	2	3	43%
November	3	1	1	0	0	1	2	33%
December								#DIV/0!
Totals	34	15	10	2		13	18	44%

2015
36
39

36

City of Dover

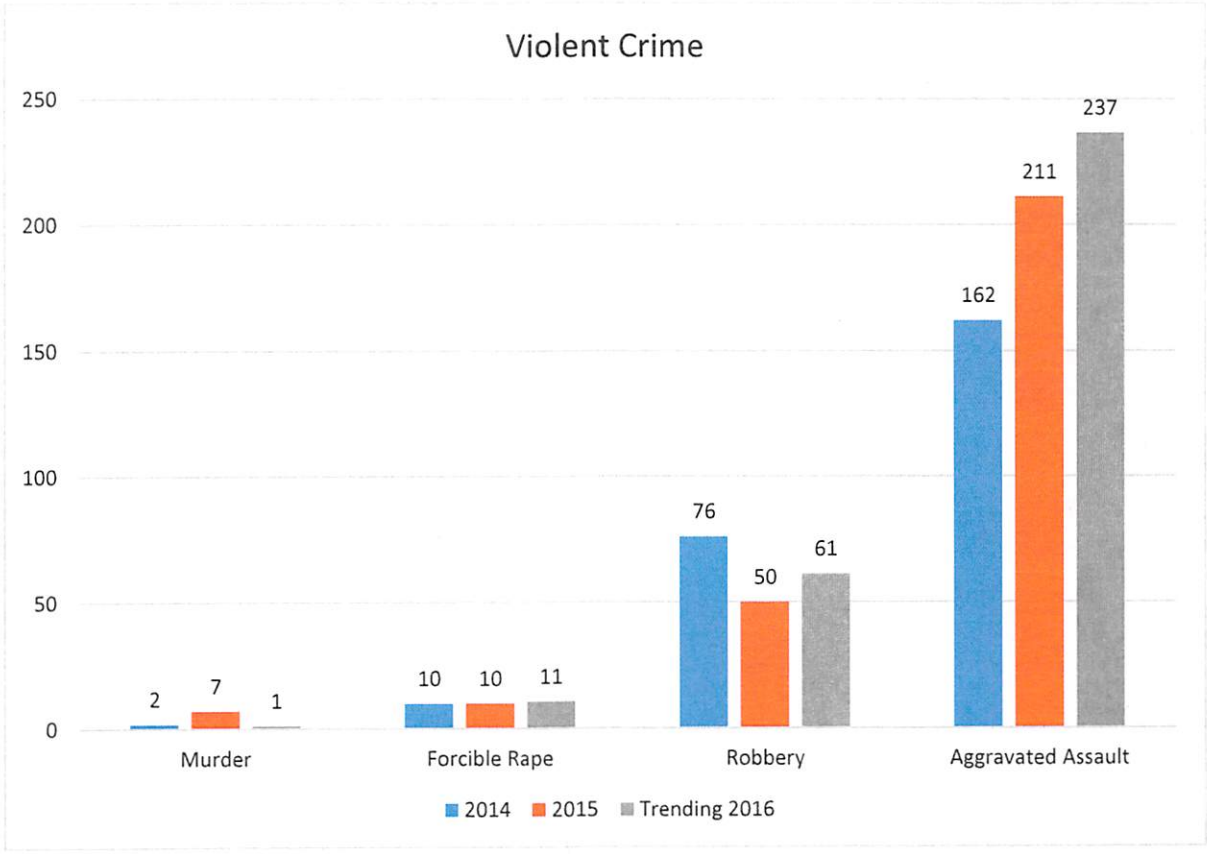
Violent Crime, Weapon Violations and Overdoses

January 2014 to October 2016

Prepared: Crime Analyst Rob Scott
November 14, 2016

	2013	2014	2015	*YTD 2016	Trending 2016
Murder	1	2	7	1	1
Forcible Rape	12	10	10	9	11
Robbery	63	76	50	51	61
Aggravated Assault	204	162	211	197	237
Total	280	250	278	257	309

* Reflects Jan-Oct 2016

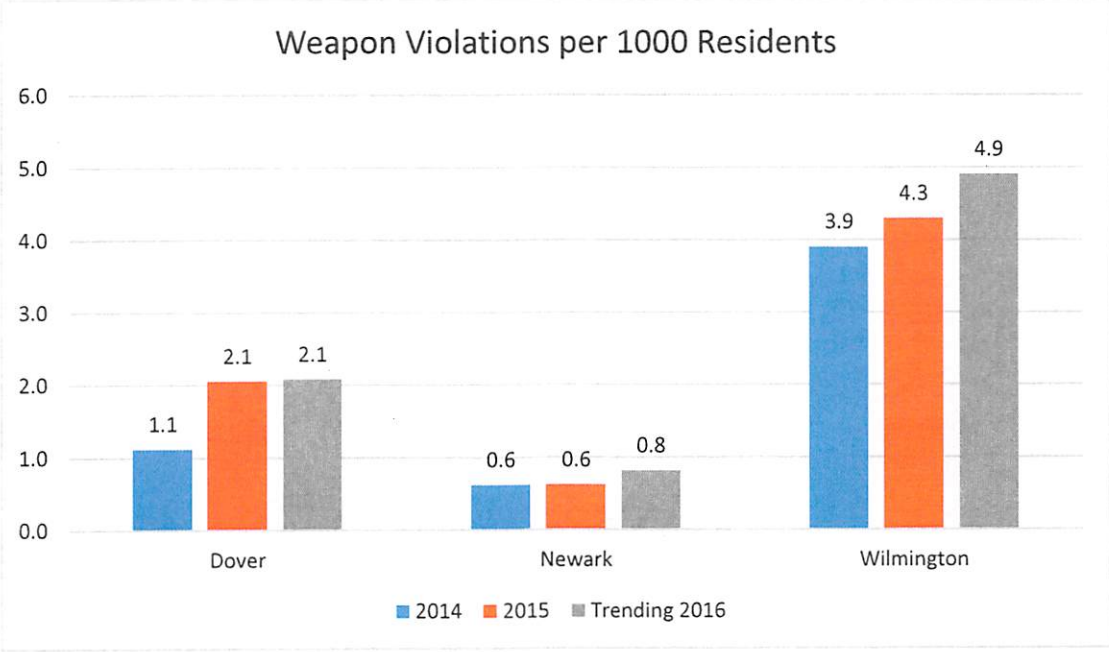


	Percent Increase/Decrease		
	2014	2015	Trending 2016
Murder	100%	250%	-83%
Forcible Rape	-17%	0%	8%
Robbery	21%	-34%	22%
Aggravated Assault	-21%	30%	12%

Weapon Violations Per Capita (Dover, Newark and Wilmington)

	Estimated Population	2014 Weapon Violations	2014 Per 1000	2015 Weapon Violations	2015 Per 1000	*YTD 2016	Trending 2016	2016 Per 1000
Dover	37522	42	1.1	77	2.1	65	78	2.1
Newark	33817	21	0.6	21	0.6	23	28	0.8
Wilmington	71948	281	3.9	309	4.3	294	353	4.9

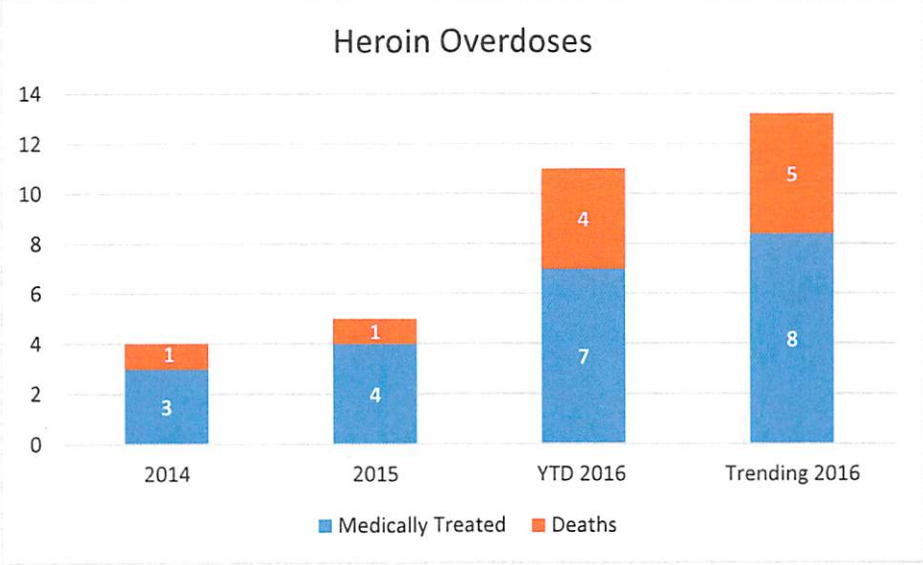
* Reflects Jan-Oct 2016



Heroin Overdoses

	2014	2015	*YTD 2016	Trending 2016
Medically Treated	3	4	7	8
Deaths	1	1	4	5
	4	5	11	13

* Reflects Jan-Oct 2016



Things that we are doing to prevent violent crime

- DVOC and STREET Crimes unit are working informants for information ie possessing guns/ Drugs etc
- We expanded the Street crimes unit to 7 officers
- Working with other agencies Federal and State to develop cases on violent offenders and apprehending violent fugitives removing them from the streets.
- DVOC, STREET crimes, Criminal Investigation Unit, Patrol Unit are working together and sharing valuable information on suspects and crime trends.
- Using the City Camera system to identify crime as it is occurring(84) cameras
- Focusing resources on Drug infested locations and arrested drug dealers.
- Taking a proactive approach and conducting increased traffic stops
- Executing search warrants in areas where violence crime is high and where shootings are occurring.
- We are experiencing daytime shootings in the downtown area and drugs always seem to be the common theme behind act.
- Our Community Policing Unit is sharing concerns and our officers are acting on information.

McDowell, Traci

From: McDowell, Traci
Sent: Tuesday, November 29, 2016 7:49 AM
To: City Clerks Office
Cc: Koenig, Scott
Subject: FW: Email re four-way stop sign

This e-mail has been blind copied to the Mayor and Members of Council

In order to prevent a serial meeting, please do not respond to, nor discuss, this information with a quorum of Council or any committee prior to the meeting.

From: Tim Slavin [mailto:timslavin1@gmail.com]
Sent: Tuesday, November 29, 2016 7:04 AM
To: McDowell, Traci
Subject: Email re four-way stop sign

Traci,

I received this email from the Taylor's. Please forward on to members of Council and the Mayor.

Thank you.

Tim

++++++++++++++

Greetings from the Taylor family!

We live one house in from Wyoming Avenue, on Westview Terrace, in Dover. We have lived here since 2003. We recognize that there is an increasing speeding/traffic issue on Wyoming Avenue that is a concern to our family, our neighbors, and the pedestrians that enjoy using our neighborhoods for leisurely strolls and exercise (bear in mind that we are a few short blocks away from the YMCA and several local business offices that have employees whom enjoy walking during their lunch times). By finding the right solution to decreasing the speed of motorists through our neighborhood, we will make our streets safer for the motorists and non-motorists.

When we first heard about the proposed 4-way stop sign (Westview & Wyoming), we were excited that someone had finally noticed the speed/traffic issue and we were in favor of this idea. I then began doing some studying on residential traffic problems and solutions (links available below). It is clear that a four way stop sign in our situation is not an appropriate traffic solution; it is doubtful that it would assist us in speed reduction efforts on Wyoming Avenue. They are very effective with right of way issues at an intersection, but not effective as speed reducers.

My husband & I participated in two neighborhood meetings to discuss the pro's and con's of the stop signs and to determine other potential solutions for the speed/traffic issues on Wyoming Avenue.

After discussing the concept of traffic calming, we collectively agree that it would be wiser to try the idea of "street narrowing" by having Wyoming Avenue painted with a double yellow line down the middle and solid white road edge lines which would highlight the parking areas near the curb. This would be the most economic way to give motorist the sense of the street being more narrow than it presently appears without any lines. Research has documented that when motorist drive on wide open streets, they perceive it to be safer to increase their speed (regardless of posted speed limit signs or stop signs - which often annoy them into more dangerous driving behaviors). We would ask the city to also leave the radar speed signs on the west and east sides of Wyoming Avenue. This is another research approved technique to assist motorists in being aware of, and slowing their speed in residential areas. Research has even demonstrated that these signs have a long lasting effect. It is more effective with the speed limit sign attached to the same pole, directly above the radar speed signs, so we would like to ensure that this is done on Wyoming Avenue.

After the lines have been painted and the speed limit signs have been properly attached to the radar speed signs, we would appreciate another study being conducted to see how effective these methods were. If there is still an issue, we would like to request that you would consider an attractive solution such as street narrowings, curb extension or possibly a couple of smaller sized traffic circles in three or four of the intersection areas down Wyoming Avenue. The links below show several options and discuss the research pro's and con's of each method. If we need to implement any of these additional methods, I personally would love to assist in the selection process.

Thank you for your attention to our neighborhoods concern. We look forward to sending out great reports about how quickly and willingly our city has handled these concerns. We love our city!

Regards, and HAPPY HOLIDAYS, to all!
Jean Taylor, on behalf of the Taylor family

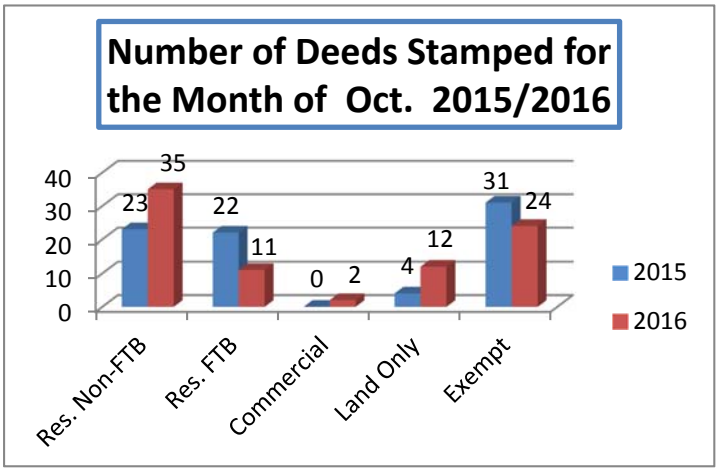
http://www.pps.org/reference/livememtraffic/
http://www.ite.org/traffic/tcdevices.asp
http://www.ite.org/traffic/
http://www.sfbetterstreets.org/find-project-types/pedestrian-safety-and-traffic-calming/traffic-calming-overview/chicanes/
http://jalopnik.com/5859243/the-ten-cleverest-ways-to-get-drivers-to-slow-down/
http://www.popcenter.org/problems/speeding/3
http://www.stopspeeders.org/options.htm
https://www.quora.com/What-are-most-effective-ways-of-slowing-down-speeding-cars-on-residential-streets

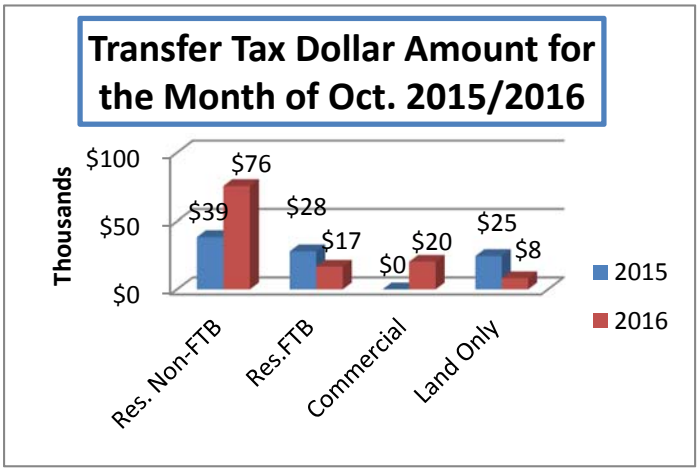
Monthly Report
October 2016

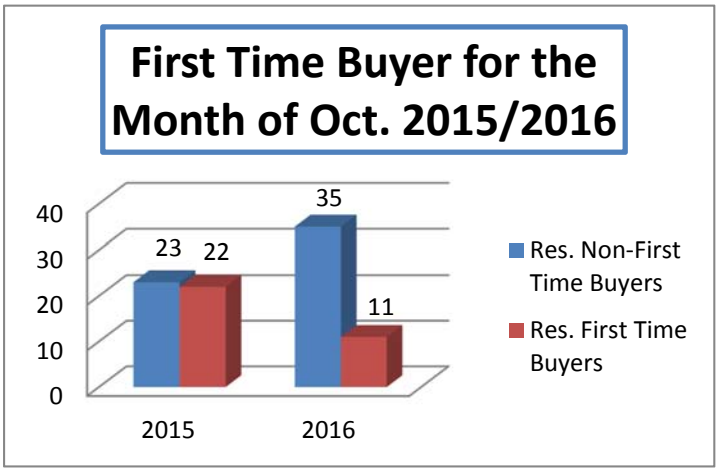


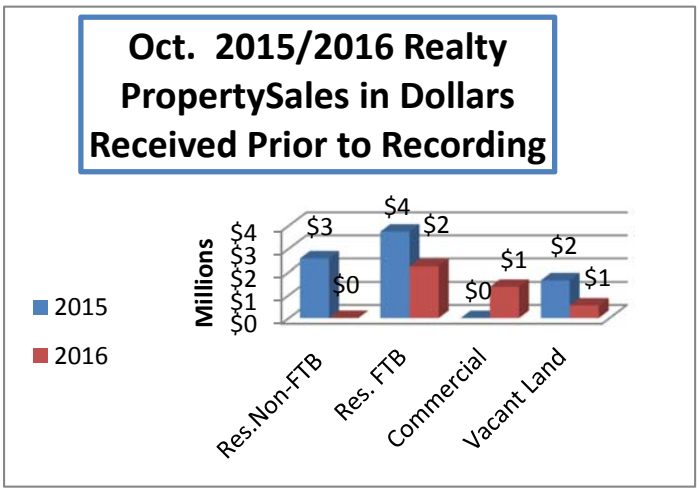
Office of City Assessor

ASSESSOR'S REPORT









Major Updates

	Aug-16	Sept- 16	Oct- 16
Assessment Change	$2,59,500	$9,746,000	$5,817,300

Residential Sales Ratio Report

Sales in Study	Total Assessed Value	Total Sale Price	Ratio	PRD
16	$2,271,700	$2,497,770	0.91	1.12

ASSESSOR'S REPORT

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

Points of Interest

Scanning & Filing

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

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

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

Assessor's Office

The following were mailed out:

- Supplemental Bills totaling $41,450.74.
- "Verification of Eligibility" forms and letters for the Exempt Properties.
- Delinquent Tax Bills.

CITY OF DOVER
SALES RATIO REPORT

PARID	NBHD	LUC	ADDRESS	UNITS	STYLE	YRBLT	STORIES	SFLA	GRADE	CDU	TOTAL APPR	SALE DT	PRICE	ASR
ED05-067.00-03-07.00-	6	R10	20 SESKINORE CT	8		2016	1	1518	B+	VG	193,400	12-OCT-16	225,000	.86

PARID	NBHD	LUC	ADDRESS	UNITS	STYLE	YRBLT	STORIES	SFLA	GRADE	CDU	TOTAL APPR	SALE DT	PRICE	ASR
012														
ED05-067.18-03-75.00	17	R10	58 FREEDOM DR	1	16	1976	1	1799	C	AV	145,400	03-OCT-16	189,000	.77
ED05-067.20-03-39.00	9	R10	316 N GOVERNORS AVE	1	1	1925	2	1449	C	AV	75,100	17-OCT-16	60,000	1.25
ED05-076.05-02-24.00	14	R10	47 STONEY DR	1	8	1986	2	1763	C+	AV	135,900	17-OCT-16	165,000	.82
ED05-076.05-04-01.069	102	R50	46 PAR HAVEN DR	1	20	1978	1	723	C-	AV	35,100	14-OCT-16	18,000	1.95
ED05-076.06-02-01.00-	103	R50	8 DOVER HALL	1	20	1973	1	939	B	GD	65,000	20-OCT-16	65,000	1

PARID	NBHD	LUC	ADDRESS	UNITS	STYLE	YRBLT	STORIES	SFLA	GRADE	CDU	TOTAL APPR	SALE DT	PRICE	ASR
423														
ED05-076.06-02-77.00	2	R10	339 COLD SPRING PL	1	13	1984	2	1040	C-	AV	82,000	14-OCT-16	60,000	1.37
ED05-076.10-01-26.00	16	R10	1268 N FARMVIEW DR	1	5	1988	2	1496	C	AV	126,800	18-OCT-16	183,000	.69
ED05-077.07-06-36.00	6	R10	711 MARTA DR		14	2016	1	1352	B-	AV	186,300	05-OCT-16	223,305	.83
ED05-077.07-06-87.00	6	R10	312 NOB HILL RD		1	2016	2	1920	B-	AV	172,600	05-OCT-16	203,805	.85
ED05-077.07-06-89.00	6	R10	300 NOB HILL RD		1	2016	2	1440	B-	AV	158,000	05-OCT-16	193,660	.82
ED05-077.11-02-67.00	6	R10	655 ROBERTA AVE	1	14	1967	1	1130	C	AV	135,700	11-OCT-16	165,000	.82
ED05-085.08-01-40.00	12	R10	2 STEWART CT	1	5	1962	2	1830	C+	AV	156,000	12-OCT-16	110,000	1.42
ED05-085.12-03-63.00	12	R10	366 MIMOSA AVE	1	16	1972	1	1857	C	GD	137,900	07-OCT-16	169,000	.82
LC05-068.08-01-05.00	3A	R10	103 MOURNING DOVE LN	1	9	1999	2	3862	A-	AV	330,600	17-OCT-16	340,000	.97
LC05-068.10-01-11.00	13	R10	437 EAST WIND DR	1	8	1994	2	1847	C+	AV	135,900	20-OCT-16	128,000	1.06

CITY MANAGER'S MONTHLY



REPORT

OCTOBER 2016

Note from Scott Koenig, City Manager

Members of Council;

Attached you will find data regarding our Electric Department, Customer Service, Human Resources, Public Works Department and the TEA Report. Please do not hesitate to contact me with any questions regarding the information.

Information pertaining to the Library and our IT Department was not available at the time this report was completed and therefore will be included in with their new information next month.

Wishing you and yours a very Merry Christmas.

Scott Koenig

ELECTRIC DEPARTMENT

Electric Divisions

System Peak	
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
Oct 16	116.94

Total System Load	
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
Oct 16	57,707

Month	*outages*	*customers*
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
Oct 16	8	224

Number Customers Gained	
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
Oct 16	27

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
22.1	53.54	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**
3	13	36.13 Minutes	34.2 Minutes

PROGRAM UPDATES	OCT 17	OCT 16	FY17 YTD
Tree Trimming	133	428	4608
Number of Oil Releases	0	1	7
Lost Time Accidents – All Electric Utility Divisions	0	0	0
New Services	27	9	352
Major Goals Completed in the Past Two Months			

HUMAN RESOURCES
October 2016

Category	Oct 15	Nov 15	Dec 15	Jan 16	Feb 16	March 16	April 16	May 16	June 16	July 16	August 16	Sept 16	Oct 16	Total
Caucasian*	300	301	298	297	296	299	301	302	301	297	294	296	301	N/A
Minorities*	66	65	67	66	67	68	67	70	70	70	69	71	72	N/A
Hired	1	2	3	0	2	9	3	3	3	3	0	5	9	43
Terminated/Resigned/ Retired/Other	1	2	5	2	2	5	2	0	4	8	4	1	1	37
Transferred/Promoted	0	1	1	1	1	1	4	0	1	2	2	2	0	16
Jobs Posted	4	0	3	3	2	5	10	2	3	5	7	3	3	50
Workers Comp. Injuries	7	1	1	3	0	1	4	2	0	3	3	3	6	34
Workers Comp. Hours	211	63	10	0	166	144	73	0	32	271	340	171	254	1735
Insurance Claims	3	2	1	5	4	5	1	4	2	0	3	3	2	35

347 **Full-time Employees: Part-time Employees:** 26 (*3 Pitts Center, 1 Recreation, 11 Library, 1 Customer Service, 1 Central Services, 9 Police Department) -Numbers do not reflect, temporary, seasonal, relief fire dispatchers, committee or council members.

Position Hired: Key Accounts Representative (Electric); (2) MEO I Sanitation (Public Works); Environmental Scientist (Public Works); (2) MEO I (Grounds, Public Works); MEO I (Water/wastewater, Public Works); (2) Cadets
Position Terminated/Resigned/Retired: Electrical Engineer I (Electric)
Positions Posted: Customer Service Director; Customer Service Clerk I (part-time), Water/wastewater Maintenance Supervisor (Public Works)

Recruitment Information
(Positions closed in October)

Position	Total	Female	Male	Unknown	Black	White	Hispanic	Asian/Pacific Islander	American Indian/Alaskan Native	Unknown	In Dover	Out Dover
Customer Service Director	15	9	3	3	6	8	-	-	1	-	5	10
Customer Service Clerk I (part-time)	33	24	1	8	9	24	-	-	-	-	17	16
Customer Service Clerk II (Collections) (part-time)	20	16	1	3	9	9	-	-	-	2	10	10
Residential Assessment Technician	5	4	1	-	3	-	-	-	-	2	1	4

Unfilled/Open Positions by Department*

Unfilled/Open Positions By Department	Oct 15	Nov 15	Dec 15	Jan 16	Feb 16	March 16	April 16	May 16	June 16	July 16	August 16	Sept 16	Oct 16
Electric	2	3	3	3	4	5	5	5	3	4	4	3	3
Public Works	16	14	12	13	14	12	10	10	12	11	13	11	5
Police	2	2	2	2	2	4	4	1	2	2	3	2	1
All Other Departments	7	8.5	10	12	10.5	8	7	7	8	9.5	10	9	9
Totals	27	27.5	27	30	30.5	29	26	23	25	26.5	29	25	18

**Not used for Budgeting Purposes*

✧**<u>The following has been updated to reflected the Fiscal 2016-17 Budget</u>**

Electric: Transmission and Distribution Coordinator, Engineering Fieldman I, Electrical Engineer I
Public Works: Utility Maintenance Mechanic I; Lead Laborer (Grounds); Laborer II (Grounds); Water/Wastewater Maintenance Supervisor, Public Works Operations Manager
Police: Building Maintenance Craftsperson
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)

HUMAN RESOURCES
(Continued)

Turnover Statistics

	2010	2011	2012*	2013 *	2014	2015	2016
Total Turnover %	5.57	6.75	11.00	10.91	6.02	11.77	7.35
Termination Turnover %	0.27	1.08	0.29	1.47	.57	.28	.54
Resignation Turnover %	2.12	4.05	5.21	5.01	2.29	7.56	5.72
Retirement Turnover %	3.18	1.62	5.50	4.42	3.15	4.20	1.63

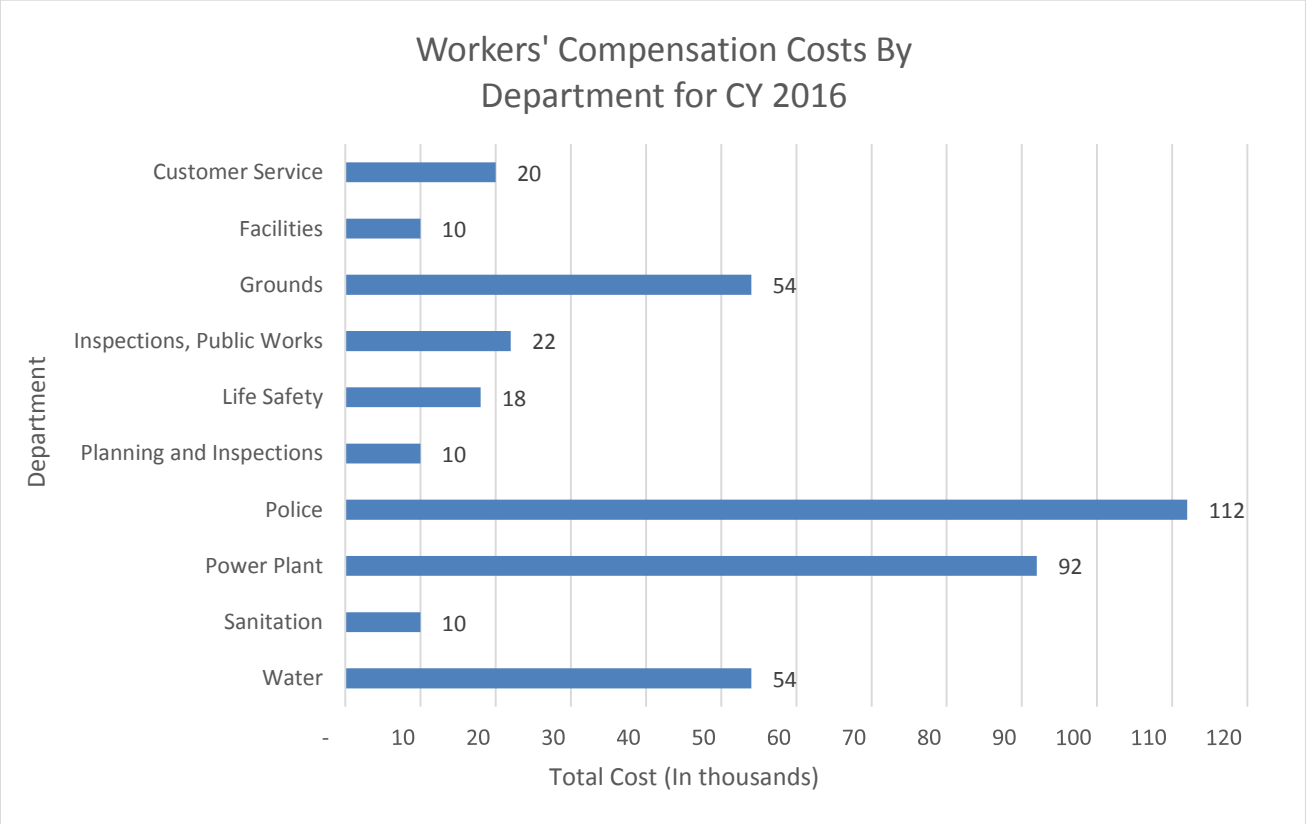
*** Healthcare cost sharing implemented**

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

Average Employees

	2010	2011	2012*	2013*	2014	2015	2016
Total Number of Employees Separating from Service	21	25	38	37	21	42	27
Average Number of Full-time Employees	362	356	333	325	331	333	339
Average Number of Part-time Employees	16	15	12	14	18	24	29

*** Healthcare cost sharing implemented**



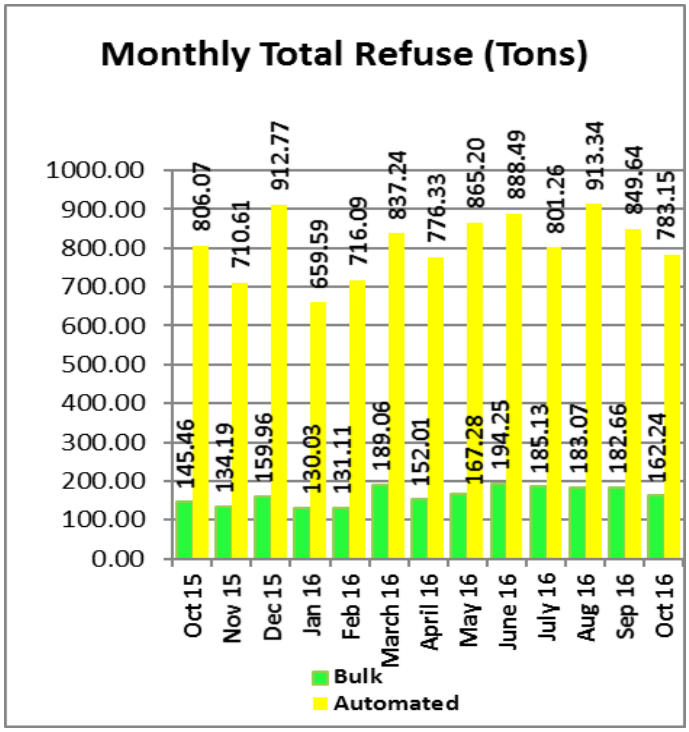
Total $279,434

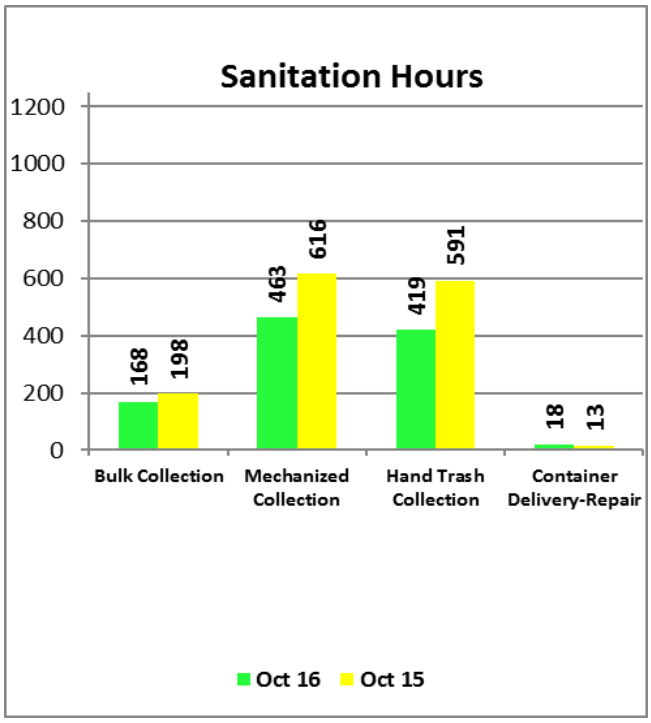
PUBLIC WORKS

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





	OCTOBER 16	FYTD 17	OCTOBER 15	FYTD 16
Trips to DSWA Sandtown Landfill	159	683	173	722
Total Tonnage to DSWA	945.39	4,060.49	951.53	4,093.32
90-Gallon Containers Delivered	55	209	76	313
300-Gallon Containers Delivered	0	0	0	0
Total Man Hours-containers Delivered	18	71	13	82

CURBSIDE RECYCLING STATS	TOTAL # OF HOUSEHOLDS COLLECTED	TOTAL # OF ACCOUNTS	WEIGHT/LBS.	AVE. LBS.
October 2016	19,428	9,270	222,060	11.43

Streets	OCTOBER 16	FYTD 17	OCTOBER 15	FYTD 16
Signed Installed	13	42	2	30
Signs Repaired	14	30	11	25
Curbs Painted Yellow (feet)	148	2,813	0	1,116
New Post Installed	16	32	2	37
Storm Catch Basins Repaired	1	9	1	9
Storm Catch Basin Repairing (Hrs.)	2	13.5	0	38
Storm Catch Basins Cleaned	1	20	0	355
Storm Catch Basins Cleaning (Hrs.)	2	45	0	41
Hot Mix Patching (Tons)	0	0	0	0
Hot Mix Patching (Hrs.)	0	0	0	0
Cold Mix Patching Hrs.)	15	56.25	0	19
Concrete Work (Hrs)	0	14	0	32
Concrete Patching (Cubic Yards)	0	4	0	0
Ditch Work (Hrs).	0	2	0	28
Street and Alley Maintenance (Hrs)	0	0	0	4
Street Sweeping (Miles)	1,773	7,560	1,434	5,801
Street Sweeping (Cubic Yards)	212.0	644.5	148	456
Leaves Collected (Cubic Yards)	954.0	954	753	1,506
Leaf Collection (Miles)	655	655	749	1,498

GROUNDS

Work Orders

Total Work Orders = 8	General = 1	Arborist = 7

Arborist Crew	October 2016	October 2015
Trees Trimmed	17	42
Trees Removed	6	8
Stumps Removed	0	10
Root Pruning	0	0

– Both Arborists have been mowing grass and working ballfields at Schutte Park
– On 10/24/16 The Arborists began working on Christmas lights

Beautification Crew
– Finished removing hanging baskets on Loockerman Street
– Discontinued watering on 10/12/16
– Removed plants, as needed, due to cold/frost wilt/damage.
– Prepared beds for bulbs

Mowing Crew
– One mowing crew began general clean-up of the grounds on the mowing route.

Athletic Field Maintenance
– Shared duties between the arborists and other staff

Litter Removal
– Litter crew has been doing an outstanding job with emptying trash cans and picking up litter.
– Crew has been assisting with some critical pruning assignments.

Miscellaneous
– Bush hogged various City properties

GEOGRAPHIC INFORMATION SYSTEMS (GIS)

Public Works	Researched parcel mapping issue.
Public Works	Created a data catalog in Excel documenting all official GIS Data.
Public Works	Provided recycling data for the Loockerman Street hand trash area.
Public Works	Created the starting versions of the 15 flushing zones for Fall 2016.
Public Works	Worked with Requester to ensure accuracy of the maps. Exported to PDF. Created two CAF maps at 8.5"x11". One of New Burton Road/Webbs Lane water infrastructure and the other of Clearview Meadows Pump Station. Provided as PDFs to the requester.
Public Works	Updated the Parcels, Rentals & Active AHIs layers.
Public Works	Created Aerial Golf Holes & Multiple Choice sheets. Updated the Aerial Gold scorecard. Made a list of posters to print.

FLEET AND FACILITIES MANAGEMENT

Fleet Maintenance

PM Work Orders Completed:	**25**	Number of Tire Repairs:	**4**	Number of Road Repairs:	**2**
Other Work Orders:	**54**	Repair Hours:	**155.5**	Road Repair Hours:	**2**
Total Work Orders:	**79**	Fabrication Hours:	**12**	Misc. Hours:	**41**
PM Hours: **80.5**					

 # Of Scheduled PM's: 26
 # Of Scheduled PM's: Completed: 8

Major Program Updates

MEASURE	OCTOBER 2016	OCTOBER 2015	DIFFERENCE
Fleet Maintenance - Scheduled Preventative Maintenance appointments being kept *(Quantity and Percentage)*	8 out of 26 30.77 % Fall is upon us and we are in 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 26 26.92%	**+ 3.85%**
Facilities Maintenance			
Facilities - Routine work orders completed within 5 days *(Quantity and Percentage)*	37 out of 37 100 %	35 out of 35 100 %	**0 %**
Facilities - Emergency work orders completed within 2 days *(Quantity and Percentage)*	3 out of 3 100 %	2 out of 2 100 %	**0 %**

PM

Water/Wastewater Divisions

	Sept 15	Oct 15	Nov 15	Dec 15	Jan 16	Feb 16	March 16
Total Water Prod.	168,970,000	145,299,000	121,642,000	133,437,000	137,229,000	137,059,000	148,722,000
Billed Consumpt.	156,671,000	144,888,000	115,248,000	116,923,000	118,062,000	129,346,000	127,945,000
Total Flow to County	126.593,000	132,777,000	138,535,000	126,640,000	120,192,000	187,336,000	132,852,000
City Readings	147,211,292	124,737,856	119,588,481	144,997,084	131,263,852	152,102,705	195,225,608

	April 16	May 16	June 16	July 16	Aug 16	Sept 16	Oct 16
Total Water Prod.	159,483,000	146,101,000	172,331,000	204,088,000	203,656,000	176,510,000	173,574,000
Billed Consumpt.	141,806,000	125,105,000	147,393,000	181,484,000	179,460,000	184,214,000	159,687,000
Total Flow to County	129,035,000	161,418,000	129,309,000	129,725,000	158,799,000	125,583,000	169,995,000
City Readings	148,682,761	157,406,385	158,898,575	146,440,837	178,307,328	135,635,579	147,838,447

ENGINEERING SUMMARY

Major Program Updates	OCTOBER 16	OCTOBER 15	DIFF	FY17 YTD	FY16 YTD
State and Federal Violations	0 violations	0 violations	-	-	-
Water Quality Complaints	22	17	+ 5	58	40
Plan Review Completed Within 30 days of Submission	5 plans 100%	8 plans 100%	-3	24	26

OPERATIONAL SUMMARY

Task	OCTOBER 16	OCTOBER 15	CURRENT FY
Water Production - Daily Average	5,599,161	4,687,065	757,828,000
Average Field Response Time (goal is <30 minutes)	16.5	17.11	17
Water Mains Repaired	3	1	6
Water Service Lines Repaired	0	2	6
Wastewater Mains Repaired	1	1	3
Wastewater Service Lines Repaired	0	0	1
Sewer Lines Flushed - linear feet	40,833	15,249	228,417
Sewer Mains Videoed -linear feet	0	572	5,791
Total Fire Hydrants in Service	1,820	1,820	1,820
Total Water Meters in City Distribution System	14,505	14,362	14,505

City of Dover

Customer Services Department

Major Program Updates	Oct 2016	Oct 2015	Difference	FY 2017 Year-to-Date	FY 2016 Year-to-Date
Number of Customers Served	22,143	20,746	1,397	77,129	67,862
Final Bills	584	641	(57)	2,192	2,198
Estimated Bills	191	223	(32)	616	694
Penalties Posted	$ 8,610	$ 17,319	(8,709)	$ 20,394	$ 46,916
Extensions of Credit - Amount Extended	$ 144,346	$ 143,757	589	$ 364,607	$ 351,256
Balance Transfers	$ 446	$ 2,549	(2,103)	$ 1,388	$ 91,431
Utility Collections	$ 48,978	$ 68,437	(19,459)	$ 80,557	$ 129,392
Special Assessments	$ -	$ -	-	$ -	$ -
Miscellaneous Billings	$ 201,752	$ 227,391	(25,639)	$ 459,590	$ 480,522
CNP through Disconnect Collars	$ -	$ -	-	$ -	$ -
Court Cases	$ -	$ -	-	$ -	$ -
Tamperings	$ -	$ -	-	$ -	$ -
Taxes Levied	$ 12,649,977	$ 825,303	11,824,674	$ -	$ -
Billing Adjustments	$ -	$ (57,997)	57,997	$ -	$ -
Total Taxes Collected	$ 12,105,669	$ 289,224	11,816,445	$ 23,534,170	$ 841,073
Taxes Outstanding	$ 544,308	$ 626,851	(82,543)	$ -	$ -
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
Oct-16

Date	Total on list	Total $	# Cut	$ Cut	Specials	$ Specials
TOTAL	1806	$ 719,718.55	337	$ 90,036.80	86	$ 19,468.63

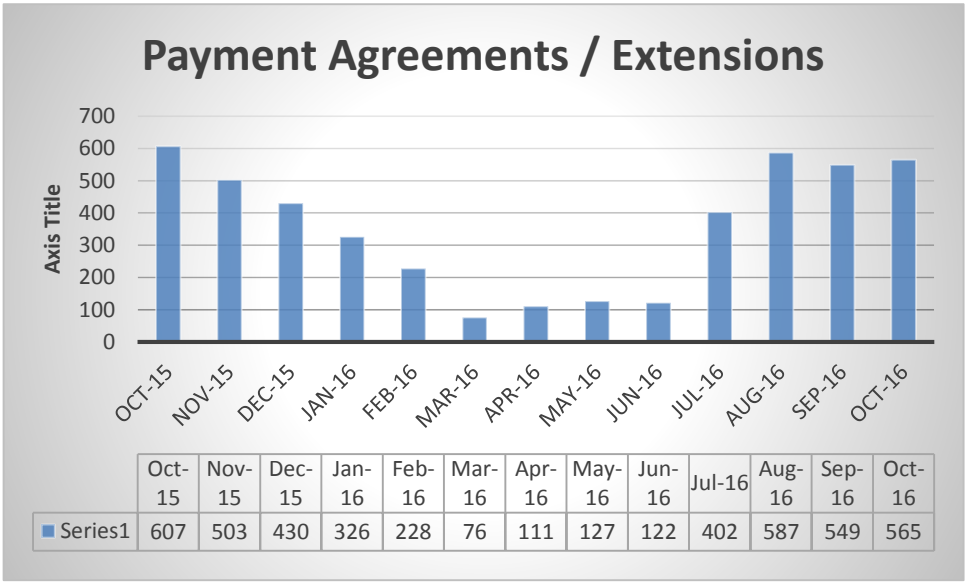
% of Cust Cut 23%

% of Total $ Cut 15%

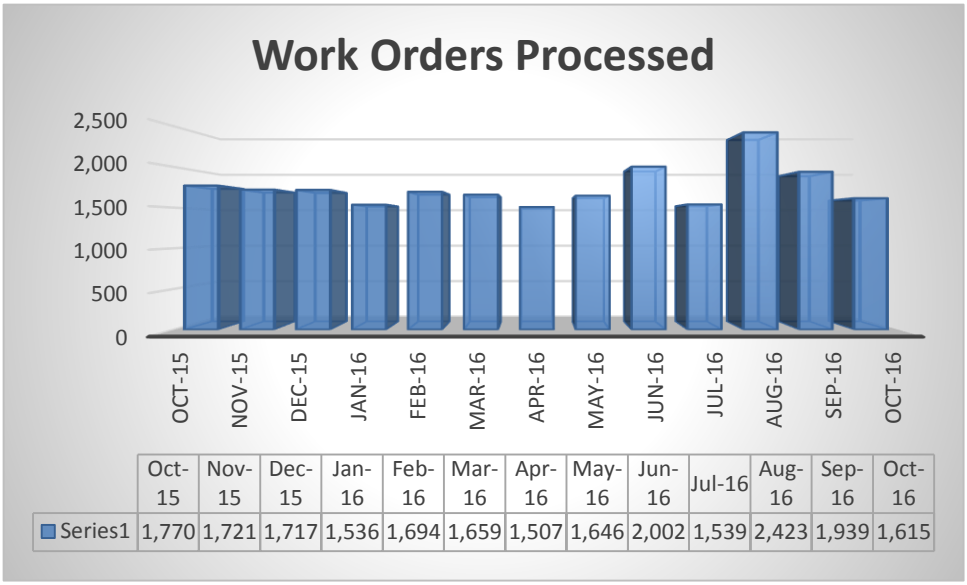
Total Days Available to Cut 20

Average Accounts Cut Per Day 21

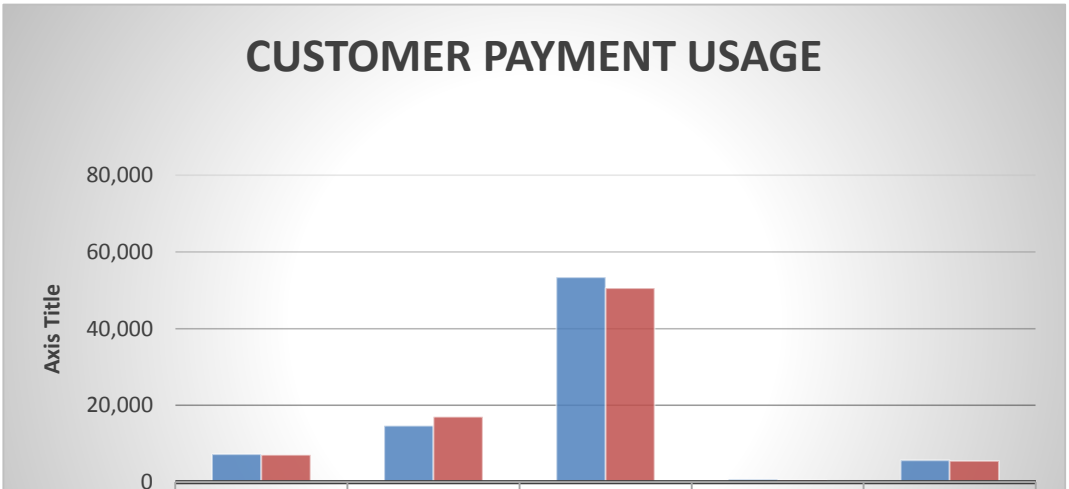
Average Accounts Available to Cut Per Day 90



	Oct-15	Nov-15	Dec-15	Jan-16	Feb-16	Mar-16	Apr-16	May-16	Jun-16	Jul-16	Aug-16	Sep-16	Oct-16
Series1	607	503	430	326	228	76	111	127	122	402	587	549	565

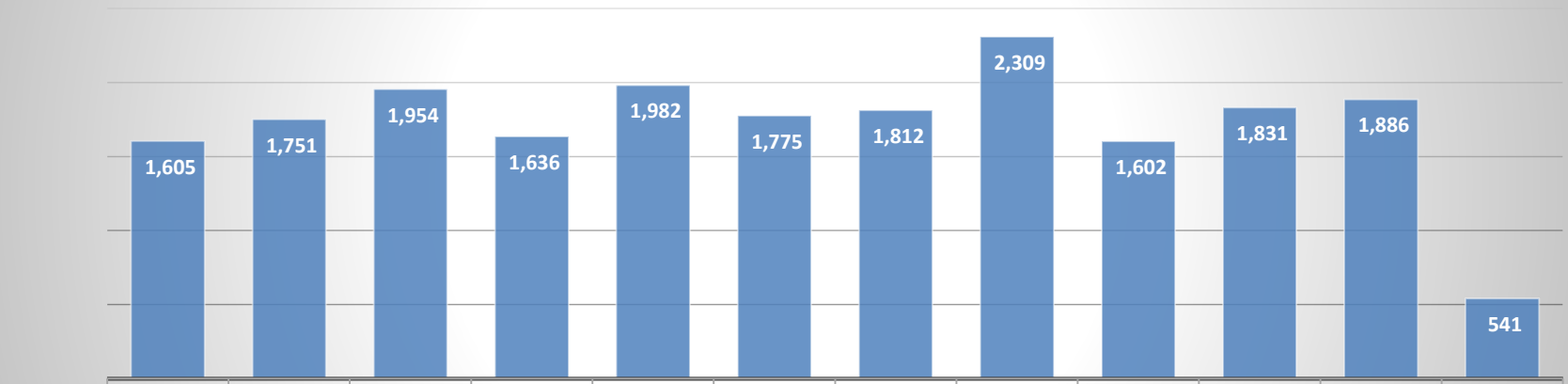


	Oct-15	Nov-15	Dec-15	Jan-16	Feb-16	Mar-16	Apr-16	May-16	Jun-16	Jul-16	Aug-16	Sep-16	Oct-16
Series1	1,770	1,721	1,717	1,536	1,694	1,659	1,507	1,646	2,002	1,539	2,423	1,939	1,615



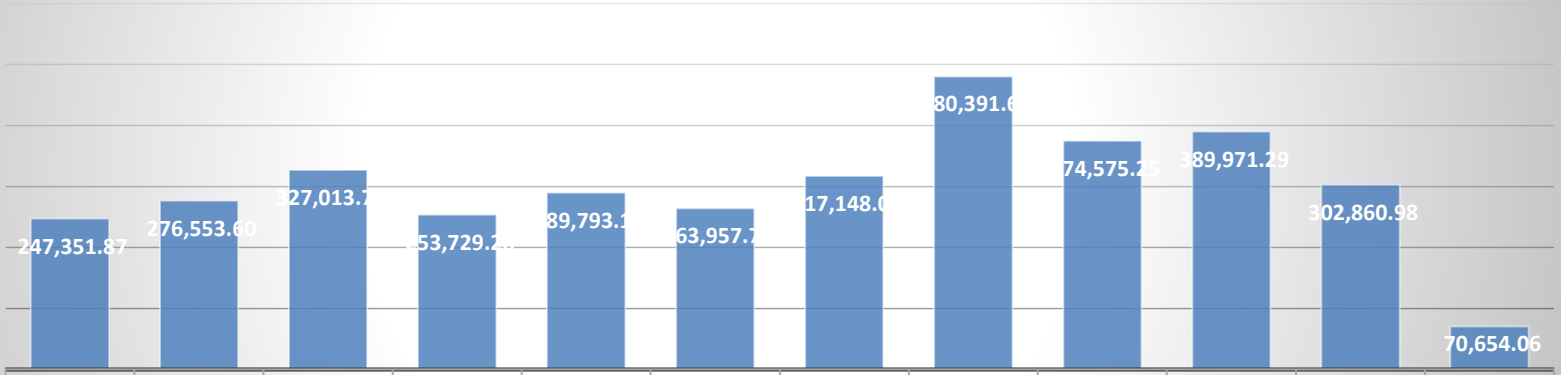
	Drive-Thru Window	Over the Counter	Mail, Drop Box	Credit Cards	Bank Drafts
2017 YTD	7,279	14,672	53,422	635	5,694
2016 YTD	7,135	17,024	50,554	550	5,481

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	1,831	1,886	541

Customer Payments Made Through Bank Draft for 2016



	January	February	March	April	May	June	July	August	September	October	November	December
Series1	247,351.87	276,553.60	327,013.78	253,729.28	289,793.16	263,957.73	317,148.01	480,391.62	374,575.25	389,971.29	302,860.98	70,654.06

Monthly Management Committee Update

October 2016

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

Date:
November 16, 2016

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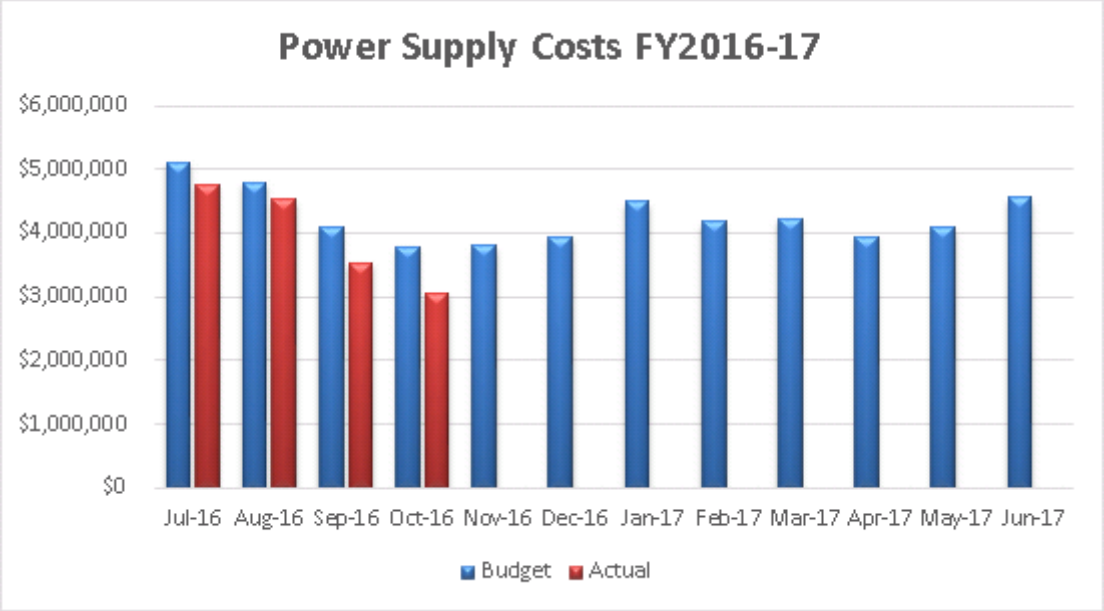
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I. EXECUTIVE SUMMARY

POWER SUPPLY SUMMARY



Overall Power Supply costs were $732,108 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 was a credit of $65,743.

Dover's budgeted cost for all power supply (capacity AND energy) was $66.40/MWh. The actual cost of all power supply (capacity AND energy) was $52.40/MWh.

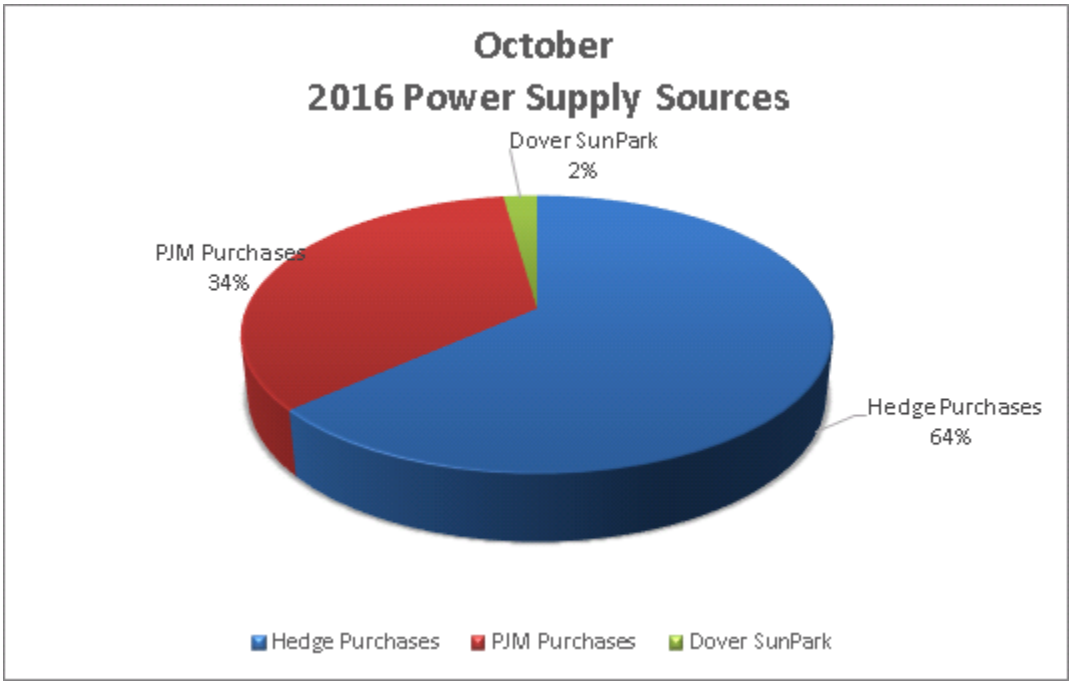
The actual cost of energy alone was $25.93/MWh as opposed to a budgeted energy cost of $37.56.

Dover's total load was 58,379 MWh versus a forecasted load of 57,100 MWh. Hedge purchases totaled 37,032 MWh, which was 63% of the actual load.

Dover's planned energy purchase from the SunPark solar installation was 1,294 MWhs. Dover's actual energy purchase from the SunPark installation was 1,285 MWhs.

Dover's power purchases from hedge transactions totaled $1,397,989. Purchases from PJM (energy and fees) totaled $1,374,244. PJM Revenue (Generation Credits) totaled $(693,545). The Grand Total owed to PJM for the month of August $680,699.

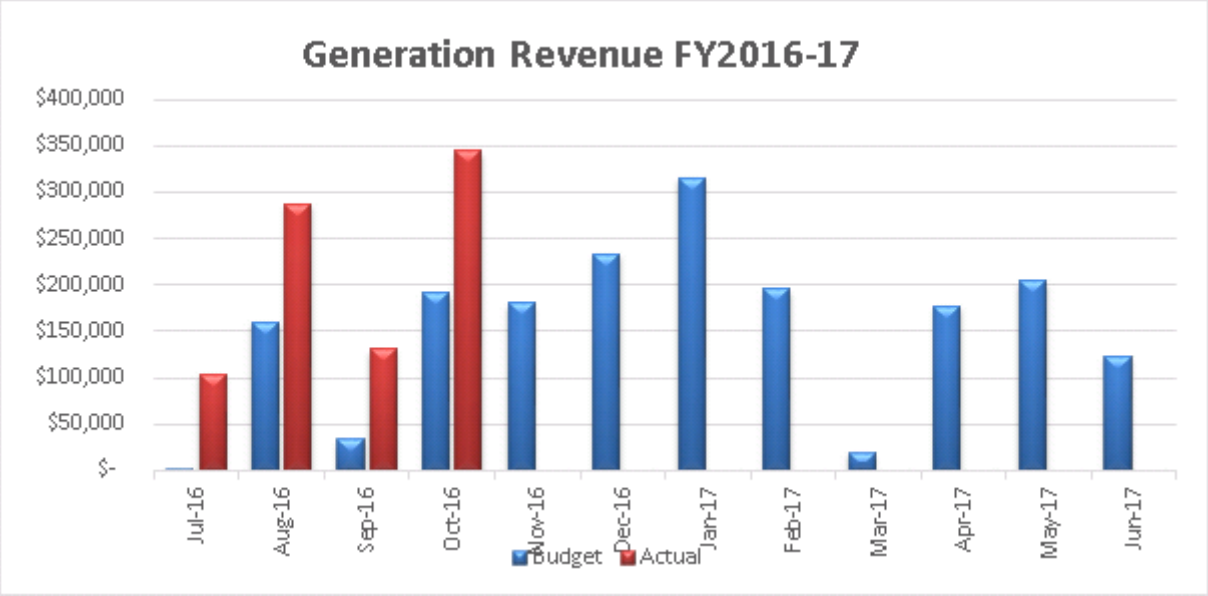
Supply Source Summary



Supply Variance

Purchased Power Variance Report:	October		
	Budget	**Actual**	**Variance**
Gross Load	57,100	58,379	(1,279)
Wholesale Load	55,806	57,094	(1,288)
Hedged Volume (MWh)	30,912	37,032	(6,120)
Unhedged Volume (MWh)	24,894	20,062	4,832
Dover SunPark Volume (MWh)	1,294	1,285	9
Renewable Energy Credits Volume	194	200	(6)
Hedged Cost ($/MWh)	$ 39.07	$37.75	$ 1.32
Unhedged Energy Cost ($/MWh)	$30.87	($3.28)	$34.14
Solar Energy Cost ($/MWh)	$130.14	$141.38	($11.24)
Energy Costs ($/MWh)	**$37.56**	**$25.93**	**$11.63**
All-in Costs - Energy, Capacity and RECs ($/MWh)	**$66.40**	**$52.40**	**$14.00**

GENERATION SUMMARY



Net Generation Revenue for the month of October was $344,325 versus a budgeted cost of $191,339.

Generation Breakdown:

City of Dover

Monthly Wholesale Generation

October 2016

Net Generation

278.87

TEA – The Energy Authority

Production Margin

				Formula
PJM - Generation				
	Economic and Reliability Dispatch	$	16,011.93	A
Natural Gas & Oil Consumption				
	Purchases for Generation	$	(6,250.00)	
	Natural Gas Transport	$	(2,395.93)	
	Eastern Shore Cashout	$	(573.66)	
	Oil Consumption	$	-	
	Subtotal: Natural Gas & Oil Consumption	$	(9,219.60)	B
Gross Production Margin		$	6,792.33	C = (A + B)
$/MWh Generation Production Gross Margin		$	24.36	E = (C/D)
PJM - Capacity				
	Generation Capacity Credit	$	632,737.28	
	Reactive Supply and Transmission Losses	$	44,796.24	
	Subtotal: PJM - Capacity	$	677,533.52	F
All in Generation Margin				
	All in Generation Margin Total	$	684,325.85	(G = C + F)

EMISSIONS SUMMARY

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

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

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

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

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

Regional Greenhouse Gas Initiative

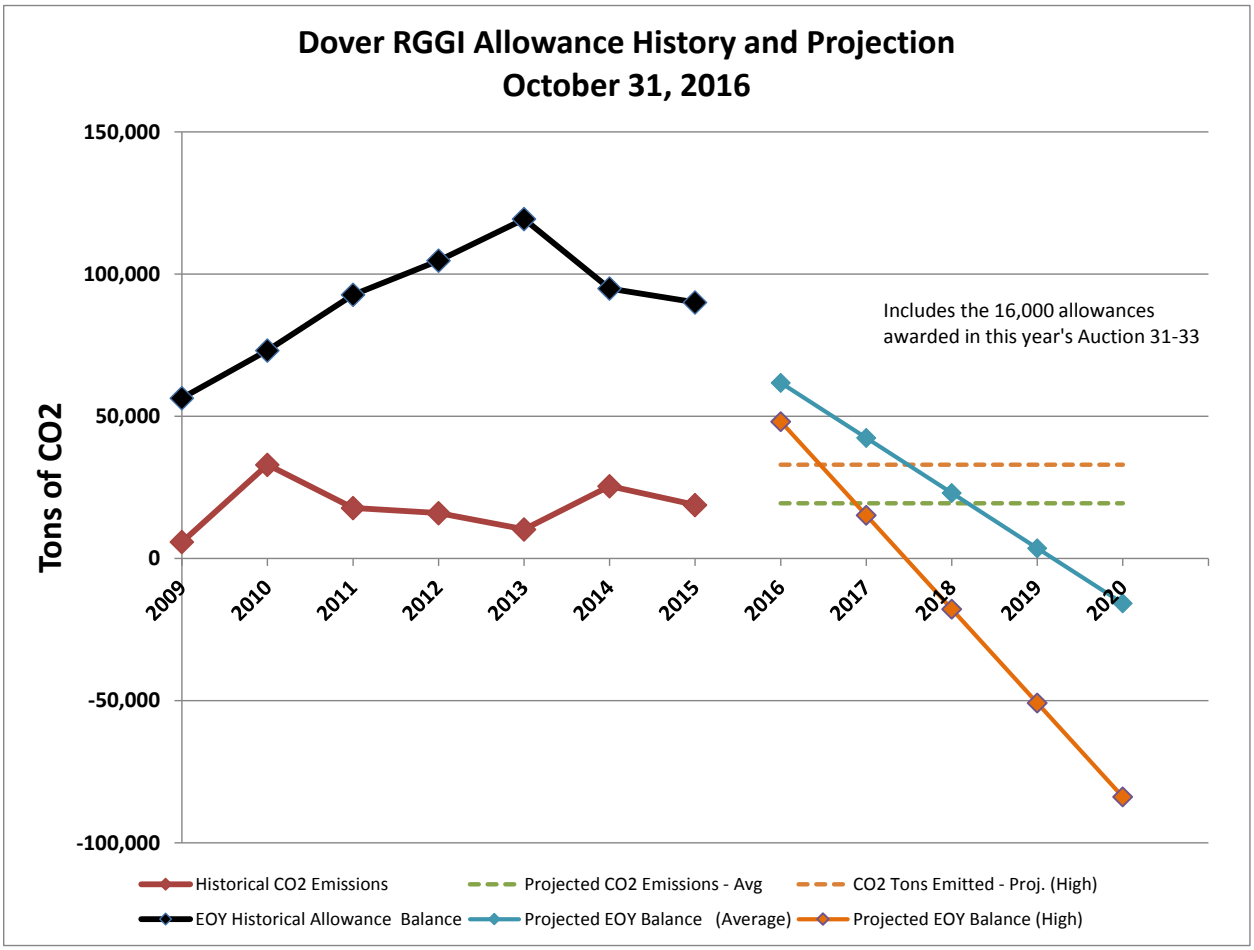
The State of Delaware is a participant in the Regional Greenhouse Gas Initiative (RGGI). The City of Dover must comply with RGGI by surrendering carbon dioxide (CO_2) allowances pursuant to the State of Delaware's laws (Title 7, Chapter 60, Sub-Title II-A).

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

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

[1] November 11, 2016 Daily Power Report by SNL Energy

Dover, DE RGGI Allowance History and Forecast - October 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	24,891	81,170	19,384	33,000	61,786	48,170
2017	0		N/A			19,384	33,000	42,403	15,170
2018	0		N/A			19,384	33,000	23,019	-17,831
2019	0		N/A			19,384	33,000	3,636	-50,831
2020	0		N/A			19,384	33,000	-15,748	-83,831

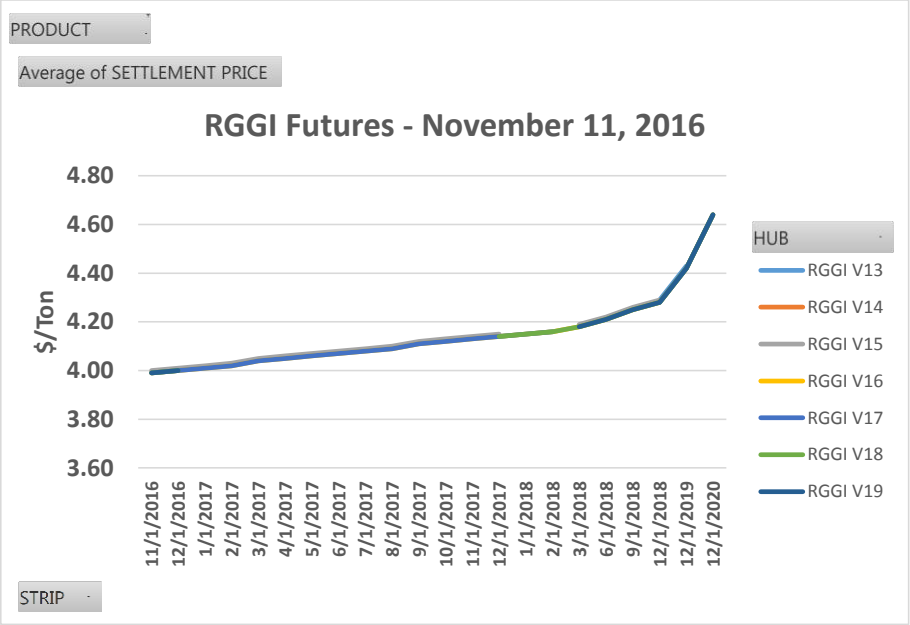


*Due to the timing of the meeting this month, the RGGI allowance positions in the table and chart above were left unchanged from the previous monthly report.

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 prices tumbled to the lowest level since March 2014 after Donald Trump was elected the 45th President last week as his election raised doubts for the future of CPP. In other election news, Vermont and New Hampshire elected Republican governors which could add more uncertainty to the regional cap-and-trade program. The RGGI states are currently in the midst of a program review. The modeling assumptions and results of the RGGI program design review will be discussed at an upcoming stakeholder meeting scheduled for November 21.



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. Due to the uncertainty following the

recent elections and the ongoing program review, it does NOT seem prudent to participate in the upcoming auction. This decision would allow Dover time to see how the market settles ahead of the next auction In March.

Based on the November 11, 2016 ICE price for the November 2016 futures price ($3.99/ton), the estimated market value of Dover's existing 81,170[2] ton RGGI allowance bank is $323,866.

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 September 2016, Dover had accumulated a net total of 9,116 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.

[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.

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	1,198	0	0	0	1,198.0	11,980
Totals		**11,343**	**1,208.20**	**2,861**	**574**	**9,116.1**	**$86,735**

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 2020, Forward power prices in PJM have decreased.

PY	Hedge Ratio	Blended Cost ($/MWh)	Monthly Change ($/MWh)
2016-17	67%	$ 37.93	($0.50)
2017-18	56%	$ 37.72	($0.28)
2018-19	88%	$ 37.41	($0.03)
2019-20	80%	$ 35.23	$0.39
2020-21	56%	$ 33.87	($0.04)

II. BUDGET REPORT

	Budget Oct-16	Actual Oct-16	Variance
Gross Load	**57,100**	**58,379**	**(1,279)**
Power Supply			
Hedged Energy	$ 1,207,700	$1,397,989	$ (190,289)
PJM - Energy, Congestion & Losses	$ 768,400	(65,743)	$834,143
PJM - ARR, Transmission and Fees	$ 633,650	546,517	$87,133
Dover SUN Park Energy	$ 168,400	$181,610	($13,210)
Dover SUN Park RECs	$ 24,400	$26,618	($2,218)
RECS (Solar and Non-Solar)	$ 56,100	$0	$56,100
RGGI Credit Costs	$ -	$9,080	($9,080)
Management Fees	$ 69,583	$69,583	$0
PJM - Capacity UCAP Obligated Purchased	$ 863,000	$893,470	($30,470)
Subtotal - Power Supply	**3,791,233**	**$3,059,125**	**$732,108**
Power Generation O&M			
Plant O&M	$ 464,825	$ 340,001	$ 124,824
Subtotal Generation O&M	**464,825**	**$ 340,001**	**$ 124,824**
Power Generation Production Margin			
PJM - Economic and reliability dispatch	$ (18)	($16,012)	$15,994
Fuel Costs - Natural Gas	$ 13	$9,220	($9,207)
Fuel Costs - Oil	$ -	$0	$0
Testing Costs	$ 5,542	$0	$5,542
Subtotal Generation Production Margin	**5,536**	**($6,792)**	**$ 12,329**
Power Generation Non-Production Revenue			
PJM - Generation Capacity Credit	$ (631,700)	($632,737)	$1,037
Emissions Allowance Sales	$ -	$0	$0
Reactive Supply - Gas	$ (30,000)	($44,796)	$14,796
Subtotal - Non-Production Revenue	**(661,700)**	**($677,534)**	**$15,834**
SubTotal - All Generation	**$ (191,339)**	**($344,325)**	**$ 152,986**
Total - Utilities Cost	**$3,599,894**	**$2,714,800**	**$885,094**
Unit Costs			
Total - Power Supply	$66.40	$ 52.40	$14.00
Total - Power Generation	($3.35)	($5.90)	$2.55
Final Cost of Service to City of Dover Ratepayers	$63.05	$46.50	$16.54

September Variance Analysis

- **Power Supply**
  - Dover consumed 1,279 MWh more than forecasted for the month.
  - Dover saw an unfavorable variance for budgeted Hedged Energy of $190,289.
  - Dover experienced a favorable variance for budgeted PJM - Energy, Congestion & Losses of $834,143 and a favorable variance for PJM ARR, Transmission and Fees of $87,133.
  - The City of Dover realized a favorable variance of $732,108 for power supply vs. the monthly budget.
  - Dover Sun Park generated 9 MWhs more than forecasted.
  - This resulted in a net power supply cost positive budget variance of $14.00/MWh below budget.
- **Generation**
  - Non Production Revenue had a favorable variance of $15,834
  - Net All Generation Revenue had a favorable variance of $152,986

	Budget YTD	Actual YTD	Variance
Gross Load	**275,100**	**292,291**	**(17,191)**
Power Supply			
Hedged Energy	$ 6,153,300	$7,890,611	$ (1,737,311)
PJM - Energy, Congestion & Losses	$ 4,195,300	1,327,923	$2,867,377
PJM - ARR, Transmission and Fees	$ 2,534,650	1,718,391	$816,259
Dover SUN Park Energy	$ 784,400	$965,356	($180,956)
Dover SUN Park RECs	$ 150,200	$157,907	($7,707)
RECS (Solar and Non-Solar)	$ 224,400	$0	$224,400
RGGI Credit Costs	$ 32,325	$9,080	$23,245
Management Fees	$ 278,332	$278,332	$0
PJM - Capacity UCAP Obligated Purchased	$ 3,424,100	$3,543,326	($119,226)
Subtotal - Power Supply	**17,777,007**	**$15,890,926**	**$1,886,081**
Power Generation O&M			
Plant O&M	$ 2,498,850	$ 2,023,063	$ 475,787
Subtotal Generation O&M	**2,498,850**	**$ 2,023,063**	**$ 475,787**
Power Generation Production Margin			
PJM - Economic and reliability dispatch	$ (274,531)	($1,363,980)	$1,089,450
Fuel Costs - Natural Gas	$ 63,205	$1,258,479	($1,195,275)
Fuel Costs - Oil	$ -	$0	$0
Testing Costs	$ 22,167	$0	$22,167
Subtotal Generation Production Margin	**(189,159)**	**($105,501)**	**$ (83,658)**
Power Generation Non-Production Revenue			
PJM - Generation Capacity Credit	$ (2,506,400)	($2,510,538)	$4,138
Emissions Allowance Sales	$ -	$0	$0
Reactive Supply - Gas	$ (120,000)	($274,045)	$154,045
Subtotal - Non-Production Revenue	**(2,626,400)**	**($2,784,583)**	**$158,183**
SubTotal - All Generation	**$ (316,709)**	**($867,021)**	**$ 550,312**
Total - Utilities Cost	**$17,460,298**	**$15,023,905**	**$2,436,393**
Unit Costs			
Total - Power Supply	$64.62	$ 54.37	$10.25
Total - Power Generation	($1.15)	($2.97)	$1.82
Final Cost of Service to City of Dover Ratepayers	$63.47	$51.40	$12.07

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 658 days through September 30, 2016 without a Lost Time Accident (LTI) and 564 days since the April 16, 2015 recordable accident. There were no Near Misses reported in October 2016 at either the McKee Run Generation Station or the Van Sant Station. During the month of October there were 426,314 gallons of industrial wastewater discharged to the Kent County Public sewer system.

Operationally, Units 1, Unit 2 & Unit 3 were not dispatched during the month of October while the Van Sant unit was dispatched for 2 starts.

Monthly Budget Variance - The actual expenses attributable to O&M for October for the two sites are $340,001 against a budgeted amount of $444,940 for a favorable monthly variance of $104,939 or 23.58%. The labor budget expense had a favorable monthly variance of $140,266 due to only 1 payroll period being expensed during the month while two were budgeted. The Materials and Supplies area had an unfavorable monthly variance of ($22,675) due to higher than anticipated water and sewer expenses. This is in part due to budget changes prior to the final approved fiscal year budget. The Administrative Expenses also had an unfavorable monthly variance of ($12,652) due to higher than anticipated electricity costs. A portion of the offset was partially due to a delay in completing insulation repairs for the plant which are due to be due in either November or December.

NAES Corporation
Dover, Delaware
October 2016
Monthly Report



[3]

10 Year NAES Service Awards

Ric Barber, Senior Operator, receives his 10 Year NAES Service Award from Don Mordus, Plant Manager

[3] Cover Photo: City of Dover and NAES employee Ric Barber receives his recognition award and 10 year service pin from the Plant Manager, Don Mordus.

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9.0 "Value Added" Accomplishments during September

1.0 Environmental, Health and Safety

During the month of October, there were no recordable accidents, lost time accidents or environmental incidents. The facility has gone 658 days through October 31, 2016 without a Lost Time Accident (LTI) and 564 days since the April 16, 2015 recordable accident. There were no Near Misses reported in October 2016 at McKee Run Generating Station or Van Sant facility.

During the month of October, there were 426,314-gallons of industrial wastewater discharged to the Kent County Public Works sewer system. McKee Run collected a representative sample of the discharge on October 9, 2016 and submitted the monthly SIU Report to Kent County Public Works. Based on laboratory analytical data, no environmental exceedances or violations occurred. City of Dover submitted a permit modification request to remove several metals analysis from monthly sampling and change the sampling frequency from monthly to quarterly from the existing permit. This will save the City in analytical costs from analysis and sample frequency.

During the month of October, 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 staff met with City of Dover Department of Public Works (DPW) and discussed 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 DPW also proposed to raise the storm water drain grate elevation of Outfall 004 by the fuel oil off-loading area to reduce sediment infiltration and reduce water velocity entering the grate. DPW will also repair a storm drain grate at the northwest corner of the Switch Yard. Plans for the tasks mentioned above will begin in mid-November, 2016.

During the month of October, the VanSant 3rd Quarter Excess Emission Report was submittal to DNREC and no excess emissions were reported. Additionally, the Emission Data Report (EDR) was submitted to EPA for the 3rd quarter of operations at both facilities.

During the month of October the City of Dover received the Annual Air Audit Compliance record of notification for completion of the Title V Air Audit earlier this year.

1.1 Environmental, Health and Safety Tables

Environmental, Health and Safety Statistics			
	October	**Fiscal Year to Date 7/1/2016-6/30/2017**	
NOVs	0	0	
Opacity Deviations	0	0	
Environmental Deviations	0	0	
OSHA Recordable	0	0	
OSHA LTA's	0	0	
First Aid cases	0	0	
Restricted Workday Accident	0	0	
Near Miss	0	2	
Man Hours Worked	**4311**	**17365.25**	
Date of OSHA Recordable:	4/16/2015	**Days since last Recordable:**	**564**
Date of Lost Time Accident:	1/12/2015	**Days since last LTA:**	**658**

SO_2 Allowance Summary							
SO_2 Allowance Vintage	**SO_2 Allowances Sold - YTD**	**SO_2 Allowances Available (Per Unit, Prior to Sale & Reconciliation)**		**SO_2 Tons Emitted**	**SO_2 Tons Emitted**	**Total SO_2 Tons Emitted**	**SO_2 Allowance Balance**
		Unit #3	**Unit #11**	**Unit #3**	**Unit #11**		
2014 and earlier	0	12,214	826				13,040
2015	0	1,850	138	***0.1383**	***1.338**	**1.4763**	**1,986.52**
2016	0			0.1	0.0	0.1	
		Total SO2 Allowance Balance:				**15,026.52**	

[4]

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	20,930	307	2000			20,930	307	69,162	6017
2016-4											
ACT 2016 TOTALS	0	0	24,120	771	16,000	0	0	24,120	771	69,162	6,017

[5]

[4] *2015 SO2 tons emitted were modified in 2016 by COD to reflect DNREC's request to change 2015 SO2 emission factors.

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

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	16.31	0	-	(151,489.33)
Nov	-	-	-	-
Dec	-	-	-	-
	YTD Fuel Oil Combustion in MMBtu = >	**22,162.3**	**Gas Combustion required for Title V Compliance (Mcf) = >**	**-151,489.3 (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-October	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.

October 2016			
	Actual	**Budget**	**Variance**
Personnel	$121,234	$261,500	$140,266
Materials & Supplies	$30,875	$8,200	($22,675)
Administrative Expenses	$187,892	$175,240	($12,652)
Total	**$340,001**	**$444,940**	**$104,939**

July 2016 thru October 2016			
	Actual	**Budget**	**Variance**
Personnel	$883,858	$1,263,100	$379,242
Materials & Supplies	$151,677	$120,050	($31,627)
Administrative Expenses	$987,527	$1,019,610	$32,083
Total	**$2,023,062**	**$2,402,760**	**$379,698**

2.1 Variance analysis:

The actual expenses for the month of October are $340,001 against a budgeted amount of $444,940 for a favorable variance of $104,939 or 23.58%. The variance was due to the following:

PERSONNEL EXPENSES – A favorable monthly variance of $140,266 was due to (1) payroll period expensed versus the (2) budgeted for October. As a result, this impacted three (3) labor accounts – Straight Time, Overtime, and Labor Burdens.

MATERIALS AND SUPPLIES EXPENSES - An unfavorable monthly variance of $22,675 was due to higher than anticipated water – sewer expenses. This will continue to be unfavorable or the remaining of the fiscal year as the budget was erroneous reduced during budget preparation last year.

ADMINISTRATIVE EXPENSES – An unfavorable monthly variance of $12,652 was due to higher than anticipated electricity costs. A portion of this negative variance was offset by delay in completing insulation repairs. These expenses will be in either November or December.

3.0 Operations

Unit Operations / Outages / Trips: Units 1, 2 & 3 were not dispatched during the month of October by PJM. VanSant was dispatched for two (2) starts. The VanSant Unit experienced one trip during the month due to an open thermocouple alarm.

Month of October 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	0	0	8.338	8.338
Starts:	(#)	0	0	0	0	3	3
Gross Generation:	(MWh)	0	0	0	0	279,072	279,072
Net Generation:	(MWh)	0	0	0	0	278,877	278,877
Total Auxiliaries:	(MWh)	0	0	0	0	195	195
Auxiliaries purchased:	(MWh)	30.135	30.135	114.288	174.558	2.325	174.560
Fuel Gas Used:	(MMBTU)	0	0	16.316	16.316	3,613.653	3,629.969
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	16.316	16.316	3,613.653	3,629.969
Net Heat Rate:	(BTU/KWh)	0	0	0	0	12,958	12,958
Unit Trips:	(#)	0	0	0	0	1	1
Capacity Factor:	(%)	0%	0%	0%	0%	0.89%	0.21%
Availability Factor:	(%)	87.10%	87.10%	23.52%	65.91%	100%	74.43%
Commercial Unavailability :	(%)	0%	0%	0%	0%	0%	0%
Planned Outage Hours	(HRS)	0	0	569	569	0	569
Maintenance Outage Hours:	(HRS)	96	96	0	192	0	192
Forced Outage Hours:	(HRS)	0.0	0.0	0.0	0.0	0.0	0.0
Equivalent Derate Hours:	(HRS)	0.0	0.0	0.0	0.0	0.0	0.0
Reserve Shutdown Hours:	(HRS)	648	648	175	1,471	735.662	2,206.662
HW Boiler Gas Usage:	(MMBTU)				0		0

2015-2016 Fiscal Year - July 2016 thru October 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
On Line Hours:	(HRS)	6.450	4.250	699.524	710.224	19.304	729.528
Starts:	(#)	1	2	32	35	5	40
Gross Generation:	(MWh)	72.382	55.948	33,022.019	33,150.349	680.832	33,831.181
Net Generation:	(MWh)	69.226	53.897	29,921.066	30,044.189	680.396	30,724.585
Total Auxiliaries:	(MWh)	3.156	2.051	3,100.953	3,106.160	436	3,106,596
Auxiliaries purchased:	(MWh)	96.623	96.623	1,087.998	1,281.244	6.542	1,287.786
Fuel Gas Used:	(MMBTU)	1,231.944	1,019.223	351,133.888	353,597.776	8,849.267	362,447.043
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	351,133.888	353,597.776	8,849.267	362,447.043
Net Heat Rate:	(BTU/KWh)	17,796	18,911	11,835	11,851	13,026	12,148
Unit Trips:	(#)	0	1	6	7	1	8
Capacity Factor:	(%)	0.14%	0.11%	9.90%	7.45%	0.55%	5.93%
Availability Factor:	(%)	96.77%	96.77%	80.50%	91.35%	100%	93.51%
Commercial Unavailability :	(%)	0.0	0.0	0.0	0.0	0.0	0.0
Planned Outage Hours	(HRS)	0	0	569	569	0	569
Maintenance Outage Hours:	(HRS)	96	96	0	192	0	192
Forced Outage Hours:	(HRS)	0.0	0.0	0.0	0.0	0.0	0.0
Equivalent Derate Hours:	(HRS)	0.0	0.0	0.0	0.0	0.0	0.0
Reserve Shutdown Hours:	(HRS)	2,849.550	2,851.750	1,672.476	7,373.776	2,932.696	10,306.472
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	867,150	864,506	0	(2,644)	862,307	0	2,199
Van Sant	221,728	220,801	0	(927)	222,992	0	2,191

Van Sant Lifetime through October 2016			
	Actual Starts	**Factored Starts**	**Fired Hours**
Van Sant	1,432	2440.05	4,448.20
Since HGP–2004	291	772.35	1,064.62

*Hot Gas Path inspection

3.1 Team Report:

The Operations Team completed two starts at Van Sant during the month, but experienced one starting diesel trip due to an open thermocouple wiring alarm. The unit was shut down and then completed a normal startup. 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 Department completed a safe LOTO procedure on Unit 3 to start the Fall outage. All major equipment was taken out of service and locked out. The cooling tower was drained and service piping lines were pump of the remaining water. This was completed ahead of the cooling tower water piping inspection. TESTEX was on site during the week of October 17th and completed a thorough video recording and visual inspection of Unit 3 cooling tower supply and return piping. Several video recordings were made available to the City for review by any interested party. The videos will be used for contractors to have a good understanding of the existing interior piping and coating for bidding on repairs. Operations supported this event by providing a continuous"hole" watch for the inspection team.

The Operations Team transferred Unit 3 lube oil to the storage tank and completed a safe LOTO of the system. The team removed filters and screens from the filtering unit (Bowser) and cleaned the tank compartments. Next the Team entered and cleaned the Main lube oil tank. Debris was removed from the tank sump and the tank properly cleaned. An inspection of both tanks was completed and no issues were observed. New filters, screens and filters bags were installed and the lube oil transferred back into the main oil tank and the Bowser. The LOTO was removed and the 3A bearing seal oil pump was placed back in service.

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 October, 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 120 new work orders issued with 128 work orders being completed, and 7 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 6 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.

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	8	0	8	2	0	2	6	6
	CM	65	36	101	17	27	44	48	57
	EW	4	2	6	1	0	2	3	5
	PM	28	58	86	4	47	51	24	32
	SW	6	4	10	2	4	6	4	4
Site Totals		**111**	**100**	**211**	**26**	**78**	**105**	**85**	**106**

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	7	2	9	1	1	2	6	7
	EW	0	0	0	0	0	0	0	0
	PM	8	18	26	4	17	21	4	5
Site Totals		**15**	**20**	**35**	**5**	**18**	**23**	**10**	**12**

Notable activities during the month include:

The IC&E staff removed the Unit 3 lube oil regulator from the system to change out the control diaphragm. The diaphragm was being changed out because the pressure on the front standard of the turbine was reading 55 psi. The 55 psi reading is the lube oil pump operating pressure. The recommended pressure from the OEM is 25 psi. The repairs were made to the regulator and tested in the shop. The regulator was re-installed into the system and tested with the pump operating. The lube oil pressure on the front standard is reading 25 psi.

The Maintenance and Operation staff assisted the State boiler inspector in inspecting Units 1, 2, 3 and the 2 hot water boilers. There were no major items found during the inspection. All of the boilers of the boilers passed the inspection.

The Maintenance staff removed and installed a new pump for the IWW system that pumps water from the IWW outdoor storage tank to the Kent County sewer system. This pump replaced a pump that was reused from another application. The new pump will operate at the proper GPM without have to any special valve setup to obtain the proper flow to the county sewer system.

NAES Power Service was contracted to remove the liner and paint the stack for Unit 3. NAES has started both the removal of the stack liner and the painting of the outside of the stack. The work on the stack is expected to be completed in early November.

TESTEX was contracted to perform an inspection of the supply and return piping from Unit 3 cooling tower to the condenser on the circulation water piping. The inspection will give the facility a clear understanding of the condition of the circulation water piping and any necessary repairs that will need to made to the piping.

The Accelerated Unit Startup continues to be progressed. Maintenance needs to acquire one additional electric boiler bid to complete our gland seal source options for the fast start project. Maintenance also is working to complete a punch list of mandatory data and mandatory changes for unit operating indications for the start plant during the accelerated unit start.

5.0 Capital Improvement Projects (CIP)

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

Project Number	Description	2016-2017 CIP Status Update
EG1407	Metering System Upgrades	Progress: The majority of all parts needed to support the metering project and computer system components have been received. Schedule: Waiting on set up and install, expected install date is mid-November.
EG1416	Van Sant Capacity Increase	Progress: Replace DI water tank heaters. Schedule: Other work as identified to support capacity increase. Project has been extended to December 31, 2016.
EG1612	Van Sant Exhaust Plenum Replacement	Progress: Final repair quotes for baffle/gap area received and contractor chosen for this work. We are coordinating getting the baffles delivered now.. Schedule: Installation work will be completed in February / March 2017.
EG1613	McKee Run Unit #3 Boiler Stack Repairs	Progress: Work in progress and on schedule to be completed by 11/18/16. Schedule: Start 10/8/2016 complete repairs 11/18/2016.
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. Send out the latest failed tube for analysis.
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: Proton Energy Systems / On-Site Gas provided information on hydrogen conditioner and purity analyzers during a vendor site visit. Schedule: Requested 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: IWW Pumps Replaced. Schedule: This project was EG1607. Service water and vacuum pump inspections. Unit #3 turbine generator lube oil cooler TCV refurbishment.
EG1709	U3 Circ Water Piping Inspection/Repairs	Progress: Inspection completed on accessible portions of supply and return circulating water piping. Reports received. Schedule: Develop scope and send RFP for repairs required on return piping for Spring '17 work.
EG1710	McKee Run / Van Sant Safety and Compliance Improvements	Progress: Working to locate a fencing company to provide estimates for new fence, and obtain additional quote on security camera. Schedule: Pre-bid meeting to be held November and bids due in December.
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

Throughout the month of October, several staff members received 10 Year NAES Service Awards presented by Don Mordus, Plant Manager. Included in this recognition were Erik Petty, Senior Operator, Ron McNair, Senior Operator, and Ric Barber, Senior Operator. Congratulations to our hard working staff for their dedication.
On October 26, 2016, Debro Curtis, Operator 2, was presented a NAES Recognition Award. Debro was recognized for his outstanding work of condensing lengthy contractor laboratory test standard procedures into easy to follow steps that could be understood by his colleagues. Debro was nominated by Mark Gramer, Compliance Coordinator, who recognized the hard work that went into this process. Thank you Debro for a job well done!

7.0 Training

Safety Topics discussed during the October monthly safety committee meeting were reviewed by the entire staff. The monthly safety topic was; “Lock out Tagout” and it covered workers who operate, clean, service, adjust and repair machinery or equipment should be aware of all the hazards associated stored energy.

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

8.0 Calendar of Upcoming Events

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

Calendar of Upcoming Events	Date
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
Power Plant Meter Replacement Project	November 14, 2016 thru November 30, 2016
Plant Winterization – in progress	Complete Prior to November 1, 2106
PJM Winter Capacity Test Period	TBD
Winter Capacity Period	December 1, 2015 thru February 29, 2017
2015 Title V Annual Certifications Due	January 31, 2017
Water Allocation Report	January 31, 2017
RGGI COATS True Up	March 1, 2017

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.
    - The Operations Team installed sixty pieces of sod around the outfall 005 storm drain catch basin and the rain water run-off swale leading into the storm drain piping. DNREC and NAES are committed to stopping silt from entering the waterways at McKee Run. Also four silt-sacs were installed at four other high water run-off areas. This significantly reduces the opportunity for storm water runoff issues.
    - NAES replaced all the Danger High Voltage Warning signs on the Van Sant fence property. Continuing to work on the Accelerated Unit Startup (AUS) for Unit #3. The current status is lacking one additional bid for a high volume, low steam pressure, electric boiler to generate low pressure (gland seal) steam to allow the AUS training to take place. This boiler would provide 1-3 hours of steam to the gland seals for the steam turbine generator and allow the unit to be started in the accelerated unit start mode.
    - The maintenance department completed replacement of one of the two IWW system tank waste water pumps. Both pumps were delivered but the installation of the second pump was deferred until after the fall outage due to higher priority outage work items. The second IWW Waste Water Tank Pump will be installed in November or early December. The single pump installed in October is operational and works very well.

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:	11/7/2016 8:50
BILLING PERIOD START DATE:	10/1/2016
BILLING PERIOD END DATE:	10/31/2016
INVOICE NUMBER:	2016103100076.000000
INVOICE DUE DATE:	11/14/2016 12:00

CHARGES	ADJ	BILLING LINE ITEM NAME	SOURCE BILLING PERIOD START	AMOUNT ($)
1100.000000		Network Integration Transmission Service		298195.200000
1108.000000		Transmission Enhancement		52640.620000
1130.000000		Firm Point-to-Point Transmission Service		0.000000
1140.000000		Non-Firm Point-to-Point Transmission Service		0.000000
1200.000000		Day-ahead Spot Market Energy		569402.800000
1205.000000		Balancing Spot Market Energy		3363.260000
1210.000000		Day-ahead Transmission Congestion		-613493.000000
1215.000000		Balancing Transmission Congestion		6165.960000
1220.000000		Day-ahead Transmission Losses		-40915.910000
1225.000000		Balancing Transmission Losses		410.950000
1230.000000		Inadvertent Interchange		-3537.840000
1242.000000		Day-Ahead Load Response Charge Allocation		57.250000
1243.000000		Real-Time Load Response Charge Allocation		143.750000
1250.000000		Meter Error Correction		-1405.830000
1301.000000		PJM Scheduling, System Control and Dispatch Service - Control Area Administration		9830.330000
1302.000000		PJM Scheduling, System Control and Dispatch Service - FTR Administration		75.780000

1303.000000	PJM Scheduling, System Control and Dispatch Service - Market Support	2290.350000
1304.000000	PJM Scheduling, System Control and Dispatch Service - Regulation Market Administration	90.720000
1305.000000	PJM Scheduling, System Control and Dispatch Service - Capacity Resource/Obligation Mgmt.	953.250000
1306.000000	PJM Scheduling, System Control and Dispatch Service - Advanced Second Control Center	1077.460000
1307.000000	PJM Scheduling, System Control and Dispatch Service - Market Support Offset	-210.160000
1313.000000	PJM Settlement, Inc.	210.160000
1314.000000	Market Monitoring Unit (MMU) Funding	342.190000
1315.000000	FERC Annual Recovery	3782.230000
1316.000000	Organization of PJM States, Inc. (OPSI) Funding	40.680000
1317.000000	North American Electric Reliability Corporation (NERC)	714.620000
1318.000000	Reliability First Corporation (RFC)	1167.780000
1320.000000	Transmission Owner Scheduling, System Control and Dispatch Service	4316.720000
1330.000000	Reactive Supply and Voltage Control from Generation and Other Sources Service	29906.390000
1340.000000	Regulation and Frequency Response Service	7120.740000
1360.000000	Synchronized Reserve	6401.020000
1362.000000	Non-Synchronized Reserve	1263.030000
1365.000000	Day-ahead Scheduling Reserve	935.420000
1370.000000	Day-ahead Operating Reserve	3184.280000
1375.000000	Balancing Operating Reserve	4195.050000
1376.000000	Balancing Operating Reserve for Load Response	12.370000
1378.000000	Reactive Services	2914.310000
1380.000000	Black Start Service	5328.470000
1400.000000	Load Reconciliation for Spot Market Energy	563.300000
1410.000000	Load Reconciliation for Transmission Congestion	-144.970000
1420.000000	Load Reconciliation for Transmission Losses	16.120000

1430.000000		Load Reconciliation for Inadvertent Interchange		0.140000
1440.000000		Load Reconciliation for PJM Scheduling, System Control and Dispatch Service		0.610000
1442.000000		Load Reconciliation for Schedule 9-6 - Advanced Second Control Center		0.050000
1444.000000		Load Reconciliation for Market Monitoring Unit (MMU) Funding		0.010000
1445.000000		Load Reconciliation for FERC Annual Recovery		0.190000
1447.000000		Load Reconciliation for North American Electric Reliability Corporation (NERC)		0.040000
1448.000000		Load Reconciliation for Reliability First Corporation (RFC)		0.060000
1450.000000		Load Reconciliation for Transmission Owner Scheduling, System Control and Dispatch Service		0.220000
1460.000000		Load Reconciliation for Regulation and Frequency Response Service		0.660000
1470.000000		Load Reconciliation for Synchronized Reserve		3.380000
1472.000000		Load Reconciliation for Non-Synchronized Reserve		0.270000
1475.000000		Load Reconciliation for Day-ahead Scheduling Reserve		2.110000
1478.000000		Load Reconciliation for Balancing Operating Reserve		0.050000
1500.000000		Financial Transmission Rights Auction		-147356.640000
1600.000000		RPM Auction		14785.450000
1610.000000		Locational Reliability		676685.670000
1611.000000		CP Transitional Locational Reliability		218542.250000
1932.000000		Generation Deactivation Refund		-208.830000
1230.000000	A	Inadvertent Interchange	7/1/2016	51.320000
1230.000000	A	Inadvertent Interchange	8/1/2016	-7.580000
1230.000000	A	Inadvertent Interchange	9/1/2016	3.730000
1250.000000	A	Meter Error Correction	9/1/2016	464.330000
1340.000000	A	Regulation and Frequency Response Service	7/1/2016	0.030000
1360.000000	A	Synchronized Reserve	7/1/2016	-5.420000
1360.000000	A	Synchronized Reserve	9/1/2016	-0.470000
1362.000000	A	Non-Synchronized Reserve	7/1/2016	0.010000
1365.000000	A	Day-ahead Scheduling Reserve	6/1/2016	-0.010000

1365.000000	A	Day-ahead Scheduling Reserve	7/1/2016	0.300000
1365.000000	A	Day-ahead Scheduling Reserve	8/1/2016	-9.980000
1370.000000	A	Day-ahead Operating Reserve	9/1/2016	-5.190000
1375.000000	A	Balancing Operating Reserve	11/1/2015	1.970000
1375.000000	A	Balancing Operating Reserve	6/1/2016	-15.390000
1375.000000	A	Balancing Operating Reserve	7/1/2016	23.700000
1375.000000	A	Balancing Operating Reserve	8/1/2016	-50.800000
1375.000000	A	Balancing Operating Reserve	9/1/2016	-18.430000
1911.000000	A	Michigan - Ontario Interface Phase Angle Regulators	10/1/2016	-9813.890000
1980.000000	A	Miscellaneous Bilateral	10/1/2016	-765.680000
		Total Charges		1109713.090000

CREDITS	ADJ	BILLING LINE ITEM NAME	SOURCE BILLING PERIOD START	AMOUNT ($)
2100.000000		Network Integration Transmission Service		0.000000
2108.000000		Transmission Enhancement		10899.800000
2130.000000		Firm Point-to-Point Transmission Service		0.000000
2140.000000		Non-Firm Point-to-Point Transmission Service		423.860000
2210.000000		Transmission Congestion		-343723.860000
2220.000000		Transmission Losses		15106.930000
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		0.000000
2365.000000		Day-ahead Scheduling Reserve		298.000000
2370.000000		Day-ahead Operating Reserve		0.000000
2375.000000		Balancing Operating Reserve		2699.210000
2380.000000		Black Start Service		0.000000
2420.000000		Load Reconciliation for Transmission Losses		3.600000
2510.000000		Auction Revenue Rights		64623.840000
2600.000000		RPM Auction		647522.730000
2640.000000		Incremental Capacity Transfer Rights		1107.010000
2661.000000		Capacity Resource Deficiency		144.560000

		Non-Firm Point-to-Point		
2140.000000	A	Transmission Service	9/1/2016	10.730000
2210.000000	A	Transmission Congestion	7/1/2016	0.000000
2220.000000	A	Transmission Losses	7/1/2016	4.100000
2220.000000	A	Transmission Losses	8/1/2016	-0.010000
2220.000000	A	Transmission Losses	9/1/2016	-0.780000
2661.000000	A	Capacity Resource Deficiency	1/1/2015	235.200000
2661.000000	A	Capacity Resource Deficiency	2/1/2015	319.340000
2661.000000	A	Capacity Resource Deficiency	2/1/2016	-10.640000
2661.000000	A	Capacity Resource Deficiency	3/1/2016	-11.800000
2661.000000	A	Capacity Resource Deficiency	4/1/2016	-11.400000
2661.000000	A	Capacity Resource Deficiency	5/1/2016	-11.780000
2661.000000	A	Capacity Resource Deficiency	6/1/2016	-2.620000
		Total Credits		429014.020000
		Monthly Billing Net Total		680699.070000
		Previous Weekly Billing Net Total		495592.320000
		Total Due / Receivable		185106.750000

City Planner's Monthly Report

Planning, Inspections & Recreation

OCTOBER 2016

Planning, Inspections & Recreation Highlights

Delaware Senior Olympics hosted a Coaches Training Seminar with 50 participants on October 11th at the **John W. Pitts Recreation Center**.

Calvary Christian Academy returned to the **Schutte Park fields** for their Boys Fall Soccer season. They hosted teams from Greenwood Mennonite, Fairwinds Christian Academy, Milford Christian School, Faith Baptist School, and Chestertown Christian Academy. We look forward to hosting their soccer program each year.

Dover High School & Central Middle School Cross Country Teams proudly called **Schutte Park** home for their 2016/17 school year cross country meets and some practices. We gladly work with the Capital School District in efforts to offer outstanding facilities when needed for their programs.

2016 Fall Softball Leagues concluded with the following results:

- **Co-Ed Fall Softball League** regular season champion **Suicide Squad**
- **Men's Fall Softball League** regular season champion **All-Span**

National Community Planning Month - October was proclaimed National Community Planning Month by City Council on October 10, 2016 in cooperation with efforts nationwide by the American Planning Association to recognize local planning efforts and activities.

Population Projections: City Planning Staff participated in the Annual Meeting of the Delaware Population Consortium on October 27, 2016. The Annual Population Projections adopted by the DPC estimate the City of Dover total population at 37,569 as of July 1, 2016. See entire DPC population projections document at

http://stateplanning.delaware.gov/information/dpc_projections.shtml

PROGRESS IN PICTURES



Leander Lakes Apartments at 800 Isabelle Isle



Nottingham Meadows, 22 Wellington Avenue

PROGRESS IN PICTURES



Evan Smith Funeral Home at 518-524 Bay Road



Jennifer's Fine Jewelry at 222 South DuPont Highway

Planning, Inspections & Recreation Revenue

Revenue Stream	FY '17 Budget		FY '17 Actual	
Business License	$1,467,000	$	1,421,357	97%
Trailer License	$21,000	$	16,286	78%
Building Permits	$609,000	$	394,453	65%
Cert. of Occupancy	$10,000	$	5,055	51%
Public Occupancy	$21,000	$	1,189	6%
Lodging House	$14,100	$	28	0%
Plumbing/Heating/Air	$115,000	$	52,909	46%
Rental Inspection Fee	$437,000	$	5,157	1%
Miscellaneous	$27,000	$	8,038	30%
Fire Protection Fees	$65,000	$	24,403	38%
Code Enf. Fines	$35,000	$	12,875	37%
Vacant Building Reg.	$150,000	$	109,615	73%
Total P&I Revenue	**$2,971,100**	$	2,051,364	69%
Recreation	$150,000	$	49,515	33%

PERSONNEL AND TRAINING

- Interviews were held for the Inspector I position in the Code Enforcement office.
- On October 20, 2016 Supervisor Training-Respect in the Workplace was held in the Council Chambers.
- Training: Ann Marie Townshend (Planning Director), Bill Cook (Planner I), and Eddie Diaz (Planner I) attended the Maryland/Delaware APA Chapters Regional Conference in Townson, Maryland on October 15-16, 2016.

PLANNING OFFICE

The Planning Office is part of the review process for certain types of construction activity permits (Building Permits, Sign Permits, etc.) and Certificate of Occupancy permits. For October 2016, Planning Staff was involved with review of 75 Permits and 11 Certificates of Occupancy permits. (2016 calendar year total of 932 Permits and CO's compared to 812 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 assisting in the preparation for the upcoming data collection effort on parking space usage in the central Downtown area as associated with a Downtown Parking Study.
- 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 October, seven of the nine property owners receiving Notification Letters in August 2016 had contacted Staff to discuss their non-conforming use status with a number of them initiating steps to become compliant. December 31, 2016 is the sunsetting date for this set of nonconforming uses.

Proposed Ordinance

- On October 11th the Council Committee of the Whole – Legislative, Finance, and Administration Committee heard a request from Fordham & Dominion Brewing Company regarding event hours for Temporary Activities in the AEOZ. The Committee recommended adoption of proposed Ordinance #2016-24 for an amendment to the *Zoning Ordinance* regarding Temporary Uses in the AEOZ (Airport Environs Overlay Zone). On October 24, 2016 after hearing the Committee's recommendation and further discussion, City Council deferred action seeking additional information; a First Reading of the proposed Ordinance was not conducted and the proposed Ordinance has not been referred to the Planning Commission for review (MI-16-15).

Construction Activity

- Construction activities continue at several multi-family residential projects including the Tall Pines project at 1655 and 1665 Kenton Road (S-14-18); the first building of Phase 2 at the Blue Hen Apartments Complex; and Leander Lakes Apartments. Certificates of Occupancy were issued for an apartment building and the Clubhouse Building at Leander Lakes Apartments (S-12-18).
- Construction of three townhouse units began in Chestnut Grove Farms, a new residential development on the south side of Chestnut Grove Road. 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 5 residential dwelling units (one family detached dwellings) in the month of October.

	OCTOBER FY17	TOTAL FOR FY17
New Home Permits Issued	17	56
Value of Commercial Projects	$1,193,735.00	$16,596,108.00
Downtown Incentives (Fees Waived)	$2,005.00	$10,042.75

BOARD AND COMMISSION ACTIVITY

Planning Commission

The Planning Commission met on October 19, 2016. The next Planning Commission meeting is scheduled for November 21, 2016. The following applications were considered:

- **Z-16-05 Lands of John and Carla Russum at 51 Roosevelt Avenue —**Recommended approval to City Council on rezoning of a 7,675 SF Parcel located on the north side of Roosevelt Avenue west of South DuPont Highway from R-8 (One Family Residence Zone) to C-1 (Neighborhood Commercial Zone).

- **US-16-04 Creekstone Development Unified Comprehensive Sign Plan—** Commission moved to grant conditional approval of a Unified Comprehensive Sign Plan for the Creekstone Center, including wall signage on one existing building and three future buildings and a series of freestanding signs to identify the complex and its tenants. The property consists of 7.64 acres and is located on the west side of South Governors Avenue south of Lynnhaven Drive.

Board of Adjustment

The Board of Adjustment met on October 19, 2016. The next regular scheduled meeting of the Board of Adjustment is scheduled for November 16, 2016. The following applications were considered:

- **V-16-06 Project at 1310-1324 Forrest Avenue—**The Board moved to withdraw application at the request of the applicant on variance application V-16-06 pertaining to the maximum allowed height of buildings located with the COZ-1.

- **V-16-13 Project at 640 South Governors Avenue—** The Board moved to approve the area variance from the requirements of Article 5 §4.7 of the *Zoning Ordinance* pertaining to the number of permitted wall signs for property located on an Urban Minor Arterial in order to allow the installation of a wall sign on the south side of the building.

- **V-16-14 - Project at 277-293 North DuPont Highway—**The Board moved to approve action on variance application V-16-14 from the requirements of Article 4 §4.15 of the *Zoning Ordinance* pertaining to maximum permitted building height in order to allow construction of a 125 foot telecommunications monopole and associated facilities.

Historic District Commission

The Historic District Commission met on October 20, 2016. The next Historic District Commission meeting is scheduled for November 17, 2016. There was presentation on Open Flags for Downtown Businesses (HI-16-06). The Commission moved that the program for "Open" Signs in the Central Business District be endorsed.

COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

CDBG FY16 Projects

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. Two (2) families are mortgage ready and shopping for homes.

Dover Interfaith Mission for Housing

CDBG funds will be used to provide funding of operation costs 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. Bids have been advertised for two (2) single family homes to be rehabbed in the city.

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—OCTOBER

Case Type	# cases current month	# cases YTD	% staff initiated current month	% staff initiated YTD
No valid Rental Permit	2	100	100%	99%
No valid Building Permit	0	41	0%	92%
Tall grass and weeds	15	495	80%	84%
Unregistered vehicle	2	43	100%	70%
Abandoned vehicle	3	42	67%	83%
Annual Housing Inspection	46	241	37%	49%
Property Maintenance – Exterior	15	345	67%	85%
Electric Termination	12	114	100%	89%
Dover Code of Ordinances	8	352	38%	77%
Zoning	2	43	50%	77%
Total Cases	**105**	**1816**		
Total # of Inspections For Month	**221**			

Dangerous Buildings, Vacant Buildings & Demolitions

- *35 N. Queen Street*—Property is condemned and a lien search is complete. Adjacent property owner has purchased the property and wants to demolish and turn the lot into a parking area for the church.
- *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 is complete. The demolition is scheduled for November.
- *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 and abatement are complete. The demolition is scheduled for November.
- *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.
- *801 North State Street*—The property was condemned on October 21, 2016 due to fire damage.

- *Vacant Buildings*—During the month of October seventeen (17) additional buildings were registered as vacant, and $15,650.00 in vacant building registration fees were collected.

Fire Marshal's Office, Building Inspections & Licensing Summary

LIFE SAFETY	Current	July 16-June17	Oct 2015	July 15-June16
Inspections	**OCT 16**	**FYTD 17**	**OCT 15**	**FYTD 16**
Annual Fire/Life Safety Inspections	12	93	14	199
Fire/Code/DCO Complaints	85	144	41	280
Inspection Deficiencies from AFI	81	332	30	416
C/O & Acceptance Tests	20	61	12	39
Administrative Walk Thru	28	72	8	31
Plan Review	11	40	0	
Accidental	$37,500	$257,500	$10,000	$49,500
Incendiary	$120,000	$120,000	$10,000	$10,000
Undetermined	$0	$23,000	$0.00	
PERMITTING AND LICENSING				
Permits Issued	**OCT 16**	**FYTD 17**	**OCT 15**	**FYTD 16**
Administrative Permit	2	37	6	12
Building Addition/Renovation Permits	28	127	37	174
Building Permits	38	128	29	78
Demolition Permits	4	13	9	16
Fence Permits	7	33	8	45
Fire Prevention Permits	9	35	12	30
Mechanical Permits	27	171	24	97
Plumbing Permits	35	145	50	95
Sign Permits	13	75	20	72
Swimming Pool Permits	0	5	0	5
Business Licenses	49	2008	46	807
Merchant Licenses	6	330	5	194
Contractor Licenses	53	820	38	486
Lodging House Licenses	0	14	0	1
Mobile Homes	74	347	59	249
Public Occupancy	5	48	7	44
Rental Dwelling	26	90	18	142
BUILDING INSPECTIONS				
Inspections	**OCT 16**	**FYTD 17**	**OCT 15**	**FYTD 16**
Building	365	1596	321	1458
Plumbing/Mechanical	303	1376	333	1410
Certificate of Occupancy	11	66	8	52

Fire Marshal's Office—At a Glance

The Fire Marshal's Office investigated a total of four (4) incidents in the month of October, to include a fire at 801 N. State Street which resulted in a major fire loss.

During the month of October the Fire Marshal's Office conducted several inspections and acceptance tests. Staff also ensured the publics safety during race week-end at Dover International Speedway.

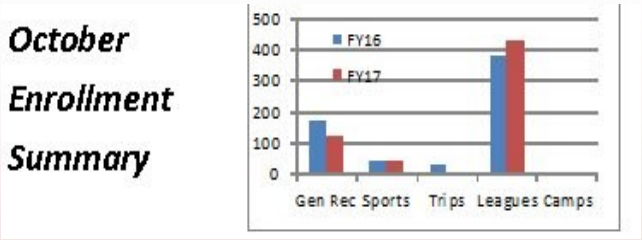


Recreation Division

City of Dover Parks & Recreation

Enrollment Summary

OCTOBER FY16 verses OCTOBER FY15



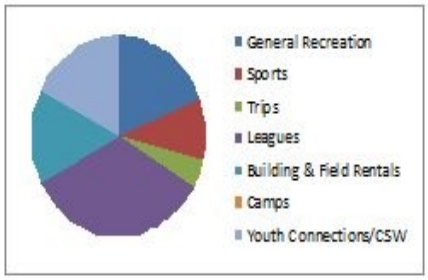


Category	FY15	FY16/17
General Recreation	172	118
Sports	42	38
Trips	26	0
Leagues	378	425
Camps	n/a	n/a

Revenue Breakdown: October 2016 verses October 2015

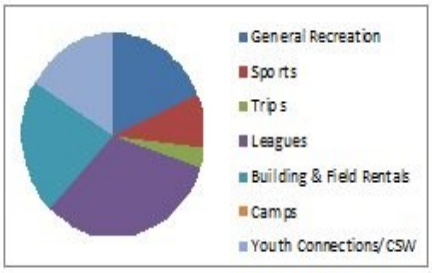
Revenue Breakdown

October 2016



General Recreation	**$1442.11**
Sports	**$760.00**
Trips	**$333.00**
Leagues	**$2590.00**
Building & Field Rentals	**$1160.00**
Camps	**0**
Youth Connections/CSW	**$1320.00**

October 2015



General Recreation	**$1315.40**
Sports	**$385.00**
Trips	**$3256.00**
Leagues	**$1750.00**
Building & Field Rentals	**$730.00**
Camps	**0**
Youth Connections/CSW	**$1607.70**

Youth Connections 2016













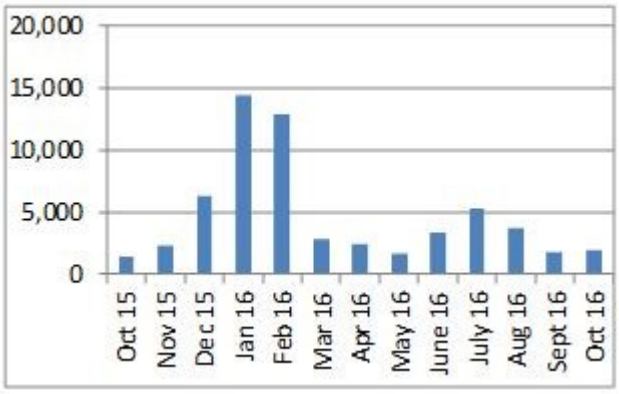




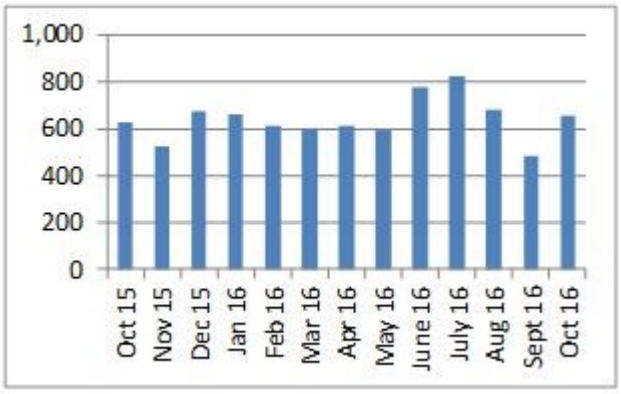


John W. Pitts Recreation Center – OCTOBER 2016

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	OCT 16		FYTD 17		OCT 15		FYTD 16
Open Gym	519		1154		532		1411.75
Fitness Classes	26		108		41		146.5
Leagues	57		323.5		40		290
Camps	0		988.5		0		860
Sports Classes	13.5		13.5		10.5		24
Meetings & Rentals	35		49		12		83.5
Enrichment Classes	2		4		2		4
Total Facility Usage Hours	652.5		2640.5		629.5		2819.75

Daily Program Attendance**	OCT 16		FYTD 17		OCT 15		FYTD 16
Total	1862		12,652		1419		14,385
Open Gym	315		931		403		1119
Fitness Classes	119		493		271		942
Leagues	1060		9428		500		10,149
Camps	0		1,284		0		1,086
Sports Classes	182		182		62		89
Meetings & Rentals	175		312		173		982
Enrichment Classes	11		22		10		18

Since our opening in late April 2008, we have had 459,505 guests at the John W. Pitts Recreation Center.

Open Gym Registrations and Packages Sold

PACKAGES SOLD:	OCT.	MTD	YTD	FYTD
Daily:	11	$ 33	31	$ 93
Individual Quarterly:	0	$ 0	0	$
Individual Annual:	0	$ 0	0	$
Family Quarterly:	0	$ 0	0	$
Family Annual:	0	$ 0	0	$
Revenue:		$ 33		$ 93

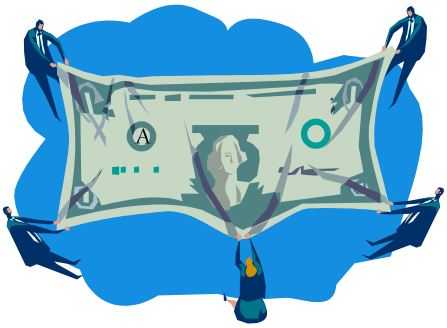


CITY OF DOVER
FINANCE AND PROCUREMENT & INVENTORY DEPARTMENTS
OCTOBER 2016 - MONTHLY BUDGET REPORTS















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
OCTOBER 2016

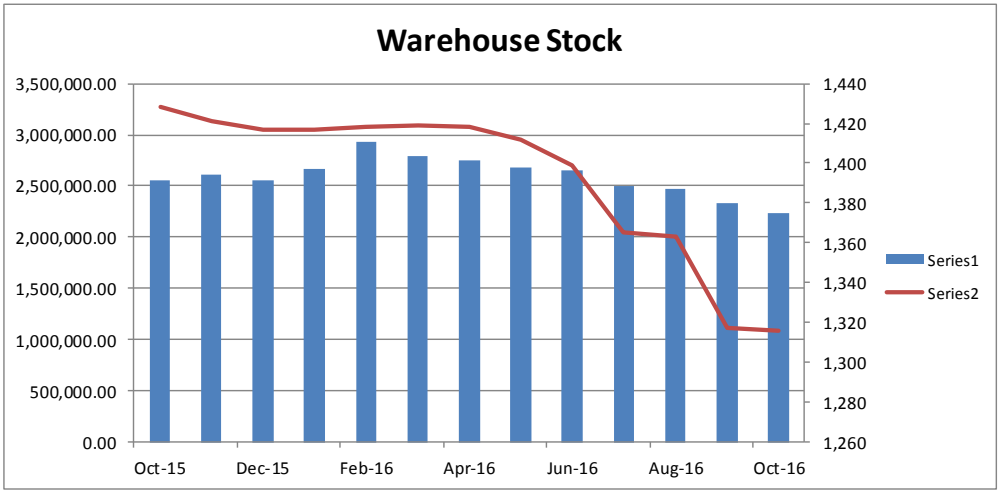
FINANCE DEPARTMENT ACTIVITY LEVELS

	FY16 YTD			FY17 YTD		
BANK TRENDS						
Number of Deposits Made (Hand, ACH & Wire, Lockbox)	2,483			2,439		
Total Amount of All Deposits	$ 54,199,584			$ 55,055,983		
PAYROLL						
	Hours	%	Amount	Hours	%	Amount
Gross wages per registers	**312,673**	**100.0%**	**$ 17,311,049**	**311,719**	**100.0%**	**$ 18,711,546**
Wages and Hours Worked						
Regular	254,979	81.5%	$ 5,542,535	258,708	83.0%	$ 5,880,213
All over time	13,722	4.4%	$ 596,193	12,700	4.1%	$ 567,573
Other Paid or Unpaid Wages and Hours						
Vacation	17,815	5.7%	$ 489,463	17,344	5.6%	$ 497,666
Sick	5,451	1.7%	$ 133,082	6,101	2.0%	$ 166,269
Terminal Leave - Retiree Vacation/Sick Payout	6,066	1.9%	$ 191,926	5,057	1.6%	$ 138,100
Comp Time	2,533	0.8%	$ 74,322	2,441	0.8%	$ 62,321
Personal	362	0.1%	$ 11,220	1,581	0.5%	$ 51,680
Leave Without Pay	2,251	0.7%	$ -	510	0.2%	$ -
Other (description below)	9,496	3.0%	$ 311,670	7,279	2.3%	$ 257,837

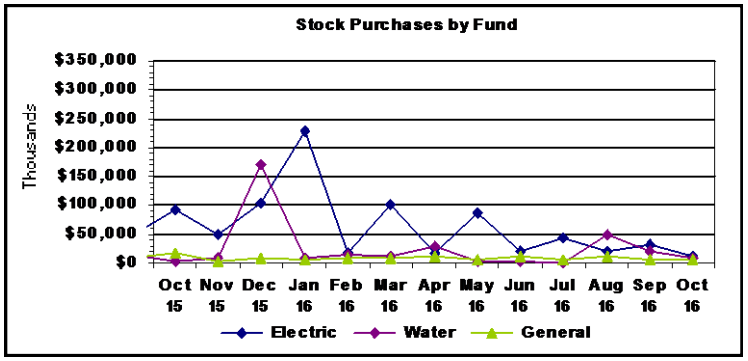
Other includes: pay adjustments, military differential pay, training, committee meetings, worker compensation tracking/adjustments, etc.

Other Activity						
Number of Pay Periods	9			9		
Number of Payroll Checks & Direct Deposits Issued	3,487			3,607		
Number of Pension Checks Issued	2,532			2,523		
Total Pension Benefits Paid - Defined Benefit Plan	$ 4,356,755			$ 4,347,020		
ACCOUNTS PAYABLE						
Number of Check Vouchers	1,942			1,880		
Number of EFT Vouchers	775			820		
Vouchers Dollar Amount Disbursed	$ 26,771,361			$ 22,269,565		

PROCUREMENT & INVENTORY ACTIVITY LEVELS



Value: $2,235,217.54 Line Items: 1316



Fuel Use		
Unleaded:	11,876.3	gallons
Diesel:	6,865.9	gallons
Total Cost:	$ 29,342.25	

City of Dover
Finance Department
Monthly Report - October 2016
General Fund Summary

	Budget	YTD	Balance	33% Budget
Beginning Balance	$ 4,493,900	$ -	$ 4,493,900	0.0%
Revenues				
Court of Chancery Fees	1,100,000	315,780	784,220	28.7%
Police Extra Duty, Fines & Revenue	1,288,300	335,676	952,624	26.1%
Franchise Fees	680,000	86,282	593,718	12.7%
Grants	623,500	-	623,500	0.0%
Intrafund Services	5,218,700	1,615,651	3,603,049	31.0%
Library & Recreation Revenues	532,900	221,813	311,087	41.6%
Licenses & Permits	3,129,100	2,043,189	1,085,911	65.3%
Property Taxes (1)	12,895,100	12,500,609	394,491	96.9%
Miscellaneous Revenues	146,800	56,702	90,098	38.6%
Sanitation Revenues	2,538,300	834,430	1,703,870	32.9%
Garrison Farm Rent Revenue	94,500	31,114	63,386	32.9%
Transfers-In from Special Funds & Utilities				
Municipal Street Aid Fund	673,100	168,372	504,728	25.0%
Civil Traffic Penalties	496,900	105,436	391,464	21.2%
Transfer Taxes	1,672,700	660,443	1,012,257	39.5%
Police Grants/Extra Duty	258,600	43,189	215,411	16.7%
Water/Wastewater Fund	875,000	292,000	583,000	33.4%
Electric Fund	10,000,000	3,335,333	6,664,667	33.4%
Total Revenues	42,223,500	22,646,019	19,577,481	53.6%
Total Beginning Balance & Revenues	**$ 46,717,400**	**$ 22,646,019**	**$ 24,071,381**	48.5%
Expenditures				
City Clerk & Council	$ 553,400	$ 153,989	$ 399,411	27.8%
Mayor, City Manager & Human Resources	1,258,900	413,412	845,488	32.8%
Police & Police Extra Duty	16,875,200	5,164,422	11,710,778	30.6%
Public Services	5,077,600	1,337,395	3,740,205	26.3%
Engineering	207,000	53,630	153,370	25.9%
Procurement & Inventory, Facilities Mgmt., Fleet Maint.	1,968,500	647,676	1,320,824	32.9%
Planning, Inspections, Life Safety, & Code Enf.	2,151,000	610,315	1,540,685	28.4%
Finance, Info Tech & Customer Services	2,871,200	959,063	1,912,137	33.4%
Library & Recreation	2,385,900	736,981	1,648,919	30.9%
Fire Department	721,700	260,039	461,661	36.0%
Assessor	244,000	74,397	169,603	30.5%
Contribution to DDP	150,000	37,500	112,500	25.0%
Miscellaneous Grant Expense	25,000	-	25,000	0.0%
Other Employment Expenses	400,700	-	400,700	0.0%
Bank & CC Fees	15,000	1,470	13,530	9.8%
Insurance	700,000	168,691	531,309	24.1%
OPEB - Retiree's Health Care Contribution	2,039,700	679,975	1,359,725	33.3%
Police Pension Trust Contribution - State Grant	670,000	223,833	446,167	33.4%
Appropriation to Police Pension Fund	500,000	-	500,000	0.0%
Street Lights	804,000	273,539	530,461	34.0%
Debt Service	685,300	393,521	291,779	57.4%
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	13,179,848	29,043,652	31.2%
Budget Balance -Working Capital	4,493,900	-	4,493,900	0.0%
Total Budget Balance & Expenditures	**$ 46,717,400**	**$ 13,179,848**	**$ 33,537,552**	28.2%
Reserve Balances				
Contingency	$ 741,000	$ 736,516		

(1) Property Taxes are the taxes billed and not cash received. The outstanding receivable balance as of 10/31/16 is $448,318 as compared to $462,158 in October 2015.

City of Dover
Finance Department
Monthly Report - October 2016
Water/Wastewater Fund Summary

	Budget	YTD	Balance	33% 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	2,303,178	3,496,822	39.7%
Wastewater Services	3,800,000	1,360,164	2,439,836	35.8%
Wastewater Treatment Services	3,000,000	1,075,509	1,924,491	35.9%
Groundwater Inflow Adjustment	1,938,000	688,461	1,249,539	35.5%
Water Tank Space Leases	366,200	72,034	294,166	19.7%
Miscellaneous Receipts	83,000	54,415	28,585	65.6%
Impact Fees - Water	252,000	273,000	(21,000)	108.3%
Impact Fees - Wastewater	228,000	245,100	(17,100)	107.5%
Total Revenues	15,467,200	6,071,861	9,395,339	39.3%
Total Beginning Balance & Revenues	**$ 16,696,900**	**$ 6,071,861**	**$ 10,625,039**	36.4%
Expenses				
Water/Wastewater Operating Divisions				
Engineering & Inspection	$ 516,500	$ 148,454	$ 368,046	28.7%
Water Department	655,400	198,583	456,817	30.3%
Water Treatment Plant	1,727,400	579,361	1,148,039	33.5%
Wastewater Department	962,400	269,212	693,188	28.0%
Kent County Treatment Charge	4,130,000	1,297,293	2,832,707	31.4%
Intrafund Service Fees	1,653,800	497,210	1,156,590	30.1%
Retiree's Health Care	192,400	64,000	128,400	33.3%
Debt Service	1,227,200	276,345	950,855	22.5%
Other Employment Expenses	21,200	-	21,200	0.0%
Bank & CC Fees	25,000	8,298	16,702	33.2%
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	292,000	583,000	33.4%
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	4,130,756	10,296,744	28.6%
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**	**$ 4,130,756**	**$ 12,566,144**	24.7%
Reserve Balances				
Contingency-Water	$ 249,000	$ 118,486		
Contingency-Wastewater	$ 253,100	$ 215,708		
Impact Fee Reserve - Water	$ 243,200	$ 436,338		
Impact Fee Reserve - Wastewater	$ 1,391,800	$ 3,090,870		
Bond Coverage Ratio (Covenant 1.20)	3.44	6.70		

City of Dover
Finance Department
Monthly Report - October 2016
Electric Revenue Fund Summary

	Budget	YTD	Balance	33% Budget
Beginning Balance	$ 13,302,200	$ -	$ 13,302,200	0.0%
Revenues				
Direct Sales to Customers	77,193,200	30,937,994	46,255,206	40.1%
Utility Tax	1,287,900	494,913	792,987	38.4%
Weyandt Hall Rents	223,000	77,270	145,730	34.7%
Miscellaneous Revenues	676,600	208,637	467,963	30.8%
Interest Earnings	47,900	45,456	2,444	94.9%
Total Revenues	79,428,600	31,049,055	48,379,545	39.1%
Total Beginning Balance & Revenues	**$ 92,730,800**	**$ 31,049,055**	**$ 61,681,745**	33.5%
Expenses				
Power Supply & Generation				
Hedged Energy	$ 16,557,600	$ 7,890,611	$ 8,666,989	47.7%
Power Supply Management	996,000	208,749	787,251	21.0%
Capacity Charges	10,160,600	3,543,326	6,617,274	34.9%
Dover Sun Park Energy	2,313,900	783,745	1,530,155	33.9%
Renewal Energy Credits (Incl. Solar)	1,036,800	131,290	905,510	12.7%
RGGI	129,300	-	129,300	0.0%
PJM Charges - Energy	12,357,900	1,327,923	11,029,977	10.7%
PJM Charges - Transmission & Fees	7,603,800	1,718,391	5,885,409	22.6%
Total Power Supply	51,155,900	15,604,035	35,551,865	30.5%
Plant Operations	6,215,700	2,023,062	4,192,638	32.5%
Generation Fuels	302,600	1,225,492	(922,892)	405.0%
Capacity Credits	(7,355,100)	(2,510,538)	(4,844,562)	34.1%
PJM Spot Market Energy	(804,900)	(1,363,980)	559,080	169.5%
PJM Credits	(360,000)	(274,045)	(85,955)	76.1%
Total Generation	(2,001,700)	(900,009)	(1,101,691)	45.0%
Total Power Supply & Generation	49,154,200	14,704,026	34,450,174	29.9%
Electric Operating Divisions:				
Transmission/Distribution	3,605,700	1,228,266	2,377,434	34.1%
Electrical Engineering	1,247,900	336,507	911,393	27.0%
Administration	929,700	205,667	724,033	22.1%
Meter Reading	378,600	116,428	262,172	30.8%
Systems Operations	651,700	203,469	448,231	31.2%
Intrafund Services	3,564,900	1,118,441	2,446,459	31.4%
Utility Tax	1,287,900	494,914	792,986	38.4%
Retirees Health Care	600,000	200,000	400,000	33.3%
Interest on Deposits	21,000	7,018	13,982	33.4%
Green Energy Payment to DEMEC	128,000	53,908	74,092	42.1%
Accounts Receivable Write-Offs	250,000	250,000	-	100.0%
Other Employee Expenses	58,900	-	58,900	0.0%
Bank & CC Fees	275,000	98,596	176,404	35.9%
Debt Service	1,618,000	550,318	1,067,682	34.0%
Transfers Out:				
General Fund	10,000,000	3,335,333	6,664,667	33.4%
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	23,527,891	55,493,609	29.8%
Budget Balance - Work. Capital	13,709,300	-	13,709,300	0.0%
Total Budget Balance & Expenses	**$ 92,730,800**	**$ 23,527,891**	**$ 69,202,909**	25.4%
Reserve Balances				
Contingency Reserve	$ 848,300	$ 854,251		
Insurance Reserve	$ 762,000	$ 767,352		
Rate Stabilization Reserve	$ 8,511,900	$ 7,305,704		
Bond Coverage Ratio (Covenant 1.25)	4.22	16.41		
Megawatt Hours Sold & Purchased				
Sales to Customers MWh (excluding Street Light MWh)	716,755	283,393		39.5%
Sales per MWh	$ 107.70	$ 106.65		99.0%
Purchased/Generated MWh	747,187	292,291		39.1%
All In MWh Supply & Generation	$ 65.79	$ 50.31		76.5%

City of Dover
Finance Department
Monthly Report - October 2016
General Capital Project Fund Summary

	Budget	YTD	Balance	33% Budget
Beginning Balance - Projects	$ 383,900	$ -	$ 383,900	0.0%
Revenues				
State Grant - Other	105,000	31,350	73,650	29.9%
Interest Earnings	5,000	4,395	605	87.9%
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	1,035,787	1,013,613	50.5%
Total Beginning Balance & Revenue	**$ 2,433,300**	**$ 1,035,787**	**$ 1,397,513**	42.6%
Expenditures				
Fire	$ 145,700	$ 145,614	$ 86	99.9%
Grounds Maintenance	58,200	95,511	(37,311)	164.1%
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	141,190	884,810	13.8%
Sanitation	261,500	-	261,500	0.0%
Facilities Management	27,700	-	27,700	0.0%
Total Expenditures	2,044,400	382,315	1,662,085	18.7%
Budget Balance - Projects	388,900	-	388,900	0.0%
Total Budget Balance & Expenditures	**$ 2,433,300**	**$ 382,315**	**$ 2,050,985**	15.7%
Reserve Balances				
Capital Asset Replacement Reserve	$ 1,266,300	$ 1,260,080		
Parkland/Recreation	$ 247,900	$ 328,093		

City of Dover
Finance Department
Monthly Report - October 2016
Water/Wastewater Improvement & Extension Fund Summary

	Budget	YTD	Balance	33% 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	24,324	(4,324)	121.6%
Transfer from Operating Fund for Water	1,000,000	250,000	750,000	25.0%
Transfer from Operating Fund for Wastewater	1,000,000	250,000	750,000	25.0%
Transfer from Impact Fee Reserve - Water	190,800	-	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	524,324	5,181,676	9.2%
Total Beginning Balance & Revenues	**$ 7,838,500**	**$ 524,324**	**$ 7,314,176**	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	410,255	1,610,945	20.3%
Water Treatment Plant	1,200,000	66,235	1,133,765	5.5%
Total Expenses	4,590,400	541,904	4,048,496	11.8%
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**	**$ 541,904**	**$ 7,296,596**	6.9%
Reserve Balances				
Capital Asset Replacement - Water	$ 518,500	$ 522,153		
Capital Asset Replacement - Wastewater	$ 517,300	$ 520,959		

City of Dover
Finance Department
Monthly Report - October 2016
Electric Improvement & Extension Fund Summary

	Budget	YTD	Balance	33% Budget
Beginning Balance	$ 5,540,500	$ -	$ 5,540,500	0.0%
Revenues				
Interest Earnings	40,000	28,711	11,289	71.8%
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	808,263	2,867,937	22.0%
Total Beginning Balance & Revenues	**$ 9,216,700**	**$ 828,263**	**$ 8,388,437**	9.0%
Expenses				
Electric Generation	$ 1,842,800	$ 86,368	$ 1,756,432	4.7%
Transmission/Distribution	1,975,000	151,347	1,823,653	7.7%
Electrical Engineering	910,700	214,838	695,862	23.6%
Meter Reading	41,800	-	41,800	0.0%
ERP System	1,000,000	-	1,000,000	0.0%
Total Expenses	5,770,300	452,553	5,317,747	7.8%
Budget Balance Bond - Work. Capital	3,446,400	-	3,446,400	0.0%
Total Budget Balance & Expenses	**$ 9,216,700**	**$ 452,553**	**$ 8,764,147**	4.9%
Reserve Balances				
Depreciation Reserve	$ 10,910,200	$ 10,181,573		
Future Capacity Reserve	$ 10,961,700	$ 10,334,965		

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	$ 965,356	$ 1,481,345
Dover Sun Park - REC's	362,400	113,593	248,807
Total Power Supply Cost	2,809,100	1,078,949	1,730,151
Non-Solar Power Supply Cost	(600,874)	(364,206)	(236,668)
Incremental Energy Cost	$ 2,208,226	$ 714,743	$ 1,493,483
Revenues			
Customer Sales - Electricity	(93,900)	(34,110)	(59,790)
Rent Receipts	(94,500)	(31,114)	(63,386)
Total Revenues	(188,400)	(65,224)	(123,176)
Incremental Sun Park Cost	$ 2,019,826	$ 649,519	$ 1,370,308
MWh Purchased/Generated - Solar	18,159.000	6,986.906	
MWh $ Solar Energy	$ 134.74	138.17	
Solar REC's MWh		1,189.000	
MWh $ Solar REC (one month lag)*		95.54	

City of Dover
Finance Department
Monthly Report - October 2016
Community Transportation Improvement Fund

	Budget	YTD	Balance	33% Budget
Beginning Balance	$ 92,100	$ -	$ 92,100	0.0%
Revenues				
Grants Revenue	500,000	-	500,000	0.0%
Interest Earned	-	119	(119)	0.0%
Total Revenues	500,000	119	499,881	0.0%
Total Beginning Balance & Revenues	**$ 592,100**	**$ 119**	**$ 591,981**	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 - October 2016
Police Grant Funds

	Budget	YTD	Balance	33% Budget
Beginning Balance	$ 295,300	$ -	$ 295,300	0.0%
Revenues				
State & Federal Grants Received	319,000	141,000	178,000	44.2%
Interest Earnings	-	886	(886)	0.0%
Total Revenues	319,000	141,886	177,114	44.5%
Total Beginning Balance & Revenues	**$ 614,300**	**$ 141,886**	**$ 472,414**	23.1%
Expenses				
Cadet Program	$ 81,100	$ 25,545	$ 55,555	31.5%
Equipment & Program Supplies	284,000	72,488	211,512	25.5%
Telephone/Fax	16,000	5,291	10,709	33.1%
Training/Conference/Food/Travel	17,000	20,113	(3,113)	118.3%
Consulting/Audit Fees	1,000	-	1,000	0.0%
Contractual services	5,000	200	4,800	4.0%
Operating Transfers - Out	82,000	66,799	15,201	81.5%
Total Expenses	486,100	190,436	295,664	39.2%
Budget Balance - Working Capital (Unaudited)	128,200	-	128,200	0.0%
Total Budget Balances & Expenses	**$ 614,300**	**$ 190,436**	**$ 423,864**	31.0%

City of Dover
Finance Department
Monthly Report - October 2016
Library Grant Fund

	Budget	YTD	Balance	33% Budget
Beginning Balance	$ 17,300	$ -	$ 17,300	0.0%
Revenues				
Grants Received	305,500	148,514	156,986	48.6%
Federal Grants	2,500	2,920	(420)	116.8%
Total Revenues	308,000	151,434	156,566	49.2%
Total Beginning Balance & Revenues	**$ 325,300**	**$ 151,434**	**$ 173,866**	46.6%
Expenses				
Program Expenses/Supplies-State Grants	$ 27,500	$ 6,075	$ 21,425	22.1%
Program Expenses/Supplies-Federal Grants	2,500	1,493	1,007	59.7%
Office Supplies	30,800	11,197	19,603	36.4%
Printing/Duplicating	12,500	3,820	8,680	30.6%
Postage	100	37	63	37.0%
Books	150,600	18,760	131,840	12.5%
Furniture	10,500	1,909	8,591	18.2%
Audio Visual Supplies	77,200	15,185	62,015	19.7%
Training/Conference/Food/Travel	5,300	513	4,787	9.7%
Office Equipment/Repairs & Maintenance	6,300	132	6,168	2.1%
Other Equipment - Lease	2,000	615	1,385	30.8%
Total Expenses	325,300	59,736	265,564	18.4%
Budget Balance - Working Capital	-	-	-	0.0%
Total Budget Balances & Expenses	**$ 325,300**	**$ 59,736**	**$ 265,564**	18.4%

City of Dover
Finance Department
Monthly Report - October 2016
After School Program/Substance Abuse Prevention Fund

	Budget	YTD	Balance	33% Budget
Beginning Balance	$ 60,300	$ -	$ 60,300	0.0%
Revenues				
Grants Received	28,000	14,015	13,985	50.1%
Recreation Revenue	33,000	5,634	27,366	17.1%
Total Revenues	61,000	19,649	41,351	32.2%
Total Beginning Balance & Revenues	**$ 121,300**	**$ 19,649**	**$ 101,651**	16.2%
Expenses				
Temporary Help/Benefits	$ 60,200	$ 25,585	$ 34,615	42.5%
Program Expenses/Supplies	55,000	13,556	41,444	24.6%
Total Expenses	115,200	39,141	76,059	34.0%
Budget Balance - Working Capital	6,100	-	6,100	0.0%
Total Budget Balances & Expenses	**$ 121,300**	**$ 39,141**	**$ 82,159**	32.3%

City of Dover
Finance Department
Monthly Report - October 2016
CDBG Fund

	Budget	YTD	Balance	33% Budget
Beginning Balance	$ 2,100	$ -	$ 2,100	0.0%
Revenues				
Grants Received	236,500	3,851	232,649	1.6%
Interest Earnings	-	66	(66)	0.0%
Total Revenues	236,500	3,917	232,583	1.7%
Total Beginning Balance & Revenues	**$ 238,600**	**$ 3,917**	**$ 234,683**	1.6%
Expenses				
Closing Cost/Down Payment Program	$ 50,000	$ -	$ 50,000	0.0%
Connection Community Support Program	7,200	765	6,435	10.6%
Dover Interfaith Ministry	22,000	3,488	18,512	15.9%
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	36,201	200,299	15.3%
Budget Balance - Working Capital	2,100	-	2,100	0.0%
Total Budget Balances & Expenses	**$ 238,600**	**$ 36,201**	**$ 202,399**	15.2%

MONTHLY REPORT



OCTOBER 2016

Incident Run Log

Dover Fire Department

Date Range: From 10/1/2016 to 10/31/2016
Company: All Companies
Sorted by: Not selected

Date	FDID	Incident#	Alarm	###	Address	Suite	Type	Lgth
10/01/2016	30046	2016-000972	13:27	1570	N DUPONT HWY		Alarm system activation, no fire - unintentional	0.6
10/01/2016	30046	2016-000973	21:46	1200	N DUPONT HWY		System malfunction, other	0.3
10/02/2016	30046	2016-000974	04:25	200	BEECHWOOD AVE		Fire in mobile home used as fixed residence	1.4
10/02/2016	30046	2016-000975	06:05	1131	N DUPONT HWY	LOT	Medical assist, assist EMS crew	16.4
10/02/2016	30046	2016-000976	00:31	1131	N DUPONT HWY		Medical assist, assist EMS crew	0.5
10/02/2016	30046	2016-000977	01:02	1131	N DUPONT HWY		Medical assist, assist EMS crew	0.2
10/02/2016	30046	2016-000978	19:39	1131	N DUPONT HWY	Lot 10	Carbon monoxide incident	0.4
10/03/2016	30046	2016-000979	07:38	10	FAIRWAY LAKES DR	F	Good intent call, other	0.7
10/03/2016	30046	2016-000980	08:29	365	N DUPONT HWY		Alarm system activation, no fire - unintentional	0.3
10/03/2016	30046	2016-000981	08:56	1131	N DUPONT HWY		Dumpster or other outside trash receptacle fire	0.4
10/03/2016	30046	2016-000982	09:23	190	MAIN ST		Fires in structure other than in a building	0.7
10/03/2016	30046	2016-000983	10:04	2736	FORREST AVE		Smoke detector activation, no fire - unintentional	0.3
10/03/2016	30046	2016-000984	11:36	1200	N DUPONT HWY		Unintentional transmission of alarm, other	0.1
10/03/2016	30046	2016-000985	12:26	1450	N DUPONT HWY	0587	Water or steam leak	0.6
10/03/2016	30046	2016-000986	13:05	520	S QUEEN ST		Motor vehicle accident with injuries	0.5
10/03/2016	30046	2016-000987	15:33	725	HORSEPOND RD		Medical assist, assist EMS crew	0.3
10/03/2016	30046	2016-000988	16:06	400	COURT ST		Removal of victim(s) from stalled elevator	0.2
10/03/2016	30046	2016-000989	22:41	4	MANOR DR		Smoke detector activation due to malfunction	0.5
10/04/2016	30046	2016-000990	02:00	1570	N DUPONT HWY		Alarm system sounded due to malfunction	0.0
10/04/2016	30046	2016-000991	12:56	1350	N DUPONT HWY		Smoke detector activation due to malfunction	0.4
10/04/2016	30046	2016-000992	17:29	1200	N DUPONT HWY		Alarm system sounded due to malfunction	0.3
10/05/2016	30046	2016-000993	08:49	100	ISABELLE ISLE		Dispatched & canceled en route	0.1
10/05/2016	30046	2016-000994	10:17	293	S SAULSBURY RD		Electrical wiring/equipment problem, other	0.5
10/05/2016	30046	2016-000995	13:10	1200	N DUPONT HWY		Malicious, mischievous false call, other	0.1
10/05/2016	30046	2016-000996	22:49	1570	N DUPONT HWY			0.1
10/06/2016	30046	2016-000997	09:18	1200	N DUPONT HWY		False alarm or false call, other	0.1
10/06/2016	30046	2016-000998	10:26	1200	N DUPONT HWY		Unintentional transmission of alarm, other	0.0
10/06/2016	30046	2016-000999	20:30	255	WEBBS LN	G	Cooking fire, confined to container	0.3
10/07/2016	30046	2016-001000	03:59	1155	WALKER RD		Detector activation, no fire - unintentional	0.4
10/07/2016	30046	2016-001001	05:44	46	S BRADFORD ST		Smoke detector activation, no fire - unintentional	0.4
10/07/2016	30046	2016-001002	11:26		SCARBOROUGH RD		Good intent call, other	0.3
10/07/2016	30046	2016-001003	20:36	820	CARVEL DR	H	Unintentional transmission of alarm, other	0.4
10/08/2016	30046	2016-001004	05:48	181	WESTMINSTER DR		Alarm system sounded due to malfunction	0.5
10/08/2016	30046	2016-001005	14:43	312	PERSIMMON CIR WEST		Smoke detector activation, no fire - unintentional	0.4
10/08/2016	30046	2016-001006	14:54	1570	N DUPONT HWY		Smoke detector activation, no fire - unintentional	0.2
10/08/2016	30046	2016-001007	16:30	600	AUDREY DR		Gas leak (natural gas or LPG)	1.1
10/08/2016	30046	2016-001008	22:39	1018	S LITTLE CREEK RD		No incident found on arrival at dispatch address	0.6
10/09/2016	30046	2016-001009	10:17	1710	N DUPONT HWY		Smoke detector activation due to malfunction	0.6
10/09/2016	30046	2016-001010	15:39	222	S DUPONT HWY		Smoke detector activation due to malfunction	0.5
10/09/2016	30046	2016-001011	18:46	222	S DUPONT HWY		Removal of victim(s) from stalled elevator	0.8
10/10/2016	30046	2016-001012	02:29	867	TOWNSEND BLVD		CO detector activation due to malfunction	0.6
10/10/2016	30046	2016-001013	04:45		KENTWOOD DR		Vehicle accident, general cleanup	0.5
10/10/2016	30046	2016-001014	06:33	1350	N DUPONT HWY		Alarm system sounded due to malfunction	0.4
10/10/2016	30046	2016-001015	09:48		WYOMING MILL RD		Electrical wiring/equipment problem, other	0.7
10/10/2016	30046	2016-001016	16:54		N DUPONT HWY & WHITE OAK RD		Gasoline or other flammable liquid spill	0.2
10/10/2016	30046	2016-001017	19:33	200	HIAWATHA LANE		Electrical wiring/equipment problem, other	0.6
10/10/2016	30046	2016-001018	21:51	1200	N DUPONT HWY		System malfunction, other	0.1
10/11/2016	30046	2016-001019	02:04	1700	N DUPONT HWY		Hazardous condition, other	0.8
10/11/2016	30046	2016-001020	03:58	1700	N DUPONT HWY BLDG G		Hazardous condition, other	0.6
10/11/2016	30046	2016-001021	10:26	120	N STATE ST		Alarm system sounded due to malfunction	0.1
10/11/2016	30046	2016-001022	19:28	1200	N DUPONT HWY		Smoke detector activation, no fire - unintentional	0.1
10/11/2016	30046	2016-001023	19:55	15	S DUPONT HWY		Gas leak (natural gas or LPG)	0.7
10/12/2016	30046	2016-001024	01:46	101	BABB DR		Smoke detector activation due to malfunction	0.6
10/12/2016	30046	2016-001025	16:17	903	JANEKA LANE		Hazardous condition, other	0.4
10/12/2016	30046	2016-001026	18:25	901	SCHOOLHOUSE LN		Gas leak (natural gas or LPG)	0.6
10/12/2016	30046	2016-001027	19:03	1061	S LITTLE CREEK RD		Fire in mobile home used as fixed residence	0.8
10/12/2016	30046	2016-001028	23:13	1131	N DUPONT HWY		Gas leak (natural gas or LPG)	0.5
10/12/2016	30046	2016-001029	23:43	2800	N DUPONT HWY		Cooking fire, confined to container	0.4
10/13/2016	30046	2016-001030	18:46	1200	N DUPONT HWY		False alarm or false call, other	0.1

Date	FDID	Incident#	Alarm	###	Address	Suite	Type	Lgth
10/13/2016	30046	2016-001031	19:08	376	MOCKINGBIRD AVE		Electrical wiring/equipment problem, other	0.5
10/13/2016	30046	2016-001032	19:39	1200	N DUPONT HWY		False alarm or false call, other	0.4
10/14/2016	30046	2016-001033	07:40	1200	N DUPONT HWY		System malfunction, other	0.2
10/14/2016	30046	2016-001034	17:44	3	PRESIDENT DR		Steam, vapor, fog or dust thought to be smoke	0.7
10/14/2016	30046	2016-001035	19:39	932	S BRADFORD ST		Carbon monoxide incident	0.3
10/14/2016	30046	2016-001036	20:56	1200	N DUPONT HWY		Unintentional transmission of alarm, other	0.1
10/14/2016	30046	2016-001037	23:26	1200	N DUPONT HWY		Unintentional transmission of alarm, other	0.1
10/15/2016	30046	2016-001038	20:19	835	BAY RD		Smoke detector activation, no fire - unintentional	0.5
10/15/2016	30046	2016-001039	22:43	1200	N DUPONT HWY		Smoke detector activation, no fire - unintentional	0.1
10/16/2016	30046	2016-001040	08:13	209	S STATE ST		System malfunction, other	0.2
10/16/2016	30046	2016-001041	12:18	1570	N DUPONT HWY		Vicinity alarm (incident in other location)	0.5
10/16/2016	30046	2016-001042	14:27	1200	N DUPONT HWY		System malfunction, other	0.1
10/16/2016	30046	2016-001043	15:49	1420	MCKEE RD	FRON	Smoke detector activation due to malfunction	0.4
10/16/2016	30046	2016-001044	20:02	1200	N DUPONT HWY		Smoke detector activation, no fire - unintentional	0.1
10/17/2016	30046	2016-001045	13:41	1200	N DUPONT HWY		Smoke detector activation, no fire - unintentional	0.1
10/17/2016	30046	2016-001046	14:10	209	S STATE ST		System malfunction, other	0.3
10/17/2016	30046	2016-001047	16:24	148	THAMES DR		Smoke detector activation due to malfunction	0.3
10/17/2016	30046	2016-001048	17:53	141	KENTWOOD DR		Smoke detector activation, no fire - unintentional	0.6
10/17/2016	30046	2016-001049	19:41	1200	N DUPONT HWY		Heat detector activation due to malfunction	0.1
10/18/2016	30046	2016-001050	07:08	200	HIAWATHA LANE		System malfunction, other	0.6
10/18/2016	30046	2016-001051	09:32	360	WEBBS LN		Removal of victim(s) from stalled elevator	0.3
10/18/2016	30046	2016-001052	23:51	426	S NEW ST		Hazardous condition, other	0.7
10/19/2016	30046	2016-001053	01:54	1121	FORREST AVE		Unintentional transmission of alarm, other	0.5
10/19/2016	30046	2016-001054	04:41	200	HIAWATHA LANE		Sprinkler activation due to malfunction	0.6
10/19/2016	30046	2016-001055	18:53	1200	N DUPONT HWY		Cooking fire, confined to container	0.2
10/20/2016	30046	2016-001056	17:24	1200	N DUPONT HWY		Person in distress, other	0.1
10/20/2016	30046	2016-001057	17:27	360	WEBBS LN		Smoke detector activation, no fire - unintentional	0.3
10/20/2016	30046	2016-001058	18:43	967	N STATE ST		Fires in structure other than in a building	3.6
10/21/2016	30046	2016-001059	01:14	1710	N DUPONT HWY		Smoke detector activation, no fire - unintentional	0.4
10/21/2016	30046	2016-001060	09:36	602	PEAR ST		Unintentional transmission of alarm, other	0.2
10/21/2016	30046	2016-001061	20:38	725	HORSEPOND RD		Medical assist, assist EMS crew	0.1
10/21/2016	30046	2016-001062	22:14		N WEST ST		Good intent call, other	0.2
10/22/2016	30046	2016-001063	08:46	726	WOODCREST DR		System malfunction, other	0.4
10/22/2016	30046	2016-001064	11:11	365	N DUPONT HWY		Smoke detector activation, no fire - unintentional	0.3
10/22/2016	30046	2016-001065	17:46	100	NIXON LN		Power line down	0.8
10/22/2016	30046	2016-001066	19:35	1200	N DUPONT HWY		Smoke detector activation, no fire - unintentional	0.2
10/23/2016	30046	2016-001067	08:41	1350	N DUPONT HWY		Alarm system sounded due to malfunction	0.4
10/23/2016	30046	2016-001068	09:13	820	CARVEL DR	A	Cooking fire, confined to container	0.4
10/23/2016	30046	2016-001069	15:26	51	WEBBS LN	E	Cooking fire, confined to container	0.4
10/23/2016	30046	2016-001070	18:48	684	FOREST ST		Motor vehicle/pedestrian accident (MV Ped)	0.5
10/24/2016	30046	2016-001071	03:15	120	N STATE ST		Smoke detector activation, no fire - unintentional	0.2
10/24/2016	30046	2016-001072	09:29	14	MORIARTY ST		Smoke detector activation due to malfunction	0.4
10/25/2016	30046	2016-001073	04:37	38	N KIRKWOOD ST		Building fire	2.2
10/25/2016	30046	2016-001074	16:08	1200	N DUPONT HWY			0.6
10/26/2016	30046	2016-001075	00:37	1200	N DUPONT HWY		Smoke detector activation, no fire - unintentional	0.1
10/26/2016	30046	2016-001076	12:04		BAY RD		Oil or other combustible liquid spill	0.5
10/26/2016	30046	2016-001077	13:53	852	S LITTLE CREEK RD		Excessive heat, scorch burns with no ignition	0.5
10/26/2016	30046	2016-001078	21:19	306	CRICKLE CREEK LN		Alarm system activation, no fire - unintentional	0.3
10/27/2016	30046	2016-001079	00:48	213	N BRADFORD ST		Smoke detector activation, no fire - unintentional	0.1
10/27/2016	30046	2016-001080	17:05	300	W LOOCKERMAN ST		Service Call, other	0.3
10/27/2016	30046	2016-001081	19:42	413	COURT ST	A	Local alarm system, malicious false alarm	0.4
10/28/2016	30046	2016-001082	10:19	1200	N DUPONT HWY			0.1
10/28/2016	30046	2016-001083	14:16	1200	N DUPONT HWY		False alarm or false call, other	0.1
10/28/2016	30046	2016-001084	17:32	40	SAULSBURY RD		Sprinkler activation, no fire - unintentional	0.4
10/28/2016	30046	2016-001085	18:53	40	SAULSBURY RD		Sprinkler activation, no fire - unintentional	0.3
10/29/2016	30046	2016-001086	03:51	101	BABB DR	3312	Cooking fire, confined to container	0.4
10/29/2016	30046	2016-001087	19:18	1080	SILVER LAKE BLVD		Local alarm system, malicious false alarm	0.4
10/30/2016	30046	2016-001088	19:43	1200	N DUPONT HWY		Smoke detector activation, no fire - unintentional	0.2
10/31/2016	30046	2016-001089	06:48	132	NOB HILL RD		Extrication of victim(s) from vehicle	0.4
10/31/2016	30046	2016-001090	13:55	141	KENTWOOD DR		Alarm system sounded due to malfunction	0.6
10/31/2016	30046	2016-001091	15:01		SCARBOROUGH RD		Motor vehicle accident with injuries	0.6

Total Number of Incidents: 120

Total Length of Incidents: 66.5 Hours

FY 16-17 City Funded Account Balance Sheet

ACCOUNT	BUDGET	SPENT	BALANCE
Apparatus Repairs & Maintenance	$ 91,300.00	$ 58,760.12	$ 32,539.88
Building Maintenace Supplies	$ 1,500.00	$ 80.00	$ 1,420.00
Contractual Services	$ 9,000.00		$ 9,000.00
Electricity	$ 45,000.00	$ 15,776.92	$ 29,223.08
Gasoline	$ 15,000.00	$ 2,867.81	$ 12,132.19
Heating Expenses- Gas	$ 12,000.00	$ 886.13	$ 11,113.87
Medical Supplies	$ 1,000.00		$ 1,000.00
Office Supplies	$ 1,500.00	$ 95.19	$ 1,404.81
Other Equipment Repairs	$ 1,500.00		$ 1,500.00
Program Expenses	$ 45,000.00	$ 32,026.61	$ 12,973.39
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	$ 2,896.04	$ 6,103.96
Training & Travel	$ 10,000.00	$ 2,360.00	$ 7,640.00
Uniforms & Firefighting Gear	$ 30,000.00	$ 746.90	$ 29,253.10
Water/ Sewer	$ 2,500.00	$ 810.31	$ 1,689.69

Balance as of: November 6, 2016

Robbins Hose Company # 1, Inc.
Profit & Loss Detail
October 2016

	Type	Date	Num
Ordinary Income/Expense			
Income			
City Quarterly Deposit			
	Deposit	10/24/2016	0248909
Total City Quarterly Deposit			
Total Income			
Expense			
Apparatus Repairs & Maintenance			
	Check	10/08/2016	1656
	Check	10/08/2016	1657
	Check	10/15/2016	1661
	Check	10/24/2016	1662
	Check	10/24/2016	1662
	Check	10/24/2016	1662
	Check	10/24/2016	1662
	Check	10/24/2016	1662
	Check	10/24/2016	1662
	Check	10/24/2016	1662
	Check	10/24/2016	1662
	Check	10/24/2016	1668
	Check	10/24/2016	1669
Total Apparatus Repairs & Maintenance			
Building Maintenance Supplies			
	Check	10/08/2016	1659
Total Building Maintenance Supplies			
Electricity			
	Check	10/08/2016	1660
	Check	10/24/2016	1666
Total Electricity			
Gasoline			
	Check	10/24/2016	1665
	Check	10/24/2016	1665
	Check	10/24/2016	1668
Total Gasoline			
Heating Expenses- Gas			
	Check	10/08/2016	1658
	Check	10/24/2016	1663
Total Heating Expenses- Gas			
Office Supplies			

Robbins Hose Company # 1, Inc.
Profit & Loss Detail
October 2016

		Type	Date	Num
		Check	10/24/2016	1665
		Check	10/24/2016	1665
		Check	10/24/2016	1671
		General Journal	10/24/2016	LSG 6-6
		General Journal	10/24/2016	LSG 6-6R
	Total Office Supplies			
	Telephone			
		Check	10/24/2016	1664
		Check	10/24/2016	1665
		Check	10/24/2016	1665
		Check	10/24/2016	1670
		Check	10/30/2016	1673
	Total Telephone			
	Uniforms			
		Check	10/24/2016	1667
	Total Uniforms			
	Water/Sewer			
		Check	10/08/2016	1660
		Check	10/08/2016	1660
		Check	10/24/2016	1666
		Check	10/29/2016	1672
	Total Water/Sewer			
Total Expense				
Net Ordinary Income				
Net Income				

Robbins Hose Company # 1, Inc.
Profit & Loss Detail
October 2016

	Name	Memo
Ordinary Income/Expense		
Income		
City Quarterly Deposit		
		2nd Quarter Check
Total City Quarterly Deposit		
Total Income		
Expense		
Apparatus Repairs & Maintenance		
	Atlantic Emergency Solutions	Invoice # 11707DEL- Eng 7 fuel tank
	Carlisle's Marine	Replaced water pump on boat motor
	Kunkel Auto Supply	Invoice # 056401418- cleaning supplies
	Atlantic Emergency Solutions	Invoice # 11723DEL- Eng 3 DOT
	Atlantic Emergency Solutions	Invoice # 11760DEL_ Eng 6 speedometer
	Atlantic Emergency Solutions	Invoice # 11753DEL- L-1 pump test
	Atlantic Emergency Solutions	Invoice # 11751DEL- Eng 2 pump test
	Atlantic Emergency Solutions	Invoice # 11754DEL- Eng 3 pump test
	Atlantic Emergency Solutions	Invoice # 11750DEL- Eng 4 pump test
	Atlantic Emergency Solutions	Invoice # 11749DEL- Eng 6 pump test
	Atlantic Emergency Solutions	Invoice # 11752DEL- Eng 7 pump test
	ESI Equipment, Inc.	Invoice # 16-1616- female core coupler
	McKinney's Towing	Towed Eng 7- dropped fuel tank
Total Apparatus Repairs & Maintenance		
Building Maintenance Supplies		
	City of Dover	10 bags of stay dry
Total Building Maintenance Supplies		
Electricity		
	City of Dover Utility	Acct # 44343-32052
	City of Dover Utility	Acct # 44255-31966
Total Electricity		
Gasoline		
	City of Dover	Sept unleaded fuel charges
	City of Dover	Sept diesel fuel charges
	ESI Equipment, Inc.	Invoice # 16-1628- tool fuel
Total Gasoline		
Heating Expenses- Gas		
	Chesapeake Utilities	Station 2 from 08/26 to 09/27
	Chesapeake Utilities	Station 1 from 09/06 to 10/05
Total Heating Expenses- Gas		
Office Supplies		

Robbins Hose Company # 1, Inc.
Profit & Loss Detail
October 2016

		Name	Memo
		City of Dover	Sept postage charges
		City of Dover	Sept Certified letter charges
		Robbins Hose Company	VOID check
		Robbins Hose Company	For CHK 1671 voided on 10/24/2016
		Robbins Hose Company	Reverse of GJE LSG 6-6 -- For CHK 1671 voide
	Total Office Supplies		
	Telephone		
		Chief Technologies, LLC	Chief Messaging
		City of Dover	Verizon Sept phone charges
		City of Dover	Cavalier Sept phone charges
		Verizon Wireless	IPAD charges
		Verizon Wireless	IPAD charges from 09/21 to 10/20
	Total Telephone		
	Uniforms		
		Robbins Hose Company	16 Dispatcher Uniform shirts
	Total Uniforms		
	Water/Sewer		
		City of Dover Utility	Acct # 44345-32054
		City of Dover Utility	Acct # 44341-32050
		City of Dover Utility	Acct # 44253-31964
		Sharp Water Culligan	Invoice # 1925350- DI tank exchange
	Total Water/Sewer		
Total Expense			
Net Ordinary Income			
Net Income			

Robbins Hose Company # 1, Inc.
Profit & Loss Detail
October 2016

	Clr	Split	Amount	Balance
Ordinary Income/Expense				
Income				
City Quarterly Deposit				
		City Fund Account	70,325.00	70,325.00
Total City Quarterly Deposit			70,325.00	70,325.00
Total Income			70,325.00	70,325.00
Expense				
Apparatus Repairs & Maintenance				
		City Fund Account	3,607.54	3,607.54
		City Fund Account	371.74	3,979.28
		City Fund Account	44.26	4,023.54
		City Fund Account	6,690.90	10,714.44
		City Fund Account	275.88	10,990.32
		City Fund Account	324.50	11,314.82
		City Fund Account	416.54	11,731.36
		City Fund Account	418.88	12,150.24
		City Fund Account	324.50	12,474.74
		City Fund Account	402.50	12,877.24
		City Fund Account	402.50	13,279.74
		City Fund Account	178.25	13,457.99
		City Fund Account	376.00	13,833.99
Total Apparatus Repairs & Maintenance			13,833.99	13,833.99
Building Maintenance Supplies				
		City Fund Account	80.00	80.00
Total Building Maintenance Supplies			80.00	80.00
Electricity				
		City Fund Account	3,494.60	3,494.60
		City Fund Account	540.83	4,035.43
Total Electricity			4,035.43	4,035.43
Gasoline				
		City Fund Account	248.72	248.72
		City Fund Account	805.77	1,054.49
		City Fund Account	159.90	1,214.39
Total Gasoline			1,214.39	1,214.39
Heating Expenses- Gas				
		City Fund Account	49.59	49.59
		City Fund Account	85.40	134.99
Total Heating Expenses- Gas			134.99	134.99
Office Supplies				

Robbins Hose Company # 1, Inc.
Profit & Loss Detail
October 2016

		Clr	Split	Amount	Balance
			City Fund Account	28.56	28.56
			City Fund Account	12.93	41.49
		√	City Fund Account	0.00	41.49
			City Fund Account	1.00	42.49
		d on 10/24/	City Fund Account	-1.00	41.49
	Total Office Supplies			41.49	41.49
	Telephone				
			City Fund Account	372.00	372.00
			City Fund Account	287.83	659.83
			City Fund Account	24.74	684.57
			City Fund Account	300.20	984.77
			City Fund Account	310.40	1,295.17
	Total Telephone			1,295.17	1,295.17
	Uniforms				
			City Fund Account	240.00	240.00
	Total Uniforms			240.00	240.00
	Water/Sewer				
			City Fund Account	80.50	80.50
			City Fund Account	14.49	94.99
			City Fund Account	52.45	147.44
			City Fund Account	250.00	397.44
	Total Water/Sewer			397.44	397.44
Total Expense				21,272.90	21,272.90
Net Ordinary Income				49,052.10	49,052.10
Net Income				**49,052.10**	**49,052.10**








Dover Police Department

Monthly Report

October 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

December 12, 2016

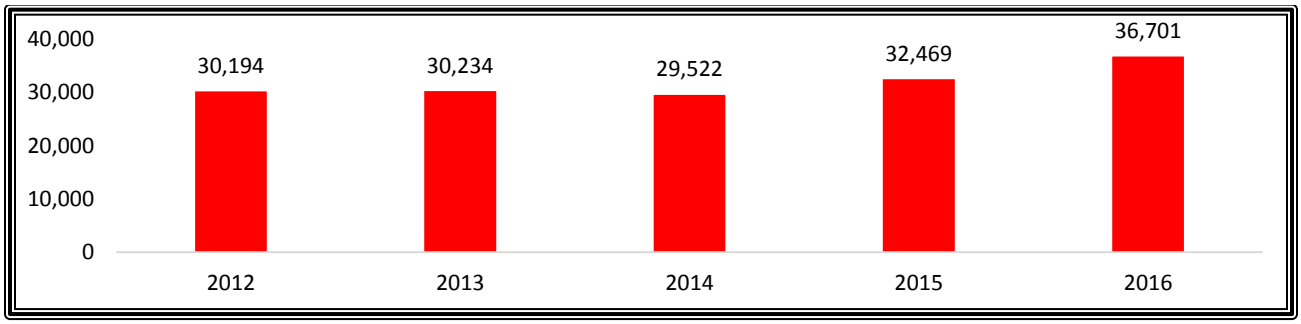
Honorable Robin Christiansen, Mayor
Member of Dover City Council
City Hall
Dover, DE 19901

Mayor Christiansen and Council Members:

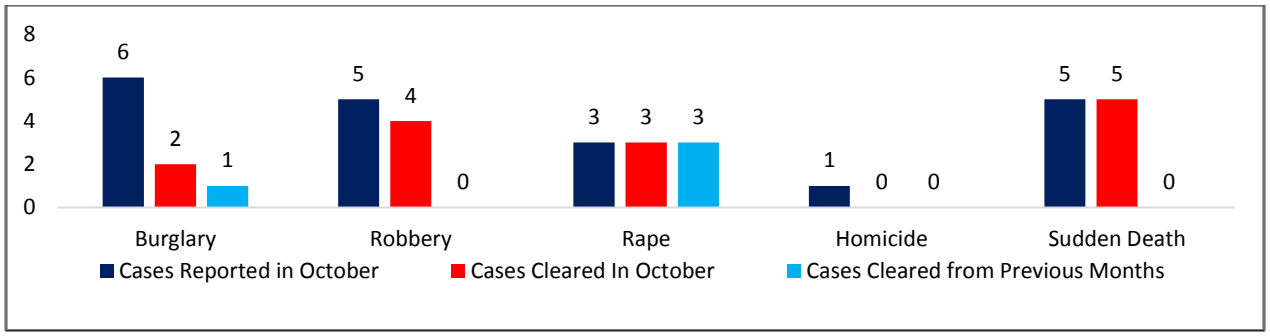
The following is the monthly report for Dover Police Department activities for the month of October 2016:

COMPLAINTS

Total complaints received through October 31, 2016, numbered 36,701, this is an increase of 4,232 complaints over the same period last year.

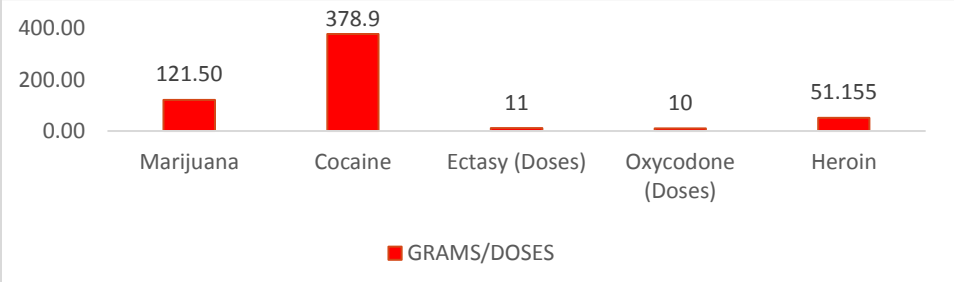


CRIMINAL INVESTIGATIONS

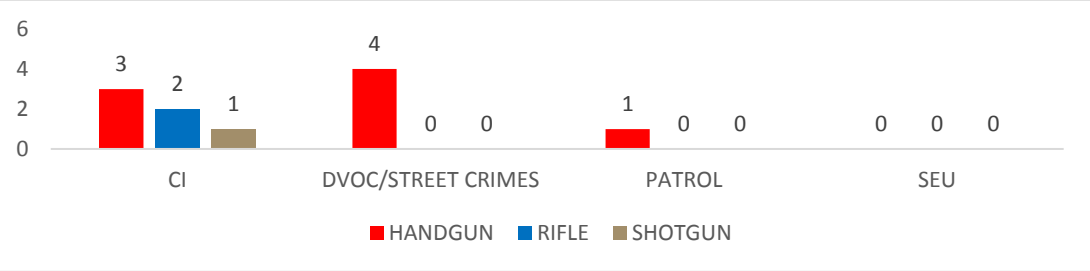


DRUGS, VICE, & ORGANIZED CRIME (DVOC) AND STREET CRIMES SECTION SEIZURES

Along with the drug seizures below, the units also recovered 3 grams of miscellaneous other drugs and $6,793.00 USD during the month of October.



FIREARM SEIZURES



COMMUNITY POLICING

COMMUNITY POLICING	***CONTACTS***
ABANDONED VEHICLES	*2*
ALCOHOL VIOLATIONS/DUI'S	*0*
ASSIST OTHER	*23*
WARRANTS ON FILE	*0*
CITY PARK VIOLATIONS	*0*
CRIMINAL ARRESTS	*0*
DRUG RELATED ARRESTS	*0*
LOUD MUSIC	*0*
MISCELLANEOUS VIOLATIONS	*0*
PARKING VIOLATIONS	*8*
PEDDLER	*0*
MEETINGS	*100*
CRIME PREVENTION CHECK	*0*
TRAFFIC ARRESTS	*1*
WARNINGS	*0*
FUGITIVE	*0*
DCO	*0*
PROSTITUTION	*0*
TOTAL CONTACTS	***134***

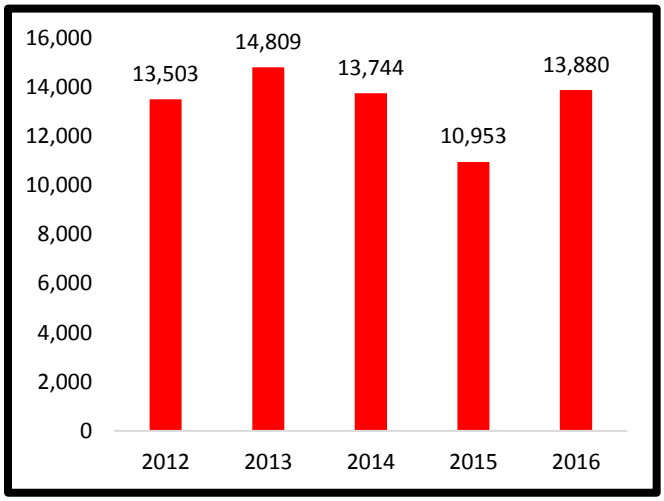
CADETS	***CONTACTS***
PARKING	*38*
DCO'S	*45*
OPEN CONTAINER	*2*
LOUD NOISE	*0*
LEWDNESS	*0*
OTHER	*5*
BUSINESS CONTACTS	*133*
LIBRARY CHECKS	*11*
COMPLAINTS ASSIGNED	*36*
SPECIAL EVENT	*11*
TOTAL CONTACTS	***281***

STREET CRIMES

SAFE STREETS ENFORCEMENT	CONTACTS
ABANDONED VEHICLES	0
ALCOHOL VIOLATIONS/DUI'S	0
ASSIST OTHER	10
WARRANTS ON FILE	0
CITY PARK VIOLATIONS	0
CRIMINAL ARRESTS	21
DRUG RELATED ARRESTS	19
LOUD MUSIC	1
MISCELLANEOUS VIOLATIONS	14
PARKING VIOLATIONS	0
PEDDLER	0
MEETINGS	0
GUNS	3
CURFEW CHECKS	120
CRIME PREVENTION CHECKS	0
TRAFFIC ARRESTS	21
WARNINGS	15
FUGITIVES	6
DCO'S	1
PROSTITUTION	0
TOTAL CONTACTS	231

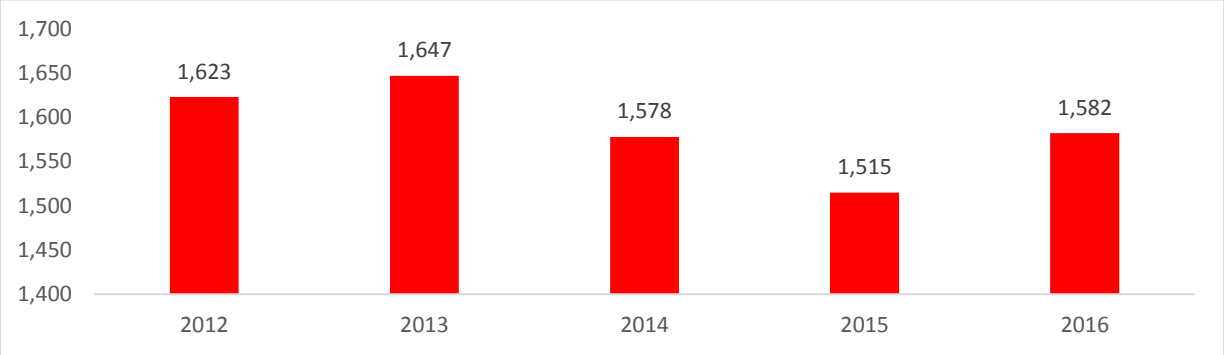
TRAFFIC ARRESTS

The department issued 13,880 traffic citations through this reporting period, this is an increase of 2,927 citations over the number issued during the same period last year.



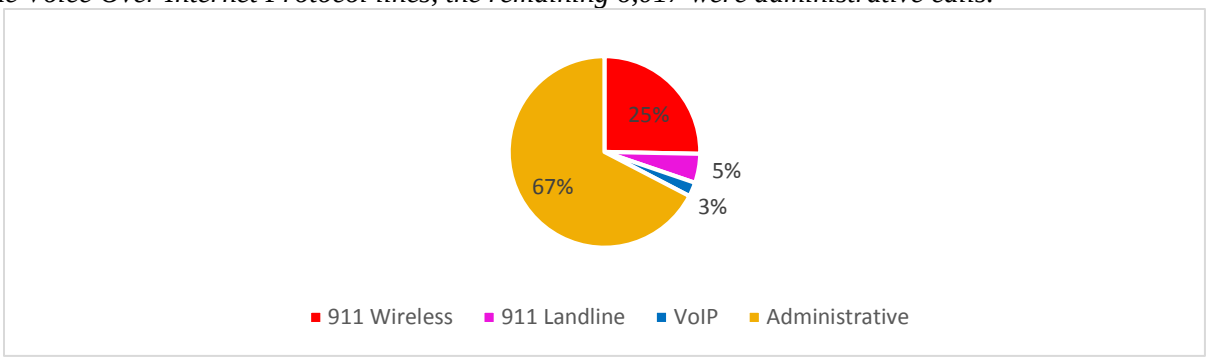
TRAFFIC CRASHES

Through October 31st, the Dover Police investigated 1,582 traffic crashes, an increase of 67 crashes investigated during the same period last year.



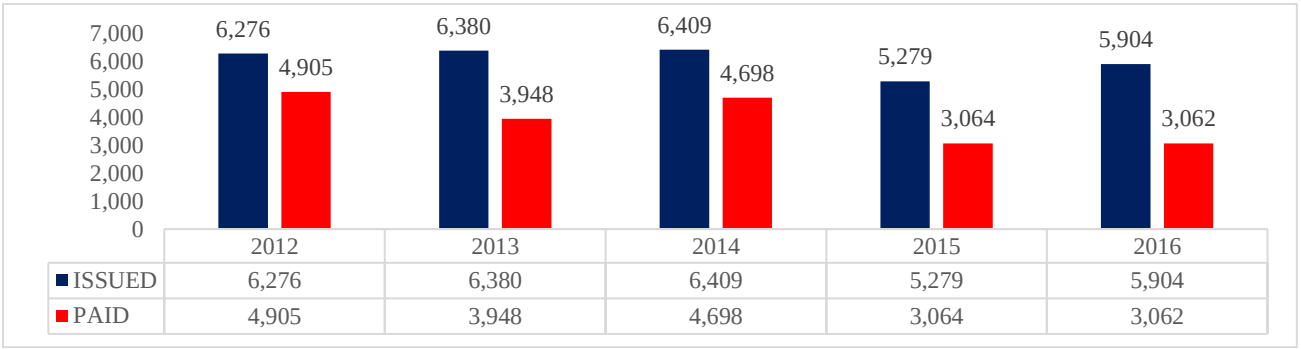
911 Center

During the month of September, the Dover Police Department handled a total of 8,931 calls averaging 289 calls per day. Dispatchers handled 2,261 on the 911 wireless lines, 439 on the 911 landlines, and 214 on the Voice Over Internet Protocol lines, the remaining 6,017 were administrative calls.



CITY ORDINANCE SUMMONS

Through October 31st, we issued 5,904 city ordinance summons, an increase of 625 summonses for the same period last year. Note: Of those summonses issued in October, 17 DCO's were issued for handicapped parking violations and 5 for fire lane parking violations, 144 for false alarms (68 for 1-2 alarms, 50 for 3-5 alarms, 18 for 6-9 alarms, 8 for 10-15 alarms, and 0 for 16 or more alarms) and 10 for noise violations 1 for vehicle violations and 9 for residence violations).

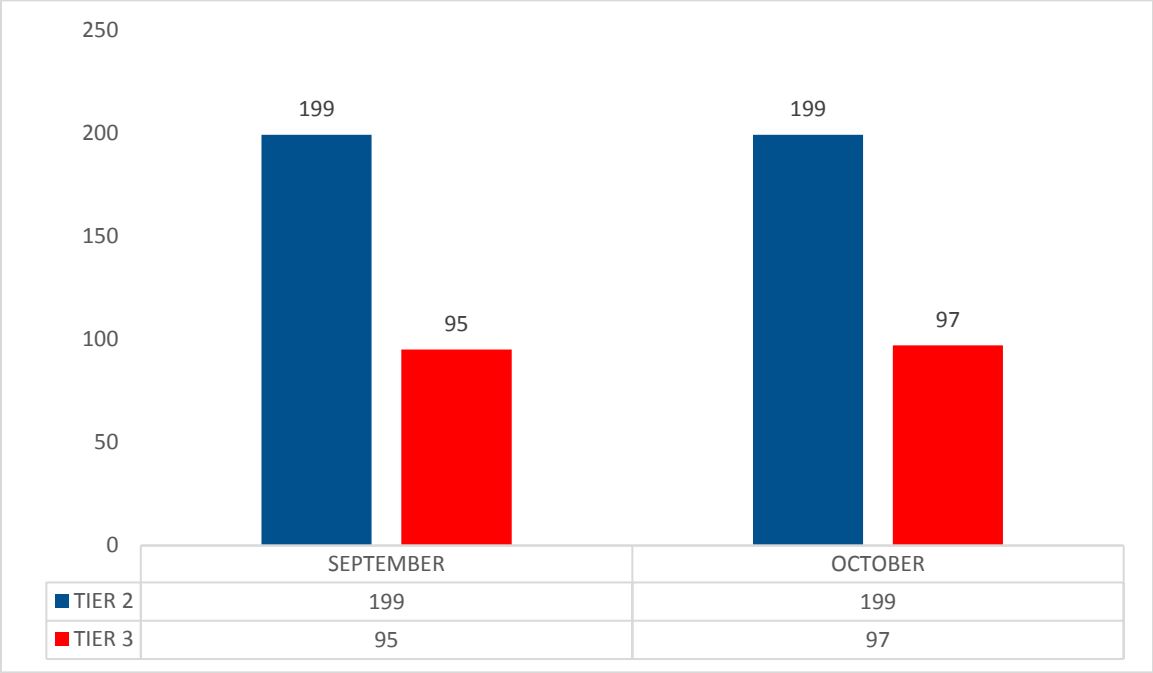


	2012	2013	2014	2015	2016
ISSUED	6,276	6,380	6,409	5,279	5,904
PAID	4,905	3,948	4,698	3,064	3,062

SEX OFFENDER STATISTICS/OCTOBER

	VERIFICATIONS	NOTIFICATIONS	MONTHLY REVERIFICATIONS	NON COMPLIANT WARRANTS
TIER 1	0	0	0	0
TIER 2	23	2,139	31	0
TIER 3	16	1,488	37	0

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

Memorandum

Office of the City Manager
PO Box 475
Dover, DE 19903
Phone: (302) 736-7005
FAX: (302) 736-7002
E-mail: skoenig@dover.de.us

To: **City Council**

From: **Scott D. Koenig, P.E., ICMA-CM**
City Manager

Date: **December 8, 2016**

Subject: **Removal of the Information Technology Hiring Freeze**

During the City Council meeting of August 8, 2016, a motion was passed that any position that is vacant for more than six (6) months that is not being actively recruited must be vetted through the Legislative, Finance, and Administration Committee was unanimously carried. The only positions affected by this motion are in the Information Technology department.

The consultant, BarryDunn, who is providing technical assistance to the City of Dover for the ERP Selection Project, indicated that we will need Information Technology resources to successfully implement any changes to our systems. In addition, the Police Department and our General Government need adequate resources to function properly. Staff needs to move forward with revisions to job descriptions related to the changing needs of the city with respect to Information Technology.

Therefore, the City Manager is requesting authorization to release the vacant Information Technology positions for evaluation and recruitment. This request includes authorizing the City Manager to potentially convert the part-time administrative position to a full-time position to address internal personnel opportunities. Also, included in this request is authorization to reclassify positions as the City Manager deems necessary to prepare for changes to technology including LAN and software needs.

I respectfully request that consideration of this request not be referred to the Legislative, Finance, and Administration Committee since the minutes of the committee meeting reflect "the Committee recommended acceptance of the staff's recommendation to reaffirm the authorization to recruit all open positions as the City Manager deems necessary".

sdk/SDK
Attachments – Minutes of the City Council Meeting of August 8, 2016 (pages 32 – 41)
BarryDunn Project Notes – 3 pages

Mr. Hare suggested putting an exclusion in the RFP that the commission may be reduced if the City finds the buyer.

Mr. Sudler suggested that this request be referred to the Economic Development Committee. Responding, Mr. Slavin indicated that, because the Economic Development Committee did not have the authority to take any action, the item would come back to the Council Committee of the Whole.

The Committee recommended authorizing the City Manager to solicit interest and proposals for providing real estate services for available property in the Garrison Oak Technical Park.

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).

Consideration of Legislative, Finance, and Administration Committee Review and Approval of Any Positions that Remain Open for Over Six (6) Months Without Being Recruited

During the Special City Council Meeting - Budget Review of May 26, 2016, Council referred consideration of whether any position that remains open for six (6) months without being recruited to the Council Committee of the Whole/Legislative, Finance, and Administration Committee.

Mr. Scott Koenig, City Manager referred to the spreadsheet entitled "Positions Open for Six (6) Months or More - July 20, 2016." He advised that most of these positions were being actively recruited and provided an update, as follows:

1) Part-time Customer Service Representative - Collections - This employee left approximately six (6) months ago and discussions had been held through this morning on recruiting for this position. There was an internal request to recruit differently than is on the posting sheet, and staff was reviewing the request in accordance with policy.

2) Electric Generation Superintendent - This position was created in the last budget and was funded for six (6) months in the FY 16 budget from December through June. This recruitment is out and there were interested applicants. This employee would serve as the bridge between the Electric Department and the City's generation assets. This is a critical function in the long term for the viability of the electric utility. At least one (1) interview was scheduled for later this month with a viable candidate.

3) Key Accounts Representative - This was listed as a new position with a new title since a position in Customer Service was re-titled. The position was being actively recruited and had been vacant approximately 13 months ago beginning in Customer Service, but staff was nearly ready to offer a job, provided that the final interviews go well. This employee would develop significant relations with the City's major customers so that the City can address their needs in the future. The industry is very dynamic and there were discussions about how to accurately project changes in load demands, interactions with customers, and new types of metering and interaction. This employee would be key to making those relationships work.

4) Public Works Operations Manager - This position had been moved in and out of the budget, most recently when several labor grade positions were moved around to obtain funding for this opening. It had now been actively recruited and interviews were tentatively scheduled for August 3rd through August 5th.

5) Motor Equipment Operator II Grounds - Mr. Koenig advised that staff had been playing a lot of leapfrog with some of the labor positions, noting that the hiring of one (1) person can create a cascade effect. This position had been open for eight (8) months, was currently being recruited, and would be open until filled.

6) Crew Leader Grounds - An offer had been made and this employee would start shortly.

7) Utility Maintenance Mechanic II - This is a pump station mechanic, and there had been incredible difficulty filling these positions over the last couple of years. Mr. Koenig advised that this is a technical expertise that people are not running to at this point at the pay the City is offering. Several people had been hired in this capacity who had moved to the electric utility in metering and substations. With these technical skills, there is ability to transfer to the electric utility with a higher rate of pay, so there had been internal pirating of staff with employees in the water/wastewater utility going to the electric utility.

8) Motor Equipment Operator I Water (2) - Two (2) positions were open. Mr. Koenig advised that although the time of vacancy was listed as three (3) years and three (3) months, this was not continuous because one (1) position had been

filled and another became vacant; therefore, there had been a revolving vacancy for some time. Mr. Koenig stated that, in addition to the work being difficult, these employees are out in the weather and have on-call requirements, and this dynamic adds difficulty in recruitment. They are sometimes on call once per month for a week.

9) Motor Equipment Operator I Sanitation - This had also been a revolving door. Staff had been recruiting and intended to fill this position to maintain the service.

10) AS400/System Operator - This position had not been recruited due to discussions related to the Enterprise Resource Program (ERP). The AS400 System Operator Program left 13 months ago, and this position was purposely left open due to the desire to develop a clear vision as to what HTE would be replaced with and what skill set is needed for that.

11) Administrative Assistant - IT - This position was also left open so that a vision could be formulated for the future of the ERP system. The AS400/System Operator and Administrative Assistant positions would likely support any transition that happens with that system. Mr. Koenig indicated that at the next committee-level meeting, staff would be making a recommendation on the consulting side of the ERP system to begin that process. This salary will be used shortly thereafter to help support the internal implementation of either a new system or continue to support the existing system.

Mr. Koenig stated that these positions were all important in different aspects to different components of the City. He stated that he was steadfastly behind continuing recruitment for each of the positions and getting them filled so that it could be determined if the City has the right people and skill sets to provide service. Mr. Koenig thought that all departments feel stretched in some ways. Recruitment had been very difficult and there had been a number of retirements and resignations. He stated that it seemed that every time an employee was hired, after a brief period there is a resignation, retirement, or a shift to another department. One higher-level opening can create a cascade effect that, through the normal recruitment process, leaves an opening for quite some time. Mr. Koenig advised that the Human Resources Department had been very active in recruitment, noting that Ms. Corinne Mosher, Human Resources Coordinator, had spent almost all of her time over the past year heavily involved in recruitment. He stated that staff was proud of the people hired, especially those brought in over the past few years, because the markets are seeking good workers. Mr. Koenig explained that there was pressure to fill positions at the equipment and labor levels because there are many people out there simply chasing the dollar and, in some cases, this hurts the City because the

benefit package for certain professions and occupations gets overlooked by those who simply look through the paper at the dollar per hour. Mr. Koenig expressed his hope that members would support staff in continuing to recruit all of these positions and get them hired and underway to continue to provide service as indicated in the budget.

Mr. Hosfelt stated that what he hears most often is that the City is not willing to pay enough for the positions to beat the marketplace. He questioned if the City was at the point that Human Resources should do another study. Responding, Mr. Koenig recalled that the last study done by the Management Advisory Group was updated in 2009. He indicated that this is a very sticky question, noting that labor unions had negotiated with the City in good faith and came to agreement on costs. Mr. Koenig stated that the City was being squeezed in a couple of areas where there were concerns; however, doing a full-blown labor study using a disinterested third party is significantly expensive and takes quite some time. Mr. Koenig felt that this would create a massive level of distraction during that timeframe and, at this point, he was not of the opinion that the City should solicit any type of pay study. He believed that they might be surprised at some of the numbers that would come back from the study. Mr. Koenig thought that certain positions in the marketplace were having competitive difficulty. He advised that it is typically found that the City is overpaying for certain positions and underpaying for others. Mr. Koenig indicated that in the labor contracts, for example IBEW, it is recognized that the City posts in-house first, and there is usually a cascading effect up the ladder in the electric utility. System knowledge is important in the electric utility, so they like to hire at the groundworker, entry level and work employees up through the system so they gain all the system knowledge. Mr. Koenig stated that this is also the preference in the water and sewer utility, and in this utility the City is competing with construction companies such as Teal Construction, Inc., where the City typically loses in the dollars per hour area. In regard to sanitation, Mr. Koenig stated that responses come in spurts, and they may get two (2) people from one (1) advertisement and nobody from another. For this reason, filling some of these positions had been sporadic.

Mr. Koenig stated that the City had held a number of job fairs over the last year, one at the Pitts Center and one at the Dover Public Library. They were well attended and the City had obtained several recruits as a result; however, staff had been on a constant hamster wheel of recruiting over the past year or more and there were still quite a few open positions. Mr. Koenig stated that staff would always know the pulse of the market and what the market was paying; however, in reading any of the magazines, especially at the professional level of recruitment, some of the numbers were getting significantly high. He was not in favor of a salary studying because he did not feel the options had been exhausted at this point.

Mr. Hutchison questioned how long the recruiting process was for the Electric Director position. Responding, Mr. Koenig stated that a headhunter was used with an agreement that the City would pay based on the hiring of a successful candidate. The headhunter brought a number of recruits, some of whom were extremely highly paid, some in the $170,000 plus range. Mr. Koenig advised that there was a struggle

to find someone and Mr. Harry Maloney, Electric Director, came to him through a discussion with Mr. Kirk Betts, the City's utility attorney. He stated that the reason the City was able to get Mr. Maloney was because he was retiring from the City of Vineland, New Jersey and had retirement benefits. Because he was dedicated to public power and was willing to give the City of Dover what he hopes is a number of years as both an Electric Director and a teacher of the distribution system discipline. Without Mr. Betts' help and Mr. Maloney's interest in being a teacher, Mr. Koenig did not feel the City would have found the person that it did. When staff came to Council to discuss this recruitment, Mr. Koenig's concern was that it would cost $150,000 or more to hire an Electric Director because that was the low end of the market. The actual market for that type of expertise is significantly higher than what the City is paying.

Mr. Hutchison noted that there were a lot of changes taking place in the electric system while they were seeking an Electric Director. He agreed with Mr. Koenig's approach to getting the director in place to see what their needs were. Many positions in the electric system were on hold until the director was identified so that he could make his own assessment, sit down with the City Manager, and work out a master plan. Mr. Hutchison stated that those positions on hold each have a special skill set in the workplace, noting that this takes a lot of time. He credited the City Manager for his patience in getting staff in place. Although it was slower than Mr. Hutchison liked, he noted the need to work with the market.

Mr. Koenig stated that Mr. Maloney treats the Dover electric system as he treated the Vineland system, which is like a child. Mr. Maloney's requests had been very deliberate and he had made some very good hiring decisions, in some cases taking a non-traditional approach. Some of the hires attracted to the electric utility had basic knowledge and electrical experience, and were learning the positions. Mr. Koenig stated that he and Mr. Maloney had discussed the need to rebuild the managerial function of the electric system because a number of people had retired and that expertise left with them. He noted that the electric utility had been extremely beneficial for the City of Dover; however, the units are getting older and decisions will have to be made regarding potential replacement. Mr. Koenig advised that replacing capacity in the system requires a great deal of work and the human component is very important. He reminded members that none of this work is done without a human hand touching it and it is important to have the staff expertise.

Mr. Hare stated that Mr. Koenig had commented last year that Mr. Maloney spends a lot of time managing the plant. Responding, Mr. Koenig stated that Mr. Maloney spends a lot of time working hand-in-hand with NAES, who is the plant operator. Mr. Hare questioned why the City was paying NAES $7M per year if Mr. Maloney was going to work hand-in-hand with them. In response, Mr. Koenig stated that this had been previously discussed.

Mr. Hare recalled that during last year's budget discussions it was said that there would be a meeting to review the total picture of the City's electric utility over the next five (5) and 10 years and decide where the City was headed and if plants would

be rebuilt. He indicated that this meeting had not been held. In addition, he stated that Mr. Hutchison had brought forward a motion to have the City get better control of its pay system and compare it to the market, the State of Delaware, and towns around Dover and this had not been done. In regard to the Electric Generation Superintendent, Mr. Hare stated that Mr. Koenig could look for this individual; however, it must come back to Council for approval when Mr. Koenig decides that he has the individual. Responding, Mr. Koenig stated that this was one of the reasons that this discussion was being held, noting that he wanted authorization to hire the Assistant Generation Manager position. He stated that this position was placed on hold because a lot of things had been going on.

In response to Mr. Hare regarding the five (5) and 10 year plan, Mr. Koenig stated that every budget includes a five (5) year Capital Investment Plan (CIP). He stated that power supply contracts had been brought before Council over the last year that included the purchase of generation and long-term energy, so these issues were coming before Council as a series of packages rather than in one package. Mr. Koenig advised that when the City renegotiated the NAES contract that was authorized by Council several months ago, one of the reasons that the fee for The Energy Authority (TEA) was reduced, and he believed for the flat contract renewal for NAES, was due to the current active management at the City level that had previously been turned over to the third-party contracts. He stated that the purpose of having the human interaction at the Electric Director and Assistant Generation Manager level was to reduce the outside labor that the City was previously paying for. Mr. Koenig stated that the power plant, especially with a unit that was built in 1961, is a specialty trade and, in his opinion, it was better for the City to privatize the plant operation because they can use whatever means necessary to hire an operator, such as flying someone in from across the country and bringing in expert talent, because the burden is on them to provide the operators. Mr. Koenig reminded members that the City had a lot of difficulty running the plant efficiently years ago. The purpose of privatization was to help the City get out of the long-term liabilities of employees. He noted that a premium is paid for that in some cases; however, the City would have no long-term liability associated with that plant, other than the contract. Mr. Koenig reiterated that it is specialty work. He noted that Mr. Maloney knows the running of the plant, but the City is not tasked with that. Mr. Koenig stated that the whole purpose of the Assistant Generation Manager position was to rebuild the managerial capacity of the utility, which is the golden goose for the City, referring to the $10M cash transfer, plus an additional $3M - $4M in like services that are part of the utility. He stated that the City would either have the unit for another 10 or 15 years, and may build new units, or the units may be retired over the next 10 or 15 years, but the City would likely have some type of generation asset in the system. Mr. Koenig stated that the Integrated Resource Plan (IRP) was authorized several months ago and that study is underway. He advised that, as recommendations are made from the study, they will be presented to Council. Mr. Koenig stated that the Assistant Generation Manager position and these projects were discussed during the budget authorization and he stated that the only thing that had not been done, which was done internally, was a comparison of pay rates with the State and some other municipalities.

Regarding a salary study, Mr. Koenig noted that it is very difficult, if not impossible, to get an apples to apples comparison because of the way that jobs are formulated in each municipality and there is always subjectivity. He stated that there are cases where Smyrna is hiring entry-level people at a higher rate of pay than Dover and the City would have to address this issue in the future. Mr. Koenig stated that he expects that if a pay study was done, it would come back that the City would need to pay more, and this was his concern, since, in some cases, it may be substantially more. He explained that, when using the recruiter for the electric director, the people being sent to him were not even on the pay scale of the components in the City's current pay scale.

Mr. Hare stated that he felt that the City should get the IRP done before doing anything, stating that the meeting had not been held to discuss what would be done. He noted that the plant was over 50 years old and questioned what would be done in the next five (5) or 10 years and if the City would rebuild this plant. Responding, Mr. Koenig stated that the next five (5) years was laid out in the capital plan.

Mr. Hare questioned if the grid would continue to pay the City in the next five (5) years or if Dover would no longer be needed because of the number of other plants around Dover. He expressed the need to talk about the electric utility and make a decision about what would be done. In response, Mr. Koenig stated that the electric utility had been discussed and Council decided when the system was valued that they wanted to keep the electric utility.

Mr. Hare stated that there were two parts to the issue, the plants and the network. He noted that two (2) plants had been closed and questioned if these plants were getting close to being closed also. Mr. Cole stated that this matter could be discussed at a Utility Committee meeting.

Mr. Hare stated that the positions in IT had been vacant for 13 and 16 months. He indicated that when it is decided to list the positions, they should come back to justify why they were needed. Mr. Koenig requested that they not be required to be presented to the committee and stated that he would abide by whatever Council decides.

Mr. Hare felt that the Electric Generation Superintendent should be put on hold until the IRP was completed and reviewed. Mr. Koenig disagreed.

In response to Mr. Hutchison, Mr. Koenig stated that all positions except the two (2) in IT were currently being recruited. The Assistant Generation Superintendent had been advertised and candidates were being interviewed.

Mr. Hutchison felt that members should support pursuing the positions that Mr. Koenig was already working on.

Mr. Neil moved to recommend acceptance of staff's recommendation to reaffirm the authorization to recruit all open positions as the City Manager deems necessary. The motion was seconded by Mr. Hutchison.

Mr. Sudler concurred with Councilman Hare that further information was needed to determine exactly what would be done. He stated that there had been a lot of discussion in the past, noting that he had only been on Council for one (1) year; however, he felt it would be pertinent to this decision. Responding, to Mr. Sudler, Mr. Hare indicated that two (2) positions had been vacant for 13 and 16 months and the Electric Generation Superintendent was a new position.

Mr. Sudler questioned if there would be any harm to the City to wait another 60 days before filling those positions. Responding, Mr. Koenig stated that if a viable candidate were to seek another position and take a job somewhere in the next 60 days, it could hurt the City.

Mr. Hare mentioned the two (2) positions that had not been filled for 13 and 16 months and noted that Mr. Koenig had indicated that he was waiting to get the ERP report back before filling these positions. He asked why there was a rush to hire them now if they had not been filled for over a year. Responding, Mr. Koenig stated that staff had not rushed into hiring them and the simple request was that the hiring of those positions be left to the City Manager because that is an operational function of the City. He stated that this is what Council hired him for as the Chief Administrative Officer.

Mr. Hare noted that the positions had been left to the City Manager for 13 months and 16 months and had not been filled. In response, Mr. Koenig stated that this was a courtesy that the Finance Director and he had talked about so that they could potentially pool money. Mr. Hare stated that they had been using the funds for those positions for other things. Responding, Mr. Koenig stated that the funds were not used for other things.

The Committee recommended acceptance of staff's recommendation to reaffirm the authorization to recruit all open positions as the City Manager deems necessary.

During the Council meeting, Mr. Hare restated his position that they had gone through two (2) budget hearings and had positions in both budget hearings that had not been filled. If a position goes six (6) months, 12 months, 16 months, and it has not been filled, he thought the position should be presented to the Legislative, Finance, and Administration Committee with justification for filling or eliminating the position. Mr. Hare felt that the position obviously must not be needed if it can remain unfilled for 13 or 16 months.

Mr. Hare moved that any position that has been vacant over six (6) months and has not been recruited be brought back to the Legislative, Finance, and Administration Committee to get permission to recruit or fill the position. The motion was seconded by Mr. Sudler.

Mr. Neil stated his concern that, as mentioned previously in the Council Committee of the Whole meeting, if you have a position that is important, it is difficult to fill. If you have a candidate that is ready to be hired, a delay could result in losing that candidate. Mr. Neil stated that it did not cost anything to have the vacant position; however, removing the position could tie the City Manager's hands.

Mr. Scott Koenig, City Manager, stated that, as he indicated at the Committee meeting, staff had progressed through the hiring process for the Electric Generation Superintendent to conduct interviews and he expected a recommendation for hiring from the Electric Director on this position shortly. He advised that the situation was the same for the Key Accounts Representative. Mr. Koenig indicated that they are progressing through interviews and are expecting a hiring recommendation from the department shortly. The Public Works Operations Manager position is currently being recruited and they have had at least a first round of interviews.

Mr. Koenig advised that the only positions on the list of Positions Open for Six (6) Months or More as of July 20, 2016 that have not been advertised are position 10 - the IT Administrative Assistant and position 11 - the AS400/System Operator. He noted that, although the IT Director has submitted a request to have those positions filled, they are being held pending the evaluation of an Enterprise Resource Planning (ERP) system and other opportunities. Mr. Koenig advised that staff will be making recommendations regarding the potential replacement of the AS400 system. He stated that, until there is a clear understanding of what system they might be gravitating toward, staff has not recommended the hiring of the AS400 Systems Operator position. He reiterated that all of the other positions are being recruited and noted that some have been filled and then become vacant again because of a revolving door at certain levels of the organization. Mr. Koenig noted that transfers to other departments are involved in some cases, and others are related to resignations or retirements.

Mr. Koenig indicated that if staff's recommendation is not approved, there is the potential that whatever offers they may be prepared to make will become stale and the candidates will seek other opportunities. Staff will then be right back in the position of asking to hire these positions that are, in the long run, critical to the utilities and the operation of the City.

Mr. Koenig reminded members that the salary is budgeted and if there is unused salary at the end of the year, it goes to the unfunded liabilities related to Other Post Employment Benefits and Pension. He advised that these are not lost or wasted dollars, and he noted that each of these positions is important in the long run. He requested that the City Manager's office be given the authority to recruit the positions as necessary. Mr. Koenig requested that, if staff's recommendation is not going to be approved, that the matter be tabled until there is a full complement of Council members to vote on the issue of referring vacant positions back to the committee.

Mr. Hare stated that the positions currently being recruited are not in question, it is only the positions that have gone 13 and 16 months without being actively recruited and filled. He reiterated his feeling that if the position has gone a year without being filled, the position may not be needed and should be reviewed by the Legislative, Finance, and Administration Committee prior to being filled.

Mr. Sudler asked how many prospective applicants had been interviewed in the last three (3) months and why he would not wait for the ERP study, since the positions have already been vacant this long. Responding, Mr. Koenig stated that the current discussion was different from the discussion held at the committee level, which focused on the Electric Generation Manager position. He advised that the AS400 Systems Operator position and the part-time IT Administrative Assistant positions are not currently being recruited. Mr. Koenig stated that he had no objection to delaying AS400 Systems Operator and the part-time IT Administrative Assistant positions because he did not plan to recruit for them until after the ERP study was complete.

Mr. Neil requested clarification on the motion, noting that he heard that if the position is not filled or recruited in six months, the position will be eliminated. He stated that there was a difference between being unable to fill an urgent position being recruited in the electrical department and not recruiting for a position.

Mr. Hare restated that the motion was that any position that is vacant for more than six (6) months that is not being actively recruited must be vetted through the Legislative, Finance, and Administration Committee.

Responding to Mr. Neil, Mr. Koenig stated that, as he understood the motion, it would only delay recruitment of the AS400 System Operator position and the Administrative Assistant position in IT. He noted that all other positions are being actively recruited.

Mr. Sudler asked how long the hiring process would be delayed. Responding, Mr. Koenig stated that the Committee process, using the best case scenario, would delay the hiring process by at least 30 days.

The motion that any position that is vacant for more than six (6) months that is not being actively recruited must be vetted through the Legislative, Finance, and Administration Committee was unanimously carried.

Proposed Ordinance #2016-19 Amending Chapter 22 - Buildings and Building Regulations, Chapter 46 - Fire Prevention and Protection, and Chapter 50 - Floods (Consolidation of Construction Code Appeals Committee and Property Maintenance Code Board of Appeals)(Sponsors: Cole, Hutchison, and Neil)

Mrs. Ann Marie Townshend, Director of Planning and Community Development, advised members that this ordinance was drafted by the City Clerk's Office as a result of a number of discussions between the Department of Planning and Inspections and the City Clerk's Office related to the Construction Code Appeals Committee and Property Maintenance Code Board of Appeals. She stated that these are two (2) separate boards that hear appeals of different sections of the building code. The Construction Code Appeals Committee is currently made up of the City Manager and two (2) members of Council and the Property Maintenance Code Board of Appeals is made up of the City Manager, one (1) City resident generally selected as a representative of homeowners, and a representative of the real estate industry. Mrs. Townshend stated that staff proposed that the Code be amended to join these two (2) boards, noting that there is a bit of overlap in the jurisdiction. She indicated

City of Dover
ERP System Selection Project

Biweekly Status Update

Meeting Specifics	
Date	Friday, November 11, 2016
Reporting Period Ending	Thursday, November 10, 2016
Teleconference Date/Time	Friday, November 11, 2016 / 10:00 – 10:30 ET
Location	Teleconference
Call In Number	207-541-2301
Access Code	0111999#
Pre-Meeting Review/Instructions	Review Biweekly Status Update
Required Attendees	Donna Mitchell, Susan Johnson
Optional Attendees	City Project Team, BerryDunn Team

Item #	Current Week Topics
1	**Review Open Items/Questions** **Phase 1** 1. Confirmation of Project Schedule Onsite Meetings: Trip #3: o Joint Requirements Planning – 2/14 – 16/2017 o Review of draft RFP – 2/16/2017 Note: Discussion on issuing and receiving of RFPs. Decision will need to be finalized prior to issuance as to issuing source. Important that BerryDunn receives responses at the same time as the City so that proposal summaries can be prepared in a timely manner. Trip #4: o Round 1 Ranking of Vendor Proposals 4/28/2017 Trip #5: o Vendor Demonstrations - 5/22 – 26/2017 o Round 2 Ranking of Vendor Proposals 5/26/2017 2. KnowledgeLink Status Note: KnowledgeLink no longer needed. Any new documents are to be sent to Susan Johnson. All client documents will continue to be provided to Donna Mitchell.
2	**Review Upcoming Project Activities:** **Phase 1:** 1. 12/12 – 15/2016: Draft Needs Assessment Report – Dover Project Team Review Notes: • Pulling delivery to the City of the Draft Needs Assessment Report delivery to 12/12/2016 from 12/15/2016 date. New project plan to be provided. • Draft Needs Assessment Report to include general IT staffing recommendation for both SaaS and on-premise implementations.

Item #	Current Week Topics
	Phase 2: 2. 1/27 – 2/10/2017: Preliminary Functional and Technical Requirements – Dover Project Team Review
3	**Review Project Issues and Risks** 1. Review list and assign rankings
4	**Other Items** 1. Reschedule or cancel November 25 PM Meeting Note: Canceling November 25 and December 9 scheduled Bi-Weekly PM Calls. Replacing with a December 16 call to review the Draft Needs Assessment Report with Dover Project Team. This will be a GoToMeeting. Susan to provide details.

Upcoming Project Tasks			
Item #	**Task**	**Owner**	**Date(s)**
1	Delivery of Draft Needs Assessment Report	BerryDunn	12/12/16
2	Teleconference for review of Draft Needs Assessment Report	Dover and BerryDunn	12/16/16
3	Delivery of Needs Assessment Report	BerryDunn	12/22/16

Project Risks and Issues						
Item #	**Risk/Issue**	**Impact**	**Likelihood**	**Immediacy**	**Risk Score (1-8)**	**Status**
Issue #1	Funding strategy for the project has not been approved by City Manager					*Discuss during each internal status meeting.*
Risk #1	A lack of communication can lead to decreased staff awareness of their roles and responsibilities, as well as decreased project readiness.					*Discuss during each internal status meeting.* 11/14/16: Dover PM is now copying department heads on all Project Team communications.
Risk #3	City staff involved in the project have competing ongoing tasks that require them to manage time spent towards the ERP Selection Project with other day-to-day responsibilities.					*Discuss during each internal status meeting.* 11/14/16: Dover PM has requested that BerryDunn provide a general staff guideline for SaaS and on-premise for IT resources.

MEMORANDUM

City of Dover – Department of Planning & Inspections
P.O. Box 475
Dover, Delaware 19903
Phone: 302.736.7010 Fax: 302.736.4217

Date: December 6, 2016

To: City Council

From: Ann Marie Townshend, AICP, Director of Planning & Community Development

RE: **Onboarding of New Committee Members**

In reviewing how other local governments provide orientation for new members of boards, commissions, and committees, I found more information about orientation of new council members than committee members. Many of the concepts that are used to provide city council orientations can easily be adapted to those who serve on boards, commissions, and committees. Most municipalities in Delaware do not provide formal orientation for their elected councils or their appointed boards and commissions.

In Newark, all members of council, boards, commissions and committees have guides detailing purpose and procedures. Council has either one on one meetings with the City Manager and staff with facility and operational tours, or when multiple new members are elected they are held in Chambers and staff is rotated in. Commissions and Council have meetings with the City Solicitor to fully understand legal requirements. Newark also regularly offers FOIA training. In Ocean View, the town solicitor reviews ethics, FOIA, and procedures and rules for conduct during meetings with all boards, commissions, and council.

In reviewing practices locally and in other locations across the country, there are several practices that would likely be beneficial to onboarding new board, commission and committee members.

1. Create an Orientation Notebook (either digital or hard copy). This is a practice that could be used for all appointed boards, commissions and committees as well as incoming members of City Council. The contents may vary depending on the body, but this notebook could include:
    - Enabling legislation for the body
    - Organizational chart
    - Policies and procedures
    - City's strategic goals and objectives
    - List of key officials and contact information
    - Budget
2. Require Training for Appointed Officials. Using in-house staff, the city solicitor, or other resources, provide training on an annual basis on the following topics: ethics, FOIA, and parliamentary procedure.

3. Provide Topic Area Training Related to the Specific Board, Commission, or Committee. This could take place through a detailed discussion with the City Manager and appropriate Department Heads for each committee. For example, training for members of the Utility Committee may include a tour of the utility facilities, a detailed review and discussion of the utility related CIP, and detailed review and discussion of the utility operations. Training could also include encouraging board, commission, and committee members to attend outside training opportunities. For example, members of the Planning Commission and Board of Adjustment have frequently attended training offered by the University of Delaware Institute for Public Administration related to various planning topics.

In recent discussions among the members of the City Managers Association of Delaware, most city managers have identified the issues of training and orientation of elected and appointed officials as a priority. There may be opportunities in the future to collaborate with other local governments to develop a strong orientation program for elected and appointed officials.

DEPARTMENT OF POLICE

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

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

December 6, 2016

Ms. Traci McDowell
City Clerk
Dover City Hall
P.O. Box 475
Dover, DE 19903

Dear Traci:

The recent resignation of Retired Corporal Martin Stallings created a vacancy on the Police Pension Board. In accordance with Chapter 62 - Law Enforcement, Article III - Pension Plan, Division 2 -Retirement Committee, Section 62-102 (3), of the Dover Code, if an unscheduled vacancy should occur among the elected members, a special election shall be called for the purpose of filling the remainder of such term.

Pursuant to Chapter 62 – Police Department, Article III – Pension Plan, a request for nominations was posted with an announcement of election to fill the vacancy on November 22, 2016. One nomination was received, therefore, no election will be held.

I hereby nominate Retired Captain Larry Gray to serve on the Pension Board, for the remainder of Retired Corporal Martin Stallings term commencing December 13, 2016 and ending January 31, 2018, subject to confirmation of a voting majority of City Council.

If you need additional information, please call me at (302) 736-7100.

Sincerely,

Paul M. Bernat

Paul M. Bernat
Chief of Police

PMB/rmr

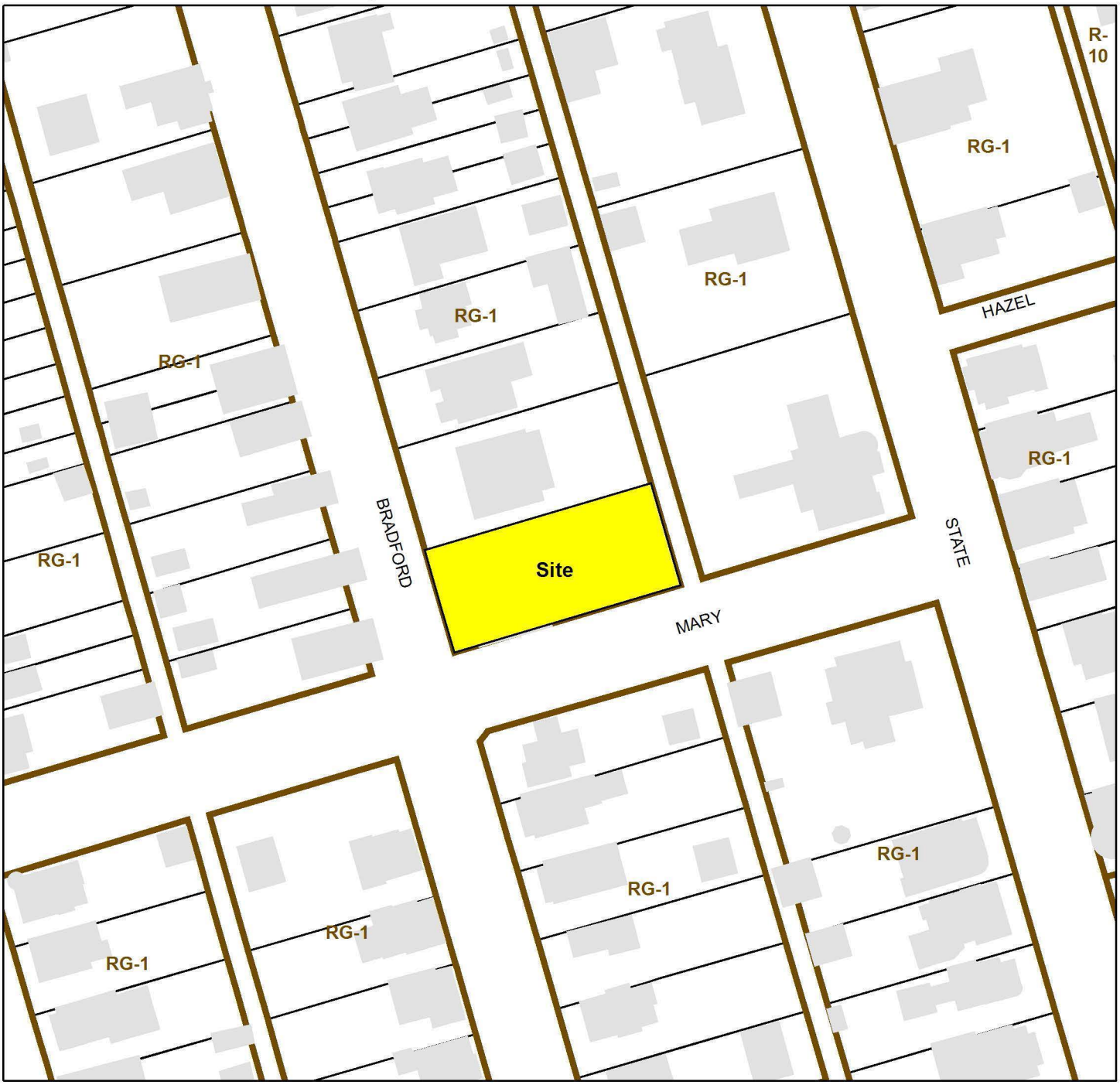
PETITION TO AMEND THE ZONING DISTRICT
First Reading before the Dover City Council
December 12, 2016

Applicants/Owners:	Harry O. Meeks Jr. & Bonnie G. Meeks
Address:	301 North Bradford Street
Location:	Northeast corner of North Bradford Street and Mary Street
Tax Parcel ID #:	ED-05-068.17-02-34.00-000
Size:	11,362 S.F.
Present Use:	Restaurant/Retail Store with Apartment
Proposed Use:	Restaurant/Retail Store with Apartment
Comprehensive Plan Designation:	Medium Density Residential
Present Zoning:	RG-1 (General Residence Zone)
Proposed Zoning:	C-1 (Neighborhood Commercial Zone)
Reason for Request:	To allow the existing use to remain on site instead of sunset due to City Council action requiring the sunsetting of nonconforming uses in residential zones
File Number:	Z-17-01
Associated File Number:	MI-16-13 Nonconforming Uses in Residential Districts
Ordinance Number:	2016-29

City of Dover

Department of Planning & Inspections

Application No.: Z-17-01



Title:	Lands of Harry & Bonnie Meeks
Ordinance #:	2016-29
Address:	301 North Bradford Street
Parcel ID:	ED-05-068.17-02-34.00-000
Existing Zoning:	RG-1 General Residence Zone
Proposed Zoning:	C-1 Neighborhood Commercial Zone
Owner:	Harry O. Meeks Jr. & Bonnie G. Meeks
Date:	11/30/2016

Legend

- 2012 Buildings
- Zoning
- Dover Parcels
- Subject Property

N W E S

0 62.5 125 250 Feet

FIRST READING

City of Dover

PROPOSED ORDINANCE #2016-29

AN ORDINANCE AMENDING THE ZONING ORDINANCE AND ZONING MAP OF THE CITY OF DOVER BY CHANGING THE ZONING DESIGNATION OF PROPERTY LOCATED AT 301 NORTH BRADFORD STREET

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

WHEREAS, it is deemed in the best interest of zoning and planning to change the permitted use of property described below from RG-1 (General 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 RG-1 (General Residence Zone) to C-1 (Neighborhood Commercial Zone) on that property located at 301 North Bradford Street, consisting of $11{,}362.5^{+/-}$ S.F., owned by Harry O. Meeks, Jr. and Bonnie G. Meeks.
(Tax Parcel: ED-05-068.17-02-34.00-000; Planning Reference: Z-17-01; Council District: 3)

ADOPTED: *

S:\ORDINANCES\2016\DRAFT\ORDINANCE #2016-29 REZONING - 301 N. BRADFORD STREET\Ordinance #2016-29-REZONING-301 N.BRADFORD STREET-FIRST READING.wpd

Actions History

12/12/2016 - Scheduled for First Reading - City Council

Draft

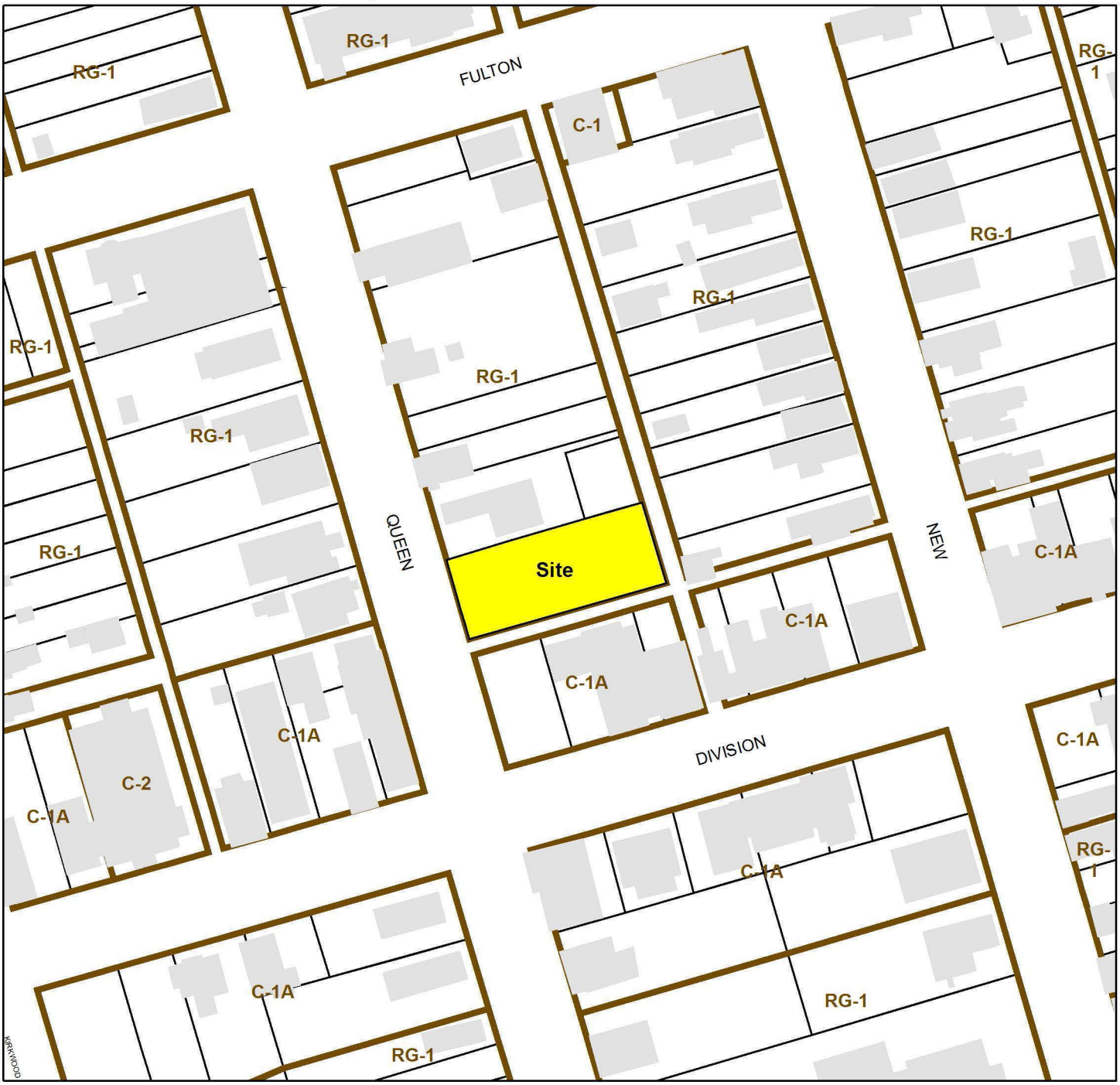
PETITION TO AMEND THE ZONING DISTRICT
First Reading before the Dover City Council
December 12, 2016

Applicants/Owners:	E. Vernon Ingram Jr.
Address:	11-15 North Queen Street
Location:	East side of North Queen Street north of West Division Street
Tax Parcel ID #:	ED-05-076.08-05-04.00-000
Size:	9,020 S.F.
Present Use:	Automobile Repair Shop
Proposed Use:	Automobile Repair Shop
Comprehensive Plan Designation:	Mixed Use
Present Zoning:	RG-1 (General Residence Zone)
Proposed Zoning:	C-3 (Service Commercial Zone)
Reason for Request:	To allow the existing use to remain on site instead of sunset due to City Council action requiring the sunsetting of nonconforming uses in residential zones
File Number:	Z-17-02
Associated File Number:	MI-16-13 Nonconforming Uses in Residential Districts
Ordinance Number:	2016-30

City of Dover

Department of Planning & Inspections

Application No.: Z-17-02



Title:	Lands of Vernon & Alice Ingram
Ordinance #:	2016-30
Address:	11 North Queen Street
Parcel ID:	ED-05-076.08-05-04.00-000
Existing Zoning:	RG-1 General Residence Zone
Proposed Zoning:	C-3 Service Commercial Zone
Owner:	E. Vernon Ingram Jr.
Date:	11/30/2016

Legend

- 2012 Buildings
- Zoning
- Dover Parcels
- Subject Property

N W E S

0 62.5 125 250 Feet

FIRST READING

City of Dover

PROPOSED ORDINANCE #2016-30

AN ORDINANCE AMENDING THE ZONING ORDINANCE AND ZONING MAP OF THE CITY OF DOVER BY CHANGING THE ZONING DESIGNATION OF PROPERTY LOCATED AT 11-15 NORTH QUEEN STREET

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

WHEREAS, it is deemed in the best interest of zoning and planning to change the permitted use of property described below from RG-1 (General Residence Zone) to C-3 (Service 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 RG-1 (General Residence Zone) to C-3 (Service Commercial Zone) on that property located at 11-15 North Queen Street, consisting of $9{,}020^{+/-}$ S.F., owned by E. Vernon Ingram, Jr.
(Tax Parcel: ED-05-076.08-05-04.00-000; Planning Reference: Z-17-02; Council District: 4)

ADOPTED: *

S:\ORDINANCES\2016\DRAFT\ORDINANCE #2016-30 REZONING - 11-15 NORTH QUEEN STREET\Ordinance #2016-30 Rezoning-REZONING-11-15 N. QUEEN STREET-FIRST READING.wpd

Actions History
12/12/16 - Scheduled for First Reading - City Council

Draft

FINAL READING

CITY OF DOVER PROPOSED ORDINANCE #2016-26

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

That Chapter 2 - Administration, Article III - Standing Council Committees of the Dover Code be deleted in its entirety and inserting in lieu thereof the following:

ARTICLE III. - STANDING COUNCIL COMMITTEES

Sec. 2-81. - Committee of the whole.

(a) *Created*. There is hereby created a committee of the whole as a standing committee. The committee of the whole shall be an advisory body.

(b) *Members*. All members of the city council shall be members of the committee of the whole with the council president serving as chair.

Sec. 2-82. - Committee of the whole sub-committees.

(a) *Created*. There are hereby created the following committee of the whole sub-committees:

(1) *Legislative, Finance and Administration Committee*. The legislative, finance, and administration committee shall advise the city council on proposed Charter amendments, ordinances to be adopted or amended, and other legislative matters; and shall advise the city council on financial matters, including the city's budget, assessments, and taxation; and advise the city council on administrative issues, policy, procedures, and operations of the city. The legislative, finance, and administration committee shall act as an advisory committee to the city council regarding matters relating to the mayor, council, city manager's office, finance department, administrative services, city clerk's office, tax assessor's office, human resources department, central services department, information technology department, election board, pension boards, and any omitted or new departments or committees, and other areas as deemed appropriate.

(2) *Parks, Recreation and Community Enhancement Committee*. The parks, recreation, and community enhancement committee shall advise the city council on parks, playgrounds, open space, and other recreational facilities and programs; shall advise the city council on matters relating to community enhancements by reviewing and commenting on community plans, and recommend appropriate funding for each community improvement project; and shall advise the city council on landscaping and beautification programs and tree preservation requirements, and assist in developing an understanding of the objectives and methods of tree conservation. The parks, recreation, and community enhancement committee shall act as an advisory committee to the city council regarding matters relating to the parks and recreation department, planning department, grounds department, community development, Silver Lake Commission, Greater Dover Arts Council, library commission, and other areas as deemed appropriate, including funding.

Draft

(3) *Safety Advisory and Transportation Committee*. The safety advisory and transportation committee shall advise the city council on public safety issues, policies, procedures, and operations relative to emergency operations, and fire and police services. The safety advisory and transportation committee shall act as an advisory committee to the city council regarding matters relating to the police department, fire department, department of inspections, and other areas as deemed appropriate.

(4) *Utility Committee.* The utility committee shall advise the city council on the installation, maintenance, repair, improvement, and relocation of electric, water, sewer, streets, communication utilities and other infrastructures within the city and lawfully extending beyond the city corporate limits; shall advise the city council on the issue of utility consumption rates, suggested code amendments, and condemnation of public rights-of-way; and shall act as an advisory committee to determine and establish utility issues, policies, procedures, and operations relative to electric, water, sewer, communications, etc., including, but not limited to, nonconsumption utility fees, utility extensions, impact fees, and service connection fees. The utility committee shall act as an advisory committee to the city council regarding matters relating to the electric department, and public works department, including water, sewer, and sanitation divisions, and other areas as deemed appropriate.

(b) *Members.* The committee of the whole sub-committees shall be composed of all members of the city council. The council president shall appoint elected city officials to serve as committee of the whole sub-committee chairpersons. The council president and the sub-committee chairpersons will each appoint one city resident as a sub-committee member. All sub-committee appointments shall be for one-year terms unless sooner removed and are subject to confirmation of a voting majority of the city council.

(c) *Removal.* A member of such sub-committee shall be removable by a three-fourths vote of the city council, excluding any councilmember under consideration, after written notice shall have been given the member being considered for removal, at a reasonable time prior to the proceeding, stating the time, place and date of the removal proceeding.

Secs. 2-83 - 2-200. - Reserved.

ADOPTED: *

S:\ORDINANCES\2016\DRAFT\ORDINANCE #2016-26 CH 2 ADMINISTRATION, ART III STANDING COUNCIL COMMITTEES\Proposed Ordinance #2016-26 CH 2, ART III - STANDING COUNCIL COMMITTEES-Final Reading.wpd

SYNOPSIS

The proposed amendments create a committee of the whole with the current standing committees becoming its sub-committees.

(Sponsors: Resolution No. 2016-05)

Actions History

12/12/2016 - Scheduled for Final Reading - City Council
11/28/2016 - First Reading - City Council
11/15/2016 - Introduction - Council Committee of the Whole/Legislative, Finance, and Administration Committee

The deleted text is provided below for reference.

Draft

~~**ARTICLE III. - STANDING COUNCIL COMMITTEES**~~

~~**DIVISION 1. - GENERALLY**~~

~~**Secs. 2-81—2-100. - Reserved.**~~

~~**DIVISION 2. - LEGISLATIVE, FINANCE AND ADMINISTRATION COMMITTEE**~~

~~**Sec. 2-101. - Created.**~~

~~**There is hereby created a legislative, finance, and administration committee.**~~

~~**(Code 1981, § 2-146; Ord. of 9-22-2003)**~~

~~**Sec. 2-102. - Members.**~~

~~**(a) *Composition; selection; terms.* The legislative, finance, and administration committee shall be composed of five members, four of which are appointed by the council president and one appointed by the committee chairperson, with all appointments subject to confirmation of a voting majority of the city council. Three of the members shall be elected city officials, and the two remaining members shall be city residents. The members of the committee shall serve one-year terms unless sooner removed.**~~

~~**(b) *Removal.* A member of such committee shall be removable by a three-fourths vote of the city council, excluding any councilmember under consideration, after written notice shall have been given the member being considered for removal, at a reasonable time prior to the proceeding, stating the time, place and date of the removal proceeding.**~~

~~**(Code 1981, § 2-147; Ord. of 9-22-2003)**~~

~~**Sec. 2-103. - Functions.**~~

~~**The legislative, finance, and administration committee shall advise the city council on proposed Charter amendments, ordinances to be adopted or amended, and other legislative matters; and shall advise the city council on financial matters, including the city's budget, assessments, and taxation; and advise the city council on administrative issues, policy, procedures, and operations of the city. The legislative, finance, and administration committee shall act as an advisory committee to the city council regarding matters relating to the mayor, council, city manager's office, finance department, administrative services, city clerk's office, tax assessor's office, human resources department, central services department, information technology department, election board, pension boards, and any omitted or new departments or committees, and other areas as deemed appropriate.**~~

~~**(Code 1981, § 2-148; Ord. of 9-22-2003)**~~

~~**Secs. 2-104—2-120. - Reserved.**~~

~~**DIVISION 3. - PARKS, RECREATION AND COMMUNITY ENHANCEMENT COMMITTEE**~~

~~**Sec. 2-121. - Created.**~~

~~There is hereby created a parks, recreation, and community enhancement committee.~~

~~(Code 1981, § 2-156; Ord. of 9-22-2003)~~

~~Sec. 2-122. - Members.~~

~~(a) *Composition; appointment; terms.* The parks, recreation, and community enhancement committee shall be composed of five members, four of which are appointed by the council president and one appointed by the committee chairperson, with all appointments subject to confirmation of a voting majority of the city council. Three of the members shall be elected city officials, and the two remaining members shall be city residents. The members of the committee shall serve one-year terms unless sooner removed.~~

~~(b) *Removal.* A member of such committee shall be removable by a three-fourths vote of the city council, excluding any councilmember under consideration, after written notice shall have been given the member being considered for removal, at a reasonable time prior to the proceeding, stating the time, place and date of the removal proceeding.~~

~~(Code 1981, § 2-157; Ord. of 9-22-2003)~~

~~Sec. 2-123. - Functions.~~

~~The parks, recreation, and community enhancement committee shall advise the city council on parks, playgrounds, open space, and other recreational facilities and programs; shall advise the city council on matters relating to the community enhancements by reviewing and commenting on community plans, and recommend appropriate funding for each community improvement project; and shall advise the city council on landscaping and beautification programs and tree preservation requirements, and assist in developing an understanding of the objectives and methods of tree conservation. The parks, recreation, and community enhancement committee shall act as an advisory committee to the city council regarding matters relating to the parks and recreation department, planning department, grounds department, community development, Silver Lake Commission, Greater Dover Arts Council, library commission, and other areas as deemed appropriate, including funding.~~

~~(Code 1981, § 2-158; Ord. of 9-22-2003)~~

~~Secs. 2-124—2-140. - Reserved.~~

~~DIVISION 4. - SAFETY ADVISORY AND TRANSPORTATION COMMITTEE~~

~~Sec. 2-141. - Created.~~

~~There is hereby created a safety advisory and transportation committee.~~

~~(Code 1981, § 2-161; Ord. of 9-22-2003)~~

~~Sec. 2-142. - Members.~~

~~(a) *Composition; appointment; terms.* The safety advisory and transportation committee shall be composed of five members, four of which are appointed by the council president and one~~

~~appointed by the committee chairperson, with all appointments subject to confirmation of a voting majority of the city council. Three of the members shall be elected city officials, and the two remaining members shall be city residents. The members of the committee shall serve one-year terms unless sooner removed.~~

~~(b) *Removal.* A member of such committee shall be removable by a three-fourths vote of the city council, excluding any councilmember under consideration, after written notice shall have been given the member being considered for removal, at a reasonable time prior to the proceeding, stating the time, place and date of the removal proceeding.~~

~~(Code 1981, § 2-162; Ord. of 9-22-2003)~~

~~Sec. 2-143. - Functions.~~

~~The safety advisory and transportation committee shall advise the city council on public safety issues, policies, procedures, and operations relative to emergency operations, and fire and police services. The safety advisory and transportation committee shall act as an advisory committee to the city council regarding matters relating to the police department, fire department, department of inspections, and other areas as deemed appropriate.~~

~~(Code 1981, § 2-163; Ord. of 9-22-2003)~~

~~Secs. 2-144—2-160. - Reserved.~~

~~DIVISION 5. - UTILITY COMMITTEE~~

~~Sec. 2-161. - Created.~~

~~There is hereby created a utility committee.~~

~~(Code 1981, § 2-166; Ord. of 9-22-2003)~~

~~Sec. 2-162. - Members.~~

~~(a) *Composition; appointment; terms.* The utility committee shall be composed of five members, four of which are appointed by the council president and one appointed by the committee chairperson, with all appointments subject to confirmation of a voting majority of the city council. Three of the members shall be elected city officials, and the two remaining members shall be city residents. The members of the committee shall serve one-year terms unless sooner removed.~~

~~(b) *Removal.* A member of such committee shall be removable by a three-fourths vote of the city council, excluding any councilmember under consideration, after written notice shall have been given the member being considered for removal, at a reasonable time prior to the proceeding, stating the time, place and date of the removal proceeding.~~

~~(Code 1981, § 2-167; Ord. of 9-22-2003)~~

~~Sec. 2-163. - Functions.~~

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~~The utility committee shall advise the city council on the installation, maintenance, repair, improvement, and relocation of electric, water, sewer, streets, communication utilities and other infrastructures within the city and lawfully extending beyond the city corporate limits; shall advise the city council on the issue of utility consumption rates, suggested code amendments, and condemnation of public rights-of-way; and shall act as an advisory committee to determine and establish utility issues, policies, procedures, and operations relative to electric, water, sewer, communications, etc., including, but not limited to, nonconsumption utility fees, utility extensions, impact fees, and service connection fees. The utility committee shall act as an advisory committee to the city council regarding matters relating to the electric department, and public works department, including water, sewer, and sanitation divisions, and other areas as deemed appropriate.~~

~~(Code 1981, § 2-168; Ord. of 9-22-2003)~~

~~Secs. 2-164—2-200. - Reserved.~~

Draft

FINAL READING

CITY OF DOVER PROPOSED ORDINANCE #2016-27

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

That Chapter 18 - Animals, Section 18-4 - Running At-Large, of the Dover Code be amended by deleting the text indicated in red strikeout and inserting the bold, blue text, as follows:

Sec. 18-4. - Running at-large.

(a) ~~*Permitting unlawful*~~ ***Unlawful***. It shall be unlawful for any person to permit any ~~animal~~ **dog** to run at-large.

(b) *Duties of police and animal control officer*. It shall be the duty of every police officer and animal control officer to apprehend any dog found running at-large contrary to the provisions of this section and to impound it. **If the dog is acting in a vicious capacity and attacks the officer or others, the officer may destroy the dog.** Such person shall make a record of the breed, color and sex of the dog and the number of its license tag, if any. A compilation of the records of all dogs caught and impounded shall be maintained at the police headquarters station. ~~Should any police officer or animal control officer be unable, after using reasonable and diligent efforts, to apprehend such animal, he may destroy it.~~

(c) *Authority of citizens*. Any citizen of the city may take up any animal found running at-large and deliver it to an animal control officer or police officer, or other authorized person, to be impounded.

(d) *Notice to owner*. It shall be the duty of the animal control officer or police officer or other person taking or impounding any animal to notify the owner, if known, within a reasonable time, either personally or by a written notice left at his usual place of abode or, if unknown, by five or more written or printed notices posted in public places within the city.

(e) Any person convicted of a violation of this section shall pay a fine as provided for in Appendix F-Fees and Fines.

(Code 1981, § 4-4; Ord. of 8-28-1995; Ord. No. 2009-09, 6-22-2009)

BE IT FURTHER ORDAINED:

That Chapter 18 - Animals, Section 18-5 - Dog licenses required, of the Dover Code be amended by deleting the text indicated in red strikeout and inserting the bold, blue text, as follows:

Sec. 18-5. - Dog licenses required.

(a) *Generally*. The owner or lawful possessor of any dog shall obtain a license for his dog pursuant to ~~7 Del. C. § 1702~~ **16 Del. C. § 3042F**, and any owner or possessor who shall fail to comply with the provision of the laws of the state shall pay a fine as provided for in Appendix F-Fees and Fines.

(b) Enforcement. The provisions of this section may be enforced by any police officer or by any person designated to act as an animal control officer.

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(Code 1981, § 4-4.1; Ord. of 8-28-1995; Ord. No. 2009-09, 6-22-2009)

BE IT FURTHER ORDAINED:

That Chapter 18 - Animals, Section 18-10 - Same - Seizure and Impoundment, of the Dover Code be amended by deleting the text indicated in red strikeout and inserting the bold, blue text, as follows:

Sec. 18-10. - Same-Seizure and impoundment.

(a) *Person bitten*. When a person has been bitten by a vicious dog or animal, the person, or parent, guardian or person standing in loco parentis of the person, and the person owning the animal or in control or possession of the animal shall notify the city police department immediately and give the name and address of the person bitten and the owner of the animal, along with a description of the animal. All animals that bite a person shall be immediately confined for ten days in a city-approved animal shelter or veterinary facility, at the expense of the owner.

(b) *Confinement*. If the owner of a dog or cat that has bitten a person can provide proof of a currently valid rabies vaccination, that dog or cat may be quarantined on the premises of the owner or custodian.

(c) *Impoundment if not confined*. Any dangerous or vicious animal may be impounded by an animal control officer or police officer to protect the public safety. Said impoundment will be in a city-approved animal shelter or veterinary facility at the owner's expense. No dangerous or vicious animal will be returned to the owner unless said animal is confined by the owner within a building or secured enclosure and shall be securely muzzled or caged whenever off the premises of its owner. Every person harboring a vicious animal, vicious dog or a wild animal is charged with an affirmative duty to confine said animal in such a way that the public does not have access to such animal.

(Code 1981, § 4-9; Ord. of 8-28-1995)

State Law reference- Similar provisions, ~~**3 Del. C. § 8208**~~ **16 Del C. §3073F**.

BE IT FURTHER ORDAINED:

That Appendix F - Fees and Fines, Chapter 18 - Animals, Section 18-5 - Dog licenses required; for each violations be amended by deleting the text indicated in red strikeout and inserting the bold, blue text, as follows:

Sec. 18-5. Dog licenses required; for each violation	**First offense -** Not less than $~~**25.00**~~**50.00**or more than $~~**1,000.00**~~**500.00.** **Second and subsequent offenses occurring within 12 months of prior offense - not less than $100 and not more than $500. The minimum fine for a subsequent offense shall not be subject to suspension. Conviction for the failure to pay the license fee is a violation.**

ADOPTED: *

S:\ORDINANCES\2016\DRAFT\ORDINANCE #2016-27 CH 18 - ANIMALS\Proposed Ordinance #2016-27 - CH 18 - Animals-Final Reading.wpd

SYNOPSIS

The proposed amendments will align the Dover Code with the recently amended Delaware Code.

(SPONSORS: HUTCHISON AND HOSFELT)

Actions History

12/12/2016 - Scheduled for Final Reading - City Council
11/28/2016 - First Reading - City Council
11/15/2016 - Introduction - Council Committee of the Whole/Legislative, Finance, and Administration Committee

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